



**BOARD OF DIRECTORS'  
MEETING AGENDA**  
Twin Peaks Charter Academy  
East Campus Conference Room  
340 S. Sunset Street, Longmont, CO 80501  
7:00pm  
Thursday, February 6, 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)(f)
2. **Regular Session: 7:00 PM (PUBLIC IS INVITED)**
3. **Call to Order and Pledge of Allegiance:** DeMatteo called the meeting and led the Pledge of Allegiance. BOD present: Kathy DeMatteo (Pres.), Shelley Coleman, Andrew Howell, Nick Ingegneri, Jim Schauer (Secretary), Pete Wanninger (V. Pres), Don Young (Treas.). Staff: BJ Buchmann (Director/MS-HS Prin.), Danielle Feeney (Elem. Prin.), Mic Finn (Dean of Students), Tracy Volan (Secr. to the Board). Others present: Robert Chamberlain, Pat Chamberlain, Shelly Ialenti.
4. **Amendments to Agenda:** Wanninger: For Safety Com. to follow Recognition.
5. **Audience Participation:** Chamberlain introduced himself as attending for his Boy Scouts Communication Merit Badge. He also offered input for the dress code policy.
6. **Recognition:** Buchmann thanked Spanish is Easy & Fun, the 6 parents who completed the volunteer interpretation program, and Raquel DeGroot for organizing the parent interpreter assistance for Parent/Teacher Conferences. Congrats to Lori West, counselor for having the unit on the College Preparatory Course accepted to RMACAC. Thanks to Marilyn Putrah/Tracy Volan (registrars) for managing and reporting on the student enrollment process. Finn commended custodians for fine work, noting that he's received multiple compliments from visitors. Feeney thanked Mrs. & Mr. Florianne White for organizing the two Crack Pots events for the online auction, Mrs. Lynn Ingegneri and the website team for fantastic work on the new and improved website, and the second grade team & volunteers for a fun and engaging Pioneer Day.
7. **Administrators' Report:**
  - i. Director's Report: Bucmann presented the Administrator's report including a summary of classroom observations conducted, curriculum mapping update, 2014-15 enrollment update, and a Scorecard update. He presented the (draft) organizational chart and asked for feedback by Monday. He also gave a summary of upcoming events, including "Fanguary Days."
  - ii. Facilities Report: Finn noted that emergency buckets are being donated by Home Depot, and stocked by PTO to be filled with emergency supplies and stored in each classroom. Meetings continue with GTC to enclose the main school entrances, and install a buzzer system for check-in with final cost estimates expected next week. The goal is completion by end of summer.
  - iii. Elementary Principal's Report: Feeney gave a summary of classroom observations completed, discussed the PBIS results (chart), and presented updates for Interventionists, Technology, Leadership, SPED/TCAP, Training, and Staffing. She also briefly discussed her meeting with math consultant and certified Singapore trainer Cassandra Turner.
  - iv. MS-HS Principal's Report: (see Director's Report above)
8. **Approval of Minutes:**
  - i. BOD Meeting Minutes: Jan 16. Approved 7-0-0.
9. **Treasurer's Report:** N/A
10. **Action Items:**
  - i. First Reading:
    - a. 13-010 T-JICA-R1 Student Dress Code (Wanninger) Wanninger motioned to approve to 2<sup>nd</sup> reading, Young seconded. Approved 7-0-0.
    - b. 13-011 T-IF-R Use of Instructional Time/Handwriting (Coleman)\*
    - c. 13-012 T-IJK-R Supplementary Materials Selection & Adoption/Movies (Coleman)\*
    - d. 13-013 T-IJK-E1 Supplementary Materials Selection & Adoption Questions for Teachers/Movies (Coleman)\*
    - e. 13-014 T-IJK-E2 TPCA Video Viewing Permission Slip/Movies (Coleman)\*
    - f. 13-015 T-IMB Teaching about Controversial/Sensitive Issues/Movies (Coleman)\*

- g. 13-016 T-IF Use of Instructional Time/Movies (Coleman)\*
- h. 13-017 T-KEC-E/T-KEF-E Public Concerns/Complaints about Instructional Resources ... (Coleman)\*

\* For all so noted above: Coleman motioned to table until April 3, DeMatteo seconded. Approved 7-0-0.

ii. Second Reading:

- a. 13-009 School Guiding Principles (Wanninger). Wanninger motioned to move to third reading, Ingegneri seconded. Approved 7-0-0.

iii. Third Reading: N/A

**10. Discussion:**

i. Board Election/Update: Ingegneri provided the update as of day 1 of the election.

ii. Board Evaluation/Documentation: DeMatteo presented a proposed checklist drafted from the requirements listed in the newly approved Board Member Agreement (T-BOD). The form would be used for self-evaluation.

iii. Watch D.O.G.S. Presentation (Wanninger-Safety Committee) Ialenti gave overview of the Watch D.O.G.S. program. This program offers a way for male role models to volunteer in the schools in a different capacity. She noted that this is a nationally recognized and well-established program. She and Mr. Ialenti would be willing to serve as the initial coordinators to help get the program going. Buchmann requested that TPCA's Volunteer Coordinator be involved as well. Coleman noted that from her experience, both the kids and the teachers enjoy having the Watch DOGS volunteers. Young suggested Ialenti talk to the PTO for possible financial support. DeMatteo thanked Ialenti for presenting the program, and asked that they work with administration as they go forward with building the program.

iv. Strategic Discussion-Enrollment: DeMatteo reviewed the input gathered from the 1/30 work session. From the "easiest" to implement grouping: 1) Making no changes to Kindergarten specials. 2) Distinguish a HS Identity (tasked to student council). 3) Structured Visit Days (Admin to consider surveying students to see what would provide value) 4) Kindergarten Tuition (Wanninger suggested that since this has become a competitive market, that we consider matching (or even being below) the district fees, and reduce to 9 months. Young noted that time is of the essence, with enrollment underway now for next year, and that the board consider fast tracking a decision. The BOD agreed to reduce the fee to \$285 for 9 months in practice immediately, but also to be presented officially through the fee review process.)

From the "most important" to implement grouping: 1) Test scores (Wanninger agreed to present test score data to staff, and will report progress at the next BOD meeting.) 2) Activities (Buchmann suggested bringing in the student council as a focus group to give the BOD input. Progress to be reported to the BOD in 4 weeks.) 3) Security (Safety Committee is to put together a formal report and talking points to be presented to the BOD and at future events.) 4) Lack of Pre-K (DeMatteo will bring a proposal for partnership opportunities back to BOD in 4 weeks.) 5) Word of Mouth Advertising (DeMatteo suggested that on the upcoming surveys we ask people what they say about TPCA when asked.)

v. RevTrak Discussion: Young gave an overview of their findings regarding RevTrak usage and fees incurred for credit card payments. RevTrak charges TPCA a 3.49% fee for every transaction. RevTrak hasn't increased the collection of fees, nor does it ease processing time for administration. Finance proposed adding a \$3 fee to every RevTrak transaction, to help mitigate part of the fees the school incurs for offering this as a convenience. It was noted that there would still be other non-fee payment options available.

vi. Approval of High School Text Books: Coleman focused the discussion on the Math texts. After multiple attempts with the math team, they've not yet been successful in coming to a consensus on a text. The Math Team has been tasked with investigating what the other charter schools are using. Buchmann noted that we need to also consider what the data indicates that we need in math, in order to be successful. Coleman plans to present the remainder of the textbooks on March 6.

**11. Consent:**

- i. Student 24-6-402 (4)(h) *Tabled*
- ii. Personnel 24-6-402 (4)(f) *Tabled*
- iii. Real Estate *Tabled*
- iv. Board Election *Tabled*
- v. Board Evaluation/Documentation: DeMatteo motioned to approve the Board Member Agreement (Tracking) Document for review on an annual basis. Wanninger seconded. Approved: 4-3-0.
- vi. Watch D.O.G.S. *Tabled*
- vii. Strategic Discussion-Enrollment *Tabled*
- viii. RevTrack: Young motioned to add a \$3 fee to RevTrak transactions. DeMatteo seconded. Approved: 4-3-0.
- ix. Approval of High School Text Books *Tabled*

**12. Board Communication:** Howell asked (at parent request) that BOD consider how to publicize the process for how parents can voice a concern to the board for discussion.

**13. Adjournment:** 10:34PM

Approved:

  
Signature

2/20/14  
Date