



Minutes of the Peak to Peak Board of Directors Meeting
Wednesday, 7 February 2018, 5pm I 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 (joined at 5:03pm), Lori Preston, Melissa Christensen (joined at 5:45pm),
Via Phone: none

Absent: none

Guests in attendance: Jennifer Dauzvardis, Megan Freeman, John Wilcox, Traci Schoeneweis, Rachel Hirt, Kristianna Vedvik, Nicole Harrison, Sherri Taylor, Ryan Taylor, Brenna Coutremanche, Victoria Hankey, Tracy Cloninger, Manele Short, Jennifer Hughes, John Steinbauer

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

Administrative Business

1. Approval of Minutes 2018-01-24

Motion by Eveline Grady to approve the 2018-01-24 minutes - second by Derek Cole
Motion approved 7-0-0

2. Celebrations and Kudos

Eveline Grady

- Congratulated our High School Counseling Center for graduating 10% of low-income students to the Nation's top colleges. Only two Colorado High Schools have been able to achieve that and Peak to Peak is one of them.

Lori Preston

- A Middle School highlight was the Spelling Bee. Students this year reached a significantly higher level of competition.
- New this year, Middle Schoolers have been able to choose to participate in the Science Fair or National History Day. A lot of our students have made it to the regional science competition and 70 students will be presenting their history projects this year.
- Thanked four of our Middle School teachers who have modelled differentiation in the classroom through yoga exercises. Differentiation is a big theme in Middle School.

Kyle Mathews

- Kudos to Tracy Thompson for her support on collaborating with Careerwise. Careerwise is a Colorado program that allows Sophomores to follow an apprenticeship track while attending high school. It connects students with local businesses and gives them an opportunity to get certifications or even RN degrees in three to four years parallel to their high school diploma. Careerwise has a big showcase event on February 21 in Denver. It's a blossoming partnership and new in the North Metro. If you know of businesses wanting to collaborate with this program, please send them our way.

Sam Todd

- Emphasized the importance for the board to understand the fast pace that the school works at day in and day out, and how a typical week looks like. On Monday, P2P conducted a successful FBC meeting - on Tuesday the fundraising team and the Wellness committee met, on Wednesday the ELT met, discussing exciting ideas and projects.

Kelly Reeser

- Highlighted how cross-level collaboration is blossoming. Initiatives, such as those centering around mindfulness have spread across all levels. The Elementary School, in particular Erin Manzanara and Christie French, have spearheaded projects around safer cleaning products, kinesthetic furniture, mindfulness and have inspired other levels to develop projects of their own. These types of collaborations are very positive and bring out lots of creative ideas.

Jaimee Miller

- Thanked Linda Willetto and all participating parent volunteers for continuing to support our staff appreciation lunches. These events are greatly appreciated by our staff and we are thankful for our volunteers who make them happen.

Public Comments

None

Volunteer Coordination Team Report

Hank Dalton Invited Nicole Harrison to report in person to the board.

Nicole Harrison

- In reporting back to the board, Nicole Harrison highlighted how much she has enjoyed volunteering on this committee. She thanked Angela Finan, Dar Zerwekh and Siobhan Webster for their work as school liaisons. She also thanked Linda Willetto, Jamie Doyle and Lindsay Wright for spearheading staff appreciation lunches.
- The volunteer coordination team is working on switching out the current volunteer badges. The goal is to have badges that can be scanned (for better tracking volunteer hours) and that include pictures of volunteers (for improved security). The new badges would also speed up our check-in process, record volunteer hours and be a better tool for teachers. The volunteer coordination team would like to become part of the Kindergarten, 6th and 9th grade welcome nights to explain to new families our

expectations and opportunities around volunteerism and encourage them to get fingerprinted.

- In other news, the staff appreciation lunches have been very successful. Many thanks to Linda Willetto and her team for pulling those great events off the ground. We also provide our staff with snacks during months when staff lunches don't take place (October and February). All of it is very much appreciated.
- Staff appreciation week will take place in May, and we will coordinate that week with the help of Traci Schoeneweis.
- Nicole Harrison thanked volunteers who share their time and talents in other areas of the school, such as for athletics, school dances, the garden, science fairs and many other events.
- There is room for improvement in terms of volunteer participation. It would be great if we could increase volunteering hours at school.

The board thanked Nicole Harrison for her work, and encouraged her to send suggestions on how the board can better support the team's efforts.

2018-2019 School Calendar

Traci Schoeneweis highlighted a few differences of the 2018/2019 school calendar. In order to align with the BVSDs calendar, PD and early release days have been shifted to Mondays and Fridays respectively. Charter Day will move from and October to December 21.

Discussion points

- A concern was raised that shifting early releases to Friday might result in lower attendance rates.
- Aligning our calendar with BVSDs was a priority, especially for our counselors and specials teachers (collaboration with BVSD).
- The calendar facilitates a positive shift for conference times.
- All stakeholders have given their input which has been taken into consideration for this calendar.

Motion by Hank Dalton to approve the 2018/2019 school calendar, second by Jaimee Miller

Approved 7-0-0

EDE Report

Kelly Reeser

- Peak to Peak will host the next BVSD Charter School leader meeting.

- Kelly Reeser attended the second part of the DAC (District Accountability Committee) meeting the night prior to the board meeting. She will be part of a subcommittee supporting the approval process of Summit High School.
- The first edition of the Peak to Peak alumni magazine *Piqued* has been developed. Many thanks to Brian Rauscher, Allie Cross, Rachel Hirt and Jen Dauzvardis who all worked on this publication. *Piqued* will provide a platform for alumni contributions (which we are actively seeking) and updates from our school. The first edition will be digital only, with future editions being available in print as well as digitally.
- Kelly Reeser updated board members on the waiver request from state-prescribed school readiness assessments. Our waiver has been pulled from the state board's consent agenda, which means there will be a discussion on this topic at their February 14 & 15 meetings.

Board Procedures: Consent Agenda & Revisions to Board Policies **BAA, BEDB**

Kelly Reeser

At the last meeting an idea came forward to create consent grouping for agenda items that require board approval, but do not require board discussions. Consent agendas are used to streamline meetings and are typically used for non-controversial issues (such as minutes, job descriptions, calendars etc.). If our board wants to follow a consent agenda, we would just have to update the board policies that are already in place for that. Kelly Reeser provided the board with edited board policies.

Discussion

- A consent agenda would bring more efficiency to meetings.
- If a board member wishes to discuss an item on the consent agenda, that item can be easily pulled from the agenda for discussion.
- The decision was made to vote on this item at the next meeting.

EDO Report

Sam Todd highlighted some items of his board report.

- Sam Todd has started conversations with counterparts of the Affordable Housing Project [land adjacent to Peak to Peak]. A pass-through road is something he is advocating for.
- In fundraising news, we will be posting the new Major Gifts Officer position in three different places. Round 2 innovation fund winners have been selected.
- On the human resources side, employee benefits (LTD, STD and Life Insurance) have seen no increases, as Jessy Rozitis, our benefits specialist, negotiated a two-year rate guarantee last year.
- Congratulations to Allen Hankla and Josh Benson who earned their national teacher certification, which will translate into an additional stipend.

- Sam Todd presented at the January 26 business manager forum on school finance 101. His presentation on budgeting and forecasting was well received.

Q2 Report

Sam Todd walked the board through the the Q2 reports for each of P2Ps funds. Here the highlights:

- Overall, including supplemental budget numbers, our school's finances are in good shape.
- Charter fund revenues are on track at 50%.
- Local revenues came in stronger than expected at 75%.
- Instructional expenses came in at 42% which is on target - the same holds true for admin/counseling expenses which came in at 44%.
- Facilities are just shy of 58% which is right on target as a lot is being done in the summer.
- Overall expenses we are at 48%.
- YTD we are at about a \$290K surplus.
- Fund 21: Participation rates are higher than anticipated. The food services program does bring in a loss of about \$10,000, due to the purchase of organic products.
- Fund 65: The numbers look distorted - monies that are not spent this year will be carried over into the next fiscal year.

Finance & Budget Committee (FBC) Report

Sam Todd walked the board through the main points of the FBC report.

- FBC members voiced no concerns relating to the Q2 report.
- The committee discussed the land purchase and potential campus expansion. FBC members were pleased with the purchase and price of the land. There was optimism that funds could be raised to construct a building through corporate partnerships or foundations with naming rights. Taking on new debt was seen as another acceptable solution as there is room in our budget to do that.
- The committee reviewed the S&P credit rating materials. The committee expects the school to retain its current rating (BBB+).
- The FBC recommends the approval of the 2017-2018 supplemental budget as presented.
- The committee discussed the 2018/2019 budget at the state level. There is a general consensus that we may see an increase in PPR up to 4% which would translate into a windfall of \$180,000 for our school. We have to be careful not to use that money on recurring expenses. The FBC recommends to use it for one time bonuses, one time capital expenses, or roll the monies into financial reserves.

Derek Cole

- The platform change implemented in the fall of 2017 has been a success.

2017-18 Supplemental Budget

Motion by Hank Dalton to approve the 2017-18 supplemental budget, second by Elizabeth Gable

Motion approved 7-0-0

BREAK

6:00pm - 6:08pm

Teacher-Librarian Job Description

Motion by Hank Dalton to approve the teacher-librarian job description, second by Joanne Hyman

Motion approved 7-0-0

Major Gifts Officer Job Description

Sam Todd

One change has been made since board members received the board package. It pertains to the second summary paragraph. After 'The major gift officer reports to the EDO' we will add 'and collaborates closely with the fundraising and community relations manager'.

Discussion

- Questions arose around the positions salary as well its success potential.
- This position will have a very clear external emphasis with clear expectations and measurement metrics.

Motion by Derek Cole to approve the Major Gifts Officer job description, second by Jaimee Miller

Motion approved 7-0-0

Curriculum Proposal – MS Course Description Changes

Lori Preston introduced Vicki Hankey (8th and 9th grade English teacher), Manele Short (MS counselor), Tracy Cloninger (accelerated learning instructor, ALPS coordinator) and John Steinbauer (MS world history teacher and secondary curriculum lead for social studies), and invited them to present on streamlining leveled course offerings of several departments and grade levels. Highlights of information that was shared with the board:

- The Middle School has worked diligently to place students in the right classes (honors or standard). Due to master scheduling conflicts, this is not always attainable.

- Several classes have worked on differentiated instruction.
- Labeling courses has proven to be detrimental to some learners in terms of confidence.
- From a scheduling standpoint, unleveling courses would mean that more students would actually be able to take courses they are interested in as there would be fewer constraints. It would also translate into balanced class sizes eliminating overly big/low class sizes.
- Heterogeneous groupings would be beneficial for struggling learners as there would be more role models surrounding them. One way to create a learning environment in which everyone can thrive is to have more heterogeneous classes.
- Research indicates that high ability learners thrive when they are in a cohort of similar abled learners. While a vast ability spread may be concerning, the actual groupings can still be adjusted and will need to be supported by strong differentiation.
- A skill checklist should ensure appropriate placement going from 8th to 9th grade.
- An effective use of block times and project based/experiential learning opportunities may both be great catalysts in support of unleveling classes.

Board members and the MS team engaged in a discussion and question & answer session.

Conclusion:

- Discussions need to be rounded out by the community. The proposal needs to be fleshed out more, and also consider negative impacts some learners may experience as a result of it. A lot more data needs to be gathered and presented.
- There is a time element to consider as placements are taking place very soon.
- The community should be informed about this proposal through Friday Digest communications.

Board Goals, Future Directions

Hank Dalton and Kyle Mathews

- The board needs to kickstart goal identifications.
- Before thinking of how to use the newly acquired land, we should complete work around our systems. Moving to 5 rounds per grade would take 5 to 6 years. A smaller HS would be beneficial. More makerspaces would support our overall educational goals.

Future Meeting Topics

Derek Cole

- Will come forward with a proposal to invite a guest speaker around innovation ideas.

Board self-assessment/wrap-up

Jen Dauzvardis debrief provided the board with valuable feedback on its session.

- A consent agenda is a useful and effective tool. It's easy to pull an item from a consent agenda.

- The discussions around the MS curriculum proposal revealed that this agenda item would have benefitted from a working session.

The board concluded that Jen Dauzvardis' debriefs contribute positively to the boards work as they give the board effective, tactical and timely feedback.

Adjourn Peak to Peak BOD meeting

Motion to adjourn the meeting by Derek Cole, second by Jaimee Miller

Motion passed 7-0-0

The Board meeting was adjourned at 7:52 pm.

Respectfully submitted,

Eveline Grady
Secretary
Peak to Peak Board of Directors