

Peak to Peak Accountability Committee

Minutes to December 7, 2007 Meeting

Attendees: Cyndi Baird, Susan Bird, Dara Blanchette, Jennifer Bradfield, Lisa Gaskins, Renata Nadolski, Cheri Wallace

Began at 8:15

Lisa Gaskins called the meeting to order.

P2P Board Meeting Updates:

Renata gave a brief summary from her attendance at the 11/15/07 BoD meeting. She read our Recommendations to the Board. There was some discussion by the board on the resolution process, particularly the use of some type of form documenting the process from the principal level on up. Chris Howard was charged with creating a standardized document. The AC is to hear from Tim Carrig as to the board's response to our recommendations.

Lisa attended the 11/29/07 BoD meeting which was a presentation from Gary Merriman (new HR director) about a full compensation plan for Peak to Peak. There is more work to be done in that area but it was a very thorough coverage of the topic.

December 13 Meeting: Susan B. and Cheri W.

P2P 2008 Board Meetings and AC Coverage:

Thursday, Jan. 10 – 6-9pm – Monthly Work Session	Open
Friday, Jan. 11 – 12-3pm – Goal Review	Open
Thursday, Jan. 24- 8-11am – Board Meeting	Cyndi B.
Wednesday, Feb. 6 – 8:30-12:30 – Quarterly Forum	Open
Thursday, Feb. 7 6-9pm – Monthly Work Session-	Jennifer B.
Thursday, Feb. 21, 8-11am – Board Meeting -	Susan B.
Thursday, March 6 – 6-9pm – Monthly Work Session -	Lisa G.
Thursday, March 21 – 8-11am – Board Meeting	Cyndi B.
Thursday, April 3 – 6-9pm – Monthly Work Session -	Lisa G.
Friday, April 4 – 12-3pm – Goal Review	Renata N.
Thursday, April 17 – 8-11am – Board Meeting -	Susan B.
Thursday, May 1 – 6-9pm – Monthly Work Session	Open
Thursday, May 8 – 12:30-4:30pm – Quarterly Forum	Cyndi B.
Thursday, May 15 – 8-11am – Board Meeting -	Renata N.
Thursday, June 5 – 6-9pm – Monthly Work Session--	Jennifer B.

Parent Survey Response Status:

Traci S. in the front office has the survey response and the board letter and it will go out before Winter Break.

Recommendations to the Board from Survey / Meeting:

Lisa will discuss this with Tim C. and report back to the committee, perhaps by email.

2008 Parent / Guardian Survey

Lisa provided the committee with copies of last year's Parent/Guardian Survey with changes that had been identified previously. Of particular note is the need to include 'Guardian' wherever 'Parent' is used. Also, for the sake of consistency, the work 'ample' will be changed to 'adequate' in statement O. concerning extracurricular activities. Some formatting changes were mentioned. Discussion also centered on the question about course offerings at the HS level since there were a number of comments about that in the past survey. Realizing that including new course offerings is dependent upon student interest, the committee was unsure of a specific process to measure or solicit interest amongst the student body. Or if there is a process, do students or parents know what that process is. Surveys are done periodically, but including specific offerings is decided in some manner yet it is unclear as to how that is determined. We decided that we would not add a question on the parent survey but would investigate more into this area. The survey will be mailed to secondary families with the 1st Semester report cards (January 18th), so the survey will need to be finalized at that time. The question of using stamps vs. bulk rate was discussed – we determined that the use of a stamp seemed to increase the response rate (50% last year) so we would do that again.

The next meeting (January 11th) will be used to finalize the survey and plan for the analysis of results. We anticipate using an Excel worksheet for analysis rather than a statistical package for both financial and ease-of-use reasons.

Additional Ideas / Comments:

The suggestion box has not been maintained since the previous volunteer had stopped responding to suggestions. We decided that the box should be removed, opened and responded to if need be. We will look for keys to the lock in prior year's notebooks or with previous chairperson of the committee.

Action Items:

1. Lisa G. to contact Tim C. concerning the board's response to the AC recommendations.
2. Lisa G. to send via email the list of 2008 board meetings to the AC members so that each person can sign up for at least two meetings to get adequate coverage.
2. Renata N. will investigate the use of a stamped envelope for survey responses.
3. Susan B. will email Greg R. (board finance) about postage for the surveys. Susan also to check with Traci about including the survey in Friday folders for the elementary students.
4. Lisa to talk with Kyle M. about the process for gauging interest in courses offered at the high school level and the means by which students / families are informed of the process.
5. Lisa will talk with Tahllee about the keys to the suggestion box and Cyndi will check old AC notebooks for possible copies of keys. Cyndi will also remove the box currently next to the Admissions window.
6. Susan B. will contact registrar to determine the date that surveys need to be available to be included in secondary students' report cards and if the AC members can help with that task.

Respectfully Submitted,
Cyndi Baird
Secretary, Accountability Committee
December 12, 2007