



BOARD OF DIRECTORS' MEETING MINUTES



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

Wednesday, February 20, 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)

2. Adjourn Executive Session 6:55 PM

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

4. Call to Order and Pledge of Allegiance: (7:04) Robert called the meeting to order and led in the Pledge of Allegiance. Members present: Robert DuBois, Pete Wanninger, Jim Schauer, Kathy DeMatteo, Don Young, Nikki Stevenson, Mark Newson and Nick Ingegneri (board member elect). Staff members present: BJ Buchmann, Principal, Danielle Feeney, Assistant Principal and Mic Finn, Dean of Students. Others present: Susan Theiss, Dena Terry and Alycia Burns.

5. Amendments to the Agenda: (7:05) Kathy would like to add Discussion item d. Auction.

6. Audience Participation: (7:06) First come, first served sign-up. Audience Participation limited to 5 minutes per person. Dena Terry and Alycia Burns spoke to the Board about the Employee Representative Council (sub-committee of Faculty) that has been organized to provide staff with a safe and comfortable avenue to express their voice and share opinions.

7. Recognition: (7:15) BJ recognized Mr. Schosid and Mr. Birch for their efforts in supporting recent HS and MS dances. Danielle wanted to recognize the 5th grade and 2nd grade teams for their efforts in pursuing professional development opportunities.

8. Administrator's Report: (7:22) BJ provided the Board with a current overview of 2013/2014 student enrollment numbers along with the results of the TPCA 10th grade PSAT scores in comparison to the State of Colorado and the Nation. He noted the dates for the upcoming TCAP testing for 3rd-10th graders and reminded the Board that administration is reviewing staff needs in preparation of the 2013/2014 budget. BJ also suggested the Board consider implementing a character-based development program for the HS similar to the Six-Pillars of Character for K-8.

9. Treasurer's Report: (7:36) Don presented a spreadsheet comparing year-to-date actuals through December with budget projections. At this time, the financials appear to be on track.

10. Approval of Minutes: (7:44) December 5, 2012. Robert made a motion to approve the minutes of February 6th as amended. Nikki seconded. Approved 7-0-0. Robert made a motion to approve the minutes of February 13th as written. Mark seconded. Approved 7-0-0.

11. Committee Reports: (7:46)

- a. Accountability: None
b. Curriculum: Recent meeting minutes were reviewed. Jim noted the committee is currently performing textbook reviews and discussing a handwriting sequence. It was also mentioned that the committee could really use HS staff representation.
c. Finance: Recent meeting agendas were reviewed. Don noted the committee is currently working on budget preparation.

- d. **Faculty:** Recent meeting minutes were reviewed. Nikki noted the committee is currently planning the yearly faculty party, working with the SVVSD on teacher evaluation procedures with regards to Senate Bill 10-191 and they have implemented ERC.
- e. **Marketing:** Recent meeting minutes were reviewed. Kathy noted student recruitment of K – 1st grade is a priority and they are currently in the process of scheduling an open-house for local realtors and daycare providers.
- f. **Technology:** Pete informed the Board that the committee recently met and they are evaluating server replacements and preparing a 5-year budget plan for tech equipment.
- g. **Athletics/Activities:** Jim mentioned the committee is currently working on policy review for activity eligibility and participation code.
- h. **PTO:** Recent meeting minutes were reviewed. Mic noted the committee is currently planning for conferences, working on distribution of the EGA fund and planning the end-of-year event. It was also mentioned the Board needs to start thinking about HS support.

12. Action Items: (8:07)

First Reading:

- a. **12-025 – T-GCB-E-7 – Registrar/Student Advisor Salary Schedule – Young.** Don made a motion to move to 2nd reading. Kathy seconded. Discussion followed. Vote to move to 2nd reading 7-0-0 (roll call vote).
- b. **12-026 – T-GCB-E-11 – Financial Administrator Salary Schedule – Young.** Don made a motion to move to 2nd reading. Nikki seconded. Discussion followed. Vote to move to 2nd reading 7-0-0 (roll call vote).

Second Reading:

- a. **12-014 – T-GCB-E-1 – Teacher Salary Schedule – Young.** Don made a motion to move to 3rd reading. Kathy seconded. Vote to move to 3rd reading 7-0-0 (roll call vote).
- b. **12-018 – T-JQ-E1 – 2013-14 Schedule of Student Fees: Academic/Electives – Young.** Don made a motion to table with further discussion to follow at next Finance Meeting. Kathy seconded. Vote to table 7-0-0 (roll call vote).
- c. **12-019 – T-JQ-E2 – 2013-14 Schedule of Student Fees: Athletics/Activities – Young.** Don made a motion to table with further discussion to follow at next Finance Meeting. Kathy seconded. Vote to table 7-0-0 (roll call vote).
- d. **12-022 – T-IC-ICA-E – TPCA 2013-2014 Calendar – DuBois.** Robert made a motion to table. Kathy seconded. Vote to table 7-0-0 (roll call vote).
- e. **12-023 – T-GCB-E-4 – Custodian Salary Schedule – Young.** Don made a motion to move to 3rd reading. Robert seconded. Discussion followed. Vote to move to 3rd reading 6-1-0 (roll call vote). Pete voted no.

Third Reading:

- a. **12-007 T-EEA – Student Transportation – Schauer.** Jim made a motion to approve to policy. Robert seconded. Vote to approve as policy 7-0-0 (roll call vote).
- b. **12-012 T-IKA-R3 – Course Credit Application – Schauer.** Jim made a motion to approve to policy. Robert seconded. Vote to approve as policy 7-0-0 (roll call vote).
- c. **12-015 T-IHBIA – Full-Day Kindergarten – Young.** Don made a motion to approve to policy. Kathy seconded. Vote to approve as policy 7-0-0 (roll call vote).
- d. **12-016 T-IHBIA-E – Full-Day Kindergarten: Fee Schedule and Rules for Enrollment – Young.** Don made a motion to approve to policy. Kathy seconded. Vote to approve as policy 7-0-0 (roll call vote).
- e. **12-017 – T-JQ – Student Fees, Fines and Charges –Young.** Don made a motion to approve to policy. Kathy seconded. Vote to approve as policy 7-0-0 (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 approve to policy. Kathy seconded. Vote to approve as policy 7-0-0 (roll call vote).

13. Discussion (8:55)

- a. **Conceptual Physics and College Algebra – DuBois.** Tabled.
- b. **Enrollment – Wanninger.** Pete discussed the option of over-enrolling classes in the spring in an effort to achieve maximum class sizes in the fall. The Board agreed they need to identify a plan and goal before moving forward. Robert will draft a notification for review.

- c. **School Lease of Additional Property – Wanninger.** Pete informed the Board of the school's need to approve a lease of the additional land to defer property taxes. This will be tabled until the upcoming work session.
 - d. **Online Auction Fundraising – DeMatteo.** Kathy informed the Board that the online auction fundraiser is moving forward and she is requesting participation from all Board members in the form of donations and/or volunteer recruitment.
- 14. Board Communication (9:25).** Nikki reminded the Board of the CLCS League Conference on February 21st and Robert reminded the Board of a scheduled Executive/Special/Work Session on February 27th.
- 15. Consent (9:27)**
- a. Student – Tabled
 - b. Personnel – Tabled
 - c. Enrollment – Tabled
 - d. School Lease of Additional Property – Tabled
- 16. Comments intended to improve the Board meeting.** None.
- 17. Adjourn (9:30)** Robert made a motion to adjourn the meeting. 7-0-0.

Minutes Approved: 03/06/13