



BOARD OF DIRECTORS' MEETING MINUTES
Twin Peaks Charter Academy
West Campus Library
340 S. Sunset Street, Longmont, CO 80501
7:00 PM
Thursday, October 3, 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)
2. **Working Session: 6:45PM (Public is Invited)**
 - Book Study
 - Boards That Make a Difference – Young
3. **Adjournment**
4. **Regular Session: 7:00PM (PUBLIC IS INVITED)**
5. **Call to Order and Pledge of Allegiance:** Kathy called the meeting to order and Andrew led the Pledge of Allegiance. Board members present: Kathy DeMatteo, Pete Wanninger, Don Young, Nikki Stevenson, Jim Schauer, Nick Ingegneri, and Andrew Howell. Staff members present: BJ Buchmann, MS/HS Principal/Director, Danielle Feeney, Elementary Principal, and Mic Finn, Dean of Students. Others present: Tracy Volan, Brad Agee, Sandy S. Schafer, Rebecca Parks, Jim McManus, Kerry McLean, Shelley Coleman, and Lynn Ingegneri.
6. **Amendments to the Agenda:** Kathy moved Discussion Item - Website Contract Approval to follow Administrator's Report. Don moved Discussion Item - K-5 TPCA Summer School Program to follow Website Contract Approval.
7. **Audience Participation:** First come, first served sign-up. Audience Participation limited to 5 minutes per person. Kerry McLean wanted to offer great appreciation for the before and after school program, and how helpful it's been for her family. Also kudos to all for the fantastic talent show participants. Shelley Coleman offered a brief high-level summary of the differences between "common core" and "core knowledge." She asked the Board to educate themselves on both, and encouraged that any decisions relating to common core be very carefully considered.
8. **Recognition:** BJ recognized the successful efforts of all in the Timberwolf Trot, the food and products drive for flood victims, the attainment of CHSSA, Wolf Pack Wednesdays, and HS Boosters Spirit Wear. Danielle recognized PTO, volunteers and teachers for their strong support of the Timberwolf Trot, Paula Ogden for a smooth picture day, and students, parents and teachers for collection of over 1900 lbs. of food/products for the flood drive. Pete welcomed new board member Andrew Howell. Kathy recognized Don for doing a great job with the leadership meeting. Jim recognized Suzanne Robison for an outstanding facilitation of the Cross Country meet early that day.
9. **Administrator's Report:**
 - **Director Report:** BJ recommended removal of some of the goals/objectives from the 2013-14 score card due to time constraints and the number of initiatives already in place. He also recommended combining reporting across some of the K-12 leadership areas.
 - **Facilities Report:** Mic reported that the bleacher permits have been issued. Expecting the installation to likely happen over Christmas break. New locker rooms are now in use. There were some missing building materials that have since been returned by the contractors. The fire-pump maintenance has been scheduled. Expecting installation of the white boards and bulletin board for the BOD this month. Meeting space is tight, so asked that BOD please plan and schedule ahead for any meeting space reservations.
 - **Elementary Principal Report:** Danielle reported that classroom visits and evaluations are well underway. Provided leadership teams update and training/presentation sessions updates (see handout). Interviews continue for the secondary special education teacher position opening.
 - **MS-HS Principal Report:** BJ reported that "HS Late Homework Classroom Protocols" have been drafted, and will be effective after the fall 2013 parent conferences. It will be revisited again in May, 2014.
10. **Approval of Minutes:**
 - September 19, 2013 – Kathy made a motion to approve minutes. Pete seconded. Discussion. Some minor changes. Kathy made a motion to approve as amended. Pete seconded. Kathy called the vote. 6-0-1 (Andrew abstained.)
 - Special Session September 14, 2013 – Pete made a motion to approve minutes. Kathy seconded. Discussion. Some minor changes. Kathy made a motion to approve as amended. Pete seconded. Kathy called the vote. 6-0-1 (Andrew abstained.)

- Special Session September 17, 2013 – Kathy made a motion to approve minutes. Don seconded. Discussion. Some minor changes. Kathy made a motion to approve as amended. Don seconded. Kathy called the vote. 6-0-1 (Andrew abstained).

11. Action Items:

- First Reading
- Second Reading
 - 13-002 Policy T-IKA-R Grading/Assessment (Schauer): Jim made a motion to table until first meeting in November. Nikki seconded. Roll call vote. 7-0-0.
 - 13-003 Policy T-IKA-R2 High School Grading Policy (Schauer): Jim made a motion to table until first meeting in November. Nikki seconded. Roll call vote. 7-0-0.
- Third Reading

12. Discussion: (7:50)

- Committee Charge Letters (DeMatteo)
 - Finance (Don) Charge letter included for this meeting's review.
 - Athletics/Activities (Jim) Charge letter included for this month's review.
 - Auction (Don) Charge letter not yet available.
 - Accountability (Nick) Will be voted on in next accountability committee meeting.
 - Board of Director Policy Review Committee (Pete) Charge letter not yet available.
 - Safety (Pete) Charge letter not yet available.
- AP/Dual Enrollment Discussion (Schauer): Kathy informed BOD that this discussion will be wrapped into the Strategic Plan discussion.
- K-5 TPCA Summer School Program (Young): Rebecca Parks presented overview of the need, benefits, and plan for K-5 Summer School Program, with a focus on reading skills development. Potential grant sources have already been identified. A professional grant writer has been identified, who will only be compensated if successful in obtaining the grants. Parents will be surveyed to gauge interest. The team will consider, if we don't get full enrollment, opening enrollment to the greater TPCA community.
- BOD Scorecard Publication (DeMatteo): Kathy introduced draft of initial communication regarding the board's scorecard, providing transparency in how the BOD plans to measure their effectiveness. The scorecard will be to be posted on the website. Don and Kathy confirmed that BOD work sessions will be incorporated in the next round.
- Board Policy Committee Report (Wanninger): Pete presented history and comparison of TPCA's Mission Statement. As a first step in the policy review process, Pete and Nick posed a question about whether the mission statement is robust enough. There was an informal agreement to proceed with the analysis, specifically with the intent to incorporate "education" into the mission statement.
- Strategic Plan Discussion (Wanninger): Pete presented the strategic plan for review.
- Website Contract Approval (DeMatteo): Lynn Ingegneri presented marketing committee's assessment of needs for website redesign and analysis of the proposals provided. Brad Agee confirmed that teacher websites will not be impacted by any transition in hosting or web redesign. Andrew and Pete raised concerns about how change management and costs will be managed and would like to review detailed specs.

13. Consent:

- Committee Charge Letters
 - Finance Committee Charge Letter. Kathy made a motion to approve as amended. Nikki seconded. Kathy called the vote. 7-0-0.
 - Athletics/Activities Committee Charge Letter. Kathy made a motion to approve as amended. Nikki seconded. Kathy called the vote. 7-0-0.
- BOD Scorecard Publication. Kathy made a motion to approve scorecard for placement on website. Don seconded. Kathy called the vote. 7-0-0
- K-5 TPCA Summer School Program. Kathy made a motion to move forward with approval of grant writing process with subject to final BOD review prior to submission. Nikki seconded. Kathy called the vote. 7-0-0

14. Board Communication:

- Nikki announced that the 2014 Charter School Conference at the Denver Tech Center is in February.
- Kathy stated that scorecard strategies work session can be postponed until November.
- Kathy stated that Executive Quality Reviews are due Nov 1. Proposed longer Exec Session next meeting.
- Kathy stated that the BOD needs to schedule work session regarding strategic planning.

15. **Adjournment:** Kathy made a motion to adjourn meeting. Nikki seconded. Kathy called vote. 7-0-0.

Minutes approved: October 17, 2013


Nikki Stevenson, Secretary