



BOARD OF DIRECTORS' MEETING MINUTES

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

Wednesday, March 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) (f)
- b. Personnel 24-6-402 (4) (h)
- c. Student 24-6-402 (4) (f)

2. Adjourn Executive Session 6:55 PM

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

4. Call to Order and Pledge of Allegiance: (7:19) 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: Katie Gaddis, Susan Theiss, Angel Platt, Susan O'Reilly and Shelley Coleman.

5. Amendments to the Agenda: (7:22) Robert would like to move Discussion item d. Performance Consulting to after recognition. He would also like to add Discussion item f./Consent item e. Curriculum Review and Discussion item g./Consent item f. Health Insurance.

6. Audience Participation: (7:23) First come, first served sign-up. Audience Participation limited to 5 minutes per person. Susan O'Reilly addressed the Board regarding the recently approved Teacher Salary schedule. She loves working at TPCA but is concerned with the salary cap.

7. Recognition: (7:26) BJ recognized Danielle for organizing TCAP assessment testing for 3rd-10th grade and managing 1300 test booklets. He also recognized the front office staff/counseling team for daily organization, encouragement and support of TPCA. Jim wanted to recognize Amy Freeman and Andrea Balster for the wonderful Seussical performance. Danielle acknowledged parents and teachers for encouraging student attendance during TCAP testing. Attendance was great and we look forward to the results which will be available in August.

8. Administrator's Report: (7:51) BJ informed the Board that all Juniors will be participating in the state mandated ACT exam in April. He was also pleased to note we started offering off-campus privileges beginning 3rd quarter for eligible Juniors. Mic updated the Board on pending facilities proposals for landscape maintenance, resurfacing the gymnasium hardwood floors and the HS expansion. He also mentioned the Safety Committee has suggested we name the HS hallways.

- 9. Treasurer's Report: (8:14)** Don presented a spreadsheet comparing year-to-date actuals through January with budget projections. At this time, the financials appear to be on track. He also provided an overview of the pending Senate Bill 13-213 which could potentially change the per-pupil funding per district.
- 10. Approval of Minutes: (8:21) March 6, 2013.** Robert made a motion to approve the minutes of March 6th as amended. Mark seconded. Approved 6-0-1. Pete abstained.
- 11. Committee Reports: (8:23)**
- a. **Accountability:** Recent meeting minutes were reviewed. Mark noted the committee is currently discussing bullying, the annual parent survey and the unified school improvement plan.
 - b. **Curriculum:** Recent meeting minutes were reviewed. Shelley Coleman provided an update to the Board on textbook review and would like to be included on the April 17th meeting agenda to discuss cursive writing. She also noted the committee will begin performing curriculum policy reviews and asked how any proposed changes should be presented to the Board.
 - c. **Finance:** Recent meeting agendas were reviewed. Don noted the committee is currently working on budget preparation, policy reviews including student fees and salary schedules, and fundraiser proposals.
 - d. **Faculty:** Recent meeting minutes were reviewed. Nikki noted the committee is currently requesting approval to proceed with sending out the accountability parent survey and they are preparing interview questions for new teaching staff.
 - e. **Marketing:** Recent meeting minutes were reviewed. Kathy noted the committee is preparing for the open-house for local realtors and daycare providers scheduled for April 11th.
 - f. **Technology:** Pete presented the Board with a budget detailing equipment costs and replacement dates. He noted the committee is currently brainstorming on proposed tech clubs and/or electives.
 - g. **Athletics/Activities:** Jim mentioned the committee is currently working on policy review for activity eligibility and participation contract. They are also working towards developing an Athletic Handbook and summer athletic camps.
 - h. **PTO:** Recent meeting minutes were reviewed. Katie Gaddis updated the Board on current committee planning events including the end of year picnic, the Timberwolf Trot, Fiest with Fang and the Kindergarten Round-Up. The committee is also trying to do a better job of recognizing volunteers and offering incentives to participate.

The Safety Committee will begin providing updates next month.

12. Action Items: (8:53)

First Reading:

- a. **12-028 – T-DJC – Petty Cash – 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).
- b. **12-029 – T-JJ-E-1 – Student Participation Contract – Schauer.** Jim made a motion to fast track to policy. Nikki seconded. Vote to fast track to policy 7-0-0 (roll call vote). Discussion followed. Vote to move to policy 7-0-0 (roll call vote).
- c. **12-030 – T-JJ-E-2 – Athletic Information and Emergency Card – Schauer.** Jim made a motion to fast track to policy. Nikki seconded. Vote to fast track to policy 7-0-0 (roll call vote). Discussion followed. Vote to move to policy 7-0-0 (roll call vote).

Second Reading:

- a. **12-022 – T-IC-ICA-E – TPCA 2013-2014 Calendar – DuBois.** Robert made a motion to table. Nikki seconded. Discussion followed. Vote to table 7-0-0 (roll call vote).
- b. **12-027 – TPCA 2013-2014 Preliminary Budget – Young.** After discussion, Don made a motion to table. Robert seconded. Vote to table 7-0-0 (roll call vote).

Third Reading:

- a. **12-010 – T-JJJ-R – Extracurricular, Co Curricular and Intramural Activity Eligibility – Schauer.** Jim made a motion to approve to policy. Nikki seconded. Discussion followed. Vote to approve as policy 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 approve to policy. Nikki seconded. Discussion followed. Vote to approve as policy 4-3-0 (roll call vote). Mark, Jim and Pete voted no.

Robert made a motion to extend the meeting until 10:30 pm. Vote 7-0-0.

- c. **12-019 – T-JQ-E2 – 2013-14 Schedule of Student Fees: Athletics/Activities – Young.** Don made a motion to approve to policy. Nikki seconded. Discussion followed. Vote to approve as policy 7-0-0 (roll call vote).
- d. **12-023 – T-GCB-E-4 – Custodian Salary Schedule – Young.** Don made a motion to approve to policy. Kathy seconded. Discussion followed. Vote to approve as policy 6-1-0 (roll call vote). Pete voted no.
- e. **12-025 – T-GCB-E-7 – Registrar/Student Advisor Salary Schedule – Young.** Don made a motion to approve to policy. Kathy seconded. Discussion followed. Vote to approve as policy 7-0-0 (roll call vote).
- f. **12-026 – T-GCB-E-11 – Financial Administrator Salary Schedule – Young.** Don made a motion to approve to policy. Kathy seconded. Discussion followed. Vote to approve as policy 7-0-0 (roll call vote).

13. Discussion (9:58)

- a. **Enrollment – Wanninger.** Tabled.
- b. **Accountability/Faculty Committee Parent Survey – Stevenson.** Nikki presented the Board with a copy of the old parent survey and the new parent survey and asked if there were any concerns with switching formats. She also requested input on additional questions and/or comments intended to improve the survey. Suggestions were offered for categories and there were no concerns with the new format.
- c. **Open House April 11th – DeMatteo.** Kathy reminded the Board of the upcoming Open House and encouraged each Board member to invite two community members to this event.
- d. **Performance Consulting – Wanninger.** Pete introduced Tony Fontana and Bill Watkins, consultants for high performing schools and classical education, who provided an overview of services for an external school audit and classical education review of TPCA. The Board is looking for direction on the best way to expand administration, increase secondary enrollment, implement AP classes and a better understanding of how school ratings work while taking into consideration our mission statement, strategic plan, 5-year goals and pillars and standards. The Board would like to move forward with an audit and requested a detailed scope of service and cost proposal.
- e. **Clarification of High School Name – DuBois.** Robert deferred to BJ for discussion. Administration is requesting direction from the Board on the best way to identify the high school in correspondence. The Board noted that Twin Peaks High School was an initial marketing term used to establish our school in the community. The plan is to eventually become consistent and known as Twin Peaks Charter Academy but no ending date for marketing correspondence was determined. At this time, Twin Peaks High School (TPHS) can continue to be used in correspondence and next year the marketing committee will discuss how to proceed.

- f. **Curriculum Review – Schauer.** After review and recommendation by the Curriculum Committee, Jim presented the Board with calculus textbook selections and the committee's recommended text of *Calculus* (for advanced HS students) 8th edition by Larson, Hostetler, Edwards. The Board approved for the committee to start the 30-day public review process for *Calculus* and the previously reviewed textbooks *Conceptual Physics* by Paul Hewitt, *College Algebra* by Ron L. Larson and Robert D. Hostettler, *The Americans* by Gerald A. Danzer, J. Jorge Klor De Alva, Larry S. Krieger, Louis E. Willson and Nancy Woloch and *Biology* 7th edition by Campbell Pearson.
- g. **Health Insurance – DuBois.** Robert indicated that our Human Resources department has obtained bids for health and life insurance, which will require a switch in companies but provides an overall savings to members. The Board agrees this is a good move.

14. Board Communication (10:25) Robert reminded the Board of a scheduled Work Session on March 27th at 6:30 pm and requested another Work Session on Saturday, March 23rd at 8:00 am.

15. Consent (10:28)

- a. Student – Tabled
- b. Personnel – Tabled
- c. Performance Consulting – 7-0-0 to obtain scope of service and cost proposal as discussed.
- d. Clarification of High School Name – 7-0-0 to use Twin Peaks High School as discussed.
- e. Curriculum Review – 7-0-0 to place 5 textbooks on 30-day review as discussed.
- f. Health Insurance – 7-0-0 to approve change as discussed.

16. Comments intended to improve the Board meeting. None.

17. Adjourn (10:30) Robert made a motion to adjourn the meeting. 7-0-0.

Minutes Approved: 04/10/13