



**BOARD OF DIRECTORS'  
MEETING MINUTES**  
Twin Peaks Charter Academy  
East Campus Conference Room  
340 S. Sunset Street, Longmont, CO 80501  
7:00 pm  
Thursday, February 20, 2014



**TPCA Mission Statement**

*Twin Peaks Charter Academy provides students with a rigorous education and the foundations of virtue and character, building cultural literacy through a rigorous, content-rich curriculum in an encouraging environment.*

**Our Legacy:**

*"Academic Excellence"*

**Administration:**

BJ Buchmann, Principal  
Danielle Feeney, Elem. Principal  
Mic Finn, Dean of Students

**Board of Directors:**

Kathy DeMatteo, President  
Pete Wanninger, Vice President  
Don Young, Treasurer  
Jim Schauer, Secretary  
Shelley Coleman, Member  
Andrew Howell, Member  
Nick Ingegneri, Member

**1. Executive Session: 6:30 PM**

- i. Student 24-6-402 (4)(h)
- ii. Personnel 24-6-402 (4)(h)
- iii. Real Estate

**2. Regular Session 7:00 PM (PUBLIC IS INVITED)**

**3. Call to Order and Pledge of Allegiance:** DeMatteo called the meeting to order, Howell lead the Pledge of Allegiance. BOD present: Shelley Coleman, Kathy DeMatteo (Pres), Andrew Howell, Nick Ingegneri, Jim Schauer (Sec), Don Young (Treas). Pete Wanninger absent. Staff: BJ Buchmann (Dir./MS-HS Prin.), Danielle Feeney (Elem. Prin.), Mic Finn (Dean of Students), Tracy Volan (Sec. to the Board), Lon Holder. Others present: Susan Theiss.

**4. Amendments to the Agenda:** Buchmann asked for the "Math Review" Discussion preceded the "Administrator's Report."

**5. Audience Participation: N/A.**

**6. Recognition:** Buchmann thanked Amy Freeman, Andrea Balster and the parent volunteers for their efforts toward a successful musical production, for the Ellis' and HS Boosters for manning the concession stand for the basketball games, Rebecca Parks for organizing our K-12 TCAP schedule, Doug Bean & Brad Agee for continuing efforts toward developing the HS Master Schedule, and the parents for their volunteer efforts and submitting their volunteer hours logs. DeMatteo commended those at the Curric. Com. for their active and thoughtful engagement. Feeney also thanked the parents for being so actively engaged at that meeting. Coleman recognized Lisa Fetters for her hard work, attention to detail and quick turnaround on the Curriculum Committee minutes. Feeney also commended Rebecca Parks for her tireless efforts in building the TCAP schedule and in her other duties, Jessica Bianco for piloting the TS Gold Kindergarten readiness assessment, and Mrs. Eppler for developing a fantastic 5<sup>th</sup> grade student performance of a Midsummer Night's Dream.

**7. Administrator's Report:**

i. Director's/MS-HS Principal's Report: Buchmann provided updates on: classroom observations conducted, curriculum mapping initiative, 2014-15 enrollment update, on the Enrollment Working Session topic of 8<sup>th</sup> Grade HS Visit Day (the plan is to provide a survey to 7<sup>th</sup> graders, gathering information on what they'd value in next year's HS Visit day). Buchmann also introduced proposed changes to T-IKA-R2, in support of the AP Scholar awards for next year's HS students. The proposed changes will be vetted through Curriculum Committee.

ii. Facility Report: Finn reported that GTC is close to providing the estimate on the safety walls. PTO is working on filling the safety buckets for the classrooms. Discussed clean-up of the athletic field, and possible use for shot-put and discus practice.

iii. Elementary Principal's Report: Feeney reported that Bianco will be doing a presentation to the BOD in March. Feeney provided updates on: classroom observations conducted, PBIS, Technology, the Singapore Math review, and Training/Presentations. Feeney is working with PTO Parent Becky Kelly on possible grant monies from IBM.

**8. Approval of Minutes:**

- i. BOD Meeting Minutes: Feb 6, 2014. Approved 6-0-0.

**9. Treasurer's Report:**

- i. Monthly Statement Review: Young provided Financial Report overview.
- ii. Building Corp. Update: (Young) No Update.

**10. Committee Minutes:** DeMatteo requested that BOD members be mindful of submitting their minutes in time for inclusion in the monthly review.

- i. Accountability: (Ingegneri) Next meeting is Thursday 2/27.
- ii. Athletic and Activities: (Schauer) At the last meeting, they brainstormed about a possible list of additional activities and sports, but they felt they needed input from a broader audience as to what's missing that would provide the most value. Next meeting is 3/4.
- iii. Auction: (Young) No questions on minutes provided. DeMatteo thanked Ingegneri for volunteering to help with the website for the online auction.
- iv. Curriculum: (Coleman) No questions on minutes provided.
- v. Faculty: (DeMatteo) No questions on minutes provided.
- vi. Finance: (Young) No questions on minutes provided.
- vii. Marketing: (DeMatteo) No questions on minutes provided.
- viii. Technology: (Howell) No questions on minutes provided.
- ix. Safety: (Finn) No questions on minutes provided.
- x. BOD Policy Review: (Ingegneri) They didn't have the last meeting. DeMatteo asked for an update on what's outstanding still from this committee.
- xi. Legislative Review: (Young) No questions on the update provided.
- xii. PTO Review: (Finn) No questions on minutes provided.

**11. Action Items:**

- i. First Reading
  - a. 13-018 T-GCB-E-13 Maintenance Supervisor (Young)
    - 1. Motion to "Fast Track" by Young, 2<sup>nd</sup> by Howell. Unanimous vote failed: 5-1-0.
    - 2. Motion to move to 2<sup>nd</sup> Reading by Young, 2<sup>nd</sup> by DeMatteo. Approved: 6-0-0.
  - b. 13-019 T-JQ-E2 Student Fees- Athletics/Activities (Young)
    - 1. Motion to move to 2<sup>nd</sup> Reading by Young, 2<sup>nd</sup> by DeMatteo. Approved: 6-0-0.
  - c. 13-020 T-IHBIA-E Full Day Kindergarten Fee Sched. (Young)
    - 1. Motion to move to 2<sup>nd</sup> Reading by Young, 2<sup>nd</sup> by DeMatteo. Approved: 6-0-0.
  - d. 13-021 T-IHBIA Full Day Kindergarten (Young)
    - 1. Motion to move to 2<sup>nd</sup> Reading by Young, 2<sup>nd</sup> by DeMatteo. Approved: 6-0-0.
  - e. 13-022 T-JQ-E1 Student Fees – Academic Electives (Young)
    - 1. Motion to move to 2<sup>nd</sup> Reading by Young, 2<sup>nd</sup> by DeMatteo. Approved: 6-0-0.
  - f. 13-023 T-IC-ICA School Year/School Calendar (Howell)
    - 1. Motion to move to 2<sup>nd</sup> Reading by Howell, 2<sup>nd</sup> by DeMatteo. Approved: 6-0-0.
- ii. Second Reading
  - a. 13-010 T-JICA-R1 Student Dress Code (Wanninger)
    - 1. Motion to move to Table by DeMatteo, 2<sup>nd</sup> by Young. Approved: 6-0-0.
- iii. Third Reading
  - a. 13-009 School Guiding Principles (Wanninger)
    - 1. Motion to move to Approve to Policy by DeMatteo, 2<sup>nd</sup> by Ingegneri. Approved: 6-0-0.

**12. Discussion:**

- i. Math Data Review (DeMatteo). Lon Holder introduced himself and presented the initial review of TPCA's Math Program's Status Report, including the current growth picture, historical growth/performance overview, TPCA sub-area performance, and action steps.
- ii. BOD Meeting Improvements and Focus (DeMatteo). DeMatteo posed the question: Do we feel that our goals, based on the strategic plan are clear? Concern for low level of parent participation in committees raised the question of whether committees need to be realigned. BOD members were encouraged to contemplate the various roles they all wear at TPCA: Parent, Committee Chair, and BOD member; and how (and when) they presenting themselves as each. Howell asked if there's a defined process for how topics and concerns reach the BOD.

**13. Consent:**

- i. Student 24-6-402 (4)(h)
  - 1. DeMatteo motioned to override policy per Executive Session. Failed: 0-6-0.
- ii. Personnel 24-6-402 (4)(h) (No Vote Needed.)
- iii. Real Estate
  - 1. DeMatteo motioned to approve per Executive Session: Approved: 6-0-0.
- iv. Math Data Review (No Vote Needed.)
- v. BOD Meeting Improvements & Focus (No Vote Needed.)

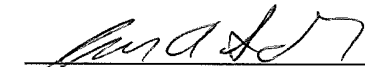
**14. Board Communication:**

DeMatteo and board members thanked Don Young for his service and contributions to the board. DeMatteo & Ingegneri addressed the most recent election, concerned over unclear language in by-laws regarding length of term. After discussion, it was determined that all (4) re-elected members would serve 2 year terms, as it still maintains the balance that was intended in the bylaws. DeMatteo announced that the Leadership Academy meeting is being moved to Friday 2/28. It will be the last Leadership Academy session of the season.

**15. Adjournment:**

Motion to extend meeting 15 minutes (9:50pm) by DeMatteo. Approved: 5-1-0.  
Meeting adjourned 9:57pm.

Approved:

  
\_\_\_\_\_  
Signature

3-6-14  
\_\_\_\_\_  
Date