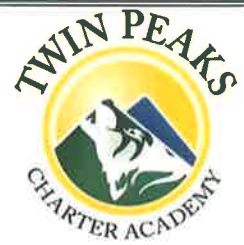




**BOARD OF DIRECTORS'
MEETING MINUTES
Twin Peaks Charter Academy
East Campus Conference Room
340 S. Sunset Street, Longmont, CO 80501
7:00 PM
Thursday, October 17, 2013**



**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 One: 6:00 PM**
 - Personnel 24-6-402 (4)(f)
2. **Adjournment of Executive Session One**
3. **Executive Session Two: 6:30 PM**
 - Personnel 24-6-402 (4)(f)
 - Student 24-6-402(4)(h)
4. **Adjournment of Executive Session Two**
5. **Work Session: 6:45 PM (PUBLIC IS INVITED)**
 - **Book Study** (Postponed until next meeting)
6. **Regular Session: 7:00 PM (PUBLIC IS INVITED)**
7. **Call to Order and Pledge of Allegiance:** Kathy called the meeting to order, and led the Pledge of Allegiance. Board members present: Kathy DeMatteo (President), Pete Wanninger (Vice President), Don Young (Treasurer), Jim Schauer, Nick Ingegneri, Andrew Howell. Staff members present: BJ Buchmann (Director, MS/HS Principal), Danielle Feeney (Elementary Principal), Tracy Volan (Secretary to the Board). Others present: Susan Theiss, Jim McManus, Shelley Coleman.
8. **Amendments to Agenda:** (None)
9. **Audience Participation:** 1st come/1st served sign-up. (None)
10. **Recognition:** (Feeney) John Dunnegan, PTO, HS Students, Parents who helped organize the Writing Night, parents and students for making Timberwolf Trot successful, Leandra Casanueva/Andrea Balster & Carol Gerke for presenting at the 10/9 induction meeting, Mrs. Kea Toothaker for coordinating the Trot awards, and Mrs. Austin's class for raising the most out of any class. (Young) recognized Tim and Cristen for all their work with the boosters, and for the new flag. (Buchmann) recognized PTO leadership and all involved with organizing the Timberwolf Trot Assemblies, all involved with Family Writing Night, Beverly Weinberg (Volunteer Coordinator) for her management of the Howl, Volunteers, and PTO support, and Adriana Solc for a positive attitude in fulfillment of duties through the transition of new office staff, and BOD members for attending the Principal's Coffee.
11. **Administrator's Report:**
 - Director's Report (Buchmann) Teacher leadership will be providing an overview Friday at 1pm, at our first data review session, including: PBIS, Writing, Literacy, Math, Science, Spanish, and Special Education. (Buchmann) presented the progress report on curriculum mapping. Also introduced the TPCA Six Pillars & Character First, Focus on Character Calendar for K-12. 8th Grade Shadow Day/Parent Meeting is Oct 24th from 6pm-8pm. 2014-15 enrollment meetings have been scheduled for 11/21, 12/19, and 1/14.

- MS/HS Principal's Report (Buchmann) Presented a progress report on completion of MS/HS Classroom Observations. Working toward development of HS awards, there will be a "Character First" Awards Assembly for High School this quarter, and an academic recognition at the semester-end. Oct. 16 is Super-test day for grades 9-11, and senior breakfast.
- Facilities Report (Finn) not present.
- Elementary Principal's Report (Feeney) Reported progress on conduction of classroom observations, leadership team efforts, team meetings, and summary of training presented. (Wanninger) asked for a report to be prepared indicating teacher use of PD360. (Feeney) A secondary special education teacher candidate has been identified, with an offer pending. The next position to fill is a secondary IA. Tours were given to elementary students on Oct 1st and 15th in recognition of positive behavior.

12. Approval of Minutes:

- October 3, 2013
(Wanninger) motioned to approve minutes as amended, Don seconded. Approved: 6-0-0

13. Treasurer's Report

- Monthly Financial update. (Young)
- Building Corp update. (Young) No resolution yet, as still awaiting for a corrected budget from the contractor.

14. Committee Reports

(DeMatteo) reminded all that minutes need to be provided for Committee Meetings.

- Accountability (Ingegneri) Working on the charge letter, with the goal to have it ready for the Nov 7 BOD meeting.
- Athletics and Activities (Schauer) Have met twice, with discussions focusing mainly on boosters, facilities, and coaching.
- Auction (Young) The first meeting of this committee will be Nov 1. The Charge Letter is being drafted.
- Curriculum (Schauer) (Coleman presented). Committee is studying curricular and professional development needs. The committee feels they need guidance from the BOD regarding Core Knowledge and Common Core. (Wanninger) asked for a presentation from the Curriculum Committee to help the BOD understand potential conflicts. (DeMatteo) also indicated that the committee is able to make recommendations to the BOD, based on their findings. Re: Grading Policy, (Jim) asked to postpone review for further input. (Buchmann) recommended an ad-hoc committee be formed to investigate how to recover 3 of the flood days. (Coleman) The Curriculum Committee needs to know (before the end of Nov), any new classes in the new year that will need to have their curriculum reviewed. (Wanninger) asked that the Curriculum Committee be provided the list of next year's AP courses.
- Finance (Young) Submitted minutes. Asked to have staff representation present for Finance Committee Meetings, especially those pertaining to supplemental budgeting. At the last meeting, Jeremy Hamlin asked for a credit card system that will allow payments to be made for entrance to sporting events. Revtrak is already in place, and he already has equipment that will support this process. Jeremy's been tasked with developing supporting accounting procedures. Once those are in place, he's to come back to the finance committee for review. (DeMatteo) mentioned that it might be time to review RevTrack's fee structure.
- Faculty (Stevenson absent).
- Marketing (DeMatteo) TPCA will be included in the district "High School Options" brochure. Marketing has been working on collateral for the upcoming conferences. There's been no drop-off in readership percentage of the Howl, while that for the Growl has increased over last year. They plan to work on improving the low readership numbers of the BOD meeting communications to the TPCA community.
- Technology (Wanninger) Asked to have a technology rep from the school attend the committee meetings.

- Safety (Wanninger) Committee is working on supplying more information and training to staff for handling of emergency situations.
- BOD Policy Review Committee (Wanninger) Didn't meet last week, but are on-track to meet next week.

15. Action items:

- First Reading
- Second Reading
 - 13-002 Policy T-IKA-R Grading/Assessment (Schauer): Schauer motioned to table until Dec. 5 for 2nd reading. (Wanninger) seconded. Roll Call Vote: 6-0-0
 - 13-003 Policy T-IKA-R2 High School Grading Policy (Schauer): Schauer motioned to table until Dec. 5 for 2nd reading. (Wanninger) seconded. Roll Call Vote: 6-0-0
- Third Reading

16. Discussion:

- Committee Charge Letters (DeMatteo)
 - Board of Directors Policy Review Committee
 - Accountability Committee
 - Safety Committee
 - Auction Committee (For Nov 7th Meeting)
- Website Contract Approval (DeMatteo) Last BOD meeting the committee provided a presentation of the process they used to select a vendor for the website redesign. Questions that arose have been addressed in the meeting handouts. The committee's recommendation is to engage Envie Media for the website redesign project.
- BOD Self Evaluations (DeMatteo) The communication went out last week to the TPCA Community, regarding the BOD Self-Evaluations. She asked for input from BOD for key pieces that could be used to form a rubric. Suggestions provided in the discussion included: Are things being done in a timely manner, impact of the BOD on the school, are board members coming to the meetings prepared, are individual and committee deliverables being fulfilled, is your committee being effective, self-study, how much of the BOD's time is spent toward strategic decisions/efforts, community involvement. Next step: (DeMatteo) to review "Field Book for School Boards" and come up with some suggestions to present back to the BOD.
- Amendment 66 (Stevenson absent) (DeMatteo on behalf of Stevenson) led a summary discussion of "Amendment 66."

17. Consent:

- Committee Charge Letters
 - Board of Directors Policy Review Committee. (DeMatteo) motioned to approve as amended. (DeMatteo) called the vote: 6-0-0
 - Safety Committee. (DeMatteo) motioned to approve as presented. (DeMatteo) called the vote: 6-0-0
- Website Contract Approval. (DeMatteo) motioned to accept the marketing committee's recommendation to engage Envie Media as the developer for the website redesign, for a total not to exceed \$3,500. (DeMatteo) called the vote: 6-0-0
- BOD Self Evaluations & Amendment 66 were tabled.

18. Board Communication:

- (Schauer) finalized arrangements for the BOD breakfast for staff.
- (DeMatteo) Next BOD Leadership Class is on 10/24.
- (DeMatteo) There will be an ad-hoc committee to assess revising the graduation date, and recovering a portion of the days lost in the school schedule from the flooding. They will return recommendations to the BOD on Nov 7. Andrew Howell will lead the committee.

19. Adjournment: 9:30pm. Kathy motioned to adjourn. Andrew seconded. Kathy called the vote: 6-0-0.

Minutes approved (Date): 11-11-13

By (Name, Title): Andie Stevenson