



COLLEGE PREP IN A SMALL SCHOOL ENVIRONMENT

PEAK TO PEAK

CHARTER SCHOOL

BOARD OF DIRECTORS MEETING MINUTES

SEPTEMBER 18, 2013, 7:45 AM

AUDITERIA

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, Kyle Mathews, Phil Mehalko, Suzanne Ovelman, Kelly Reeser, Greg Richards, Noelle Roni, Sam Todd, Lisa Walther, Thomas Willetto

Board Members Absent: Elizabeth Gable, Scott Hudson

Guest(s): Melissa Christensen, Jen Dauzvardis, Megan Freeman, Sandy Ray, Traci Schoeneweis, John Wilcox, Kristianna Vedvik

7:50p– Meeting was called to order by Mr. Willetto.

7:50a – Administrative Business (Mr. Willetto):

The Board of Directors expresses our deepest sympathies and concerns for our families, community members and all others impacted by the historic flooding we had here in Colorado in September 2013. The Board of Directors supports using our K-12 counseling team resources to assist families in need. As stated on our web site, “We understand that many people have been adversely affected by the flooding throughout the Front Range and we are here to support you as needed. Our K-12 counseling team will be available to assist students and families as needed.”

Mr. Elliot motioned to approve BOD minutes from September 4, 2013, second by Mr. Richards; motion passed 5-0-0.

Ms. Walthers motioned to approve the hire of Jennifer Burke for the Library Media Specialist position, second by Elliot; the motion passed 5-0-0.

Board will have a retreat Sunday 29th from 2-6 p.m.

Due to the flooding and school closure in the last six days, the Board agreed to postpone, reschedule or cancel the following agenda items:

- Volunteer Committee Report (Ms. Frank) – To be rescheduled
- Classroom Visit (Board) – Cancelled

- Board Goals – Continuing Discussion (Board) – Cancelled (To be discussed during Board retreat)
- Accountability Committee Report: Review purpose and goals (Ms. Hyman) – To be rescheduled

The Board agreed to the following agenda changes:

- Mr. Todd to discuss the retirement of Sharon Noel, Director of Food Services.
- Middle School Principal Report (Ovelman) prior to public comments

7:55a Middle School Principal Report (Ovelman)

Ms. Ovelman reported on the start of the Middle School year. In general, the start of the Middle School year is good and without issues. This year’s Middle School goals include increasing Community connections and support, and promoting curiosity and excitement in the classroom.

The Middle School leadership team finished its draft Unified Improvement Plan (UIP) during the last 6 days off. In the near term, the Middle School plans to complete the UIP and present it to the Community and staff. Ms. Ovelman noted that UIP updates are part of a general action plan that involves the Community and parents. The Middle School UIP will have a second update in February. Ms. Ovelman noted an important lesson learned in 2013. That is, having two block days was good for the students.

The Middle School leadership team’s first meeting of the year will be on September 19, 2013.

8:00a – Public Comments (Community):

Ms. Walthers congratulated:

- Megan Freeman, Kelly Reeser, Jen Dauzvardis and the Center for Professional Development for being in the top 5 presentations at the National Alliance of Public Charter School’s conference in June 2013.

Mr. Todd gave thanks to:

- John Wilcox for monitoring the school facilities during the school closure. Mr. Wilcox updated six wet tiles and verified that the detention ponds did exactly what they were designed to do.

Mr. Mathews recognized and gave thanks to:

- Scholastics National Writing Portfolio winner, Bryn Grunwald (class of 2013) who was one of Ms. Kristie Letter’s students took the top prize in the US for her portfolio submission.
- Sam Todd, Kelly Reeser and Kristianna Vedvik for assisting with an compensation plan to keep a quality math teacher in the AP calculus BC and Pre-calculus honors sections taught by Ms. Martin, who is on maternity leave this fall.

Ms. Reeser gave thanks to:

- Hiring Organizational Development team for completing a hire over the rain days
- John Wilcox for rain watch

Ms. Reeser congratulated:

- Cassidy Clark, Dominik Frick, Liam Healy, Rohan Jennings, Wesley Ma, Jaeyeon (Jenny) Seo, David Vandermeer, and Alec Wild as National Merit Semi-finalists

Mr. Willetto gave thanks to:

- All Community members for helping out with the flood recovery. Mr. Willetto was proud to see that our Peak to Peak Community members communicated, offered and provided to help to other Community members
- Traci Schoeneweis for looking into Community fundraiser for flood relief
- Mr. Willetto asked the community to help Kate Beezley find local accommodation while road repairs are made enroute to her home.

Ms. Davzvardis noted that during the school closure, she was able to update the Peak to Peak web pages for students, staff and parents.

Ms. Schoeneweis gave thanks to:

- Community for helping each out during the flood

Ms. Schoeneweis informed the Board that Google groups will be replacing Yahoo groups as our email group list.

Mr. Wilcox stated that Namaste has started the solar panel installation of solar panels. After the Board meeting, Namaste will perform 7 more crane operations required to get the panels onto the roofs of Peak to Peak.

Mr. Richards expressed his thanks for Ms. Christensen accepting her new role and for her ongoing work and support of Peak to Peak.

8:10a K-12 Assistant Principal Report (Ms. Christensen)

Ms. Christensen reported that she, the K-12 Assistant Principle, is putting new focus on the Alpine data tracking software for Key Performance Indicators (KPI) and Unified Improvement Plans (UIPs). She summarized the Alpine software implementation as follows:

- The Alpine data tracking has been in use since 2011.
- Student plans and Response to Intervention (RtI) data will be implemented in Alpine.
- Elementary School and the Middle School teachers have started adding data into Alpine.
- Alpine was developed by the same company that developed the Infinite Campus software. Data from Infinite Campus can be imported into Alpine and from other sources.

Ms. Christensen reported that she will have an update to the strategic plan and KPIs for the November meeting. She noted that last year's KPI data is still being analyzed.

Ms. Christensen reported on standardized testing. She noted that the Partnership for Assessment of Readiness for College and Careers (PARCC) testing will be replacing the Transitional Colorado Assessment Program (TCAP) testing. PARCC testing is computer-based and pilot programs have already been performed at Peak to Peak. She also reported that the Colorado

Department of Education (CDE) is developing computer based social sciences and science testing with the same company that is developing PARCC. PARCC testing will become standard in the 2014-2015 school year.

To accommodate PARCC testing, the technology will need to be in place next year. Ms. Christensen is currently performing gap analysis to verify the required number of computers needed for PARCC testing. Peak to Peak will need to be creative on how to implement electronic testing within a K-12 environment. Currently, IPADs and Chrome books are not compatible due to PARCC being a Java based system.

8:30 K-12 School Performance Framework Review (Ms. Reeser/ Principals)

Ms. Reeser presented the draft 1 and 3 year trend reports for the 2013 School Performance Framework (SPF) for Peak to Peak. The SPF reports contain data sections regarding Performance Indicators, Test Participation Rates, Academic Achievement, Academic Growth, Academic Growth Gaps and Postsecondary and Workforce Readiness (High School Only). Within each data section, Peak to Peak is evaluated on reading, mathematics and writing.

The summary data for the draft 1 year SPF report for Peak to Peak is as follows:

- Academic Achievement – Exceeds 93.8% (14.1 out of 15 points)
- Academic Growth – Meets 77.8% (27.2 out of 35 points)
- Academic Growth Gaps – Meets 78.3% (11.7 out of 15 points)
- Postsecondary and Workforce Readiness – Exceeds 100.0%
- Test Participation – Meets 95% Participation Rate

The summary data for the draft 3 year trend SPF report for Peak to Peak is as follows:

- Academic Achievement – Exceeds 91.7% (13.8 out of 15 points)
- Academic Growth – Meets 71.3% (25.0 out of 35 points)
- Academic Growth Gaps – Meets 68.2% (10.2 out of 15 points)
- Postsecondary and Workforce Readiness – Exceeds 100.0% (35.0 out of 35 points)
- Test Participation – Meets 95% Participation Rate

Elementary Principal Report – Ms. Roni

Ms. Roni reported on the development strategies, goals and data for the Elementary School's Unified Improvement Plan (UIP). The Elementary School's UIP addresses student performance in core curriculum (reading, writing, and math) and school climate.

Ms. Roni noted that Elementary School math test data dropped last year and a strategy to increase math proficiency is being developed. This includes a new math curriculum behind common core standards and appropriate math placement level for each student. Ms. Roni stated that a student placement policy is being developed to better communicate with parents on their student's placement. Ms. Roni reported that Boulder Valley School District (BVSD) is no longer funding the Galileo math testing programs due to costs.

Ms. Roni also noted the following:

- The Elementary School is using brain-based strategies to adjust our instruction and meet students' needs. One big focus is to teach students about the difference between a "fixed mind set" and a "growth mindset" (Carol Dweck's work). Brain research has confirmed that the brain grows more when it experiences mistakes and must work through and problem solve to find a solution. Studies have shown that grit and perseverance is equally as important as intelligence for a successful future.
- The revised birthday policy (developed 3 years ago) to replace birthday snacks with book donations has been very successful. This year the Elementary School plans to extend the birthday policy to add indoor and outdoor recess equipment.
- The Elementary School is planning more health awareness training for staff, families and students on how sleep, nutrition and physical activity can improve learning, attention, mood and behavior.
- The Math and Literacy Intervention teams hosted a parent information breakfast and training. It had a great turn out and the staff reports that it helped solidify the home-school connection. . This compliments our now on-line Math and Lit Night.
- iPads donated by the Community last year are making a positive impact in the classrooms.

High School Principal Report – Mr. Mathews

In an effort to realize more student academic growth progress, Mr. Mathews reported that the High School this year will place additional focus on students that need to catch up. As such, the High School has implemented a core team to help any student struggling with their studies. One core team strategy includes getting students into a growth ("grit and perseverance") mindset versus "I am smart" mindset. This further reinforces and complements Peak to Peak's character development training for all grades (K through 12).

Mr. Mathews is investigating how to certify and assess the High School in terms of character development. This could include partnering with the Colorado Ethics in Business Association (CEBA) to develop character measures that meet industry demands. He used the example of how colleges and employers are looking for people with high honesty and trustworthiness.

Mr. Mathews also noted the following:

- The High School is raising student awareness on how people learn by sponsoring Peak to Peak's own chapter of Eye to Eye. The High School is using students with learning disabilities and/or Attention Deficit Disorder help students as a means to demonstrate different learning styles. This pilot program is an art based mentoring program with a core group 5-10 high school mentors, 5-10 middle school mentees, and two high school coordinators. Ms. Jennifer Willette is our staff sponsor for this group, which will be meeting on Mondays after school in the art room students.
- Safety drills will be performed next week.
- The High School identified the need to present more challenges for technology students.
- HOD is working to find and hire a full time AP math teacher
- The High School is working with tech team to implement Computer Based Training (CBT) and E-books access. CBT implementation will consider how to minimize cost impact to families. Specifications for CBT will be developed by mid-October.

9:10 Director of Food Services (Todd)

Mr. Todd reported of Sharon Noel's retirement from Peak to Peak. Ms. Noel has worked at Peak to Peak since 2002 and has agreed to support the staff during personnel transitions. Mr. Todd notified the HOD team of Ms. Noel's retirement. Mr. Todd is temporarily back-filling the Director of Food Services vacancy by promoting current talent to manager level. Because the current talent is taking on new roles, Mr. Todd noted that Peak to Peak will need to hire a cook to backfill the current personnel moving up to the manager level.

9:25a Hiring and Organizational Development (HOD) Committee Report: Review purpose and goals (Ms. Frisbie):

Ms. Frisbie, HOD chair, reported that last year's goal to document processes was completed in January. This year, HOD's focus is to grow HOD volunteerism. Jaimee Miller, an HOD member with marketing experience, is taking on the task to increase HOD volunteerism. Last year's marketing of HOD gained 25 interests.

Ms. Frisbie reported that this fall HOD worked 7 hires with 5 HOD members – this stretched the responsibilities of the parent hires. Because of this resource loading, the HOD team investigated alternative methods to implement and add sustainability to HOD. One strategy includes using a “super team” – super team members would include Traci Schoeneweis, Megan Freeman, Kelly Reeser, Jen Dauzvardis, and Kristianna Vedvik as participants in the early steps of the hiring process. Parent volunteers would remain involved in the later steps of the hiring process, but the workload of the early steps would be shifted to paid staff.

Ms. Frisbie reviewed the process of hiring and how a super team could accommodate the process. The hiring process starts with a phone screening and is led by a Candidate Manager (CM). Two people are required for a phone screening. With the implementation of a super team, the CM could be a staff person if HOD membership lowers.

Ms. Frisbie noted that HOD time commitment is 40 hours per hire or 60 hours as a CM.

Ms. Frisbie also indicated that constraints on HOD membership may also be keeping good candidates from serving on HOD.

9:50a Future meeting topics (Willetto)

- Volunteer committee report (retreat)
- Accountability Committee report
- HR director's report
- Food Services Update
- Mission and Vision review
- Information Technology (IT) updates (Nov 14th)
- Capital Committee report (retreat)

9:55a Executive Session (legal and personnel)

No executive session was called.

9:55a Adjourn

Motion to adjourn the board was made by Mr. Elliot, seconded by Ms. Walthers and approved by the Board 5-0.

Respectfully submitted,

Phil Mehalko

For the Peak to Peak Board of Directors