



COLLEGE PREP IN A SMALL SCHOOL ENVIRONMENT

**PEAK TO PEAK
CHARTER SCHOOL**

BOARD OF DIRECTORS MEETING MINUTES

**OCTOBER 2, 2013, 5:00 PM
SOUTH 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 Members Present: Brad Elliott, Elizabeth Gable, Scott Hudson, Kyle Mathews, Phil Mehalko, Suzanne Ovelman, Kelly Reeser, Greg Richards, Noelle Roni, Sam Todd, Lisa Walther, Thomas Willetto

Board Members Absent: None

Guest(s): Tom Janssen, John Wilcox, Tim Scherr

5:05p– Call to order and roll call; Agenda change requests (Willetto)

The meeting was called to order by Mr. Willetto.

The Board agreed to move the *Bonus System – Elementary School Metrics* discussion after Principals' goal discussion.

The Board agreed to move the *Final Budget Review* report after the public comments.

5:05p – Administrative Business (Mr. Willetto):

Motion to approve BOD minutes from September 18, 2013 was made by Ms. Walther, seconded by Mr. Richards and approved by the Board 5-0-2. Mr. Hudson and Ms. Gable abstained from voting since they did not attend the September 18, 2013 meeting.

5:15p – Public Comments (Community):

The entire Board of Directors' give thanks and best wishes to Sharon Noel for her extensive years of service to Peak to Peak.

Mr. Mehalko gave thanks and recognized:

- The volunteers and businesses who supported the Business Expo

Mr. Todd gave thanks and recognized:

- Amy Skinner, who handles accounts receivable at Peak to Peak, for her excellent work this year with the transition from PayForIt to RevTrak, our credit card processing software. Amy is responsible for collecting nearly \$2 million in local revenues each year

and has the highest collection rates in the school's history. She has also done a marvelous job with fee collection at school registration. Thanks Amy!

Ms. Ovelman gave thanks to:

- Board of Directors for their flexibility after the flood.
- Tim Scherr for his continued efforts and input into the Middle School's Unified Improvement Plan (UIP).
- Grade level leaders, Vicki Hankey, John Steinbauer, Yolanda Meiler, for working on and accomplishing this year's goals.
- Kurt Schaefer and Bob Connors for continuing to provide unique learning experiences for our students.

Mr. Elliot gave thanks to:

- Sam Todd, Kelly Reeser, Sheryl Shafer and Ronda Kelley for Sunday's Board of Director's retreat.

Mr. Hudson gave thanks to:

- Suzanne Ovelman, Kyle Mathews, and the secondary staff for their efforts at secondary parent-teacher conferences.

Mrs. Gable gave thanks to:

- Hiring and Organizational Development (HOD) committee and Deea Frisbie for their endless hard work, professionalism and commitment. Mrs. Frisbie has simply re-energized the HOD committee, including its newest engaged members.
- Karen Tomanek for her planning and handling of the College Day efforts and organization.
- Peak to Peak founders' Sheryl Shafer and Ronda Kelley for their presentation and support of the Board of Director's retreat; as well as their role in Peak to Peak's very existence.

Ms. Walther gave thanks to:

- The Student Council and the members of the Volunteer Committee for flood effort.

Ms. Reeser gave thanks to:

- Sheryl Shafer and Ronda Kelley for their support to the Board of Director's retreat.

Mr. Willetto gave thanks to:

- Sam Todd, Elizabeth Begley and Cheryl Sack for their attitude and perseverance in sustaining kitchen operations while backfilling responsibilities since Sharon Noel's retirement.

Mr. Richards gave thanks to:

- Teachers and staff for B2S night

Mr. Scherr gave thanks to:

- Middle school staff for their commitment to the Unified Improvement Plan (UIP) process.

Mr. Scherr also noted that:

- The magazine 5280 had incorrect data regarding Peak to Peak's performance. This data was already recognized incorrect by the Executive Leadership Team and a response has been sent to 5280 and acknowledged.

Mr. Mathews gave thanks to:

- The High School Student council for the homecoming events this week. He noted that the Powder Puff event was excellent, harmless, fun and culture building.

Ms. Roni gave thanks to:

- Parents, accountability members, and the Board members for their inputs and efforts in developing the Elementary School's Unified Improvement Plan (UIP) goals.
- Melissa Christensen for arranging the Elementary School conferences.
- Learning services staff and the Problem Solving Teams (PSTs) for their support during conferences
- Renay Ulibarri, Peak to Peak custodian, for going above and beyond every day.
- Health room staff for developing a plan that identifies health concerns attached by picture for each student. This has been a major endeavor and is needed for emergency plans.

5:20p Final Budget Review (Todd)

Mr. Todd reviewed and summarized the budget for 2013-2014. Mr. Todd summarized the budget and budget contributors as follows:

- Peak to Peak's 2013-2014 total budget is ~\$15M.
- A carryover of \$295K from last year's budget was used to pay for Peak to Peak's IT upgrades over the summer.
- The 2013-2014 budget includes \$65K for contingency.
- Peak to Peak's enrollment is flat, as by design, based on BVSD Charter limitations.
- Revenue from Per Pupil Revenue (PPR) is up 2.7 % from 2012-2013.
- Revenue from Mill Levy Override is up 1.6% from 2012-2013.
- Peak to Peak's cash reserves at the end of 2012-2013 was \$3.3M.
- The 2013-2014 budget allows for an increase of 4% for instructional staff salaries.
- Administration costs represent 17% of the 2013-2014 budget.
- Facilities costs are down.
- Purchased services from Boulder Valley School District (BVSD) are up due to IT purchase service costs.

Mr. Todd reported on Referendum 66. Referendum 66 includes additional funding for public schools in Colorado and is on Colorado's November 2013 election ballot. Mr. Todd summarized the following regarding Referendum 66:

- The Colorado Department of Education (CDE) projection estimates that Peak to Peak would receive \$1.2M additional funding if Referendum 66 is passed.
- Capital construction funding in Referendum 66 is across the board.

Mr. Todd agreed to write white paper on Referendum 66 and its impact to Peak to Peak.

5:38p Executive Director of Education (EDE) and Executive Director of Operations (EDO) Goals discussion(Reeser/Todd)

Ms. Reeser reported on her goals for the 2013-2014 school year. Ms. Reeser summarized her goals as follows:

- Develop, implement and align Peak to Peak's goals as a K-12 school.
- Increase executive leadership skills through mission focus, collaboration, data driven performance feedback.

- Develop strategic planning with focus on Key Performance Indicators (KPIs), K-12 curriculum alignment with Elementary, Middle School and High School Principals' inputs.
- Lead a Professional Learning Community (PLC) group that is focusing on staying abreast of current trends, best practices and research in K-12 education.
- Increase the effectiveness of external and internal relationships by institutionalizing engagement.
- Develop school culture through positive relationships. This will include working with Principals to support their professional growth.
- Refine processes and structures.
- Support counseling department for RAMP certification (cert by 2015).
- Partner with the BOD and develop a long term succession planning and organization.

Mr. Todd reported on his goals for the 2013-2014 school year. Mr. Todd summarized his goals as follows:

- Increase school revenues through the Advancement Office
- Continue facilities planning to extend life of existing resources
- Continue finances good stewardship
- Increase nutrition and support of food service
- Increase employee satisfaction by working with Human Resources
- Continue to improve external/national reputation of the school.

High School Principal Goals (Mathews)

Mr. Mathews reported on his goals for the 2013-2014 school year. Mr. Mathews summarized his goals as follows:

- Model and promote instructional leadership to improve the quality of instruction in the high school and across school levels.
- Develop and support professional learning opportunities for master teachers on and off campus in order to improve the quality of instruction.
- Promote positive school culture and the quality of relationships in the high school and between school levels.
- Develop strategic use of available budgets, and improve communication, to promote a safe, well-managed and entrepreneurial learning environment.
- Develop leadership capacity from within, and pursue leadership opportunities outside of Peak to Peak to improve the quality of the learning environment. This includes identifying new 6-12 curriculum options and resources going forward.

HS needs – Students are driven to take more classes – mission driven. FTE impacts related to same.

Middle School Principal Goals (Ovelman)

Ms. Ovelman reported on her goals for the 2013-2014 school year. Ms. Ovelman summarized her goals as follows:

- MS directly driven by KPI and UIP.
- Instructional goals are in UIP third year for reading focus, additional focus for 2013.14 will include math and writing .
- Instructional goals include increasing teachers' efficacy with scaffolding and sheltered instruction – tailoring instruction to the student readiness level.
- Staff development – provide targeted training for staff that meets the PGO/P goals of the staff.
- School culture – continue to define and refine an open, welcoming culture and provide strong relationships with the students, parents and staff.
- Provide meaningful opportunities for parents to be involved in MS.
- Prof. Development – finding opportunities beyond the walls of P2P by attending and/or presenting at charter schools.

MS Needs – Could use more paras but existing resources are working. Staff would like more access to outside professional resources and training. Allow veteran teachers to have experiences/receive training to bring back to P2P.

Elementary School Principal Goals (Roni)

Ms. Roni reported on her goals for the 2013-2014 school year. Ms. Roni summarized her goals as follows:

- Improve Elementary School writing skills and close the writing gap between male and female students.
- Develop a writing intervention program similar to the existing math and reading programs. This may require an additional Full Time Equivalent (FTE) support.
- Find a replacement math test for the Galileo test. (In 2013, BVSD decided not to fund the Galileo test program in 2013-2014.) This may require finding additional funds to support a new test.
- Improve school culture through training students how to problem solve and empathize with each other, identify adults they can trust, how to ask for help and how to empower by-standers through “Stand Up and Speak Out” lessons and modeling..
- Improve communications with parents about brain-based achievements.
- Communicate the importance of physical activity within the Elementary Community.

6:25 Bonus System – Elementary School Metrics (Roni)

Ms. Roni presented an analysis that indicates the instructional bonus structure for overall Elementary School performance is driven more by student population factors than by Elementary School performance. Ms. Roni proposed using a weighted average of grade 5 test scores versus the current target threshold level to incorporate all the students in the data. The weightings in the average would be based on unsatisfactory, partially proficient, at grade levels and above grade level, . She noted that the current threshold target level has only been achieved once in the last

six years, so the goal seems unattainable. Ms. Roni added that a weighted average would historically allow the Elementary School to assess progress as an overall average as the middle and high schools tests do.

The Board agreed to study the target levels for the Elementary School. Mr. Hudson will propose changes (if any) to the Board after further review of the current bonus structure.

7:22p Board Goals – Finalize Goals, Action Items and Messaging (Board)

The Board discussed finalization of goals for the 2013/2014 school year. Discussions included:

- Encouraging parents to support the school in a variety of methods.
- The Board emphasized the importance on how to message engagement and involvement.
- VolunteerSpot software a good way to engage parents.
- Improvement of communications. Messaging of what is expected for parents.

The Board agreed to develop messaging and to formulate program for engagement.

7:50p Future meeting topics (Willetto)

Succession planning

Approval of math test – bring 2 options

More support for ES literacy

7:55p Executive Session (legal and personnel)

Motion to enter Executive Session was made by Mr. Elliot, seconded by Mr. Hudson and approved by the Board 7-0.

9:02p Adjourn

Motion to adjourn the board was made by Mr. Richards, seconded by Mr. Hudson and approved by the Board 7-0.

Respectfully submitted,

Phil Mehalko

For the Peak to Peak Board of Directors