



*College Prep in a Small School Environment*

**Minutes of the regular meeting of the Peak to Peak Board of Directors**

**Wednesday, August 11, 2021 at 5:00pm**

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

*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 @ 5:02 PM**

**In attendance:**

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

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

**Absent:** none

Guests: Vicki Ludquist, Tracy Durland, Keri Dunphy, John Wilxoc, Kristianna Vedvik, Traci Schoeneweis, Jen Dauzvardis, Sarah Greene, Kate Martin,, Allison Fitzgerald, Beth Custard, Calvin Legh, Deanne Kasic, Diane Scott, Gene Maine, Holly Widmar, Jen Heieck, Kara Rigney, Krissa Bloom, Laurie Harris, Camille Ibsen, Kathy Lowrimore, Lora Lynn Averill, Marti Oliva, Michelle Reininger, Marce Olson, Maria Klemenc, Jen Jouzdani, Kang Ahn, Alli Seeber, Victoria Hankey, Annie Sasseville, Ashley Eckert, Alison Cross, Clara Flanhofer, Erin Simonsen (and several unidentified phone numbers and incomplete names)

Colleen Elliott gave a welcome message.

**2. Consent grouping - Approval of minutes 06/02/21 and minutes of 06/14/21**

**Motion to approve the minutes of 06/02/21 and 06/14/21 by Heather Caruso**

**Second: David Woo**

**Motion approved 7-0-0**

<b>Yay</b>	<b>Abstain Nay</b>
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<p><b>Brian Boonstra</b> <b>Marleene Buttice</b> <b>Heather Caruso</b> <b>Colleen Elliott</b> <b>Eveline Grady</b> <b>Chirag Shah</b> <b>David Woo</b></p>	
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### 3. Celebrations and Kudos

Heather Caruso: Welcomed all new board members and thanked them for joining the board during this exceptional year. Also thanked existing board members for their continued commitment. Extended kudos to the leadership team for seeing us through last year and into next.

Eveline Grady: Thanked Jen Dauzvardis and Colleen Elliott for the recent board training. Kudos to the front office and support staff who ran the day's registration efforts. Many thanks to the generous parent/s who donated spirit t-shirts: it was uplifting to walk through the registration lines and see such great energy around the t-shirt line!

Clara Quinlan: The t-shirts message of Empower Inspire Grow were alive at the leadership retreat in June where three assistant principals were onboarded and questions such as how to reconnect again were discussed.

Kelly Reeser: Thanked Rachel Hirt for getting the T-Shirt work off the ground. Encouraged everyone to show their spirit and wear them often. Thanked teachers for their gusto and energy in staff meetings. Shared that it's wonderful to see the energy and enthusiasm everyone is bringing back on campus.

Sam Todd: Recognized Louise Peng for her behind the scenes work, closing our books from last year and preparing our audit. Recognized John Wilcox who worked on a whole list of campus improvements over the summer.

Marleene Buttice: Thanked all staff members who are preparing to welcome students back onto campus. Despite masks we saw many many smiles.

Melissa Christensen: Kudos to Keri Dunphy for organizing and running workshops and overseeing activities that support our staff's work.

Kyle Mathews: Welcomed new high school teachers:

- Anita Chakraborty-Spotts (not new, but returning to teach high school math)
- Isaac Galef-Brown (10th grade US government & politics and economics, and AP US

government & politics)

- Ilse Meiler (secondary French)
- SJ Young (high school English)
- Gosia Waz (high school science)

Colleen Elliott: Thanked Jen Dauzvardis for her website work over the summer. Thanked Kelly Reeser and Sam Todd for working throughout the summer and keeping on top of pandemic related issues and news.

#### **4. Public Comments**

Traci Schoeneweis: Thanked the community for coming to the registration event that was held. Everyone wore masks, families were gracious, cooperated and the turnout was excellent. Honored and thanked all staff members who supported this event: Allie Cross, Cindy Stahly, Ileana Peterson, Jody Heidorn, Donna Rader, Amanda Smith, Rachel Hirt, Vicki Lundquist, Rachel Benitez, Amy Skinner, Annie Dupras, Pam Rutigliano, Tracey Sutton. Shared that everyone is just so happy to be back!

Camille Ibsen: Shared that she sent an email out to the board around Covid 19 protocols with regards to quarantining specifically. The CDC states that: 'Unvaccinated persons who have tested antibody positive within 3 months before or immediately following an exposure to someone with suspected or confirmed COVID-19 and who have remained asymptomatic since the current COVID-19 exposure do not need to quarantine, provided there is limited or no contact with persons at high risk for severe COVID-19 illness.' While developing the COVID 19 mitigation plan for Peak to Peak around quarantines, she respectfully requested that those who can demonstrate natural immunity not be required to quarantine. She emphasized the importance to focus on immunity vs. non-immunity and not vaccine vs. not vaccine.

#### **5. Overview of Officer Responsibilities**

Colleen Elliott gave a high level overview of board officer responsibilities.

#### **6. Nominate/Elect Board Officers**

Colleen Elliott reminded the community that last year was a very challenging year for the board. With four new board members it's important to make room for new voices while also leveraging the value of it's seasoned members. Hence, the plan is to leverage both strengths with a mid-year transition in board leadership.

#### **Motion to elect the following slate of officers by David Woo**

**President: Colleen Elliott**

**Vice-President: Marleene Buttice**

**Treasurer: Brian Boonstra**

**Secretary: Chirag Shah**

**Second: Brian Boonstra**

**Motion approved 7-0-0**

<b>Yay</b>	<b>Abstain Nay</b>
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<b>Brian Boonstra Marleene Buttice Heather Caruso Colleen Elliott Eveline Grady Chirag Shah David Woo</b>	
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**7. Establish Committee Membership and Liaisons**

Colleen Elliott gave an overview of liaison responsibilities (update process documents - primary liaison has responsibility to attend meetings). Board agreed that both liaisons can attend committee meetings and that they should share the committee workload.

- HOD – Eveline Grady, Chirag Shah
- FBC – Brian Boonstra, David Woo
- Curriculum K-5 – David Woo, Eveline Grady
- Curriculum 6-12 – Brian Boonstra, Colleen Elliott
- Accountability – Chirag Shah, Marleene Buttice
- Volunteer – Heather Caruso, Eveline Grady
- Election – David Woo, Eveline Grady
- Counseling – Heather Caruso & Marleene Buttice
- BVSD BOE/District Admin – Colleen Elliott & Eveline Grady
- FDAC – Chirag Shah, Heather Caruso
- City of Lafayette – n/a
- Legal – Colleen Elliott, Brian Boonstra
- Communication – Marleene Buttice, David Woo

**Motion to approve bod liaisons as listed above with the stipulation that board members can sub in for each other, by Chirag Shah**

**Second: Heather Caruso**

**Motion approved: 7-0-0**

<b>Yay</b>	<b>Abstain Nay</b>
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<b>Brian Boonstra</b> <b>Marleene Buttice</b> <b>Heather Caruso</b> <b>Colleen Elliott</b> <b>Eveline Grady</b> <b>Chirag Shah</b> <b>David Woo</b>	
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**8. Prairie View Meeting to Elect Officers/Approve Minutes**

**Motion to resolve out of the regular Peak to Peak Board of Directors Meeting into the Prairie View Inc. Meeting by Brian Boonstra**  
**Second: Chirag Shah**

**Motion approved 7-0-0**

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

See separate minutes for the Prairie View Inc. meeting.

**9. Friends of Peak to Peak Meeting to Elect Officers/Approve Minutes**

See separate minutes for the Friends of Peak to Peak Meeting

**5:45pm Friends of Peak to Peak meeting adjourned and the board resolved back into the regular meeting of the Peak to Peak board of directors.**

**10. Peak to Peak End-of-Year Financial Transfers and Appropriations**

(written report submitted)

**Motion to approve the 2020-21 end of year bank transfers, which are \$70,000 from food services to P2P operating to cover payroll and procard expenses \$500,000 from P2P operating to Colotrust reserves to earn interest on surplus cash, by Eveline Grady**

**Second: David Woo**

**Motion approved 7-0-0**

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

<b>David Woo</b>	
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**Motion to approve the appropriation resolution for the 2021-22 preliminary budget which was approved by the board in May by David Woo  
Second: Heather Caruso**

**Motion approved 7-0-0**

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

**11. Q4 End-of-Year Financial Reports for 2020-21**  
(written report submitted)

Sam Todd walked the Board through Q4 20-21 end-of-year financial reports.

- Total Fund 11 revenues and transferred-in fundraising donations from Friends of Peak to Peak came in at \$18.1 million, or 99% of budget; while expenditures came in at \$17 million, or 94% of budget.
- A budget surplus of \$899K was generated for the fiscal year, leaving financial reserves in good shape at nearly \$6.5 million.

- Food services - it was a difficult year for food services as we were not able to serve students in the cafeteria. Total revenues came in at 49% of budget at \$136K, and expenses came in at 77% of budget at \$338K. The infusion of federal ESSER grant monies allowed the program to breakeven.
- Friends of P2P fundraising efforts were successful this year despite the COVID-19 pandemic, which forced the cancellation of the two largest fundraising events of the year. Total Fund 26 revenues came in at \$617K, or 102% of budget, which was largely driven by outstanding investment performance in the scholarship fund. Total Fund 26 expenses came in at \$68K, which was 36% of budget.

Brief discussion was held

Sam Todd shared that the school had to get the ball rolling with the emergency replacement of a broken fire hydrant on campus. This needed to be done immediately as it presented a security hazard - the typical purchasing process was bypassed (according to policy) as it was an emergency. Work will get started on Friday.

**12. Proposal to Purchase K-12 Security Camera System**

(written report submitted)

Sam Todd:

Proposal was submitted to the board. The new system will have much better visuals. It's a very responsive system that will save a lot of time for administrators. Vendor process: outside vendor bid was substantially higher than BVSD's vendor bid. BVSD vendor has installed similar systems throughout the district and has experience in that area. Proposal is to tag on to that relationship. The expense will qualify for ESSER 3 funds and won't impact our budget.

Clarifying discussions were held. System will not incur additional operational costs.

As there are delays in the supply chain, the board decided to vote on the matter.

**Motion to approve the proposal to purchase the K-12 Security Camera System as discussed, by David Woo**

**Second: Chirag Shah**

**Motion approved 7-0-0**

Yay	Abstain Nay
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<p><b>Brian Boonstra</b> <b>Marleene Buttice</b> <b>Heather Caruso</b> <b>Colleen Elliott</b> <b>Eveline Grady</b> <b>Chirag Shah</b> <b>David Woo</b></p>	
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**Break 6:17pm to 6:30pm**

### **13. Reintroduction Plan, Pandemic Mitigation Strategies, Health Dept Guidance/Mandates**

(written report submitted)

Kelly Reeser walked the board through the reintroduction plan and provided a slide show.

- Priorities: Keep students in person, 5 days a week
- Gave overview of the current public health status
- Peak to Peak Systems: Prioritizing assessments, amplifying beginning of year protocols. Mitigate the effect of absences using existing systems for making up work.
- Clarified online models/remote learning/distance learning

Discussions ensued.

- There is a mask requirement in place set by the BCHD
- Gave overview of layered mitigation strategies

Discussions ensued on mask order & volunteerism & board decision process regarding masks.

- Worst case scenario would be going online.
- Communication - Parents should go on the school website. Emails & texts will be sent out if content is time sensitive. Otherwise, the Friday Digest is our communication tool. Virtual meeting format will remain a vehicle of interaction.

### **14. Policy Review**

(written report submitted)

Kelly Reeser highlighted that P2P operates on a mix of P2P policies and BVSD policies. She gave an overview on the following policies which would align with those of Boulder Valley:

- a. DJ/DJE - Purchasing & Contracting
- b. ECB - Operations & Maintenance



- c. INB - Teaching About Controversial Issues
- d. JDSE, JDSE-R - Student Suspensions & Expulsions (recommendation is to retire and adopt BVSDs)
- e. KI - Visitors to Schools

**15. Board Goals**

Colleen Elliott gave a background on previous board goals. Board discussed areas that could need board level involvement.

- Strategic Plan update
- Board Committees (revisit process documents, membership etc.)
- Bylaws task force
- Revise FDAC
- Equity work on board level
- Increase volunteerism

At the next board meeting the board will make a final decision on it’s board goals.

**16. Board Feedback/Evaluation**

Jennifer Dauzvardis provided feedback on board governance. She encouraged board members to examine their time and attention on board business vs presenting to the community and bringing the community up to speed. Board struck a good balance, but should keep this in mind when conducting business.

**17. Adjournment of meeting at 8:06pm**

**Motion to adjourn the Peak to Peak Board of Directors Meeting by Chirag Shah**

**Second: Brian Boonstra**

**Motion approved 6-0-0**

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

**Heather Caruso dropped from the zoom meeting at about 8:01pm.**

**Respectfully Submitted,**

*Eveline Grady*

**Eveline Grady,**

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