



**BOARD OF DIRECTORS'
MEETING MINUTES**
Twin Peaks Charter Academy
East Campus Conference Room
340 S. Sunset Street, Longmont, CO 80501
7:00 PM
Thursday, December 5, 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: 6:15 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 8) – Young
 - Boards that Make A Difference (Chapter 9)- Howell
4. **Regular Session: 7:00 PM (PUBLIC IS INVITED)**
5. **Call to Order and Pledge of Allegiance:** DeMatteo called the meeting to order and led the Pledge of Allegiance. Board members present: Kathy DeMatteo (President), Andrew Howell, Nick Ingegneri, Jim Schauer, Pete Wanninger (Vice President), Don Young (Treasurer). 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: Susan Theiss, Shelley Coleman.
6. **Amendments to Agenda:** N/A
7. **Audience Participation:** N/A
1st come/1st served sign-up. Audience Participation limited to 5 mins. per person.
8. **Recognition:** Buchmann recognized Mic Finn, Pam Carol & custodial staff for proactively prepping the school for winter, for the HR/Business Finance team for preparing the BOD approved bonus for distribution, Jeremy Hamlin for his efforts in building HS athletics, Sandy Sanman-Schafer & Liz Miloradovich for their efforts to impact school culture through PBIS. Feeney recognized Erika James for an building outstanding first aid team, and for her organization and oversight of the hearing/vision screening for K-7. Finn noted that Belinda Strickland from the district also complemented Erica and team.
9. **Administrator's Report:**
 - **Director's Report:** Buchmann presented updated reporting on classroom observations conducted, curriculum mapping, and enrollment. TPCA Safety Training was held on Dec 4. Raquel DeGroot's on board as TPCA's part-time Spanish interpreter, and has been introduced to the TPCA community in the Howl & Growl. With staffing increasing as planned for 2013-14, Tracy Volan (Secretary to the Board & Principal secretary) now has more availability to assist BOD Committee leaders prepare for their committee meetings. BOD members are invited to contact Tracy for assistance. Looking ahead: Interviews start next week for counseling interns. Interns will need to provide 240 hours of service, with supervision and parent permissions. Kristen Burris, a licensed parent will be assisting with supervision of the interns. Interns are expected to start mid-January. 12/6 Coffee with the Principals, with topics to include Common Core, Core Knowledge & Classical Education – Understandings/Misunderstandings of Common Core (Bill Watkins, Danielle Feeney & BJ Buchmann & BOD Members to host). A Shoutpoint invitation was sent to parents. Jan 6 from 1-4, there will be a Cultural Awareness Training for TPCA Staff, held by Intercambio.
 - **MS/HS Principal's Report:** Buchmann provided a proposed draft of a High School master scheduling timeline for 2014-15 and beyond. A draft report was presented showing math students estimated by grade, course and level. The 9th Grade PLAN results were also presented (The PLAN test is nationally normed for 10th Grade Students/Fall). Wanninger asked that we also consider providing the PLAN test in the 10th grade, for a more conclusive comparison of student achievement. A quick introduction to STEAM

(Science/Technology/Engineering/Arts/Math) was provided. Wanninger noted that many of the goals of the STEAM coursework are already being discussed in the Technology Committee, and that Doug Bean's input is needed at the committee meetings. Buchmann also indicated that they're recommending the purchase of the "PrepMe" (an adaptive test preparation learning platform) module for Naviance.

- Facilities Report: Finn reported that the annual fire system inspection (held over the Thanksgiving break) indicated that some of the batteries need to be replaced. With the extreme temperatures, we're having some heating regulation issues throughout the building. Priority is being given to those rooms without heat first. There was a challenge with this last storm, in that there's a new vendor taking care of the snow removal in the parking lots. They plowed at 3:30am, but much of the snow came after that. So, there's now a fair amount of ice in the parking lot. The vendor has been asked to adjust their schedule more appropriately next time. There are some issues with the new carpeting not holding up as expected. The vendor is going to repatch, but it is expected that this will be an ongoing issue. High School classrooms now all have white boards and bulletin boards. We're still waiting on the bleacher installation.
- Elementary Principal's Report: Feeney provided a leadership update, and interventionists update. Interviews for the special education teacher are scheduled. Enrollment tours are in process.

10. Approval of Minutes:

- November 21, 2013: DeMatteo motioned to approve. Young seconded. Discussion: Young requested that the Treasurer's report be amended to remove the last sentence in the section. DeMatteo motioned to approve as amended. Young seconded. Approved: 5-0-1.

11. Action items:

- First Reading
 - i. 13-002 Policy T-IKA-R, Grading Assessment Systems
 - ii. 13-003 Policy T-IKA-R2, High School Grading Policy
For both policies, the BOD felt there had not been sufficient evidence and input presented to warrant a change, as it relates to the impact on student learning. Jim motioned to move the policies to second reading. DeMatteo seconded. Both failed: 0-0-6.
- Second Reading
 - i. 13-005 Policy T-BOD, BOD Agreement
Ingegneri motioned to remove the phrase "actively support school fundraising," Wanninger seconded. Failed: 2-4-0. Wanninger motioned to move to third reading. DeMatteo seconded. Approved: 6-0-0.
 - ii. 13-007 Policy T-DGA/DGB, Authorized Signatures and Check Writing Services
Young motioned to move to third reading. DeMatteo seconded. Discussion: (Young) Per the request at the last reading, an account has been created to track expenses specifically related to the BOD. The account will be for \$3,000 (some of which has already been spent), funded from line-items where those expenses had previously been housed. Approved: 6-0-0.
 - iii. 13-008 Policy Supplemental Budget
Young motioned to table until next session. DeMatteo seconded. Approved: 6-0-0.
- Third Reading
 - i. 13-006 Mission Statement

Wanninger motioned to approve revisions, DeMatteo seconded. Approved: 6-0-0.

12. Discussion:

- Board Nominating Committee: DeMatteo suggested that we take an extra week to actively search for BOD candidates. She asked the BOD to consider whether there are specific qualifications that they would like to see in candidates. Wanninger indicated that there's no need for a formal committee for this nominating process. Nominees should introduce themselves to the board at a board meeting.

- Strategic Plan Review: Wanninger reviewed the Strategic/5-Year Plan. Wanninger offered to host an informational session about the bonding process, for any that are unfamiliar with what to expect and what needs to be done, from a BOD perspective.

13. Consent:

- Personnel
- Student
- Board Nominating
- Strategic Plan Review


All consent items were tabled.

14. Board Communication:

Wanninger suggested that BOD members use the color coding guide he distributed by email, for reviewing/editing documents. DeMatteo invited all to the Staff Holiday party, being hosted by the faculty committee at her home Friday 12/13 from 4-8pm.

15. Adjournment (9:30 PM): DeMatteo motioned to adjourn the meeting. Howell seconded. Approved: 6-0-0.

Approved:

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1/16/14

Date