



*College Prep in a Small School Environment*

## **Minutes of the Peak to Peak Board of Directors Meeting**

**Wednesday, August 26 at 8:00 AM in the Auditoria**

*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.*

**Call to Order-** Lisa Walther called the meeting to order at 8:00 AM. **All members were in attendance:**

*Voting Board:* Alison Griffin, Elizabeth Gable, Hank Dalton, Lisa Walther, Lisa Sicker, Gregg Sommer, Sandy Ray

*Ex-Officio:* Kelly Reeser, Kyle Mathews, Melissa Christensen, Sam Todd, Suzanne Ovelman

**Guests in attendance-** Parents: Michele Smith, Derek Cole, Shannon Berg, Sarah Miley, Jen Schroeder. Peak to Peak General Counsel: Barry Arrington. Staff: Jen Dauzvardis, Megan Freeman, Traci Schoeneweis, John Wilcox, Kimberly Gannett, Lizzy Parsons. Indigo Project: Sheri Smith, David Kalish.

**Administrative Business-** Approved Minutes of August 12, 2015 with correction (Legal Committee from TBD to: Elizabeth Gable Primary, Lisa Sicker, Backup) **(7-0)**

**Public Comments-** Shannon Berg commented on the new Elementary homework stating she felt it was a major philosophical change to the rigor of Peak to Peak and she would have preferred an opportunity for the community to provide input on the subject prior to implementation, and that she would like to read the studies cited in the decision.

Michelle Smith inquired about the emergency escape route out of the second floor of the Middle School building, since the outside stairs on the east side have been demolished. Sam Todd and Suzanne Ovelman explained that a temporary stairway was installed in the south-east classroom that is available as an emergency exit. The stairs exit onto the Elementary playground on the south side of the building.

**Board meeting preparation and documentation-** The Board discussed and agreed that reports to the Board, and other relevant information, should be uploaded to the *Board Meeting Folder* on the Jungle Disk by Friday at noon, preceding the Board meeting. Sandy Ray volunteered to copy the files and prepare a "Courtesy Packet" and email to Board members for review to streamline access to documents. Jungle Disk will be the official repository for Board documents. Lisa Walther will forward a list of P2P acronyms to Board members. Lisa Walther invited Barry Arrington into the meeting, who presented his legal documentation on the Open Meetings Law and then departed. Alison Griffin will present some information on other Board tools she has utilized in the past for the the Board's consideration.

**High School Principal Report:** Kyle Mathews highlighted the following points from his written report:

- 1st K-12 fire drill went smoothly, no major issues.
- To ensure that each student has a safe and comfortable learning environment, also to align with state guidelines and BVSD policy *AC Non Discrimination and Equal Opportunity* and Guidelines [AC-E3](#), *Guideline Regarding the Support of Students Who are Transgender and Gender Nonconforming*, changing spaces and single user restrooms (already available in all buildings) are being brought up to AC-E3 guidelines. Training on the use of proper terminology is taking place with staff, according to BVSD protocols.
- In response to parent/guardian feedback about the need to improve the efficiency of secondary conferences, a new model will be used this fall for secondary conferences, utilizing the Acuity on-line scheduling system. Teachers will notify families through Infinite Campus progress reports if they feel a conference is necessary and conferences will be used to specifically discuss issues or areas needing attention. The conferences will be 10 minutes in length, and it is expected that families may see a maximum of 3-4 teachers during this time. Separate meetings are recommended for discussions needing more time.

The Board discussed the need to receive feedback on new initiatives, like the new conference model, as a method of continuous improvement.

**MS Principal Report:** Suzanne Ovelman provided a written report and commented that her report was very tactical, so she didn't have many items to highlight. The year was off to a great start, the kids seemed to be excited and energized and she looked forward to sharing discussion items in subsequent Board meetings.

**ES Principal Report -** Melissa Christensen highlighted the following points from her written report:

- Regarding ES homework: the staff has spent a lot of time discussing the topic and it was discussed with the Board and Curriculum Committee last spring, as well as written in several Digest articles. Research she cited provided evidence that reading from 5-12 years of age is the most helpful form of homework. Ms. Christensen shared that for many families, reading was considered an "add on" to homework, and not made a priority. The goal of ES homework is to prioritize reading. There will still be daily math sheets and focus on math facts in many grade levels. Teachers will evaluate day to day and week to week to adjust homework as may become necessary. She offered to share the studies with the Board and the parent community.

The Board discussed that the many studies used to evaluate the use of homework could be shared with the community to help them better understand the thinking behind the change in homework, and that matters concerning the community as a whole could benefit from specific communication focus.

**Report from the Director of the Executive Office -** Traci Schoeneweis provided the Board a written report and highlighted the following:

- Ms. Schoeneweis performs a wide variety of duties and activities that support Administration, including para staff hiring and payroll support for Elementary para's.
- Ms. Schoeneweis encouraged everyone to read the Friday Digest to be informed on important information.
- Registration went well. Ms. Schoeneweis thanked everyone who helped, citing it is still necessary to conduct registration on campus because taking pictures at another time would reduce instructional time. The Health Room staff also likes to meet with parents to discuss specific health related topics one-on-one.
- There are emergency "bags" in every classroom.
- A background check procedure requiring volunteers be fingerprinted by a member of the police department, is being implemented for all volunteers. Once fingerprints are taken and background check clearance received, the volunteer does not have to go through the background check process again in subsequent years at P2P. P2P will be notified in the case of a criminal act that would disqualify that person from volunteering. Visitors without a 2015-2016 volunteer badge must swipe their driver's license to undergo an instant background check (via Raptor system in the south lobby) and receive a printed sticker, each time they visit campus. As a result of requests from parents, personal data retrieved from the Raptor system will only be kept on campus for the current year and destroyed thereafter. After a volunteer has handed in all the proper paperwork, they may begin volunteering prior to receiving their permanent volunteer badge as the process is expected to take a bit longer than the previous process.

Members of the Board discussed the importance of thoroughly communicating the new fingerprinting requirements with the community, and also the need for an ongoing evaluation to determine if there is any impact to the level of volunteerism or community participation.

- Ms. Schoeneweis mentioned that half of the number of P2P staff is support staff who have no additional financial incentives such as those that exist for the Teaching staff and asked the Board to consider possible incentive options in the future.
- Open Enrollment events will be held one Saturday in December and three evenings in January. The Board is invited and encouraged to attend.

**Recognized American School Counseling Association (RAMP) Update-** Kimberly Gannett provided a written report and highlighted the following:

- RAMP certification process was started 2 years ago; if the application is successful, P2P will be one of a few K-12 schools nationwide to receive the accreditation.
- The team will submit the application by Oct. 15th; Board signatures are needed by October 10th.
- Brian Rauscher, the Post Grad Coordinator, has met with each of the endowment scholars recipients
- One goal specified in the RAMP process was to increase the number of children who felt they had an "Adult of Trust" at P2P. P2P's student survey data showed a rise by 3.3% in ES and 4.66% in MS.

- Another goal was to decrease the number of students who have “seriously considered suicide” in 9<sup>th</sup>-12<sup>th</sup> grades); the internal climate survey showed 16% of our students have seriously considered suicide. To address this concern, small groups for students at risk, Indigo assessments, Safe Talks and suicide prevention trainings were conducted. The Spring 2015 climate survey result showed a 1% decrease in these numbers. Work is ongoing and a priority.
- Suicide prevention training will be held December 4<sup>th</sup> and 5<sup>th</sup>. Board members who are interested in attending should contact Ms. Gannett for information.
- Two new videos were produced as a result of a recommendation from the RAMP Advisory Council on health and wellness and saving for college. These videos will be made available to parents.

**Future Meeting Topics-** The Board is hoping to move to one meeting per month by October, should have updated draft of new schedule by the next meeting.

**Motion to Adjourn made 9:21 (7-0)**

**Call to Order Work Session ( 9:45)**

David Kalish and Sheri Smith led a work session to discuss the Indigo Assessment that was taken by Board and ELT members. This was offered gratis to P2P by Indigo Project, strategies for improving communication were discussed. The Board expressed their gratefulness to Ms. Smith and Mr. Kalish for their insights, expertise and the generous gift of their time.

The Board collectively discussed learnings and reflections from *Stand and Deliver* Board summer homework.

Board members reviewed and signed the Board Handbook and discussed Expectations and Working relationships.

**Adjourned (11:05)**

Respectfully submitted,  
Sand Ray, Secretary

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