



College Prep in a Small School Environment

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

Wednesday, September 1, 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 @ 5:03 PM

In attendance:

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

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

Absent: Heather Caruso

Guests: Alli Seber, Anita Chakroborty, Brandon Watson, Camille Ibsen, Elizabeth Begley, Kate Martin, Marcus Watkins, Paula Greenspan, Rohit Kumar, Steve Widmar, Vicki Lundquist and several unidentified phone numbers and incomplete names

Colleen Elliot gave a welcome message

2. Consent grouping - Approval of minutes 08/11/21

Motion to approve the minutes of 08/11/21 by Eveline

Second: David

Motion approved 6-0-0

Yay	Abstain	Nay
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<p>Brian Boonstra Marleene Buttice Colleen Elliott Eveline Grady Chirag Shah David Woo</p>		
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3. Public comments

Brandon Watson: Expressed concerns regarding the teaching of Critical Race Theory in school. Expressed how he and his family have been successful in life despite their race and that we should not be teaching kids about them feeling disadvantaged because of their race. Stated personal life examples of the success enjoyed in their family and reiterated that some of the teachings at school are too focused on CRT.

4. Celebration & Kudos

Kyle Mathews: Thanked Liz Tarbutton for sponsoring the summer credit recovery program in June, and the summer bridge program for new students in late July. She also earned a grant for \$500 to purchase calculators for those in financial need, and \$1,000 from Donors Choose to fund white boards and classroom materials. Thanked Ileana Peterson for diving into translations and supporting our Spanish-speaking families. Thanked HS counseling team for senior boot camp application sessions and senior meeting this fall. Thanked Rachel Medina and Traci Schoeneweis for working hard to secure substitute teachers for our 9th grade world literature/English sections this fall until we land a permanent teacher. And to Josh Benson for assisting with coverage and grading for our period 7 students. Thanked John Wilcox for overseeing our combined classroom construction project. Thanked Kristie Letter for winning a YSA grant to have 9th graders design "Connections" within their schools and communities and YSA will fund supplies for these projects. Thanked Robert Hettmansperger, the Tech Department and our entire HS for their efforts to boost AP computer science numbers. Thanked Heather Bertarelli for her staff welcome back showcase in the high school.

Chirag Shah: Thanked the HOD committee for hosting the staff and board picnic. Thanked Rachel Hirt and Friends of Peak to Peak for organizing the coffee meet and greet.

Kelly Reeser: Thanked the kids and everyone for wearing masks. Expressed how the school spirit seemed really high and exciting to see everyone following the rules and also enjoying school!

Colleen Elliott: Thanked the teachers and principals for welcome videos and back to school material. It was awesome to see the new concept and got everyone excited for the school year

Eveline Grady: Thanked HOD, Kara Rigney and all volunteers for making the staff picnic happen.

Huge thanks to many volunteer hours to the HOD. Over 3207 hours of HOD volunteer hours have been offered to the school. Thanks for amazing work

David Woo: Kudos to teachers and staff for the first 2 weeks of school. Shout out to Layla Cunningham for making learning fun.

Marleene Buttice: Thanked teachers and parents for providing feedback for new content in class. Excited and thankful for the openness and vulnerability from everyone for making it a collaborative effort. This year is all about collaboration and I really appreciate it.

Clara Quinlan: Kudos to cafeteria staff, custodial staff for their hard work cleaning and exhibiting patience/kindness. Including support staff and front office.

Melissa Christensen: Thanked Rachel Hirt for supporting round the clock. Thanked Tracy Sutton & Donna Rader in the health room.

Sam Todd: Kudos to Rachel for passing out t-shirts and reaching out to new & existing parents. Great job at raising awareness. Shout out to Paula and the food team with the high increase in participation. Shout out to everyone who is helping feed kids

Colleen Elliott: Also thanked Food services, helping out with the long lines due to the high participation. Appreciate accommodating the huge change.

5. Principal Reports

High School report was presented by Kyle Mathews:

Lots of kudos & thank yous were given. There were a lot of summer programs completed. Also a lot of work was completed on Spanish and Counseling. There was a substitute teacher for 9th grade world literature but now reported that a new permanent teacher is coming on board.

John Wilcox worked on combining classrooms and new furniture was delivered. Excited about equal gender representation split in AP Comp Sci and how this is a big deal because it has been more male dominated in the past. We are in process with Beth Wheeler at FRCC to get several of our courses/instructors approved for college credit and transcripts for those students who opt in for college grading credit. This should help the students a lot. Also reported that students did well in AP tests last year and that we have new teachers teaching AP this year.

Kyle shared how he happened to be at an event and met a director at Inovonics. They discussed him being a principal at Peak to Peak and a potential partnership. They discussed challenges we currently face and our current programs. He was impressed and said there might be projects coming up in the future. This past Spring, the director came back and had a project for students to work with. They wanted a school with multiple buildings to mimic hospitals. The company technicians will put in boxes for students to test relay boxes. They are using this testing for communication systems. Kyle asked Sam Todd if we could tie this relationship in with FDA C because it has been a very successful relationship so far.

Middle School report was presented by Clara Quinlan:

Clara presented on student assessments, growth and instructional response. This fall, the MS instructional staff is prioritizing the implementation of pre-assessments to further understand skills mastered and areas in need of further development after last year. This is particularly challenging and essential work at the 6th grade level as we welcome in over 60 new Pumas. A school-wide comparison between the beginning-of-year and end-of-year iReady reading assessments from the 2020-21 year did not reveal a significant decrease or increase in overall reading skills growth for our students. We are most concerned with students who consistently perform below grade level and may be in need of intensive intervention to overcome reading deficiencies. Stated that the MS is excited for the 2 new courses of Nutrition & Kitchen Chemistry and Intro to Engineering & Creative Design. The 2021-22 Secondary Bell Schedule and Calendar was revised and thus far the fixed block day schedule has been well-received by our middle school students and staff. The 6-8 Curriculum Continuum Coordinator position was approved in the early spring of 2021, and the middle school team is eager to start a new academic year strong with the additional support of these teacher leaders. The coordinators work alongside the curriculum leaders and counseling teams to strengthen the continuity and communication between the ES/MS teams, MS/HS teams and larger K-12 community.

The MS team is actively developing more student leadership and service opportunities for all of our middle school students as we seek to encourage each of our students to try out new activities, explore various passion areas and build skills not yet developed. Ms. Bunting is leading the way in the support of middle schoolers understanding the what, how and why of composting, recycling and proper trash disposal on our campus as we return to in-person learning.

Based on feedback last spring and in reflection of staff, student and family survey feedback in the years previous to the pandemic, the middle school will be focusing on a three-year goal to create a more robust positive behavior support model alongside our existing iROAR (inclusion, respect, opportunity, accountability and responsibility) philosophy. In the school-wide house system, we will be grouping students vertically across grade levels in an effort to encourage positive vertical interaction and empathy for others.

Marleene expressed concern about a sentence in the report about dismantling disruptive systems that is a part of the MS's goal of integrating our equity and SEL professional development. Marleen expressed that the community might not have the same understanding about exactly what we are talking about while using these terms. She is nervous about certain terminology around equity being used and specifically about this sentence. She stated that she does not want to make either the parents or the community upset if this terminology is being used without context in class.

Clara acknowledged the concern. She expressed how that is not the intention but understands the concern. She stated how the MS is intending to teach about systems rather than people themselves. She expressed that she does not believe that this kind of terminology is used exactly in class.

Elementary school reported was presented by Melissa Christensen:

Melissa stated that they are seeing excitement on campus with being back in person and it is fun to have everyone back. Stated how exciting it is to see fun at all levels especially at HS & MS. There is lots of work going into the lunch room to accommodate for COVID protocols. It has been exciting to see students socializing, interacting and getting a lot of work done. Students are learning how to be back in school in person and lots of stamina building is-ongoing and what it means to be a student back in school. Stated how some kids have not been in in-person school at all and how it has been a huge adjustment for them. Teachers are spending a lot of time on that and students are getting back on track and in-sync. Lots of start of the year assessments are on-going which is helping teachers understand where to focus their effort. The teachers are also happy about being back and are excited to teach. There are lots of communications with families to make connections with them. The students are looking happy and are getting settled into the new norm. There has been no impact seen due to parent related restrictions around visitations. There have also been schedule changes made that have resulted in reduced transitions.

Melissa also stated that they have now increased intervention times for LA and math in anticipation of students needing more support post covid. The new playground is delightful and the climbing structure has proven to be very popular. It holds a lot of students which in turn helps clear space in other spots. Huge kudos for the concrete in the playground because it makes it more usable and appropriate for students.

Chirag asked if the ES is seeing concerns with students falling behind due to COVID and Melissa stated that it is too early to say whether student levels are at expected levels or not because assessments are still on going.

Melissa stated that the Paras are helping out more in absence of parent volunteers. The para help is lasting longer periods of time helping with reducing class sizes.

6. EDO Report

Sam Todd reviewed the EDO report:

Reported on the auditeria work. The installation of new equipment was partially completed as some items are back ordered. The project came in under budget by about \$10,000 compared to the budget approved by the board.

Several staff members have requested that the air ducts be cleaned in light of the pandemic. This has not been done since the school started 20 years ago. Also planning to clean ducts and balance air flow because the duct cleaning would affect the dampers. Likely to happen late this year over breaks in winter and fall. Currently seeking bids for this work

The last of the new furniture in kindergarten class was delivered and installed.

The fire hydrant next to the elementary school did not drain properly during inspection and had to be replaced. After approval by the board, the fire hydrant was replaced and tested successfully.

New video surveillance system first phase is underway. Installation will continue through fall during breaks and after hours.

The financial audit of P2P's finances is underway. The work is expected to continue through September and the final report is expected in October.

With interest rates so low, the annual bond reserve refund will only be \$1,272 this year.

FBC meeting dates & agendas have been posted. Sam listed the dates for the meetings.

ESSR III funding has had some preliminary items budgeted for it. Some items may not be approved so might need to substitute other items for them. We submitted a budget to BVSD for ESSER II funding in late May. BVSD accepted the budget and the transfer of funds will be completed in June.

Work has begun on the revised 2021/22 budget.

Q4 financial results were reported and they were overall positive. The school has a ~\$900k surplus due to federal funding.

Food services are bursting at the seams. Data has been provided for serving times and continuing to track data for serving time. It is quite variable based on the kind of food items being served. The team is currently looking for efficiencies. Subs are being made pre-made so they can be handed out quickly. Employee schedules are being shifted to meet higher staffing needs. The team is currently short staffed and next week will hit harder because some former employees were helping temporarily and they are moving on.

Rachel & team are connecting to new and returning families. Fundraising work has started and also a kick off meeting for volunteers was completed. Various events have been organized by the Friends' team and it has been a high paced start.

Sam reported that they are looking for local businesses wanting to advertise at Peak to Peak.

Peak Gala is scheduled for March 11 and lots of events are being scheduled. Stated that everyone is excited about fundraising happening this year and overall spirits are high/

There is a new benefits specialist in HR starting on 9/13.

Our current average teacher salary is \$67,172 which represents a 3.8% increase over last year (and exceeding the KPI threshold of 2%).

Sam reviewed his goals and possibly added his succession plan to it. Also possibly add a goal around fundraising.

7. EDE Report

Kelly Reeser presented the EDE report

COVID protocols are going very well. There have been very few instances of COVID-19 positive cases & the protocols are working well (in coordination with BVSD and BCPH). The revised protocols around quarantine and tracking symptoms have been enabling operations to be much smoother. Kelly reported that there is a new page on the school's website for COVID related information. Student absences have been minimal and not an issue so far.

The contingency plan is to go to distance learning if worst case until they can come back. When in distance learning there will be no changes to school schedule. Goal is to minimize distance learning and bring the students back to in-person learning as soon as possible.

The quarantine rules are different for kindergarten because of BCPH due to age. If one student is positive then the whole class has to quarantine. The plan is to keep school running in person on a full-time schedule.

The staff vaccination rate is 96.28% and is very good. Still missing some information and the number could be higher. There is no data yet on students' vaccination rates as this has not been collected yet. When the vaccine is fully approved for 12-18 year olds then we can track and record it. There was a suggestion from Brian on possibly asking students for the vaccination data on a voluntary basis in the weekly digest.

There were some minor updates to the Teaching of Controversial Topics policy based on feedback received from the community.

Visitors policy was updated for remote learning. Brian had a question on it but agreed to wait until the relevant agenda item came up later in the meeting.

Open enrollment continues and more students are in and out. Looking to get fully enrolled by the end of September. There is a lot of shifting in 9th grade. There were more offers this year than in a typical year. This is in-line with other schools in the community. There were 45% offers accepted in 9th grade which is lower than it has been in the past.

Brian asked if we had data on why such a high percentage of students had left the school. Kelly reported that 25% were moving out of area, 25% were changing schools for personal reasons (other BVSD schools, private schools, BU), a handful are COVID related and the rest are unknown

Kelly stated that we will get numbers for BVSD and other schools soon. Anecdotally it looks like other schools are having similar numbers for withdrawals. In a normal year approximately 30 to 60 leave the school. This year 82 students have withdrawn so far. Brian expressed that we should have data on why people are leaving and possibly make it a part of the students' exit to find out the reason.

Kelly reviewed her goals for the year.

Kelly reported that staff turnover has not been out of norm and that this was a positive to come out of last year. We are glad to see not a large number of staff leaving.

7. Meeting Break at 6:54.

8. Meeting resumed back at 7:07p

9. Policy Updates

Updates were sent to the community after the last meeting and we got some feedback on it.

Motion to retire DSE, JDSE-R - Student Suspensions & Expulsions and formally update BVSD policy by Eveline Grady

Second: Marleene Buttice

Motion approved 6-0-0

Yay Brian Boonstra Marleene Buttice Colleen Elliott Eveline Grady Chirag Shah David Woo	Abstain	Nay
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There was a discussion on KI - Visitors to Schools policy. This discussion was centered on “access” versus “participation”.

Brian had a question on do we need permission from the principal for parents being in the same room during remote learning? Kelly replied that we do not. There was a discussion about how the policy could be misinterpreted the way it was written because the spirit of the policy is to avoid parents from attending class with students remotely but it could be interpreted to mean they cannot be in the same room as the child which could be challenging for some due to a lack of space. The group agreed to revisit

the policy and possibly change some verbiage around to avoid confusion. Setting this policy aside for now because there is more discussion that is needed in terms of can parents listen in or be present in the same room and passively listen in.

Motion to approve following policies by Marleen Buttice:

- a. DJ/DJE - Purchasing & Contracting
- b. ECB - Operations & Maintenance
- c. INB - Teaching About Controversial Issues

Second: Eveline Grady

Motion approved 6-0-0

Yay Brian Boonstra Marleene Buttice Colleen Elliott Eveline Grady Chirag Shah David Woo	Abstain	Nay
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10. Board goals

Colleen highlighted some thoughts on the goal setting process. We have a lot of goals and work to do. We can manage our goals by delegating some work to the committees.

Marleene walked through the goals individually and explained the purpose and methodology of each one.

She expressed that there is flexibility on the updating board committee documents timeline.

We are updating by-laws using the work already done last year. All board members to provide feedback on the by-laws. The first goal is sections 1 to 5 by 10/13.

Colleen is focusing on strengthening relationships with the district. Idea is to build out talking points around what we do differently at Peak to Peak and the value it brings to the district. Pull that together and do outreach/meetings at board level to board level in addition to what is already being done by leadership.

Strategic Plan update: more high-level planning. Some of the work started around thinking at ELT retreat. To come to BOD in October with a framework and starting point for the work to be done. Possibly some sub-committees will be created. Beginning in January start bringing in the Community.

Capital Campaign: Work being done for the past 3-4 years with the Listening Campaign and other activities completed. Last year the initial business case was completed for need of feasibility study before kicking off the capital campaign. Initially understand through feasibility study to understand what kind of resources we need to accomplish our goal. Goal is to complete a feasibility study so that we can understand what options we have to build-out the campus. This is a high level goal right now. Doing an RFP to complete the study.

Sam is concerned about doing the feasibility study too early if the funding is not coming from the district until 2024. Possible to do ground work now but uncomfortable with launching the feasibility study this year to avoid disappointing potential donors.

There was a discussion about laying groundwork for the larger dollar amount donors earlier and pursuing the smaller donors a couple of years down the road.

Colleen explained that the feasibility study is to understand what is achievable as opposed to actually having donors commit funds.

RFP process likely needed in second half of the year for feasibility study.

Kelly says keep focus on what it does for our school and keep it on our forefront to focus on the excitement. Take a look at the business case put together last year.

11. Board Feedback/Evaluation

Jen D will follow up with an email with an exercise for each to do.

12. Adjournment of meeting at 8:17 pm

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

Second: Eveline Grady

Motion for Adjournment: 6-0-0 by vocal votes

Respectfully Submitted,

Chirag Shah, Secretary
Peak to Peak Board of Directors