



**NOTICE OF REGULAR SESSION MINUTES**  
**Twin Peaks Charter Academy**  
**West Campus Library**  
**340 S. Sunset Street, Longmont, CO 80501**  
**7:00 PM**  
**Thursday, December 19, 2013**



**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  
 Andrew Howell, Member  
 Nick Ingegneri, Member  
 Jim Schauer, Member

1. **Executive Session: 6:00 PM**
  - Personnel 24-6-402 (4)(f)
- Adjournment of Executive Session

2. **Executive Session: 6:30 PM**
  - Student 24-6-402 (4)(h)
  - Personnel 24-6-402 (4)(f)
- Adjournment of Executive Session

3. **Special Session: 6:45PM (Public is Invited)**
  - Book study – Boards that Make a Difference: Chapter 9, 10, 11

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

5. **Call to Order and Pledge of Allegiance:** DeMatteo called the meeting and led the Pledge of Allegiance. BOD present: Kathy DeMatteo (Pres.), Andrew Howell, Nick Ingegneri, Jim Schauer, 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: Tim Ellis, Shelley Coleman

6. **Amendments to the Agenda:** DeMatteo requested to move Executive Session 2 to before consent. Ingegneri requested adding By-Laws discussion to the discussion items.

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

8. **Board Position Appointment:** DeMatteo thanked the candidates Tim Ellis & Shelley Coleman for stepping up to be considered for this important position. A brief discussion followed with BOD members asking questions of both candidates. All BOD members noted that both candidates were strong and that either would be an asset to the board. DeMatteo called the vote, Wanninger seconded. Coleman: 4, Ellis: 2.

9. **Recognition:** Buchmann recognized the DeMatteo family for hosting the TPCA staff Christmas Party, National Junior Honor Society for their canned food drive, Mr. Triplett, Mr. Crim, and Ms. Freeman for fabulous and well attended concerts, Suzanne Robison for her efforts as a MS Athletics Coordinator, with transitioning the MS to winter athletics, and K-12 TPCA parent substitutes for their wonderful response in filling in for our teachers. Feeney echoed Buchmann's sentiments, and also recognized Rebecca Parks, Pam Wanninger and Carol Gerke for organizing special education interviews and screening candidates. She recognized the PTO for providing the very appreciated holiday gifts to staff, Raquel DeGroot for helping build communication bridges between our Spanish speaking families and staff, and Jocelyn Sousa with Kidz in Locomotion.

**10. Administrator's Report:**

- Director Report: Buchmann presented an update on MS/HS teacher observations, and also on the curriculum mapping initiative. Wanninger asked for an explanation of the mapping process. Mr. Buchmann explained that this first part of the process is the teachers entering their curriculum in the tracking software. The next phase will be to coach the teacher leadership on how to conduct productive curriculum mapping reviews. Then each will be assigned specific content areas to review for quality. They'd like to eventually work into also reviewing assessments as a later phase of this process. Buchmann offered reminder of the 1/6 meeting (11:30a) with staff regarding the Auction, and the 5 Year Budget Plan.
- Facilities Report: Finn reported that the bleachers should arrive Monday (12/23) and be installed before we return from break. Planning continues for the east/west side entry safety walls.
- Elementary Principal Report: Feeney gave an update on teacher observations, and progress made by Math Leadership/Writing Leadership teams. She noted also that starting in January, TPCA will have four student teachers. The search for the special education teacher continues, with alternative options being explored.
- MS-HS Principal Report (see Director Report)

**11. Approval of Minutes:**

- December 5, 2013: DeMatteo motioned, Wanninger seconded. Discussion: Wanninger requested a change to the Director's report section referencing the PLAN test. DeMatteo motioned to approve as amended, Wanninger seconded. Approved: 6-0-0

**12. Treasurers Report:**

- TPCA Monthly Statements. Young presented the Treasurer's Report.

Approved:

Signature: 

Date: 2/6/14

- Building Corp review. Young/Wanninger: The bonding representative recommended that we consider additional bonding. BOD vote would likely be late spring/early summer. Planning & estimates under way for at very preliminary drawings for the athletic field.

### 13. Committee Reports:

- Accountability: (Ingegneri). None to report.
- Athletics and Activities: (Schauer) Committee's focus has been primarily on managing the transition from fall athletics to spring athletics.
- Auction: (Young) Getting ready for the auction. Committee believes that a grant-type of award process will help ensure that the funds are utilized constructively, and support the fundraiser's original intent. Howell noted that it would also support the board's goal of transparency.
- Curriculum: (Coleman) Provided Committee update to the BOD and reviewed progress of textbook approval/purchase. The Committee asked to present at the 2<sup>nd</sup> January or 1<sup>st</sup> February BOD meeting re: Common Core as it relates to Charter Schools. She asked what the process is for a committee to bring a policy forward for review. DeMatteo explained, and welcomed their participation in the process if there are policies that the committee feels need to be reviewed. Coleman complimented the writing sub-committee for an impressive presentation to Curriculum.
- Finance: (Young) Discussions held on the supplemental budget. They've started doing an analysis of Revtrak fees. They're working on some financial metrics, but hoping that Nina Perry (Business Office Assistant) will be able to attend the next meeting and help with the reporting.
- Faculty: (DeMatteo) Minutes and new staff survey provided. Job descriptions are under review. Committee plans to present to BOD in Feb.
- Marketing: (DeMatteo) Marketing is running an internal marketing campaign, handing out referral cards to families, distributed at school, in the driveline, etc. The website content is ready for review – any feedback is most welcome.
- Technology: (Wanninger) Committee is working to address computer needs, investigating mobile testing. The district is upgrading systems, so the committee is analyzing potential impact to TPCA. Also is working to set up a meeting with staff re: software, hardware, and robotics.
- Safety: (Wanninger) Committee is working on gathering estimates for the construction of walls at the entrances for safety.
- BOD Policy Review Committee: N/A
- PTO Report: (Finn) Presented the PTO's November report.

### 14. Action Items:

- First Reading
  - 13-009 School Guiding Principles (Wanninger). Wanninger motioned for 2<sup>nd</sup> reading, Howell seconded. Approved: 7-0-0.
- Second Reading
  - 13-008 Policy Supplemental Budget (Young). Young motioned for 3<sup>rd</sup> reading, removing reference to summer school program costs, and with the expectation of minor adjustments in figures to be presented at 3<sup>rd</sup> reading. DeMatteo seconded. Approved: 6-0-1.
- Third Reading
  - 13-007 Policy T-DGA/DGB, Authorized Signatures & Check Writing Svcs (Young). Young motioned to approve, DeMatteo seconded. Approved: 7-0-0.
  - 13-005 Policy T-BOD, BOD Agreement (Wanninger). Wanninger motioned to table until the next meeting, DeMatteo seconded. Approved: 7-0-0.

### 15. Discussion: (7:50)

- Enrollment impact on 5 year strategy: Wanninger presented a demonstration of the significance of enrollment on the budget/plan.
- BOD Scorecard: DeMatteo asked the BOD for input on how they'd like to review the next scorecard, with the goal of having it published in January. The last scorecard review was in October. A work session was suggested, with general agreement.
- Political Advocacy and Community Outreach: DeMatteo asked for a volunteer to act as the point for Political Advocacy/Community Outreach. This entails reviewing newsletters from CDE, League of Charter Schools, etc. for issues/topics relevant to Charter Schools, and bringing them to the attention to the BOD. Young volunteered.
- By Laws: Igegneri asked if we should keep the current committee structure, or consider something more flexible to allow ad hoc committees as needed. Wanninger noted that the only committee required is Accountability. DeMatteo noted that the standing committees are important, as they mimic the business realm that most people are familiar with.

16. **Adjournment:** General Session adjourned, as motioned by DeMatteo, seconded by Wanninger, vote approved unanimously

### 17. Executive Session: Called To Order

- Student 24-6-402 (4)(h)
- Personnel 24-6-402 (4)(f).

**Adjourned Executive Session**

### 17. Consent:

- Student 24-6-42 (4)(h)
- Personnel 24-6-402 (4)(f)
- Enrollment impact on 5 year strategy
- BOD Scorecard
- Political Advocacy and Community Outreach

*Note: All Consent items were tabled.*

### 17. Board Communication:

- A work session is scheduled for January 8th to discuss Exec session issue: BOD Scorecard and 5 Year Plan alignment
- Calendar Ad-Hock committee is to begin work on 2014-2015 calendar upon returning from break. Goal is to finalize calendar in advance of Spring Break.

19. **Adjournment (10:30pm):** motioned by DeMatteo, seconded by Wanninger, vote approved unanimously.