



**BOARD OF DIRECTORS'
MEETING MINUTES**
Twin Peaks Charter Academy
East Campus Conference Room
340 S. Sunset Street, Longmont, CO 80501
7:00 PM
Thursday, January 16, 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,
Elementary Principal
Mic Finn, Dean of Students

Board of Directors:

Kathy DeMatteo, President
Pete Wanninger, Vice President
Don Young, Treasurer
Shelley Coleman, Member
Andrew Howell, Member
Nick Ingegneri, Member
Jim Schauer, 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 (President), Shelley Coleman, Andrew Howell, Nick Ingegneri, Jim Schauer (Secretary), Pete Wanninger (V. Pres.), Don Young (Treas.). Staff Present: BJ Buchmann (Director, MS/HS Principal), Danielle Feeney (Elementary Principal), Mic Finn (Dean of Students), Tracy Volan (Secretary to the Board). Others present: N/A
4. **Amendments to the Agenda:** N/A
5. **Audience Participation:** N/A
6. **Recognition:** Buchmann thanked the Faculty Committee and staff members for helping with the HS Science interview process, 6th grade teachers (Agge, Owen, Terry, Stagnetti) who attended the 5th to 6th grade transition meeting. He recognized Mr. Crimm and students for Honor Band. Feeney recognized Rebecca Parks for organizing the SPED interviews, Liz Miloradovich for her excellent work on TPCA's internal PBIS website, Intercambio for their presentation on cultural diversity, and Marilyn Putrah & Tracy Volan for efforts in managing the enrollment process. DeMatteo recognized Lynn Ingegneri for doing a tremendous job with the website revisions. Finn recognized the custodial staff for their dedication and willingness to do whatever's asked of them.
7. **Administrators' Report:**
 - i. Director's Report: Buchmann presented an update of classroom observations completed, volunteer hours reported to date, enrollment count update, draft of the AP Calendar, and a summary of upcoming events.
 - ii. Facility Report: Finn reported that work is nearing completion on the bleacher installation.
 - iii. Elementary Principal's Report: Feeney provided an updates on: PBIS, Interventionists activities, and SPED
 - iv. MS-HS Principal's Report: (see Director's Report above).
8. **Approval of Minutes:**
 - i. December 19, 2013 BOD Meeting Minutes: DeMatteo motioned, Wanninger seconded. Approved 6-0-1.
 - ii. January 8, 2014 BOD Work Session: DeMatteo motioned, Wanninger seconded. Approved 7-0-0.
9. **Treasurer's Report:**
 - i. Building Corp Minutes: Young presented the minutes from the last meeting, asking a correction to be noted, indicating that Nelson was not in attendance at the meeting.
 - ii. Finance Calendar for Budget: Young presented the 2013-14 finance calendar for the budget.

10. Committee Reports:

- i. Accountability: (Ingegneri) No report.
- ii. Athletic and Activities: (Schauer) No report submitted. Committee met once since last BOD session. HS and MS working on athletic activity handbook.
- iii. Auction: (Young) No report.
- iv. Curriculum: (Coleman) No report. Will meet next week.
- v. Faculty: (DeMatteo) No report.
- vi. Finance: (Young) Completed preparation for 3rd reading of the budget, to be presented this evening. Finished RevTrak analysis, and will bring results and proposal to next BOD meeting. The drafting of the Fundraising Policy is underway, with a goal of presenting the first draft at the next Finance Committee Meeting. Work is also underway to develop financial metrics. Once those are ready, they will be presented to the BOD.
- vii. Marketing: (DeMatteo) Have been focusing on internal push for enrollment meetings. The committee is reviewing policies and expects to bring them for review to the BOD at the end of February.
- viii. Technology: (Howell) Meeting time has been moved to Fridays to accommodate staff attendance. The committee discussed electives, comparing what's being taught now vs. what the interest may be. Feeney recommended the course descriptions online be reviewed to make sure they're current.
- ix. Safety: (Wanninger) Focus of the committee remains finalizing a plan for the safety wall.
- x. BOD Policy Review: (Wanninger) No report.
- xi. Legislative Review: (Young) Reviewed the report submitted, noting that bolded wording indicates a priority topic for review.

11. Action Items:

- i. First Reading:
- ii. Second Reading:
 - a. 13-009 School Guiding Principles (Wanninger) Wanninger motioned to table, DeMatteo seconded. Approved: 7-0-0.
- iii. Third Reading:
 - a. 13-005 T-BOD Board Member Agreement (Wanninger) Wanninger motioned to approve, as amended. DeMatteo seconded. Approved: 7-0-0.
 - b. 13-008 Supplemental Budget (Young) Young motioned to approve, DeMatteo seconded. Approved: 7-0-0.

12. Discussion:

- 1. Board Election (Wanninger) Wanninger noted that we need a BOD volunteer to run the upcoming election, which entails: getting the announcements out in the Howl/Growl, constant contact email announcement/invitation, reviewing/editing/collecting the BOD questionnaire from candidates, finding volunteers to help with the election, and counting the votes. DeMatteo & Ingegneri volunteered to run it together.
- 2. Board Evaluation (DeMatteo) Recommended that the BOD present results in narrative format (as before), discussing the successes and challenges.

13. Consent: (All consent items were tabled.)

- Personnel
- Student
- Board Election
- Board Evaluation

14. Board Communication: Young asked that the BOD still pursue speaking with the attorney about the PTO ByLaws. DeMatteo will work on making a checklist for the BOD members, based on the new T-BOD version, for possible inclusion the BOD evaluation. DeMatteo asked if we need another Strategic Plan review session with the BOD, committees, and leaders to help everyone get on the same page. A work session was planned for 6:30 Jan 30 with the focus to be enrollment. Staff and leadership to also be invited to the work session.

15. Adjournment: (9:28pm) Motioned by DeMatteo, seconded by Wanninger. Approved: 7-0-0.

Approved:

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Signature Date

2/20/14
Date