



College Prep in a Small School Environment

**Minutes of the Peak to Peak Board of Directors Meeting
Wednesday, August 17, 5:00pm | College Counseling 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 of Directors in attendance: Voting Board: Gregg Sommer, Jennifer Schroeder, Sandy Ray, Lisa Sicker, Hank Dalton, Alison Griffin and Joanne Hyman. Ex-Officio: Kelly Reeser, Sam Todd, Kyle Mathews, Lori Preston, and Melissa Christensen.

Via Phone: none

Absent: none

Guests in attendance: Traci Schoeneweis, Megan Freeman, John Wilcox, Kristianna Vedvik, and Brian Dupras, Robin Peterson and Jennifer Douglass.

Call to Order: Mr. Dalton called the meeting to order at 5:08pm.

Election of Board Officers for Peak to Peak:

Election by slate, ***passed 7-0:***

President –Gregg Sommer, Vice President –Jen Schroeder, Treasurer –Sandy Ray, Secretary –Lisa Sicker
[Resolution out of Peak to Peak board meeting, resolution into Friends of Peak to Peak board meeting –Gregg Sommer]

Election of Board Officers for Friends of Peak to Peak:

Election by slate, ***passed 7-0:***

President – Jen Schroeder, Vice President –Gregg Sommer, Treasurer –Sandy Ray, Secretary –Lisa Sicker
[Resolution out of Friends of Peak to Peak board meeting, resolution into Prairie View board meeting – Gregg Sommer]

Election of Board Officers for Prairie View:

Election by slate, ***passed 7-0:***

President – Jen Schroeder, Vice President –Gregg Sommer, Treasurer –Sandy Ray, Secretary –Lisa Sicker
[Resolution out of Prairie View board meeting, resolution into Peak to Peak board meeting –Gregg Sommer]

Select Board Committee Liaison and Assignments

Hiring and Organizational Development [HOD]: Primary –Hank Dalton, Back-Up –Lisa Sicker

Finance and Budget Committee [FBC]: Primary –(Treasurer) Sandy Ray, Back-Up –Gregg Sommer

Curriculum Committee: Primary –Alison Griffin, Back-Up –Hank Dalton
Accountability Committee: Primary –Joanne Hyman, Back-Up –Lisa Sicker
Volunteer Coordination Team [VCT]: Primary –Sandy Ray, Back-Up –Jen Schroeder
Facilities Committee: N/A
Election Committee: Primary –Joanne Hyman, Back-Up –Gregg Sommer
Fundraising Committee: Primary –Alison Griffin, Back-Up –Sandy Ray
Contract Committee: N/A
RAMP Advisory Committee: Primary –Alison Griffin, Back-Up –Hank Dalton
BVSD BOE / District Admin: N/A
City of Lafayette: N/A
Legal Subcommittee: Primary –Lisa Sicker, Back-Up –(President) Gregg Sommer
Communication Subcommittee: Primary –Jen Schroeder, Back-Up –Joanne Hyman

Unanimously agreed.

Primary and Back-ups to coordinate to ensure each meeting is covered by a board member, though back-ups should feel free to attend as often as they wish in order to learn an area, support the other liaison, etc. However, any additional board member attending, beyond the two liaisons, could run afoul of open meeting law requirements.

Board Administrative Information

Explained for full understanding by new members, clarification/review for continuing members.

- 1) Pre-meeting process** –working packet to be distributed to board members with agenda and all documents for next meeting by the Friday prior to the meeting –any materials should be submitted to Kelly by 3pm on Friday for inclusion in the board packet; Minutes will be distributed for review and input to all voting board members prior to final submission to Kelly; any board member should submit addition of an agenda item to the board President, Gregg Sommer.

Proposed that the Google Docs ownership be transferred to current Secretary each year. –

Unanimously agreed.

- 2) Jungle disk** –in addition to distributing the working packet, Kelly will save all meeting documents to the Jungle Disk in the folder for that board meeting, where all board members may access the materials, and where they remain for future reference.

Administrative Business

- 1) Approval of Aug. 8, 2016 Meeting Minutes: *Passed, 7-0.***

A Minutes Guidelines proposal and template was presented by Secretary (Lisa Sicker), and unanimously agreed upon for use to enable a smoother process and more consistency, with room for adoption of additional guidelines as the year progresses.

Unanimously agreed.

2) Review of Action items from Aug. 8, 2016:

Action items from the previous board meeting will be reviewed at the next board meeting; and at the end of each board meeting continuing and new action items will be stated/reviewed and captured within the minutes, clearly stating the action item, timeline for delivery and the owner(s) of that item.

1. **Completed:** email Gregg re: COMMITTEE, and SUMBCOMMITTEE LIAISON choices | VOTING MEMBERS
2. **Completed:** PREVIOUS ACTION ITEMS will be REVIEWED at beginning of each board meeting –including item, status, deliverable date, owner(s); continued and NEW ACTION ITEMS RE-CAPPED at the end of each board meeting –including precise statement of item, deliverable date and owner(s); and both previous and new Action Items will be CAPTURED IN MINUTES. | ADOPTED | Full Board, Secretary
3. **Completed:** MEET BETWEEN BOD MEETINGS Kelly-EDE / Gregg-PRES / Jen-VP, every other week; AND Sam Todd / Sandy Ray, once per month or more | ADOPTED | Kelly, Gregg, and Jen; Sam and Sandy
4. **Continued:** COMMUNICATIONS Approach | Aug 24 | ALISON
5. **Completed:** MINUTES Format | Aug 17 meeting | LISA
6. **Initial suggestions made, ongoing:** Enhance Community Relations SPECIFIC ITEMS | Aug 17 meeting | LISA
7. **Continued:** Review BUDGET / CAPITAL PRIORITIES | NOV | FULL BOARD
8. **Continued:** STRAT PLAN/KPIs general informative announcement | 1st/2nd Digest | KELLY
9. **Email announcing meetings for Strategic Plan update teams forthcoming from Kelly in the next days:** STRAT PLAN/KPIs CALENDAR meetings + BOD Calendar slots | next meeting | KELLY
10. **Continued:** STRAT PLAN/KPIs –call to community members developed | SEP | ea. of 4 groups
11. **Continued:** TRACK upgrade on hold until budget priorities reviewed |NOV | FULL BOARD
12. **Continued:** PUBLISH CAP PRIORITIES | Aug. 19th Weekly Digest | SAM
13. **Solution presented, fully employed by end of August:** DONATION monies into SEPARATE accounts |by next meeting | SAM, GREGG, SANDY
14. **Sept 7 meeting items moved to other meetings, Dec 7 meeting rescheduling pending:** Sept 7 & Dec 7 EVENING MEETING conflicts | Doodle Poll this week | Kelly
15. **Continued:** TENNIS COURT policy development | SEP | ELT
16. **Continued:** EMPANELING OFFICERS earlier | FEB, after Election Committee meets | FULL BOARD

ACT / CMAS Scores and Fall Planning Discussion –Kyle Mathews, HS Principal and Kelly Reeser, EDE
The Every Student Succeeds Act [ESSA] subsumed NCLB, which gives more autonomy to the state governments (versus federal), so state level assessments and related regulations and guidelines are in transition, with a July 2017 deadline. Superintendent Bruce Messinger is actively involved on Colorado’s committee to develop these new academic standards, assessments, regulations and guidelines, the ESSA Hub, which will submit recommendations to the State Board of Education by the deadline. As part of this transition BVSD is building a new data warehouse on the Tableau platform, VizLab and Peak to Peak is working with BVSD to purchase a Tableau license, allowing the school to add additional data and benefit from tailored reports and analyses. Monies were previously budgeted in anticipation of this.

It was explained that as last year's assessment results were among the first in the line of new assessments (tests), they cannot be directly compared to the prior year, but should be considered in a larger context of other data on our students. Further, we look to see we are maintaining or improving our students' strong test results, and while we do consider when other school's average scores are higher, it has been the case that these are also much smaller schools that do not necessarily have the same diversity of students as Peak to Peak.

There was in-depth discussion around student participation in / opt-out of assessments. Last year BVSD had large numbers of students opting out, and while Peak to Peak has always had very high participation numbers, last year dipped somewhat because of scheduling conflicts, notably Prom/After Prom the night before testing, though most tested on an alternate date that was not captured in data. It was communicated that the data is very valuable to track and be responsive to student performance, not only at the school level, but also at a district level, and individual student level. Families considering opting-out their student should make an effort to seek out information, discuss with the school, and make an informed decision, while ensuring any opt-out is made within the specified timeline to ensure proper allotment of proctors, computer and other resources, rooms, etc. and a smooth and administration that falls within all established requirements, procedures and guidelines.

Board Goals

Board members were asked if anyone had a large goal they would like to put forth, or if alternately any were thinking of smaller projects, and after discussion it was agreed that goals would likely come forth as we work on the Strategic Plan update.

Strategic Plan Subcommittees

-Kelly –strategic plan update

There was discussion around the value of a 3rd party facilitator in the process, but it was agreed that it is too early to know what we would want from a facilitator, and that it is important that everyone working on this process truly owns it with full engagement and empowerment, and that we should think about if anybody has other ideas of how the board can support Peak to Peak.

Approval of the Financial Transfers Presented at last meeting

It was clarified that the approval was for the transfers as stated on the document presented at the August 8 meeting. Any inconsistencies with the policy adopted last year are being resolved by the specific procedure for donated monies that was circulated to the board prior to the meeting and reviewed in the meeting, with donated monies flowing into separate, designated accounts. This process will be fully employed by the end of this August.

Passed 7-0 by ayes.

Future Meeting Topics, Wrap-Up

Kelly:

Alison's communication proposal, HOD report, Principal reports, Facilities Director report, Director of Executive Office Report; Moving remaining 9/7 meeting items to the 9/21 meeting agenda.

Gregg:

-Proposed starting a P2P Shark Tank as some other schools are doing. Alison and Joanne are interested. Kyle and Gregg will meet.

-It was previously discussed we drop board weekly digest piece -decision?

Unanimously agreed.

-Kelly –Lisa will help Kelly go through BVSD policy updates sent by Melissa Barber to possibly waive and replace policies for Peak to Peak.

-Sandy / Sam –our bond trustee is investing bond reserve and repair and replacement reserve in CSafe, similar in scope, size and clients to ColoTrust, so we will earn interest on those funds.

Action Items Review

1. PRIMARY COMMITTEE LIAISONS to inform KELLY if and when they will be regularly reporting out to the board from their Committee, and also do so before the meeting when reporting on an ad hoc basis to include on the agenda | Aug 24, ongoing | Committee Liaisons, Kelly
2. Google Groups Gmail to transfer ownership from Don Ferguson to current Secretary (Lisa Sicker) | before next meeting | Sandy
3. COMMUNICATIONS APPROACH RECOMMENDATIONS | Aug 24 meeting | Alison
4. COMMUNITY GATHERING, other Enhance Community Relations specific items –consider Communications Approach Recommendations and work with new Communications Subcommittee to plan and put in place for the year | after Aug 24 meeting, before September meeting | JEN, JOANNE, LISA
5. Review BUDGET / CAPITAL PRIORITIES | NOV | FULL BOARD
6. STRAT PLAN/KPIs general informative announcement | next Weekly Digest | KELLY
7. Email announcing STRAT PLAN GROUP MEETINGS forthcoming from Kelly in the next days: STRAT PLAN/KPIs CALENDAR meetings + BOD Calendar slots | next meeting | KELLY
8. STRAT PLAN/KPIs –call to community members developed | SEP | ea. of 4 groups
9. TRACK upgrade on hold until budget priorities reviewed | NOV | FULL BOARD
10. PUBLISH CAP PRIORITIES | 1st SEP Weekly Digest | SAM
11. DONATION monies into SEPARATE accounts | end of AUG | SAM, GREGG, SANDY
12. Dec 7 EVENING MEETING, move to a.m. or move agenda items into other meetings | Doodle Poll this week | Kelly
13. TENNIS COURT policy development | SEP | ELT
14. Discuss EMPANELING OFFICERS earlier | FEB, after Election Committee meets | FULL BOARD
15. ASSESSMENT TALKING POINTS/ ELEVATOR SPEECH to be developed for board use to speak from an informed perspective to families | SEP | Kyle
16. Meet to discuss feasibility of starting a Peak to Peak “Shark Tank” | SEP | Kyle, Gregg
17. Meet for initial review and recommendations of adoption/WAIVERS of new or changed BVSD POLICIES | AUG-SEP | Kelly, Lisa
18. Discuss whether a BOARD ASSESSMENT will be undertaken | OCT | FULL BOARD

Reflection

There was discussion on whether it would be beneficial for the full board to have a 3rd party assessment, or self-assessment. Comments were that timing would be better mid-year or before to have time to act on the resulting feedback, and that a well-thought out and tailored set of questions was needed. Jen Schroeder offered to help lead the effort to develop self-assessment questions to be used mid-year, if the Board votes to conduct this type of self-assessment. It was further commented that ongoing assessment would be very meaningful. There was then agreement that at the end of each meeting the full board would conduct a 60 second reflection on an essential question, with one person reading all responses.

The full board had a 60 second reflection on the question: What is my role as a member of the board concerning community commentary on student participation in state assessments?

Adjourn

Motion to Adjourn from Joanne, Second by Alison, 7-0. Meeting adjourned 6:59pm.

Respectfully Submitted,
Lisa Sicker