



*College Prep in a Small School Environment*

**Minutes of the regular meeting of the Peak to Peak Board of Directors  
Wednesday, October 13, 2021 at 5:00pm**

**Videoconference: <https://us02web.zoom.us/j/81498764559> update**

*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 @ 5:01pm

**In attendance:**

**Voting Board:** Brian Boonstra, Marleene Buttice, Colleen Elliott, Eveline Grady, Chirag Shah, David Woo, Heather Caruso

**Ex-Officio:** Melissa Christensen, Clara Quinlan, Kelly Reeser, Sam Todd, Kyle Mathews

**Absent:** None

Guests: Cathy Rein, Jen Dausvardis, John Wilcox, Keri Dunphy, Kristianna Vedvik, Traci Schoeneweis, Vicki Hankey, Deanne Kasic, Diangy, Holly Widmar, Jennifer Douglass, Karen Amidon, Kate Martin, Katherine, Lisa, MR, Steve Widmar, Todd Dierking, Tracy Durland and several unidentified phone numbers and incomplete names

**2. Consent grouping - Approval of minutes 09/01/21**

**Motion to approve the minutes of 09/01/21 by Eveline Grady**

**Second: Marleene Buttice**

**Motion approved 7-0-0**

<b>Yay</b>	<b>Abstain</b>	<b>Nay</b>
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<p> <b>Brian Boonstra</b>  <b>Chirag Shah</b>  <b>Colleen Elliott</b>  <b>David Woo</b>  <b>Eveline Grady</b>  <b>Heather Caruso</b>  <b>Marleene Buttice</b> </p>		
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**Motion to approve the K-12 Teaching Assistant Job Description by Eveline Grady**

**Second: Marleene Buttice**

**Motion approved 7-0-0**

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

**3. Public comments**

No public speakers

**4. Celebration & Kudos**

**Kelly Reeser** : Thanks to all teachers, parents and guardians for successful parent-teacher conferences. The virtual format is working really well. Thanked **John Wilcox** for new security systems. The cameras are bigger and have 360 degree views on them. Thanks to kids for showing up everyday and having everyone back on campus, complying with mask mandates and other

requirements has been wonderful. Kudos to Jen Dauzvardis for work on the Strategic Plan and for simplifying all the work.

Sam Todd: Congrats to the Food Services team as we are serving far more students with lesser staff. Please pass on encouragement to them. Congrats to Louise for a successful financial audit.

Colleen Elliott: Thanks to Rachel Hirt for the first successful corn hole event. Appreciate all the volunteer work by Rachel, Tracy, etc.

Chirag Shah: Thanks to HS curriculum committee on their work, thanks to Food Services for high number of meals while being short staffed, elementary school staff for working through the quarantines and getting kids back in class

Brian Boonstra: Thanks to the coaches for doing a great job for their coaching work but also encouraging kids to attend other events. Higher attendance numbers at sporting events have been observed across the board.

Eveline Grady : Thank you to Nicole Harrison and Rachel Hirt with all volunteers for a successful staff lunch. Thanks to Vicki Lundquist for all the work done on open enrollment this fall as it was greater turnover this year than past. Thanks to Rachel and volunteers for the homecoming tailgate event as well as corn hole tournament. It was nice to have kids also involved and look forward to similar events in the future.

Heather Caruso: Shout-out to other folks who stepped up in her absence and her struggles. Looking to commit more time moving forward due to the great support she has received this far. Special shout out to Colleen for extra outreach on her behalf.

Kyle Mathews : Shout out to Josh Benson. First year on the job but looking like has 20 years of experience. Stepping up in multiple roles and positions.

Clara Quinlan :Great teamwork around the school in terms of subs, teachers stepping in other roles, support staff stepping up. Students do not notice much but the instruction is not interrupted and so shout out to everyone on campus and be willing to be flexible.

Melissa Christensen : Special shout out to paraprofessionals and teaching assistants because of their great work. They are behind the scenes but doing great work helping students and teachers.

## 5. EDE Report

Kelly Reeser presented the EDE report. COVID protocols are going well and thanks to teachers for being flexible and helping students out. With Q1 ending we are doing a good job staying in school and everything going smoothly. Had 1st parent engagement session with 45 attendees with parents and ELT. Great participation. 2 others scheduled on January 25th and April 19th. We can have additional topics as needed as well so please reach out to us with any of them.

The Strategic Plan updates are in the report and we will be visiting it further down in the agenda.

Open Enrollment nearing completion. Vicki Lundquist doing great work working with the district, getting offers out, etc.

Innovation Grants first round completed. Thanks to the teachers who submitted. Kelly listed out the projects already fully funded.

Equity work continuing and working on a larger summary. Encourage board members to read what is on the website. More is coming up soon.

Updates on hiring over the last month were provided.

**6. Policy Updates**

- a. KI - Visitors to Schools
- b. KI-R-2 - Visitor Management Procedures During Distance Learning
- c. JECC-R - Open Enrollment Procedures

Kelly Reeser gave a brief overview of each policy and walked through high level details on each policy. She spoke to Brian and he was satisfied with the changes and everything was clarified.

Open Enrollment policy aligns with BVSD. It affects about 10 students.

**Motion to approve the above listed policy updates by Brian Boonstra**

**Second: Heather Caruso**

**Motion approved 7-0-0**

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

## 7. Curriculum Proposals

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

Kyle Mathews provided an update on Proposed Update to Advanced Computer Science: Data Structures and gave an overview of it.

Clara Quinlan provided an overview of "Undefeated" and "All American Muslim Girl" and talked through the thinking behind it. Texts were proposed by Ms. Rachel Medina. They are summer reading books.

Kyle Mathews provided an update on the course update to Speaking to Empower. Making it more broad than just as a preparatory course for the speech and debate team.

## 8. Response to Family Survey - Accountability Committee Update Meeting

Cathy Rein presented the response to the family survey. She thanked the ELT for their time and their responses to the questions. Thanks to Sarah Boonstra, Pragati Sharma and . Thanks to Brian Rozinsky for his help editing the report. Cathy walked through the response and highlighted the major concerns and their corresponding responses.

## 9. EDO Report

Sam Todd presented the EDO report. Highlighted the vandalism and graffiti on the east side of the campus. It has been reported to the police but they are currently short-staffed. John Wilcox and the team are looking for additional equipment to clean it. New video surveillance is currently being installed. Work has been completed in the North building and now moving onto the South building. Expecting all the work to be complete by the end of the month.

Preliminary Financial audit is complete. ESSER funding is discussed in the next section. Food services are seeing a high volume of meals being served due to the free Federal meal program.

FDAC committee met with Chirag, Colleen and Rachel. More information going out to the community soon. Looking for a lot of work to get done.

Annual fund being launched in the next 2 weeks. Gala committee working hard for that. Spirit nights events coming up. Lots of great events have already happened.

In HR, Kristianna and Sam are completing a study for seniority pay for new teachers and complete study on truing up past pay for teachers hired in the past 8 years. They expect to have the work completed by the end of the year and a report out in January or February.

Sam and Kelly participated in the annual Leadership Summit for the Colorado League of Charter Schools and found it to be incredibly informative and useful.

The Willoughby Corner affordable housing program is up and running again after the pandemic. Expecting to see more activity around that coming up.

Marleen wondered if the graffiti work can be taught to the ones doing it and if there was a way to teach these folks a better way to commit better and turn this into a learning opportunity.

Kyle mentioned that we do teach graffiti art at the school where they walk around and learn about graffiti art. Kyle is open to a canvas somewhere on campus where graffiti artists can show their work.

**10. Final Revised Budget for 2021-22, ESSER II and III Budgets**

**Motion to approve the bids for Air Duct cleaning by Monster Vac for \$64,600 and Air Balancing by Elite Test for \$26,000 by Brian Boonstra**

**Second: Colleen Elliott**

**Motion approved 7-0-0**

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

Sam Todd presented the revised budget for ESSER II and ESSER III fundings.

**Motion to approve ESSER II and ESSER III budgets by Brian Boonstra**

**Second: Eveline Grady**

**Motion approved 7-0-0**

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

Sam Todd mentioned that he is not prepared to ask for approval of the final revised budget for 2021-22 as he is waiting on information from the district. Sam reviewed various known line items on the budget and presented the numbers changed with revenue and expenses.

**Break at 6:19 pm**

**Meeting resumed back at 6:31 pm**

### **11. Strategic Plan Framework**

Jen Dauzvardis presented on the strategic plan framework. Clarified that this is just the framework and not the actual strategic plan. This is the very beginning of the process. She walked through the presentation for the strategic plan framework. This was followed by comments by Kyle Mathews , Heather Caruso, Colleen Elliott , Kelly Reeser, Jen Dauzvardis, Brian Boonstra and Eveline Grady .

### **12. Board Goals**

Colleen Elliott mentioned that FDAC, Accountability, HOD and Elections committees provided updates in writing by board liaisons. Heather Caruso said that emails have gone out to the Volunteer and Counseling committees and are waiting to hear back from their leaders. Kyle Mathews provided an update on the Curriculum committee in writing to Colleen. There was a brief discussion on communicating committee meetings more effectively with the community to enable higher participation.

Marleene Buttice provided an update on the work being done for the by-laws update. Marleene thanked Eveline Grady and Brian Boonstra for their work being done in soliciting all feedback. Marleene mentioned that down the line Brian will create a red-lined document to share with the broader community next semester. Marleene then walked through the presentation of the work completed so far

and offered to continue receiving feedback on the document for future updates. There was a discussion on whether having the mission statement in the By-Laws is needed or not. There were no board members with strong convictions either way. Kelly preferred leaving the simple mission statement in the By-laws moving forward. Agreed upon by Brian Boonstra.

There was additional discussion on defining a family unit as well as definition of a staff member for voting purposes.

Discussion on section 5.2.1 about definition on who can run for the board and their immediate family members being eligible for employment.

**13. Board feedback/evaluation**

Mentioned how it was a well-balanced agenda today.

**14. Motion to adjourn the Peak to Peak Board of Directors Meeting by Brian Boonstra**

**Second: Heather Caruso**

**Motion for Adjournment: 7-0-0 by vocal votes**

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

Respectfully Submitted,

**Chirag Shah, Secretary  
Peak to Peak Board of Directors**