



BOARD OF DIRECTORS' MEETING MINUTES



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

Wednesday, April 24, 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. Personnel 24-6-402 (4) (h)
b. 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: (7:30) Robert called the meeting to order and led in the Pledge of Allegiance. Members present: Robert DuBois, Jim Schauer, Don Young, Nikki Stevenson, Mark Newson and Nick Ingegneri (board member elect). Excused: Pete Wanninger and Kathy DeMatteo. Staff members present: BJ Buchmann, Principal, Danielle Feeney, Assistant Principal and Mic Finn, Dean of Students.

5. Amendments to the Agenda: (7:22) Robert would like to move Discussion item a. Cursive Writing and item c. Odyssey of the Mind to after recognition. He would also like to add Facilities Report in place of Administrator's Report.

6. Audience Participation: (7:33) First come, first served sign-up. Audience Participation limited to 5 minutes per person.

7. Recognition: (7:34) BJ recognized Pam Wanninger, Alisha Burns and Carol Gerke, members of the Faculty Committee, for their efforts with organizing and interviewing prospective staff members. He also recognized Pam Carroll, Mic Finn and our outside contractors for their rapid results in repairing the failed water heater. Danielle recognized the 4th Grade team for organizing and chaperoning the Night at the Museum camp-in and Mark recognized Lon Holder and Jennifer Schubert for hosting the 3rd grade astronomy night.

8. Administrator's Report: (8:26) Mic presented the Board with a Facilities Report. He noted one of the hot water heaters failed over the weekend which required replacement along with a section of gas line that was waterlogged. He discussed estimated repair costs and mentioned we are checking with our insurance to see if any of the costs are recoverable. He also presented the Board with an Evacuation Response Plan and discussed details of the upcoming off-site evacuation drill which is scheduled for May 3rd.

9. Treasurer's Report: (8:47) Don presented a spreadsheet comparing year-to-date actuals through February with budget projections. At this time, the financials appear to be on track and we are starting to receive some of the MLO allocation funds. He also noted a correction to one of the salary line-items on the approved 2013-2014 Budget, which was adjusted to match the corresponding policy and he mentioned a presentation change taking two line-items and making them one which is being required by the District.

10. Approval of Minutes: (8:54) April 10, 2013. Robert made a motion to approve the minutes of April 10th as written. Nikki seconded. Approved 5-0-0.

11. Committee Reports: (8:23)

- a. Accountability: None.
b. Curriculum: Recent meeting minutes were reviewed. The committee is performing curriculum policy reviews which will be presented to the Board tonight.

- c. **Finance:** None. Updates were provided with the Treasurer's Report.
- d. **Faculty:** Recent meeting minutes were reviewed. Nikki noted the committee is preparing interview questions for new teaching staff and she reminded everyone of the upcoming faculty party on April 26th.
- e. **Marketing:** None.
- f. **Technology:** None.
- g. **Athletics/Activities:** Jim and BJ met with the former coach of Skyline High School recently discuss the proposed athletic fields.
- h. **PTO:** Recent meeting minutes were reviewed. Mic noted some of the upcoming events including Kindergarten Round Up and Peaksapalooza, the end of year celebration.
- i. **Safety:** Mic provided an update on the off-site evacuation drill and the committee would like to build up staff/student awareness by hosting self-defense training at the school.

12. Action Items: (9:04)

First Reading:

- a. **12-036 – T-IF – Use of Instructional Time – Schauer.** Jim made a motion to move to 2nd reading. Nikki seconded. Jim deferred to Shelley Coleman and discussion followed. Vote to move to 2nd reading 5-0-0 (roll call vote).
- b. **12-037 – T-IFC – Multiculturalism – Schauer.** Jim made a motion to move to 2nd reading. Robert seconded. Jim deferred to Shelley Coleman and discussion followed. Vote to move to 2nd reading 5-0-0 (roll call vote).
- c. **12-038 – T-IGA – Curriculum Development – Schauer.** Jim made a motion to move to 2nd reading. Robert seconded. Jim deferred to Shelley Coleman and discussion followed. Vote to move to 2nd reading 5-0-0 (roll call vote).
- d. **12-039 – T-IGA-R – Curriculum Development – Schauer.** Jim made a motion to move to 2nd reading. Nikki seconded. Jim deferred to Shelley Coleman and discussion followed. Vote to move to 2nd reading 5-0-0 (roll call vote).
- e. **12-040 – T-I-HAAD – Double-Dose Reading – Schauer.** Jim made a motion to move to 2nd reading. Nikki seconded. Jim deferred to Shelley Coleman and discussion followed regarding the procedure for removing a policy. Vote to move to 2nd reading 4-1-0 (roll call vote). Mark voted no.
- f. **12-041 – T-I-HAAD-E – Double-Dose Reading (Literacy Plan) – Schauer.** Jim made a motion to move to 2nd reading. Robert seconded. Jim deferred to Shelley Coleman and discussion followed regarding the procedure for removing a policy. Vote to move to 2nd reading 5-0-0 (roll call vote).
- g. **12-042 – T-GCB – Professional Staff Contract and Compensation – Stevenson.** Nikki made a motion to move to 2nd reading. Robert seconded. Discussion followed. Vote to move to 2nd reading 5-0-0 (roll call vote).
- h. **12-043 – T-GCBA – Instructional Staff Contracts / Compensation / Salary Schedules – Stevenson.** Nikki made a motion to move to 2nd reading. Robert seconded. Discussion followed. Vote to move to 2nd reading 5-0-0 (roll call vote).

Second Reading:

- a. **12-031 – T-EHC – Technology, Access and Digital Communication – Wanninger.** Robert made a motion to move to 3rd reading. Nikki seconded. Discussion followed. Vote to move to 3rd reading 5-0-0 (roll call vote).
- b. **12-032 – T-EHC-E1 – Responsible Use Guidelines for Technology, Access and Digital Communications (STAFF) – Wanninger.** Robert made a motion to move to 3rd reading. Nikki seconded. Discussion followed. Vote to move to 3rd reading 5-0-0 (roll call vote).
- c. **12-033 – T-EHC-E2 – Student Responsible Use Guidelines for Technology, Access and Digital Communications – Wanninger.** After discussion, Robert made a motion to table. Don seconded. Vote to table 5-0-0 (roll call vote).
- d. **12-034 – T-EHC-R – Terms, Conditions and Responsible Use Guidelines – Wanninger.** After discussion, Robert made a motion to table. Nikki seconded. Vote to table 5-0-0 (roll call vote).
- e. **12-035 – T-IKF-R – Physical Education Credit – Schauer.** Jim made a motion to table. Nikki seconded. Discussion followed. Vote to table 5-0-0 (roll call vote). Item will be back on agenda May 15th.

Third Reading:

- a. **12-028 – T-DJC – Petty Cash – Young.** Don made a motion to approve to policy. Robert seconded. Discussion followed. Vote to approve as policy 5-0-0 (roll call vote).

13. Discussion (9:30)

- a. **Cursive Writing – Schauer.** Jim deferred to Shelley Colman for discussion. Shelley noted concerns with our handwriting program. Our policy states that we teach handwriting but we offer no direction for the teaching staff on time or frequency and we do not have a handwriting curriculum in place. If the Board supports cursive writing, Shelley is requesting resources to establish procedures and/or funding for training. The Board does support cursive writing and they directed the curriculum committee to develop a plan to implement a cursive writing curriculum at TPCA.
- b. **Twin Peaks Board Review Survey – Stevenson.** Nikki presented the Board with a copy of the annual Board Review Survey that was sent out to all staff members in March. The Board reviewed the results and discussed the staff feedback/comments. It was recommended the Board develop a plan to address feedback when the new session of the Board convenes.
- c. **Odyssey of the Mind Nationals – DuBois.** Robert deferred to Colette Lotter for discussion. Colette presented the Board with a proposal asking them to support the TPCA 5th grade Odyssey of the Mind Team who have qualified for the world finals in Michigan. This is a rare and great opportunity for both the students and TPCA, but the cost is substantial and many teams are unable to raise the funds necessary to attend. On behalf of the team, Colette is requesting permission to host fundraisers and a direct monetary contribution of \$1000 (\$125 per student (7) and \$125 for the coach) from the Board of Directors. Don asked Colette to present the Finance Committee with a list of fundraising ideas, which will then be presented to the Board for approval. The Board will vote on a monetary contribution later in the meeting.

14. Board Communication (9:40) Nikki reminded the Board that she will not be in attendance at the next scheduled meeting on May 1st. Don asked if the Board needed to bring the District Charter MLU back on the agenda for discussion. Robert said the charter contract between TPCA and SVVSD will be on the next meeting agenda at 1st reading. Nick encouraged the Board to support the on-line auction fundraiser and to invite others to view.

15. Consent (9:55)

- a. Student – Tabled
- b. Personnel – Tabled
- c. Odyssey of the Mind Nationals – 4-1-0 to approve monetary contribution as discussed.

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

17. Adjourn (9:57) Robert made a motion to adjourn the meeting. 5-0-0.