



**Minutes of the Peak to Peak Board of Directors Meeting
Wednesday, 1st of November 2017 5pm | 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, - Ex-Officio: Kelly Reeser, Sam Todd, Kyle Mathews, Lori Preston, Melissa Christensen

Via Phone: none

Absent: Gregg Sommer

Guests in attendance: Jennifer Dausvardis, Megan, John Wilcox, Traci Schoeneweis, Rachel Hirt, Louise Peng, Airam Valdez

Call to Order: Hank Dalton called the meeting to order at 5:00 pm.

Administrative Business

1. Approval of Minutes 2017-10-04 (regular session) as well as 2017-10-18 (working session)

Motion by Eveline Grady to approve the 2017-10-04 (subject to a minor correction under administrative business) as well as 2017-10-18 work session minutes - second by Derek Cole

Motion passed 6-0-0

2. Director of Athletics & Activities Job Description edits

Motion by Derek Cole to approve the minor edits to the Athletics & Activities job description, second by Jaimee Miller

Motion approved 6-0-0

3. Celebrations & Kudos

Lori Preston

- ❖ The student led conferences at the Middle School level were a success. Parents and students were able to give immediate computer assisted feedback. The debrief of level leaders was very effective as they had immediate access to data. Thank you to the level leaders for their work on this.

Kyle Mathews

- ❖ Congratulations to the girls cross country team that won the 3A state championship meet and to the boys team for coming in third place!
- ❖ Kudos to Andy Matthews who was nominated by Peak to Peak alumni and recognized by the University of Chicago for his work in challenging and growing our students.
- ❖ A big thank you to Karen Amidon for leading the food drive!
- ❖ The Powderpuff game was a big success and great community builder on all fronts. Many thanks to Peter Chandler, student council, coaches, volunteers and all involved who braved the cold to make this event happen.
- ❖ Kudos to Clara Quinlan who is working tirelessly on the Indigo/Yale research study which may lead to a publication.
- ❖ Congratulations to our students and Brian Rauscher: approximately 95% of our seniors have submitted early applications by the November 1st deadline! Thank you also to Brian Rauscher for his work finding colleges who will match Peak to Peak's scholarship donations, as well as finding other scholarship opportunities, such as Western State offering two tuition-free scholarships for Peak to Peak students.

Kelly Reeser

- ❖ Kudos to Colleen Mylott for her first production which was a huge success.
- ❖ Thank you Jen Dausvardis for her continued work on the strategic plan.

Elizabeth Gable

- ❖ Thank you to the Middle School team for their creative 'change of teachers' event during Character Day. The students did not skip a beat in terms of learning, but came home with fun-filled positive stories. Thank you for bringing joy to learning!

Public Comments

Rachel Hirt

- ❖ The annual campaign mailer was sent out to our families (this year's motto is 'Are you In'). Rachel Hirt welcomes board support around this campaign and getting the word out, answering questions etc. Peak to Peak will participate in the Colorado Gifts Day on December 6th which is another option to impactfully contribute to this campaign (donations will be matched on that day). Many thanks to Annie Dupras for designing the mailer and to Postnet for the free publication.

Board Elections Process

Jaimee Miller put forth a suggestion to the board and the election committee to reevaluate P2Ps election process in light of best practices. As a school, we constantly innovate and expect continual improvement on all levels. We are no longer in the initial start-up phase of our Charter and should ask ourselves if our election process still aligns with where we are as a school today and where our future is leading us. The timing is right to initiate and complete research on best practices from organizations like the Colorado League of Charter Schools and the National Alliance for Public Charter Schools, as well as how boards are elected at other leading charter schools nationwide.

Discussion points:

- The election committee has met on the subject and will vet suggestions.
- The election committee should analyze our election process and vet ideas. Jen Dausvardis is a good resource when it comes to governance in the charter world.
- It's always a good idea to look at best practices (which evolve over time) and adapt accordingly. All P2P standing committees constantly challenge themselves and adopt best practice roadmaps.
- Let's look at best practices from a very high level - considering all options - even those that might be outside of current bylaws. This would be a more holistic approach which, once narrowed down, can identify what can/should be done within our current structures, or perhaps outside of them with new parameters and bylaws.
- It is critical to foster a pool of candidates that has a clear all-encompassing vision for our school and is not single-issue oriented.
- A brief discussion on bylaws (constraints, interpretations etc.) followed. A suggestion was made for legal counsel on the matter.

Conclusion:

Jaimee Miller will draft a framework and roadmap for the board and the election committee, and will provide suggestions for a timeline.

All agree

EDO Report

Sam Todd

- ❖ The track resurfacing project has been completed. The surface should last for at least ten years. The next time the track is resurfaced, the existing asphalt will need to be replaced. This will be about ten years from now.
- ❖ The financial audit by CLA Auditing Firm has been completed. The auditor will present a report in person shortly.
- ❖ As of end of June 2017, P2P had 122 days cash on hand.
- ❖ S&P has confirmed that they will conduct our annual credit review beginning of next year.

- ❖ The new banking platform is being implemented. It's a robust platform with good capabilities and good securities. Training is ongoing.
- ❖ Food services has seen an uptick in student participation. The result of the food service survey were published in the Friday Digest and were mainly positive. Homemade soups & salad dressing will be added to the menu. November 7th will be a new tasting day for meatless options (supported by the Humane society).
- ❖ In terms of fundraising, Robyn Steuer is developing our internal major gifts program. She is also working together with Brian Rauscher to identify colleges who will match scholarships for our P2P Scholarship fund recipients. Thank you to Kyle Mathews and the entire team for their work on this. In other fundraising news, the golf outing was a success and netted around \$10K. Rachel Hirt has kickstarted the Annual Gift campaign. Grandparents & Special Friends Day will take place this Friday. The Run for the Peak might have a different format next year.
- ❖ Externally, Sam Todd attended the Colorado League of Charter Schools Board strategic retreat. A big take away was that we need to support and promote the positive image of Charters. The Colorado Educational and Cultural Facilities Authority (CECFA) Board is getting traction on the moral obligation initiative, increasing the participation of charter schools with the aim of obtaining lower interest ratings. Legislative activity on this issue will be necessary.

Derek Cole

- Congratulated our staff on the audit as that represented a high volume of work.

Joanne Hyman

- Let's verify the warranty on the track - wants to ensure there is a warranty in place.

Audit Report

Airam Valdez (CLA Auditing Firm)

Airam Valdez walked the Board through the most salient points of the audit, and noted that the audit provides reasonable assurance on financials. He reported, that his working relationship with Sam Todd and Louise Peng was very positive and a great professional experience. There were no mismatches, difficulties or disagreements, and he can attest to the exemplary accountability and stewardship in place at P2P. Airam Valdez reminded the board that a positive audit does not relieve the board of its governance and oversight duties. Lastly, he noted that the large pension liability is something that is driven by the State and not unique to our school. It's something we will have to manage and remain vigilant about.

Discussion points:

- ❖ Compared to all other 50 States, Colorado's pension system situates itself middle of the road in terms of liabilities.
- ❖ The board commends Louise Peng for her excellent work in collaborating with the auditing firm.

Final Revised Budget for 2017/18

Sam Todd

- Questions around the final revised budget as presented to the board at the prior meeting have been addressed.
- No further questions are raised

Motion by Derek Cole to approve the final revised budget as presented, second by Jaimee Miller

Motion approved 6-0-0

FBC Report

Sam Todd

The FBC evaluated last year's financial performance, the budget as well as Q1 results. An executive session topic was as well discussed. It's a strong committee, consisting of 3 external representatives, the accountability chair Jennifer Bradfield as well as Derek Cole. Financial reserves have grown, and the committee had no issues with the budget. It's a goal of the FBC to vet the assumptions we are currently using as budgeting tools and ensure that we are well prepared for future years. P2P carried forward money into this year's budget for the track resurfacing expenses. Q1 results are very good and on target. Transparency has had a positive impact on the budget process.

Derek Cole

The FBC meeting and budget discussions were very positive. Our team received very high praises from the committee on their work.

Q1 Financial Report

Sam Todd

Peak to Peak is on track as reflected in the Q1 financial report.

- ❖ Fund 11: Charter Fund revenues came in on target at 25% of budget. Local revenues came in as expected at 46% with school registration revenues driving the number above budget. On the expense side, instructional expenses came in where they should, taking into account Q4.
- ❖ Food services: We have not yet received reimbursements yet, but eligible reimbursements are up from last year. Q2 will balance that out.
- ❖ Fund 65: This year we had a large carry over due to the track resurfacing project being pushed into the 2017/18 fiscal year.

EDE Report

Kelly Reeser

- ❖ Kelly Reeser attended the BVSD candidate forum, emailed questions about charter school funding to the candidates for the contested seats and met in person with Kitty Sargent and Dean Vlachos on October 24th.
- ❖ BVSD Charter leader meeting: Kelly will attend a meeting for all the leaders of charter schools in BVSD end of November so that they can collaborate as a group and keep abreast of issues going on in the district and statewide.
- ❖ The League of Charter Schools is continuously trying to counter the negative press charter schools receive. The League developed three excellent fact sheets with pertinent information about Charter Schools. Board members should familiarize themselves with them so that they are equipped to help dispel myths and inaccuracies in conversations with citizens.
- ❖ Strategic plan calendar: Kelly Reeser proposed to finalize work on the strategic plan at the next meeting end of November and forgo meeting beginning of January. **All agree.**
- ❖ Strategic Plan: Jen Dauzvardis has developed all the dashboards and refined them. **The six central themes as defined in the last working session are agreed upon by all present.**
- ❖ The Calendar subcommittee will be meeting tomorrow at 7am in order to finalize a staff survey. Once the staff survey is sent out and analyzed, it will be distributed to the community next.

Curriculum Proposal - College Research Seminar

Kyle Mathews

As presented at the last board meeting, the board is asked to approve the College Research Seminar course (CRS), with 2.5 credits attached to the spring of the junior year, and 2.5 credits for the fall of the senior year. These two additions will be added to graduation requirements, increasing our overall credit requirement to 225 (up from 220).

Motion by Elizabeth Gable to approve the College Research Seminar as part of P2Ps graduation requirement, second by Jaimee Miller

Motion approved 6-0-0

Other curriculum proposals:

- STEM Seal of Achievement: The STEM seal of achievement is comparable to the seal of biliteracy. In adding such a seal we adhere to Colorado laws and are in alignment with the district. Students need to complete a SRS capstone to obtain the seal.
- Technology Course Proposal and Vertical Realignment with Graduation Requirement: Mr. Hettmansberger is recreating and reinventing the tech program in light of rapid changes. The idea is to collapse the pathways and to get students more directly into the AP class. We are looking at mandating the introductory tech course (which is a merger

of current Tech 10 and 20 classes) as a graduation requirement. The class will be differentiated and geared towards all learners. It will also be a pathway to AP computer science.

- READ 180 Intervention Tool: Ms. Tarbutton, our MTSS lead teacher, identified this program as the best research based intervention tool aimed at filling gaps in literacy & math at the High School level. At \$5,600 it's a costly investment - with an additional 10 licenses coming to \$600. Resources include online text and lessons, hard copy resources, online teacher tracker tool with ability to assign specific lessons, and 3 annual webinars on effective teacher or interventionist implementation of the materials. This would be covered through the curriculum budget which has sufficient funds to cover this pilot intervention.
- Global Issues Course Proposal: This is a new elective course proposal which would replace our repeat, second semester philosophy offering. It is aimed at applying an ethical framework to global issues. If the enrollment in our current course offering remains low, we will need to make a change, and this course would be ready to go.
- Update of World Language Pathways: The MS and ES teams are evaluating on how we can improve our World Language pathways. The idea is to get students started on a World Language in 4th or 5th grade with the goal of students going into courses 20 or 30 in High School. It's very complex in terms of scheduling the different school's schedules.

Policy Review

- ADF-R: Wellness Policy
- IKF: Graduation Requirements

The redlined version of the Graduation requirements policy has been updated to reflect current expectations for electives and to accommodate the requested change in technology requirements.

Motion by Joanne Hyman to adopt the ADF-R: Wellness Policy and the IKF: Graduation Requirements (finalization pending), second by Elizabeth Gable
Motion adopted 6-0-0

Board Self-Assessment/Wrap-up

Jen Dauzvardis

- ❖ Kudos on discussions around the board election process.
- ❖ Jen revisited her notes from August and is touching base to see if board members feel that they are collaborating with all voices heard. Discussions around the board election process revealed how important it is to have all voices heard.
- ❖ The last work session was good example on quality group work and an authentic work session.

5 minute Break

Executive Session: Real Estate per C.R.S. § 24-6-402(4)(a)

At 6:34pm *Hank Dalton moved to go into executive session for the purpose of discussing real estate per C.R.S. § 24-6-402(4)(a), second by Derek Cole*
Motion approved 6-0-0

At 7:20 pm the Board returned to its regular meeting.

Realtor Engagement Contract

Motion by Hank Dalton to approve a realtor engagement contract that has been reviewed by legal counsel, second by Derek Cole
Motion approved 6-0-0

Adjournment of Peak to Peaks Board of Directors Meeting

Motion to adjourn the meeting by Hank Dalton, second by Jaimee Miller
Motion passed 6-0-0.

The Board of Director's meeting was adjourned at 7:23pm.

Respectfully submitted,

Eveline Grady
Secretary
Peak to Peak Board of Directors