



COLLEGE PREP IN A SMALL SCHOOL ENVIRONMENT

PEAK TO PEAK

CHARTER SCHOOL

BOARD OF DIRECTORS MEETING MINUTES

AUGUST 21, 2013, 7:45AM

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, Phil Mehalko, Kelly Reeser, Sam Todd, Lisa Walther, Thomas Willetto.

Board Members Absent: Greg Richards, Scott Hudson

Guest(s): Traci Schoeneweis, Sandy Ray, Sana Hill, Tim Scherr, Barry Arrington, John Wilcox, Kristianna Vedvik

7:48a– Meeting was called to order by Mr. Willetto.

7:50a– Administrative Business (Willetto):

Motion by Ms. Gable to approve BOD minutes from August 7, 2013, second by Mr. Mehalko; motion passed 4-0-1. (Mr. Elliot abstained from voting since he was not present at the August 2nd meeting).

Ms. Reeser presented two Job Descriptions (JD).

- The Counseling Curriculum Lead Job Description (JD). This JD more accurately reflects responsibilities for the curriculum work on a K-12 level, particularly as it relates to the department’s effort to seek “Recognized ASCA Model Program (RAMP) certification. P2P would be the only school in BVSD to have the RAMP certification.
- The Data & Technology Paraprofessional JD. This JD targets responsibilities for providing support to teachers, students, parents and staff for all aspects of the Peak to Peak website, K-12 data analysis, and one-on-one support and training for technology tools.

Motion by Ms. Walther to approve the new JDs, second by Mr. Mehalko; the motion passed 5-0.

7:55a – Public Comments (Community):

- Mr. Mehalko gave thanks to:
 - Heidi Wilcox for her cooking and support of the staff party in Erie.

- Ms. Gable gave thanks to:
 - All the persons responsible for the Back to School night effort.
 - Treccie and Mike Wengryn for their heartfelt talk at the welcome session of Back to School Night, about how they have volunteered and felt impacted by Peak to Peak during the many years they have been at the school – and encouraged everyone to volunteer as well.
- Ms. Reeser gave thanks to:
 - John Wilcox for his efforts in setting up and distributing the new iPads.
 - Traci Schoeneweis for all the things that she has done behind the scenes to get the school up and running.
- Mr. Todd gave thanks to:
 - Sharon Noel for getting the food service up during payment and food services software transition.
- Mr. Wilcox gave thanks to:
 - Everyone who came to Back to School night; there was great attendance. All the efforts by Kelly and all of the staff for getting the school ready on a technical level. It was challenging, but it all got done.
- Ms. Ray welcomed the new board members.
- Ms. Schoeneweis thanked the Community for patience with all the changes over the summer.
- Ms. Sara Hill expressed her concerns regarding the lunchroom food quality. She stated that she will be sending a letter to the Board addressing her concerns. Mr. Todd assured her that food quality is a priority for the school and offered to meet with her to address specifics.
- Mr. Wilcox gave thanks to:
 - Sam Todd, Kelly Reeser and Barry Arrington for helping get through the solar project.
 - Brad Elliott and Thomas Willetto for supporting a meeting with the solar contractors.
- Mr. Scherr gave kudos for the 4th grade team who were incredible at Back to School Night.
- Ms. Vedvik gave thanks to:
 - Holly Ford and Amy Skinner for working over the summer to move the school finances forward.

8:05a Review of Colorado Sunshine Law and Board Best Practices with P2P Legal Counsel, Barry Arrington:

Mr. Willetto introduced Peak to Peak’s attorney Barry Arrington and discussed how he has supported P2P. Mr. Arrington provided a handout on the application of the Colorado Open Meetings and Open Records Law – also known as the Sunshine Law. Mr. Arrington briefed the Board on the following topics included in his handout:

- General Purpose of the Sunshine Law
- Definition of a meeting.
- Open Meeting Laws
- Differences Between Open Meetings and Noticed Meetings

- The law requires all votes to be made in public.
- Sunshine Law requires the posting of Meeting notes.
- Minutes of Meetings
- Subjects for Executive Session.
- Minutes of Executive Session
- Sunshine List

8:39a Update on RAMP accreditation

Ms. Reeser discussed the progress being made in the “Recognized ASCA Model Program” (RAMP) accreditation process. The application is in process and requires the need to setup a RAMP advisory panel. This will require two board members to be present at 2 RAMP meetings per year. The Board will elect two members to the RAMP advisory panel in a future meeting.

8:42a Board Transition Discussion

The Board discussed the process of transitioning new members onto the Board. The Board discussed the use of a retreat to develop Board goals, strategic planning, and prioritization. A Board retreat for 8/31 was proposed.

Break

9:10a Director Report: Director of Exec Office (Schoeneweis)

Ms. Schoeneweis noted the update to the South Conference Room with new paint scheme. Ms. Schoeneweis recapped the 2012-2013 budget stating that 8 budgets in the Executive Office were under budget. Ms. Schoeneweis updated the Board on the following:

- Staff has adjusted and worked hard with key people missing from last year’s staff.
- Many extra hours by Kelly Reeser, John Wilcox and Jen Dauzvardis for stepping up in the transition.
- The Director of Exec Office Job Description increased to include support/management for Kyle Matthews, CPD, guest educators, registrar, etc. Ms. Schoeneweis enthusiastically accepted her new responsibilities.
- Staff morale is good.
- Ms. Schoeneweis would like to see more interaction opportunity between non-educational and educational staff.
- Recent office changes have provided for more inclusion for all staff members, e.g. HS office in the K-12 office area. Now truly setup as a K-12 integrated school.
- Ms. Schoeneweis stressed that we need to print to *copiers* so that we can phase out printers (cost savings of 1/3).
- At end of last year’s school year, Peak to Peak had 14 -Ten-Year awards for staff
- The Community well received the new process for testing sign up and registration online.

- Staffing hiring for administration has met challenges. This included hiring 14 paras – 3 remaining. “We’re in a good spot.”
- Ms. Schoeneweis noted communications have been modified/updated. This includes:
 - School Messenger implementation over the summer.
 - Better targeting of messages using School Messenger.
 - Switch to the Friday digest from the Speak to Peak and weekly emails; goal is to limit the amount of email traffic that families receive.
 - Goal to get to website completely up to date, and trying to hire webmaster, the JD for which will be posted after the board meeting.
- Ms. Schoeneweis reminded that all Peak to Peak volunteers are required to submit 3 forms–background check consent, waiver and confidentiality forms.
- Ms. Schoeneweis recommended that Board member terms should be next to their photos on the web site.

9:28a Director Report: Director of Facilities(Wilcox)

Mr. Wilcox reported:

- Custodial staffing is stable.
- 2013 finished on budget.
- Lawn care costs were significantly reduced through contract negotiations.
- Electrical surge in late June caused some damage to electrical components to the school. Field light outages were covered under 25 year warranty.
- IT upgrades (e.g. new cabling and wireless access points) were completed over the summer
- Solar contract was finalized. Mr. Wilcox thanked Mr. Willetto and Mr. Elliot for supporting a July 3 contract meeting. Solar modules will be delivered starting August 28 with September 10th as the official start date of solar installation. Installation is planned to be complete by October 31st.

9:35a Board Goals (Board)

The Board initiated discussions regarding the Board goals for 2013/2014. Further refinement of these goals is planned for upcoming meetings. Topics of discussion included:

- School of Excellence
- Identifying realism in long-term planning
- Community Engagement
- Fundraising
- Succession planning
- Campus Security
- Messaging of goals

10:10a Overview of Budget Process, Bonus Pool

Mr. Todd presented the budget process calendar and discussed the following topics:

- For the 2014-2015 school year, there is a possible Per Pupil Revenue (PPR) increase of 7%. There are also encouraging signs for revenue increases within the State and District.

- Proposed November ballot item would see tax increase to include full day kindergarten. This new source of funding will likely not replace the current revenue from kindergarten.
- Budget scenario analysis will start in November.
- Mr. Todd reminded that the October count days directly impact funding. It is important that all Peak to Peak students attend during this period to maximize Peak to Peak revenue.
- Budget review with the Board will be performed in a future work session.
- Mr. Todd discussed the outcome of last year's compensation decisions. Compensation scale is 90% of BVSD. Bonus pool is distributed as 75% based on evaluation score and 25% on student achievement metrics that are already part of the school's strategic plan. Bonuses will be distributed at the end of May.
- Because bond rates have risen, this is reducing Peak to Peak's ability to acquire a lower rate from current rate.

10:30a Board Communication and Use of P2P Website(Reeser)

Ms. Reeser demonstrated Peak to Peak's new website and the Board's new School Fusion web page. Anyone who joins the School Fusion page will receive email updates detailing web page changes/announcements. The School Fusion web page is a replacement to the Yahoo email lists for families as well as the Speak to Peak newsletter.

10:35a Future Meeting Topics(Willetto)

Mr. Willetto outlined the following topics for upcoming Board meetings:

- Calendar
- Q4 2012-13 Financial Results
- Review committee assignments
- CPD, Food Services, Advancement
- Goal discussion – Finalization and discussion

10:40a Executive Session (legal and personnel)

No executive session was called.

10:45a Adjourn

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

Respectfully submitted,

Phil Mehalko

For the Peak to Peak Board of Directors