



College Prep in a Small School Environment

Wednesday, November 17, 2021

5:00 p.m. Peak to Peak Board of Directors Meeting

Please click the link below to join the webinar:

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The Peak to Peak community will inspire students to fulfill their academic dreams for college, to develop their creative passions and athletic talents, and to be responsible citizens.

1. Call to Order: Colleen Elliott @ 5:02pm

In attendance:

Voting Board: Brian Boonstra, Colleen Elliott, Eveline Grady, Chirag Shah, David Woo (remote), Heather Caruso

Ex-Officio: Melissa Christensen, Clara Quinlan (remote), Kelly Reeser, Sam Todd, Kyle Mathews

Absent: None

Guests: Alison Cross, Deanne Thompson Kasic, Gene Maine, Jen Dauzvardis, Jennifer Douglass, Karen Amidon, Kate Martin, Kathy Lowrimore, Kim, Riddhi Gandhi, Sarah Boonstra, Shannon, Steve Widmar, Todd Dierking, Tracy Durland, Keri Dunphy, Traci Schoeneweis, Allison Slife, John Wilcox and several unidentified phone numbers and incomplete names

2. Consent grouping - Approval of minutes 10/13/21 & 10/27/21

Motion to approve the minutes of 10/13/21 & 10/27/21 by Heather Caruso

Second: Eveline Grady

Motion approved 6-0-0

Yay	Abstain	Nay
Brian Boonstra Chirag Shah Colleen Elliott David Woo Eveline Grady Heather Caruso		

3. Public comments

Traci Schoneweis: Thanks to subs, teachers, office staff for last Friday 11/12 with 25 teachers absent. We ended up with extra subs and it was great how smooth it went. Grateful to parents, teachers, all.

4. Celebration & Kudos

Kyle Mathews : Thank 12th grade leaders for lunch with seniors and Carla Flanhofer for her leadership

Heather Caruso: Shout to the education that Peak to Peak offers. Has son doing AP course at another course and thankful for how Peak to Peak prepared him for education at another place.

Eveline Grady: Her and Heather have been in contact with Rachel Hirt. Thankful for community volunteers that are seen and unseen. Appreciate everyone helping out without even being asked. Lots of help at corn-hole tournaments.

Chirag Shah: Thankful to Mindy Justice and other coaches for Girls on the Run. Great support and inspiration to the girls. Thanks to the kitchen staff for all the work they are doing. Thanks to teachers and leadership for making last Friday go smoothly.

Sam Todd: Shout out to the food services department for serving a record number of kids. Hired a couple more people. Want to thank the leadership team for coming down to serve. We retained our BBB rating with S&P so thankful for that.

Melissa Christensen : S/O to middle school team for great leadership activities including off-site activities and great work they are doing incorporating the kids back.

Kelly Reeser : Thanks to Traci Schoeneweis for making last Friday go smoothly. Thanks to the front office staff for stepping in. Thanks to Elementary school for MTSS work for improving collaboration between staff members.

Colleen Elliott: Thanks to Sam and the financial team for all work related to the audit work. Extend gratitude to the entire community, teachers, staff, volunteers, parents/guardians for everyone coming together this year.

5. Open Board Seat

Marleene Buttice stepped down effective 11/11/21 as mentioned in the weekly digest. Options are to leave the seat open, run a special election or interview candidates for the seat this year.

Discussion occurred about the options available.

Motion to leave seat open until next year by Brian Boonstra

Second: Eveline Grady

Motion approved 6-0-0

Yay	Abstain	Nay
Brian Boonstra Chirag Shah Colleen Elliott David Woo Eveline Grady Heather Caruso		

6. Board Officer Roles

Chirag Shah to step into the VP role and David Woo to step into Secretary role

Motion to approve the board officer roles by Eveline Grady

Second: Brian Boonstra

Motion approved 6-0-0

Yay	Abstain	Nay
Brian Boonstra Chirag Shah Colleen Elliott David Woo Eveline Grady Heather Caruso		

7. 2020-21 Audit Report

Allison Slife from CLA presented the audit report for 2020-21 year financials. She thanked Louise Peng and the rest of the team for the information. She walked the board through major items on the audit report including financials and required communication items.

8. Leadership Transition update

Colleen Elliott gave thanks to Kelly Reeser for her great work over the years. Colleen stressed that this is going to be a board hire and gave an overview of the structure and process of the EDE hire process. She spoke about how we are engaging the ELT, teachers, parents and guardians to solicit feedback from everyone. Colleen gave an overview of the work currently underway. Colleen gave an overview of the communications team. Brian and Eveline provided an overview of the hiring process planning.

9. EDO Report

Sam Todd presented the EDO report and walked the board through details.

Innovative furniture, duct cleaning and air balance work.

District bond started their study. They came by 10/26, 10/27. They sent engineers to inspect the buildings. We have submitted our plans for campus expansion.

Financial front retained BBB rating with S&P. Financial cash reserves increased to 178 days. Governor presented his initial budget for 2022-23 and it looks promising with an increase in PPR.

Food services continue to serve a record number of kids with multiple options. We have been able to hire a new cook and baker which should help with the workload.

Fund-raising: Gala theme to be revealed 11/18. Auction will be held at the Gala as well.

HR: working on conversion of payroll systems. Current provider is getting out-dated. Transition is likely to happen next Spring.

On-going study for teacher pay is continuing.

Sam gave an update on the Willoughby project and the amount of land taken up of Peak to Peak is lesser.

FBC met on 10/25/21. Sam walked through some major financial numbers and walked through the FBC report.

10. 2021-22 Revised Budget Approval

Motion to approve the 2021-22 revised budget by Brian Boonstra

Second: Chirag Shah

Motion approved 6-0-0

Yay	Abstain	Nay
<p>Brian Boonstra Chirag Shah Colleen Elliott David Woo Eveline Grady Heather Caruso</p>		

Motion to approve the change order for the cameras in the amount of \$20,799 by Heather Caruso

Second: Chirag Shah

Motion approved 6-0-0

Yay	Abstain	Nay
Brian Boonstra Chirag Shah Colleen Elliott David Woo Eveline Grady Heather Caruso		

11. EDE Report

Kelly Reeser expressed her gratitude for being able to serve in the role of EDE and other roles in the past to the community.

Kelly walked through the EDE report. Provided an update on the COVID processes and how it was going well. K-12 curriculum maps being worked upon and getting improved through the year. KPIs will be discussed later in the agenda.

12. Policy Updates

Kelly Reeser and Sam Todd reviewed the changes to the policies. They will be voted upon in the next board meeting.

- a. [DID - Capital Asset Accounting](#)
- b. [ECA-R - Video Surveillance Equipment](#)
- c. [IKA/IKAA/IKAB - Grading Systems](#)
- d. [IKF - Graduation Requirements](#)

13. Curriculum Proposals

Motion to approve the 4 curriculum proposals

- a. [Proposed Update to Advanced Computer Science: Data Structures](#) - grades 10th-12th (Vote)
- b. ["Undefeated" New Text Proposal](#) - 8th grade (Vote)
- c. ["All American Muslim Girl" New Text Proposal](#) - 8th grade (Vote)
- d. New Course - [Speaking to Empower](#) (Vote)

by Eveline Grady

Second: Chirag Shah

Motion approved 6-0-0

Yay	Abstain	Nay
Brian Boonstra Chirag Shah Colleen Elliott David Woo Eveline Grady Heather Caruso		

Kyle Mathews presented on [Spanish Textbook proposal](#). There was no existing textbook and so this is being introduced. It is a better financial option over the years rather than another alternative that was being considered.

Break at 6:59 pm

Meeting resumed back at 7:09 pm

14. Principal Reports

Kyle Mathews presented the high school report and walked through it. Innovation classes are going

really well. Lots of kudos to students and teachers performing really well and winning competitions, cash prizes, visiting mentors, etc.

Clara Quinlan presented the middle school report and walked through it.

Melissa Christensen presented the elementary school report and walked through it.

15. Strategic Plan Review - KPI Review

Jen Dauzvardis presented on the KPIs and reviewed the data. The focus was on KPI 1 and 2. Time was spent on explaining the i-Ready process and a deeper dive on the data itself. Discussion was also had on the other KPIs amongst the board and Jen Dauzvardis .

16. Board Goals

Discussion on the board committee liaisons with Marleene’s departure led by Colleen. Chirag to continue to be primary on Accountability and seeking for someone to step into Communications. By-laws work to continue with Brian, Marleene and Eveline. Equity committee work to continue through the year.

17. Motion to adjourn the Peak to Peak Board of Directors Meeting at 8:59pm by Brian Boonstra

Second: Eveline Grady

Motion for Adjournment: 6-0-0 by vocal votes

Yay Brian Boonstra Chirag Shah Colleen Elliott David Woo Eveline Grady Heather Caruso	Abstain	Nay
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Respectfully Submitted,

Chirag Shah, Secretary
Peak to Peak Board of Directors