



Minutes of the Peak to Peak Board of Directors

Meetings (Regular Meeting)

Wednesday, June 22, 2022

Videoconference: Zoom Meeting

<https://us02web.zoom.us/j/83668949808>

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 become responsible citizens.

1. **Call to Order:** Chirag Shah @ 3:03 PM (ROLL CALL)

In attendance by video conferencing: David Woo, Chirag Shah, Eveline Grady, and Heather Caruso

Voting Board: Colleen Elliott, Chirag Shah, and Eveline Grady, and David Woo

Ex-Officio: Kyle Mathews, Clara Quinlan, Kelly Reeser, Sam Todd, Melissa Christensen, and Jennie Klein (future EDE)

Absent: Brian Boonstra

Guests: Jennie Klein (future EDE), Marlene Martin, Wesley Kirk, Traci Schoeneweis, Jennifer Dauzvardis, Dan Koerner, Keri Dunphy and Heather Caruso

2. **Adjusted 2022-23 School Calendar:** Chirag Shah & Board @ 3:05 PM (DISCUSS/VOTE)

- BVSD proposed Spring break be pushed off by one week to align with CU Boulder's calendar.
- Peak to Peak has decided to adopt a new date for Spring Break to align with BVSD and request the board to approve.

Motion to approve the 2022-23 School Calendar: David Woo

Seconded: Eveline Grady

The motion was approved 5-0-0:

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| Yay | Abstain | No |
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| Chirag Shah Colleen Elliott David Woo Eveline Grady Heather Caruso | | |
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3. **BVSD Facility Needs Assessment & P2P Request for Consideration:** Sam Todd, Kelly Reeser & Board @ 3:08 PM (DISCUSS)

- Peak to Peak has not been able to schedule a time with BVSD to discuss adding the additional capital projects they would like voters to consider on the next bond measure, planned for November 2022.
- A request from BVSD for Peak to Peak to provide feedback by June 24th was submitted before the deadline and we are expecting to hear back from BVSD by July 11th.
 - We haven't yet received any acknowledgement that they have received the letter.
- Information from the last Board meeting below:
 - BVSD is proposing another Bond for voters to approve in the Nov 2022 election.
 - According to BVSD, the Bond, if passed, will result in \$1.1 million for Peak to Peak
 - If Peak to Peak wants to receive more, a discussion is needed with the BVSD district to list all the items Peak to Peak will use the money for.
 - Peak to Peak has previously shared the school's \$21 million campus expansion plans with BVSD and will do so again, requesting that BVSD add this project to the Facility Needs Assessment.

4. **Payroll to transition software move from existing vendor to a new vendor:** Chirag Shah & Board @ 3:24 PM (DISCUSS/VOTE)

- Paychex is the current vendor, and has been for more than 10 years.
 - The move is a result of observation that Paychex has become somewhat dysfunctional, outdated, and the school is not getting the functionality they need with the payroll software.
- A lot of research has already been completed with several vendors.
- Research also includes a transition plan to move all the data into the new payroll system and the level of effort it would take.
 - The payroll team has worked several months to convert to a new payroll vendor (most likely Paycom).
- The last payroll with Paychex will be in September which means the payroll team needs to complete the conversion process with the new vendor sooner than anticipated.
- New contract with the new vendor will be over the \$10k threshold set by policy and requires approval from the board.
 - Obtaining the approval will allow the payroll team to continue with the conversion process avoiding any potential delay.
 - ***This urgent matter cannot wait until August to get board approval.***
 - ***This was an unexpected turn of events on the timing.***
- The payroll team consist of:
 - Kristianna Vedvik
 - Holly Ford

- o Louise Peng
- o Nina Hankla
- o Dan Koerner (to assist the team)

Motion to approve up to \$45k for a new payroll system by way of a new contract with the new vendor that will be selected by the payroll team within the next two weeks: Chirag Shah

Seconded: David Woo

The motion was approved 5-0-0:

| Yay | Abstain | No |
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| Chirag Shah Colleen Elliott David Woo Eveline Grady Heather Caruso | | |

5. **Adjourn:** Board @ 3:26 PM (VOTE)

Motion to: Colleen Elliott

Second: Eveline Grady

The motion was approved 5-0-0:

| Yay | Abstain | No |
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| Chirag Shah Colleen Elliott David Woo Eveline Grady Heather Caruso | | |

Respectfully submitted,

David Woo

David Woo – Board Secretary
Peak to Peak Board of Directors