



**BOARD OF DIRECTORS'  
MEETING MINUTES  
Twin Peaks Charter Academy  
West Campus Library  
340 S. Sunset Street, Longmont, CO 80501  
7:00 PM  
Thursday, August 15, 2013**



**TPCA Mission Statement**

*Twin Peaks Charter Academy provides students with 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, Asst. Principal  
Mic Finn, Dean of Students

**Board of Directors:**

Robert DuBois, President  
Pete Wanninger, Vice President  
Nikki Stevenson, Secretary  
Don Young, Treasurer  
Mark Newson, Member  
Kathy DeMatteo, Member  
Jim Schauer, Member

**Board Members Present:**

Kathy DeMatteo	Don Young
Nikki Stevenson	Nick Ingegneri
Mark Newson	Pete Wanninger

**Staff Members Present:**

BJ Buchmann, Director, MS/HS Principal  
Danielle Feeney, Elementary Principal  
Mic Finn, Dean of Students  
Tracy Volan, Secretary to the Board

**Others Present:**

**Executive Session: 6:00 PM**  
**Adjourn Executive Session: 6:55 PM**  
**Regular Session: 7:00 PM (PUBLIC IS INVITED)**  
**Call to Order and Pledge of Allegiance**  
**Amendments to the Agenda:**  
**Review of Roberts Rules of Order**  
**Audience Participation:**  
**Recognition:**  
**Administrator's Report:**

**MS/HS Principal/Director's Report**

**Elementary Principal's Report**

Summary of training held, with focus that we're now  
K-12: RTI Overview, PBIS Overview, TCPA  
Culture, Balanced Leadership, Infinite Campus,  
Instructional Planning, Teaching Evaluation,  
PD360 (Online Training Resource), Health  
Training, Kid's Hope, K-5 Training on Assessment Days,  
K-12 Training on Unit Development using writing in lessons,  
K-12 elective teachers (organizing for Access) and TPCA  
Vision & Motivation

Curriculum Maps: Were developed this summer for  
Grades 1-5. Teachers will be utilizing curriculum  
maps for lesson planning. Note: Board  
requested future presentations with more detail on  
curriculum mapping progress.

Update on Construction progress (Mic): Finishing  
touches on the High School hallway are  
underway, with State Inspector visit scheduled.

**Treasurer's Report**

**Approval of Minutes:**

**BOD Meeting 07/27/13**  
**BOD Meeting 08/01/13**

## 12. Action Items:

### a. First Reading:

- i. **Policy T-IKA-R Grading/Assessment**  
Motion to open policy for review, all in favor.
- ii. **Policy T-IKA-R2 High School Grading Policy**  
Motion to open policy for review, all in favor.

Reason for review: There are two different grading systems in place between Middle and High School. Infinite Campus isn't able to weight the grades appropriately, impacting a significant number of students. Also, this requires duplicate effort on part of planning and administration for establishing schedules across MS/HS. Since IC is both the system of record for scheduling and grading, moving to one common grading scale will address both issues. The proposition of moving MS to the HS grading scale has teacher support from both MS & HS.

## 13. Discussion:

### a. Marketing Committee Presentation – DeMatteo

Presented 2012-13 Marketing Plan Review, with marketing budget update to be presented at a later date. The Board suggested that the marketing committee consider maintaining their budget directly, for future efforts. Promotional materials were purchased in last year's budget that will be used this year at "Back to School Nights." In addition to traditional marketing initiatives, we're seeing success with facebook and twitter promotion. Howl/Growl has successfully shown that it's consistently (actively) engaging ½ of the newsletter population.

On the horizon for the 2013-14 Marketing: Develop Linked-In profile to promote TPCA to local businesses that may be bringing new hires or transfers to the area. A Social Media Liaison has been appointed, with a goal of equal representation across the grade levels. Other goals include: clarifying Marketing Style Guide, Marketing Policy review, developing collateral for consistent branding, website re-skin and optimization. Concise marketing message targeted to be ready by end of December.

### b. District Contract – DeMatteo

(Kathy) Board members have all received a complete electronic copy of the final version of the District Contract.

### c. Metrics Report – Buchman

(BJ) Introduced a *draft* Discipline Matrix Spreadsheet for consideration and discussion. Discussion held around clarifying metrics reporting needs for board.

(Danielle) There is currently no means of tracking late homework in place for metrics reporting.

(Kathy) Will ask Accountability Committee for clarity on metrics expectations.

### d. Discussion of Contract Performance Consulting – Wanniger

Discussed and compared past value provided, proposed target areas for analysis, and expected benefits from this phase of consulting.

### e. Policy Assignments – Stevenson

Distributed policy review assignments. First Committee Reports are due the 1<sup>st</sup> week of Sept.

### f. Kindergarden Enrollment – DeMatteo/Buchman

(Nick) presented a comparison of Kindergarden enrollments across the district, for discussion.

(BJ) There are additional stats to consider (such as curriculum, content and pacing), that will substantiate the benefits of our program in comparison to others. (Kathy) This presents an opportunity for community outreach, analysis of changes we've implemented that may be impacting enrollment, and consideration of potential legislative changes impacting preschools that are on the horizon. Kathy will work with BJ and Danielle to determine a focus and bring it back to the Board committees & working sessions, with a goal of addressing before open enrollment in December.

### g. Email/Calendar Discussion – DeMatteo

Board documents will now be stored and accessed by board members in googledocs. (Trial period of 3 months.)

## 14. Consent:

### a. Performance Consulting Contract

Vote called to approve "Performance Consulting Contract, Phase 3."

Approve: 6 Oppose: 0 Abstain: 0 Absent: 1

## 15. Board Communication

- Board requesting development of schedule of board committee presentations.
- As a general practice, final policy versions (once updated) are to be distributed by the respective

committee chair to the committee members, and are to be distributed by Secretary to the Board to staff, and are to be discussed in the Director's ADCAB's meeting. Proposed policy changes are to be also reviewed in the ADCAB meeting at the 2<sup>nd</sup> review period, offering an opportunity for input.)

- There is state legislation pending that may impact charter schools. Nikki will be monitoring, and add to the Board agenda, as needed.

- High School "Back to School Night" August 27

- Middle School "Back to School Night" September 5

Note: Board meeting on 9/5 will have the "Executive Session" at the end of the meeting.

**16. Adjournment**

*Nikki Stevenson*