



**Minutes of the Peak to Peak Board of Directors Meeting
(Regular Meeting)**

Wednesday, 04 October 2017, 5:00pm | College Counseling Conference Room

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.

Board of Directors in attendance: Voting Board: Derek Cole, Hank Dalton, Elizabeth Gable, Eveline Grady, Joanne Hyman, Jaimee Miller, Gregg Sommer - Ex-Officio: Kelly Reeser, Sam Todd, Kyle Mathews, Lori Preston, Melissa Christensen

Via Phone: none

Absent: none

Guests in attendance: Jennifer Dausvardis, Traci Schoeneweis, Megan Freeman, John Wilcox, Robyn Steuer, James Ries, Rachel Hirt, Janice Thorpe, Peter Chandler

Call to Order: Hank Dalton called the meeting to order at 5:01pm.

Hank Dalton briefly commented on a social gathering planned for the Board of Directors. Under Sunshine laws, and in accordance with guidance provided by Peak to Peak's attorney, social gatherings of the Board of Directors are permissible. No discussion ensued.

Administrative Business

1) Approval of 09/13/2017 minutes

Motion by Eveline Grady to approve the 09/13/2017 minutes - second by Elizabeth Gable
Motion passed 7-0-0

2) Committee assignments

Jaimee Miller announced changes of committee liaisons due to the onboarding of Elizabeth Gable.

Changes are highlighted in bold:

Hiring and Organizational Development [HOD]: Primary, Eveline Grady - Back-up Jaimee Miller

Finance and Budget Committee [FBC]: Primary (Treasurer) Derek Cole - Back-up Gregg Sommer

K-5 Curriculum Committee: Primary Derek Cole, Back-up Gregg Sommer

6-12 Curriculum Committee: Primary Eveline Grady, Back-Up Gregg Sommer
Accountability Committee: Primary Joanne Hyman , Back-up Jaimee Miller
Volunteer Coordination Team [VCT]: Primary - Hank Dalton , Back-up Joanne Hyman
Facilities Committee: N/A
Election Committee: Primary Joanne Hyman, Back-up Hank Dalton
Fundraising Committee: Primary Eveline Grady, Back-up Derek Cole
Contract Committee: N/A
RAMP Advisory Committee: Primary Elizabeth Gable, Back-up Eveline Grady
BVSD BOE/District Admin: N/A
City of Lafayette: N/A
Legal Subcommittee: Primary Hank Dalton, Back-up Gregg Sommer
Communications Subcommittee: Primary Elizabeth Gable, Back-up Jaimee Miller

Changes unanimously agreed upon.

3) Celebrations/Kudos

Kyle Mathews

- ❖ The recent College Day was a fantastic and very successful event. Many thanks to Brian Rauscher and team of volunteers for organizing that event. It's a great opportunity for college representatives to get to know our school. Interestingly, universities are starting to evolve their learning around innovation centers (for instance Bryant University in Rhode Island) which is something we are already doing and building upon. Kudos to Brian Rauscher for adding a parent information panel to our College Day, which was very well received.

Kelly Reeser

- ❖ Congratulations to our boy's golf team for winning the team as well as individual title at the recent State championship. We are proud of our team and their remarkable achievement.

Lori Preston

- ❖ Kudos to the boy's tennis team. They are playing at districts and will advance to the State competition.
- ❖ The ELT spent time around the distribution of our innovation grant. It's exciting to talk about innovative ideas brought forth to us by our teachers.
- ❖ This year, Middle School conferences will have a different format. We will be able to accommodate more families than in the past - special kudos to our 6th grade team for creating room for additional families.

Hank Dalton

- ❖ A big shout out to Rachel Hirt and all volunteers who organized the Peak to Peak golf outing. It was a great experience.

Melissa Christensen

- ❖ Kudos to five Elementary school teachers who received various grants.

Elizabeth Gable

- ❖ Thanked the Board of Directors for streamlining Board work. Those subtle changes have a big impact and result in more efficient work.

Public Comments

Traci Schoeneweis

- ❖ A special thank you to Ileana Peterson for going above and beyond and providing translations for our Spanish speaking families and ensuring quality communication during conferences.

Megan Freeman

- ❖ Recognized and thanked our induction teachers. This year's induction cohort is relatively small, but is excelling in their work. It's been a great pleasure to collaborate with this group.

K-12 Curriculum Update and Proposal - College Research Seminar (CRS)

Kyle Mathews

The College Research Seminar (CRS) has been in the making for a long time. This proposal will give more credence to Junior Days as well as the Senior Fall experience and boot camps. The course will be assigned 5 credits, 2.5 credits for the spring semester of 11th grade, and 2.5 credits for the fall semester of 12th grade. The counseling team is still working on rubrics and assessment pieces.

Summary of discussions:

- ❖ The curriculum will lend itself to differentiate for diverse student needs. Students who for instance sign early, can be exempted of certain activities or be assigned with other meaningful tasks.
- ❖ The CRS is in alignment with ASCA standards. Colleges will look highly on such accredited curriculum as it goes above and beyond getting students prepared for college.
- ❖ This should not affect student's stress levels, but rather support and acknowledge the work they already put into college research.
- ❖ When colleges have questions around transcripts they talk directly with our counselors. This will be a great opportunity for positive interactions with colleges, similar to our innovation and design course.

The Board will vote on the proposal at the next meeting.

EDE Report

Kelly Reeser

- ❖ Attended the Colorado League of Charter School's annual Policy and Facilities Summit conference together with Hank Dalton and Jaimee Miller. It was a great way to learn about legislative sessions and school funding projections. The keynote message about Charter Schools was inspiring and urged the Charter community to unify to try and counter the negative press around Charters, which is a national issue.

Discussions and ideas around supporting positive messaging in support of Charter schools:

- ❖ Peak to Peak could create a parent support group for Charters.
- ❖ The communication committee could craft positive messaging.
- ❖ The League of Charter Schools could support Charter friendly parents to run for school district boards. Sam Todd will look into that proposal.

Kelly Reeser

- ❖ BVSD is holding Board of Education elections. Kelly attended a Q&A session and submitted several Charter-related questions. Only one question pertaining to open enrollment was asked. It would be beneficial to have more Peak to Peak representatives present at the next candidate forum on October 18th at 6:30pm and have questions be presented by multiple community members.
- ❖ College Day was a successful event (thank you Brian Rauscher and team). New this year were workshops for parents and guardians around College preparation, admissions, finances, etc. Our team did an outstanding job organizing this day.
- ❖ The Latino parent cohort is off to a great start and hosted its first community gathering in September. All families part of the heritage course showed up. Students presented poems and potluck food items were offered. Kudos to Betsy Leach and Evelyn Firman for leading and supporting this cohort of families.
- ❖ The changes in Food Services have been well received (especially healthy new homemade options).
- ❖ The School Day/Calendar subcommittee met for the first time. It has received a lot of interest by over 30 community members. We are not wedded to any result. The goal is to probe for alternatives that are research based with the best scenario in mind for our students.
- ❖ We finalized a first round of innovation grants and will look at a second round come in December, with decisions made in January.
- ❖ Hiring is ongoing for the FMLA leave at the Middle School level, a new varsity girls' soccer coach as well as for the Athletic Activities Director.

EDO Report, Including Fundraising Update

Sam Todd

The Board of Directors may want to consider purchasing the two parcels North of the tennis courts and move that item up the priority list.

Discussion:

- ❖ Purchasing the lots in question would present great opportunities down the line.
- ❖ Can we raise money for it? How will we finance the purchase?
- ❖ This purchase will need to fit into strategic planning.
- ❖ ELT will discuss further.
- ❖ Purchase of land could be interesting for a donor in terms of tax deductions.
- ❖ We will need to collaborate with the city of Lafayette on the easement limitations.

Sam Todd

- ❖ We signed an agreement with Tiger Natural Gas to lock-in pricing for natural gas for three years.
- ❖ Soccer fields will be improved with the entrance moved to the east side and a concessions stand placed near the new entrance.
- ❖ Traffic improvements have been implemented: One-Way-Only on Puma and Canterbury Drives, added signages.
- ❖ We are still waiting on the first draft from the audit.
- ❖ Our new banking platform is under way.
- ❖ \$150K was transferred from the P2P operating bank account into the replacement reserve account.
- ❖ A mission and vision statement was established for Food Services.
- ❖ Fundraising update:
 - The golf outing was a great success. It looks like we grossed \$20K and netted approximately \$10K. We had the highest ever attendance by Elementary school parents which is a neat trend.
 - Auction themes are established and materials are about to be printed.
 - The major gifts goal is at \$85K. Robyn Steuer is pursuing external and internal relationships.
 - The scholarship fund has grown to approximately \$1.3M.
 - Other major gift goals are set at \$60K.

Discussion highlights:

- ❖ We are on the cusp of rethinking our fundraising goals in light of our strategic planning. Some large strategic goals could be very interesting for potential donors. Our major gifts officer needs those goals to be able to target potential donors.
- ❖ ELT and Board members need to develop a strategy and work on a long term plan.

Final Revised Budget for 2017/18

Sam Todd

This year's budget has a different look to it. It's presented with charts and graphs for expedited understanding. The budget provides the following: a summary of different funds, a budget timeline, enrollment projections, budget assumptions, fund balances, total revenue and expenditures, and a detailed budget per fund.

Overview of funds

- ❖ The General Fund (Fund 11) is the largest fund with 66% of the revenue coming from Per Pupil Revenues (PPR). 66% of this fund are spent on salaries and benefits.
- ❖ Food Services Fund (Fund 21) receives about 17% from the National Lunch School Program and the rest from food sales. The biggest expenditure are employee salaries and food purchases.
- ❖ Friends of Peak to Peak Fund (Fund 26) is a separate fund as Friends is a separate non-profit organization.
- ❖ The Operations and Maintenance Fund (Fund 65) is funded 100% by the 2016 Mill Levy Override approved by BVSD voters. Only expenses associated with operations and maintenance of the school can be charged to this fund. Monies can be carried over from year to year as will be the case for the \$200K for the track repairs.
- ❖ The Revolving Grants fund (Fund 73) is established to track grants - it's basically a flow-through fund.

Budget assumptions are separated into revenue and expense assumptions. The biggest drivers are PPR on the revenue side and salaries/benefits on the expenditure side. The BVSD purchased services saw an 5.9 % uptick which is something we need to monitor. Bond costs are fixed.

The annual budget process highlights the roadmap for budget work.

Sam Todd highlighted pertinent information regarding all funds combined as well as for each fund separately looking at revenues and expenses for each. [The 2017/18 Board Budget Presentation can be found on Peak to Peak's website.] One thing to note is that over the next few years Fund 65 will grow and the facilities portion of Fund 11 will decrease.

Discussion highlights:

- ❖ Sam Todd will follow up with the District on BVSD purchased services projections to see if the projected 2% increase is realistic.
- ❖ Kudos to the ELT for their hard work on the budget. Figuring out FTEs is difficult work, but we have a strong team that challenges each other and collaborates well thus getting the work done.

* * * **Break** * * *

Accountability Committee - Response to Family Survey

Janice Thorpe

The results of the annual family survey were analyzed in March. Here are the main themes/concerns identified by the survey and how they have been addressed since:

Communication (need for additional channels for parent/teacher communications)

- ❖ A Communications Advisory Committee was formed to address communication systems at Peak to Peak.
- ❖ Additionally, Peak to Peak is investigating new tools to improve and customize emails and to support more student-specific communication.
- ❖ Latino outreach efforts including translations are being implemented.

Safety (concerns around access to our campus)

- ❖ Puma Drive and Canterbury Drive are now One Way at All Times. Signage was added to that effect.
- ❖ The gate in the back of the Elementary playground is now locked to stop access from the ditch area. There is now a walkway along the south fence for access between Merlin Drive and the playground.
- ❖ There is a second paid crossing guard at the intersection of Merlin and the front drive to increase safety.

K-12 Office Assistance (dissatisfaction when interacting with office personnel)

- ❖ For many people the front office is the first interaction they have with our school.
- ❖ A Mission Statement has been created for the K-12 office staff, modeling communication pathways, with a strong focus on being welcoming, inclusive and friendly.
- ❖ Personnel have been shifted to better align roles and responsibilities.

Facilities (complaints about dirty facilities and equipment in need of upgrades/repairs)

- ❖ We added a part-time maintenance technician to help with maintenance and repairs.
- ❖ With capital funds received for facility improvements, new partitions around toilets will be installed as well as new thermostats (summer 2018).

Counseling (desire for more interactions opportunities)

- ❖ The Middle School counseling group has created several new opportunities to engage with families (Coffee with Counselors, engagement nights around topics such as ‘How to talk to your middle schooler about the film, “13 Reasons Why”’) and has increased meeting times with students, so that students are more comfortable speaking with their counselors.
- ❖ At the High School, FTE times have been increased and the counselor/student ratio has been balanced.

Food services (concerns around food quality/working with the BVSD program)

- ❖ Food services will remain separate from BVSD (based on community feedback).
- ❖ Quality of food items has been improved (homemade muffins, soups, dressings). Healthier options are constantly being worked on.

Board of Directors & Executive leadership Team (survey comments suggest that the board should maintain a high level strategic focus)

- ❖ Jen Dauzvardis led the Board of Directors in two training sessions focused around three main points (ensure implementation of P2Ps vision mission/support of school leadership/ensure fiduciary viability).
- ❖ The structure of Board meetings has been changed to allow more time for strategic discussions.

The entire Board thanked Janice Thorpe for the excellent work on the report!

Director of Athletics & Activities Job Description

Kelly Reeser

The job description for the Athletics and Activities Director has not been revised in many years. The new version has language to reflect the current responsibilities of the position.

Summary of discussions:

- ❖ Suggestion to add clarifying language under administrative responsibilities text (all agree)
- ❖ The director of athletics and activities reports to the High School principal. The director sends the Middle School principal a report. It makes sense to keep the current reporting structure as most issues and concerns arise at the High School level.

Motion to approve the revised Director of Athletics and Activities job description by Elizabeth Gable, second by Joanne Hyman

Motion passes 7-0-0

Policy Review

Kelly Reeser

Informs the Board of Directors of the following policy reviews she has initiated to stay current with BVSD's policy changes. It's important to stay updated in light of future contract negotiations.

1) ADF-R: Wellness Policy

The district updated their policy to reflect new federal guidance. We are updating ours to reflect the same idea; specifically, students who are coming through the lunch line are served regardless of their meal account balance. Staff will not discuss money with students or identify students with negative account balances in any way.

2) IKF: Graduation Requirements

We are updating our policy adding language to stay current. The only noteworthy change are the additional 5 credits as discussed under the College Research Seminar proposal.

A vote will take place on revised policies at the meeting on November 1, 2017.

Board Self-Assessment/Wrap-Up

Hank Dalton

At the last meeting we discussed potentially attaching all reports and documents from the Board package to the agenda and/or minutes. Our attorney's recommendation is to refrain from doing so. The public can always request viewing those documents (CORA), but it's not necessary to attach them to the agenda or the minutes.

All understand that any documents on file, shared through the Board package, can be viewed by the public upon request.

Jennifer Dausvardis

- ❖ With respect to advocacy and advocacy groups, Jen highlighted that by virtue of being a Board member one will carry more weight than any other community member, especially when speaking with legislators or lobbyists.
- ❖ Suggested the Board take a moment to reflect on the brief comment around the Board's social event. As no discussion ensued - and in a different scenario around a different topic - this could result in the public making various assumptions. Board members reflected around this topic and shared their findings. Conclusions: It's a delicate balance to stick to the agenda and yet have authentic conversations. It may be beneficial to introduce a talking point with some more background information.
- ❖ Jen Dausvardis shared that the current model of self-assessment has resonated with her colleagues in the Charter world and that they want to emulate it.

Adjourn Peak to Peak Board Meeting

Motion to adjourn the meeting by Hank Dalton, second by Derek Cole
Motion passes 7-0-0.

Meeting was adjourned at 7:05pm.

Respectfully submitted,

Eveline Grady
Secretary
Peak to Peak Board of Directors