



BOARD OF DIRECTORS' MEETING MINUTES



Twin Peaks Charter Academy
340 S. Sunset Street, Longmont, CO 80501

Wednesday, January 16, 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, Asst. Principal
Mic Finn, Dean of Students

Board of Directors:

Robert DuBois, President
Pete Wanninger, Vice President
Nikki Stevenson, Secretary
Don Young, Treasurer
Mark Newson, Member
Kathy DeMatteo, Member
Jim Schauer, Member

1. Executive Session: 6:00 PM

- a. Student 24-6-402 (4) (h)
- b. Personnel 24-6-402 (4) (f)
- c. Legal 24-6-402 (4) (b)
- d. Real Estate 24-6-42 (4) (a)

2. Adjourn Executive Session 6:55 PM

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

4. Call to Order and Pledge of Allegiance: (7:26) Robert called the meeting to order and led in the Pledge of Allegiance. Members present: Robert DuBois, Pete Wanninger, Jim Schauer, Kathy DeMatteo and Don Young. Excused: Nikki Stevenson and Mark Newson. Staff members present: BJ Buchmann, Principal, Danielle Feeney, Assistant Principal and Mic Finn, Dean of Students. Others present: Susan Theiss, Shelley Coleman, Dan Ialenti and Kea Toothaker.

5. Amendments to the Agenda: (7:28) Don would like to cancel Discussion item f./Consent item h. and Pete would like to move 3rd reading of HS Graduation Requirements to after the Treasurer's Report.

6. Audience Participation: (7:30) First come, first served sign-up. Audience Participation limited to 5 minutes per person. Shelley Coleman addressed the Board regarding her concerns with the foreign language requirements in the HS Graduation Requirement policy. Dan Ialenti asked the Board about school safety plans and/or procedures and what is being done to address parent concerns. He thanked Mr. Buchmann for recent correspondence and offered his services to the Board.

7. Recognition: (7:35) BJ recognized the Twin Peaks CELA Assessment Team, comprised of seven members, for their efforts in testing 154 students in the last several weeks. He also recognized our three interns from UNC Education Program who are supporting primary grades and our high school students who received award certificates for perfect attendance, honor roll, core/fine art class achievements and middle school students who are taking high school level courses.

8. Administrator's Report: (7:40) BJ suggested a work session to review the 5-year plan, organizational development and future growth scenarios. He asked for Board follow up on the Voluntary Staff Furlough survey, which is on the agenda for discussion and updated the Board on the current public and internal Enrollment Meetings. Administration recently attended a district meeting regarding school safety procedures. BJ presented the Board with information on district safety strategies for each school and noted that TPCA is mirroring all of the operational efforts as close as possible. He also made recommendations for a public meeting on TPCA school safety.

9. Treasurer's Report: (8:15) Don presented a spreadsheet comparing year-to-date actuals through October with budget projections. It was noted, everything appears to be on track at this time as we are 33% through the fiscal year.

10. Approval of Minutes: (8:35) December 5, 2012. Kathy made a motion to approve the minutes of January 2nd as written. Robert seconded. Approved 4-0-1. Jim abstained.

11. Committee Reports: (8:40)

- a. **Accountability:** Recent meeting minutes were reviewed with no questions.
- b. **Curriculum:** Recent meeting minutes were presented. Jim noted that textbook review is coming up in February by the committee and should be presented to the Board in March.
- c. **Finance:** The committee has several items scheduled for reading by the Board. Don presented a preliminary budget execution schedule and the Board discussed options for publishing it.
- d. **Faculty:** Recent meeting minutes were reviewed and the Board discussed the status of the new staff survey.
- e. **Marketing:** Kathy highlighted recent events including the enrollment meetings and banners/billboards throughout town. She was please to inform the Board that TPCA has secured the rights to the banners/billboards upon removal and will consider options for displaying them throughout the campus.
- f. **Technology:** Pete informed the Board that the committee recently met and they have outlined a proposed budget schedule for yearly cycles on computers, projectors, etc. It is also anticipated funds from MLO will be allocated to help build technology.
- g. **Athletics/Activities:** Jim mentioned the committee is currently reviewing and establishing student eligibility requirements.
- h. **PTO:** Recent meeting minutes were reviewed and Mic noted the teachers have been given the opportunity to request monies from the EGA fund. The committee is currently planning for conferences.

12. Action Items: (9:10)

First Reading:

- a. **12-015 T-IHBIA – Full-Day Kindergarten – Young** – Don made a motion to move to 2nd reading. Kathy seconded. Discussion followed. Vote to move to 2nd reading 5-0-0 (roll call vote).
- b. **12-016 T-IHBIA-E – Full-Day Kindergarten: Fee Schedule and Rules for Enrollment – Young** – Don made a motion to move to 2nd reading. Kathy seconded. Discussion followed. Vote to move to 2nd reading 5-0-0 (roll call vote).
- c. **12-017 – T-JQ – Student Fees, Fines and Charges –Young** – Don made a motion to move to 2nd reading. Robert seconded. Discussion followed. Vote to move to 2nd reading 5-0-0 (roll call vote).
- d. **12-018 – T-JQ-E1 – 2013-14 Schedule of Student Fees: Academic/Electives – Young** – Don made a motion to move to 2nd reading. Robert seconded. Discussion followed. Vote to move to 2nd reading 5-0-0 (roll call vote).
- e. **12-019 – T-JQ-E2 – 2013-14 Schedule of Student Fees: Athletics/Activities – Young** – Don made a motion to move to 2nd reading. Robert seconded. Discussion followed. Vote to move to 2nd reading 5-0-0 (roll call vote).
- f. **12-020 – T-JQ-R – Student Fees, Fines and Charges: Fees for Use of Textbooks and Items Which are School Property – Young** – Don made a motion to move to 2nd reading. Kathy seconded. Discussion followed. Vote to move to 2nd reading 5-0-0 (roll call vote).
- g. **12-021 – T-IC-ICA-E – TPCA 2012-2013 Calendar – DuBois** – Robert made a motion to move to 2nd reading. Kathy seconded. Discussion followed regarding proposed furlough day. Vote to move to 2nd reading 1-4-0 (roll call vote). Jim voted yes; Kathy, Robert, Pete and Don voted no.
- h. **12-022 – T-IC-ICA-E – TPCA 2013-2014 Calendar – DuBois** – Robert made a motion to move to 2nd reading. Pete seconded. Discussion followed. Vote to move to 2nd reading 5-0-0 (roll call vote). Item will be back on agenda February 20th.

Robert made a motion to extend the meeting until 10:30 pm. Vote 5-0-0.

Second Reading:

- a. **12-007 T-EEA – Student Transportation – Schauer.** Jim made a motion to table. Kathy seconded. Vote to table 5-0-0 (roll call vote).
- b. **12-008 T-JJ-E – Student Group/Intramural Participation Code Acknowledgment /Contract – Schauer.** Jim made a motion to table. Kathy seconded. Discussion followed. Vote to table 5-0-0 (roll call vote).

- c. **12-012 T-IKA-R3 – Course Credit Application – Schauer.** Jim made a motion to table. Pete seconded. Discussion followed. Vote to table 5-0-0 (roll call vote).
- d. **12-014 – T-GCB-E-1 – Teacher Salary Schedule – Young.** Don made a motion to table. Robert seconded. Vote to table 5-0-0 (roll call vote). Item will be back on agenda February 20th.

Third Reading:

- a. **12-003 T-IKF – HS Graduation Requirements – Wanninger.** Pete made a motion to approve to policy. Robert seconded. Discussion followed. Vote to approve as policy 5-0-0 (roll call vote).
- b. **12-009 – T-JJIB-R – Athletic Participation Code – Schauer.** Jim made a motion to table. Robert seconded. Vote to table 5-0-0 (roll call vote).
- c. **12-010 – T-JJJ-R – Extracurricular, Co Curricular and Intramural Activity Eligibility – Schauer.** Jim made a motion to table. Robert seconded. Discussion followed. Vote to table 5-0-0 (roll call vote).
- d. **12-013 – T-GCET/GCFT/GCED – Recruiting and Hiring Practices – Young.** Don made a motion to approve to policy. Kathy seconded. Discussion followed. Vote to approve as policy 5-0-0 (roll call vote).

13. Discussion (8:25)

- a. **Five Year Plan – Wanninger.** Discussion was tabled. Will be included on next meeting agenda.
- b. **February Board Election – Wanninger.** Board inquired about status of nomination packets.
- c. **Online Auction Fundraising – DeMatteo.** Kathy presented the Board with information regarding Bidding for Good, an online fundraising company. Kathy has two prospective members and she would like to start holding meetings. She is requesting permission to spend \$395 to contract with this company and to begin foundation level fundraising. The Board discussed how the funds would be used and asked that the committee present the Board with definitions on their objectives and how monies will be defined.
- d. **FY 13 Supplemental Budget – Young.** Don presented the Board with a summary of budget revisions and requested permission to approve these changes.
- e. **Band/Musical CD Sales – Young.** Don informed the Board that students in the musical department would like to sell cd's from concerts and student productions as a fundraiser. There are volunteers already in place to take pre-orders and then burn cd's and create covers. The Board agreed this is a great idea.
- f. **Twin Peaks Charter Athletic Participation Contract – Young.** Discussion was tabled.

14. Board Communication (10:25). Kathy requested additional Board Member presence at the next Leadership Class as she feels there are some prospective candidates to run for election. Pete suggested the Board consider creating a sub-committee and schedule a meeting to address student safety concerns.

15. Consent (10:27)

- a. Personnel – Vote 5-0-0 to modify contract as discussed in Executive Session.
- b. Student – Tabled
- c. Legal – Tabled
- d. Real Estate – Tabled
- e. Online Auction Fundraising – Vote 5-0-0 to proceed as discussed.
- f. FY 13 Supplemental Budget – Vote 5-0-0 to approve changes as discussed.
- g. Band/Musical CD Sales – Vote 5-0-0 to authorize sales as discussed.
- h. Twin Peaks Charter Athletic Participation Contract – Tabled.

16. Comments intended to improve the Board meeting. It was requested administrative staff bring additional agenda packets per audience request.

17. Adjourn (10:30) Robert made a motion to adjourn the meeting. 5-0-0.