



NOTICE OF REGULAR SESSION AND AGENDA
(MEETING MINUTES)

Twin Peaks Charter Academy
West Campus Library

340 S. Sunset Street, Longmont, CO 80501
7:00 PM

Thursday, September 19, 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,
Elementary Principal
Mic Finn, Dean of Students

Board of Directors:

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

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

Special Session: 6:45PM (Public is Invited)
Book Study
- Boards That Make a Difference – Young

Adjournment

Regular Session: 7:00PM (PUBLIC IS INVITED)

Call to Order and Pledge of Allegiance

Board members present: Kathy DeMatteo, Don Young, Pete Wanninger, Nikki Stevenson, Nick Ingegneri, Jim Schauer.

Staff members present: BJ Buchmann (HS/MS Principal/Director), Danielle Feeney (Elementary Principal), Mic Finn (Dean of Students).

Others present: Shelley Coleman, Marisa Shrider, Lisa Barila, Lori West, Yvonne

Amendments to the Agenda

Audience Participation: First come, first served sign-up. Audience Participation limited to 5 minutes per person. (None)

Recognition: BJ recognized the custodial staff, especially Pam Carroll & Alfredo Rodriguez for keeping the facility clean and dry through the challenging weather week; Marina Chervets for her service to Twin Peaks; Mary Jensen for stepping up and taking the attendance role for K-12 during the transition of Marina's role; and the BOD members for support and communication over and above the normal call of duty during the week. Don recognized Kathy and Danielle for being spokespersons for the TV interview with Channel 4.

Administrator's Report:

Director Report – (BJ) Introduced matrix identifying teacher leadership team and responsibilities. We're in the process of establishing a partnership with Intercambio for cultural awareness training. Plans are also in the works to utilize "Spanish is Easy and Fun" for document translation, and interpreter volunteers. Discussed possibly moving HS graduation date so that it doesn't conflict with other SVVSD graduation dates. Introduced copy of matrix for dress-code compliance that's being used during classroom visits, K-12. Presented BOD with "Assessment of Classical Education at TPCA" document for later review. AP Discussion (per Kathy) is tabled until the next BOD meeting. Don asked if a shorter version of the cultural awareness training could be presented to the BOD also. Kathy will work with BJ to schedule.

Facilities Report – (Mic) Roof work is ongoing, but otherwise, the school fared well through the storm. Work still in progress with the electric contractor on the locker rooms and bleachers. The signs for the auction winners are nearly ready. Landscaping – working with contractor to determine cause of irrigation blockage.

Elementary Principal Report – (Danielle) 2 parents have been recruited to help with recess duty (in addition to staff assistance during recess). Provided leadership team update including: coordination of math instruction, upcoming participation in National Writing Night, upcoming PALs assessment deadline of Oct 4, new Timberwolf Trot scheduled, and staffing update. Working with Kidz in Locomotion to provide additional afterschool activities, starting in October.

MS-HS Principal Report – (BJ) Meetings continue with 6-8/9-12 on curriculum expectations and synergy, and in building staff for leadership and support. Goal: 12/2013.

Approval of Minutes:

BOD Meeting 9/5/13 – Pete motioned to approve. Kathy seconded. Motion to approve as written. 6-0-0.

11. **Treasurers Report:**
- **TPCA Monthly Statements** - Monthly statements are in progress. Hoping to have July/Aug by Sep 30, then monthly thereafter.
 - **Building Corp Summer review** – Work continues in reconciling budget and expenditures.
 - **Audit Report** – Near to completion.
12. **Committee Reports:**
- **Accountability** – (Nick) First meeting held. Next meeting was canceled due to storm, with reschedule date not yet set.
 - **Athletics and Activities** – (Jim) Tentatively have scheduled first meeting for Tuesday 9/24.
 - **Auction** – (Don) No meeting set, but working with Beth
 - **Curriculum** – (Shelley Coleman) Have good representation from staff, but need additional parent representation. In process of reviewing policies to update to reflect TPCA as K-12. Also reviewing text books. Requested that (per policy) texts be presented to the committee before implemented in the classrooms, and that adequate time for review (in advance of the school year) be provided to the committee.
 - **Finance** – (Don) Meeting scheduled for next Thursday (9/26). Don will be attending (9/19) a CDE Finance Seminar.
 - **Faculty** – (Nikki) First meeting was on 9/10. Finished charge letter, and working on updating job descriptions for a few roles. Next meeting is 9/24. Meeting are every 2nd and 4th Tues @ 6pm.
 - **Marketing** – (Yvonne) Charge letter done. Next meeting is 9/23. Working on website and policies, and upcoming marketing opportunities.
 - **Technology** – (Pete) Met once, with much discussion toward organization of clubs and resources, while working to keep the focus of classical education in mind.
 - **Safety** – (Pete) Did not meet.
 - **BOD Policy Review Committee** – (Pete) Have met twice, with significant progress made in review of mission statement and guiding principles as the baseline for the pending policy review.
13. **Action Items: (N/A)**
- First Reading
 - Second Reading
 - Third Reading
14. **Discussion: (7:50)**
- Flood Discussion
 - Students impacted
 - Staff impacted
 - Ongoing concerns
- (BJ) K-12 will be hosting a targeted drive by grade to gather supplies for flood victims. The drive will be the week of 9/23. Supplies will be provided to TPCA families affected by the flood. Any extra will be provided to the "Our Center."
- Committee Charge Letters (DeMatteo)
Five charge letters were discussed: Curriculum, Marketing, Faculty, Finance, and Technology. Finance letter withdrawn until next meeting, to allow for edits. The other letters will be amended to reflect consistent verbiage.
 - S&P Rating and Recommendation Letter 2013 (Young)
(Don) The results were based on their review of our financial reports for the past 3 years, which reflected a temporary reduction in reserves for the construction projects.
 - Kindergarten Enrollment data (DeMatteo)
Discussed reports provided, but more data collection is needed.
15. **Consent:**
- Committee Charge Letters
- (Kathy) Proposed to accept the charge letters (Curriculum, Marketing, Faculty and Technology) as amended. Role-Call Vote: 6-0-0
16. **Board Communication:**
- Board Election will be held Thurs 9/26 from 7am – 8pm on the West Campus, with a secondary station on the East Campus open during school hours. (Pete)
 - Charter School Summit coming up in Oct (Nikki). BJ Plans to attend.
 - Leadership TPCA Class is next Friday 9/27/13 (Kathy).
 - Evaluation of Board Effectiveness (Kathy): Goal: Hopping to have it ready to publish for the Oct 3 BOD meeting.
 - BOD Bios to be published Tuesday 9/24.
17. **Adjournment:**

Minutes Approved: October 3, 2013



Nikki Stevenson, Secretary