

## Peak to Peak Accountability Committee

Minutes to November 9, 2007 Meeting

Attendees: Cyndi Baird, Susan Bird, Dara Blanchette, Lisa Gaskins, Renata Nadolski, Noelle Roni

Began at 8:15

Lisa Gaskins called the meeting to order.

### P2P Board Meeting Attendance:

Note: the Nov. 1 meeting has been changed to a development work session for all the board members, so the AC members will not be asked to attend.

November 15: Renata N and Allison O

November 29: Lisa G, Jennifer B (Becky S backup)

December 13: Susan B and Cheri W

### P2P Board Meeting Updates:

Susan B. gave a brief summary of the Board of Directors' Quarterly forum she attended on November 7<sup>th</sup>. The importance of a member of AC attending the Board of Directors meetings was discussed, and affirmed that this is indeed a function of the AC.

The AC also discussed the appropriateness of providing the Board with recommendations from the committee as a result of our meetings. It was decided that when issues come to the AC's attention and a recommendation could be helpful, the AC secretary will write the recommendation and email to the board members. It is also not necessary for recommendations to come out of all the AC meetings.

As a result of the AC attending the forum, we will be making a recommendation to the board concerning the publication of the quarterly reports from all principals to the community via posting on the website.

### Parent Survey Response Status:

Copies of the current draft of the response to the parent survey was reviewed and discussed again before final publication to the community. No BoD members were present at this meeting, so a call was put in to Chris Howard to clarify the Board's goal concerning the effectiveness of the Communication Pathways (CP). The clarified goal will be included in the survey response letter to the community. An additional recommendation to the board from the AC will include a proposed form to document the CP process when it comes to the principals' level. This is to ensure that all parties agree with the status of the conflict or issue and will provide a complete history of the conflict by the time it arrives at the Board level.

Lisa G. will finalize the survey response and forward it to Traci S. for distribution once the board letter is complete and approved.

Review of School Improvement Plan:

The SIP was approved at the 10/30/07 interview process at the district level.

Strategic Plan Follow Up:

No current update on the Strategic Plan. Sheryl S. (Board member) is to summarize and communicate the plan to P2P community.

Blue Ribbon Schools:

The Blue Ribbon letter was confirmed as being sent by Traci S.

Action Items:

1. Lisa G. to finalize survey response letter and send to Traci S for distribution to community when the board cover letter is completed and approved. Deadline is 11/13/07.
2. Tim C. to complete the board cover letter and send to other board members for approval. Deadline is 11/13/07.
3. Cyndi B. to write up recommendations for this meeting and send to the board before the next board meeting, 11/15/07.
4. Susan B. to create a draft form of recommended CP document and send to Cyndi B. to be included in the AC recommendations to the Board (per 3. above)
5. Lisa G. to obtain the BoD meeting dates for the remainder of the school year so that AC members can sign up to attend.
6. Renata N. will plan on reading the AC recommendations during public comments at the next board meeting (11/15/07).
7. Renata will volunteer to write the Community Service highlight column for the next S2P.

Respectfully Submitted,  
Cyndi Baird  
Secretary, Accountability Committee  
November 13, 2007

## Accountability Committee Recommendations

As a result of the Accountability Committee (AC) meeting held on November 9, 2007, the AC makes the following recommendations:

In order to maintain an effective Communication Pathways (CP) process, we recommend developing and implementing a tracking form to document the process once it has reached the level of principal. A draft of such a form is attached for your consideration.

In the interest of full and complete communication within the Peak to Peak community, we recommend that the quarterly reports presented during the BoD Quarterly review forum be made available to the school community. This could be accomplished through a brief summary paragraph within the board minutes along with a link to the entire report listed on the webpage.

Respectfully Submitted  
November, 13 2007,

Cyndi Baird  
Secretary, Accountability Committee  
Peak To Peak Charter School

**Communication Pathways  
Resolution Process  
Principal Form**

**Parties Involved:**

Name

Position

**Description of Situation/Concern:**

(Include background information/issues and prior efforts to resolve situation)

**Meeting Date/Attendees:**

**Outcome:** (Circle one)

Resolved – (Include brief description of resolution)

Next Step – (If issue is not resolved, include information on next step in the  
Communication Pathways process)