



*COLLEGE PREP IN A SMALL SCHOOL ENVIRONMENT*

**PEAK TO PEAK  
CHARTER SCHOOL**

**BOARD OF DIRECTORS MEETING MINUTES**

**SEPTEMBER 4, 2013, 8:00 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):** Traci Schoeneweis, John Wilcox, Ms. Freeman, Carolyn Jannsen

5:05p– Meeting was called to order by Mr. Willetto.

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

Motion by Ms. Walther to approve BOD minutes from August 21, 2013, second by Mr. Mehalko; motion passed 5-0-2. (Mr. Hudson and Mr. Elliot abstained since they did not attend the last meeting.)

Motion by Richards to approve the hire of Virginia Downing secondary art teacher, second by Mr. Mehalko the motion passed 5-0-0. (Ms. Gable and Mr. Elliot were not present for the vote.)

The Board appointed Ms. Walther and Ms. Gable to the RAMP advisory committee. First Meeting is Friday October 11<sup>th</sup>, 10:00.

Board will have a retreat Sunday 29<sup>th</sup> from 2-6 p.m.

**5:15p – Public Comments (Community):**

Ms. Gable gave thanks to:

- The entire Puma Pa-Luau team, and all that volunteered to check-in, decorate, help serve, juggle fire (literally), entertain, clean-up, and those who simply showed up. It meant a lot. Special nods to Erin and Gus Fox-Smith, Vanessa Bonner, Janine Frank and all other Puma Pa-luau team members and/or on-site helpers who include but are not limited to: Meredith Locke, Theresa Bell, Jenny Bolton, Teri Whisenand, Kimberly Gannett-Mathews, Kelli Sexton, Brandon Bell, Mark Sexton, Jessica Sievers. Greg Frank, Brenda de St. Simone

- The entire High School team, from Kyle all the way through, for an incredible Back to School night. The teachers were “on”, engaged, welcoming and exuded confidence, calm and clarity. Consummate professionals who are to be congratulated.

Ms. Ovelman gave thanks to:

- Everyone that supported back to school night.
- Carolyn Janssen for the producing the Communications Handbook.

Mr. Todd gave thanks to:

- Executive Leadership Team (ELT) for helping direct morning and afternoon traffic
- The Peak to Peak payroll team for quickly addressing a payroll error by Paychex, which had processed a double payroll.

Ms. Roni gave thanks to:

- The staff for their efforts on Back to School night and for their professionalism during a school lockdown.
- Classroom coordinators and parents for supplying treats for the staff.
- The staff and Community members for participating in the Character assembly.
- The Teachers for professionally welcoming the late arrivals to school.

Mr. Mathews gave thanks to the following HS Team members:

- High school staff for Back to School Night on 8/27
- Tracy Wright, Clara Quinlan and the 12th grade teaching team for JUMP senior day on Friday, August 30th at North Boulder Park
- Walt Young, current art substitute teacher for filling in while the hiring process went through for our new art teacher, Ms. Virginia Downey
- Heather Bertarelli and Heather Andony for supporting Walt Young in his sub role this fall.
- Jake Lehr and Kimberly Struck for supporting our math substitute teachers during Ms. Martin's leave of absence this fall.
- Janine Frank and Karen Tomanek for supporting our high school volunteer needs.

Ms. Walther gave thanks to:

- New HOD members for volunteering to help our school.

Ms Reeser gave thanks to:

- New HOD members for volunteering to help our school.
- All the Puma Luau volunteers
- Janine Frank for organizing new volunteers
- Traci Schoeneweis for quickly engaging our volunteers by efficiently running background checks
- Jen Dauzvardis for website development and management of password changes.

Mr. Willetto gave thanks to:

- All the Puma Luau volunteers
- Everyone that supported back to school night for the secondary school

Ms. Schoeneweis gave thanks to:

- Thanks to Jennifer Bradfield and Melissa Christensen for all their efforts before and after school.

Mr. Willetto acknowledged receipt of email from Sandy Ray regarding background checks.

**5:35p Director Report: Center for Professional Development (Ms. Freeman/Ms. Dauzvardis)**

Ms. Freeman briefed the Board on the Center for Professional Development (CPD) achievements from the last year and the plans for the upcoming year.

The CPD's accomplishments in 2012-13 include:

- Providing opportunities for the Peak to Peak faculty to participate in or facilitate 62 professional development workshops and 55 off-campus events
- Partnering with three schools for induction services
- Faculty presentations in 52 workshops on instructional best practices at partner schools.
- Faculty hosting 256 guest educators observing in classrooms, 22 university practicum students, and one student teacher.
- The CPD partnering with 13 schools for non-induction professional development services, placing 10 Peak to Peak staff members in leadership roles as workshop presenters and consultants.

Ms. Freeman noted that the CPD and Peak to Peak administrators' involvement with National Alliance of Public Charter Schools in Washington DC has brought the school additional national attention and relationships.

The CPD will Colorado Board of Education during the week of September 9th for induction program presentation. This further indicates Peak to Peak's State and National recognition.

Ms. Freeman expressed concern about the long-term volunteer sustainability of Hiring and Organizational Development (HOD) committee. She noted that HOD volunteerism was dramatically reduced for internal job fair volunteering.

The CPD has been receiving good feedback from staff surveys. Ms. Freeman indicated the staff appreciated having:

- More time to collaborate in K-12 environment.
- Educational technology training.
- More choices for PLC (professional learning committees).

**5:48p Direct of Advancement Update (Ms. Jannsen)**

Ms. Jannsen briefed the Board on the Advancement Office achievements from 2012-2013 and plans for 2013-2014.

Ms. Jannsen noted that:

- The new Communication handbook has received good feedback from the community.
- Last year saw a record net revenue of \$411k
- The Advancement office many functions. This year, Ms. Jannsen plans include Alumni development
- This year's auction will return to the University of Colorado

Ms. Janssen thanked Mr. Willetto for his Back to School night speech. Mr. Willetto eloquently asked for volunteers to comeback to even if they have had a bad experience.

The Board discussed the accounting practices and how fundraising efficiency should be calculated.

### **6:00p Director Report: Food Services (Ms. Noel – presented by Sam Todd)**

Mr. Todd briefed the Board on Food Services goals for 2013-2014. The Food Services goals for 2013-2014 are:

- Operate as a School Food Authority (SFA)
- Ensure compliance with USDA meal pattern
- Increase number of reimbursable meals
- Train new staff
- Prepare for the Colorado Department of Education (CDE) review

### **6:18p Bond Rating Update(Mr. Elliot):**

Mr. Elliot updated the Board on Peak to Peak's bond rating. Currently, our bond rating is BBB+ and it is the highest rating that any charter school can attain. During Peak to Peak's last bond rating review with Standard and Poor, the reviewers indicated that Peak to Peak must maintain cash reserves above 110 days of operational costs in order to secure a future BBB+ rating. The benefit of a BBB+ rating allows Peak to Peak to better negotiate bond rates and, thus, lower our monthly mortgage payments.

For planning purposes, our projected 2013/2014 operating cost is \$15,040,000. This equates to a daily operating cost of \$41,205.48 ( $=\$15,040,000/365$  days). To maintain our BBB+ rating, our cash reserves need to equal \$4,532,602.74 ( $=\$41,205.48$  daily operating cost \*110 days of operations) at the end of the 2013/2014 school year. At the completion of the 2012/2013 school year, we maintained \$3.9M in cash reserves. For this school year, we need a budget surplus of \$600,000 to increase our cash reserves from \$3.9M to \$4.5M.

The next meeting with Standard and Poor will be a conference call review.

### **Break**

### **6:34p Board Goals Discussion (Board)**

In developing the Board's 2013-2014 goals, the Board recognized that P2P's success is a reflection of our engaged Community who are committed to education excellence. As such, the Board discussed the goals of developing Community engagement through relationships and of cultivating leadership. The Board discussed developing entry points for volunteering and fundraising for the School.

The Board discussed the benefits of internal personnel development and succession planning and how this saves time as an organization.

The Board plans to further/complete goals planning at their Board retreat in September.

**7:50p Future meeting topics (Willetto)**

Director of Human Resources report  
Unified Improvement Plan data trend review  
Hiring and Organizational Development (HOD) committee report  
Accountability committee report  
Volunteer Coordination Team presentation

**7:55p Executive Session (legal and personnel)**

No executive session was called.

**8:00p 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*