



**BOARD OF DIRECTORS'
MEETING MINUTES
Twin Peaks Charter Academy
East Campus Conference Room
340 S. Sunset Street, Longmont, CO 80501
7:00 PM
Thursday, November 7, 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: 6:00 PM**
 - Personnel 24-6-402 (4)(f)
 - Student 24-6-402(4)(h)
2. **Adjournment of Executive Session**
3. **Work Session: 6:30 PM (PUBLIC IS INVITED)**
 - **Book Study**
 - Boards that Make A Difference (Chapter 5) – Ingegneri
 - Boards that Make A Difference (Chapter 6)- DeMatteo
4. **Regular Session: 7:00 PM (PUBLIC IS INVITED)**
5. **Call to Order and Pledge of Allegiance:** Kathy called the meeting to order, and lead the Pledge of Allegiance. Board members present: Kathy DeMatteo (President), Pete Wanninger (Vice President), Don Young (Treasurer), Nikki Stevenson (Secretary), Jim Schauer, Nick Ingegneri, Andrew Howell. 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: Kerry Tay McLean
6. **Amendments to Agenda:**
7. **Audience Participation:** 1st come/1st served sign-up. (None)
8. **Recognition:** (Buchmann) Jen Whitmer & Amy Freeman for coordinating the National Junior Honor Society Award Ceremony; Jen Whitmer for coordinating the Naturalization Ceremony, the office staff for conference preparation. (DeMatteo) for Times-Call and 9-News coverage of the Naturalization Ceremony. (Buchmann) Lori West for organizing the 8th grade shadow day, college fair & career fair; Mary Jensen for the successful launch of the campus wide automated phone tree. BOD for the staff breakfast at the Data Review, and for reviewing the Strategic Plan with staff. (Feeney) recognized teachers for running successful and full parent-teacher conferences, leadership for their presentations on Oct 18, and Fang for helping with the limo ride on Oct 31.
9. **Administrator's Report:**
 - Director's Report (Buchmann) Teacher leadership completed first data review presentation. Reported progress on curriculum mapping. Enrollment Meetings have been scheduled, starting Nov 21. Additionally, Thursday afternoons have been designated for Principal Enrollment Tours. TPCA hosted the district's Threat Assessment Protocol Training, presented by Adams County Officials, with Buchmann, Feeney, Doug Bean, and Rebecca Parts attending for TPCA.
 - MS/HS Principal's Report (Buchmann) First Semester formal and informal classroom evaluations are on track.
 - Facilities Report (Finn) The bleachers probably won't be in place until around the first of the year. GTC is still finishing a few odds and ends. We think the roof leaks have been addressed, but will need to check in the next storm to confirm. The landscaping service is going to prepare a bid for cleaning up the field. We may consider a

service weekend in the spring organized by student government. We're looking into pricing to install an exterior loud-speaker on the north side of the building, and are planning to reposition some of the lights outside for better distribution of building visibility. We've hired a new night custodian, and he's doing well.

- **Elementary Principal's Report (Feeney)** All first semester formal evaluations have been completed. Rebecca Parks and Feeney attended a district training on accommodation regulations/requirements for Rtl standardized assessments. Rtl liaisons presented to K-5 staff on Nov. 6. Classroom walkthroughs are in process for identifying professional development and teacher support needs. AIMS web will replace PALS next year, which will mean no additional costs or training for TPCA. Oct 30, Liz Miloradovich and Sandy Sandman-Schafer presented the 6-12 incentive program to students and staff. Nov 6, PBIS leaders presented final behavior and consequence rubrics to staff. Nov 1st, attended TCAP accommodations training. Nov 6, K-5 teams worked on reviewing the alignment of their unit's assessment and instructional activities. Held Q1 awards assembly with great attendance by parents/guardians.

10. Approval of Minutes:

- October 17, 2013
(Wanninger) motioned to approve minutes. (DeMatteo) seconded. Approved: 7-0-0.
- October 18, 2013
(DeMatteo) motioned to table until next time. (Stevenson) seconded. Approved: 7-0-0.

11. Action items:

- **First Reading**
 - i. T-IC-ICA School Year/School Calendar 2013-2014
(Howell) motioned to open policy for review. (Stevenson) seconded. Failed: 0-0-7
 - ii. T-BOD Board Member Agreement
(Wanninger) motioned to open policy for review. (Stevenson) seconded. Approved: 7-0-0
 - iii. Mission Statement
(Wanninger) motioned to open policy for review. (Stevenson) seconded. Approved: 7-0-0
(Wanninger) provided BOD members with multiple versions of a revised Mission Statement. BOD members are to review and submit their top two choices to Wanninger, in preparation for the next BOD session.
- **Second Reading**
- **Third Reading**

12. Discussion:

- **Fundraising Policy Discussion (Young)** Presently, per policy, teachers must come to the BOD every time they wish to hold a fundraiser, no matter how small or the type of fundraiser. To streamline the process for everyone, he suggested developing a scale for approval levels needed based on the type and size of fundraiser. (Buchmann) suggested developing an activity account that would be owned by TPCA but stay with individual teachers for use toward supplying classroom rewards and resources. Funds in the account would roll over from year to year, as long as the teacher remained at TPCA.
- **Committee Charge Letters (DeMatteo)** opened for discussion.
 - i. **Accountability Committee**
(Howell) asked that the letter be revised to include a position title, rather than an individual's name.
 - ii. **Auction Committee**
(Ingeneri) inquired about the reference to the foundation.
- **Strategic Plan Review (Wanninger)** opened discussion comparing metrics to BOD objectives. (DeMatteo) explained that she'd asked Wanninger to map the metrics to the Strategic Plan, to assist with prioritization and resource allocation. (Ingeneri) suggested combining "climate" and "leadership" metrics into one. (Wanninger) agreed to it as a take-away to bring back for presentation in another session.
- **Board Alignment Discussion (DeMatteo)** opened discussion for BOD to consider their responsibilities and if there are tools needed for support and success. She suggested BOD members

use the new Committee Meeting Agenda template to help them manage their meetings, and track progress of tasks and deliverables. (Howell) asked if it was possible to recruit more committee volunteers. He was concerned that many parents may not understand the importance of parent involvement in the Board committees. (DeMatteo) mentioned that there will be a list available soon that will indicate parent interest, for use in promoting committee involvement.

13. Consent:

- **Personnel** (DeMatteo) motioned vote to approve. (Stevenson) seconded. 7-0-0.
- **Student** (DeMatteo) vote tabled to a later date.
- **Fundraising Policy Discussion**
- **Charge Letter Approval**
 - i. **Accountability Committee**
 - ii. **Auction Committee**(DeMatteo) motioned to approve charges as amended. (Stevenson) seconded. 7-0-0.
- **Strategic Plan Review**
- **Board Alignment**

14. Board Communication: (Young) District approved the audit, with a few minor changes. (Wanninger) requested that BOD members be included on press releases. (DeMatteo) The next leadership class is on Committees. (DeMatteo) proposed a special BOD session to amend the exhibit on the calendar, Monday 11/11/13 at 6pm.

15. Adjournment: 9:30pm. (DeMatteo) motioned to adjourn. (Stevenson) seconded. Kathy called the vote: 7-0-0.

Approved:



Nikki Stevenson, Secretary



Date