



## BOARD OF DIRECTORS' MEETING MINUTES

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

Wednesday, May 15, 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: (7:18)** Robert called the meeting to order and led in the Pledge of Allegiance. Members present: Robert DuBois, Jim Schauer, Don Young, Pete Wanninger, Kathy DeMatteo, Mark Newson and Nick Ingegneri (board member elect). Excused: Nikki Stevenson. Staff members present: BJ Buchmann, Principal, Danielle Feeney, Assistant Principal and Mic Finn, Dean of Students. Others present: Susan Theiss, Kaelin Blair, Beth Witzak and Yvonne Greenwald.

**5. Amendments to the Agenda: (7:20)** Kathy would like to move Discussion item f. Auction Results to after recognition. Don would like to add Discussion item g./Consent item f. PPR FY14 Budget Change.

**6. Audience Participation: (7:21)** First come, first served sign-up. Audience Participation limited to 5 minutes per person. Susan Theiss addressed the Board with concerns regarding students bicycling during drop off/pick up times and would like the Board to consider making bicycle access more available and safer for students. Kaelin Blair, requested the Board consider awarding him a grant to attend the National Youth Leadership Forum on Medicine which he was nominated for by his teacher.

**7. Recognition: (7:25)** Kathy recognized the Auction Committee members Beth Witzak, Florianne White and Nick Ingegneri for a successful online auction fundraiser. BJ congratulated Carol Ann Austin, Doug Bean, Erica Gardunio, Jenni Shubert and Melissa Tobias who are 2013 Encore Award Nominees. BJ also recognized Debbie Owen, who was selected to participate in the Liberty Today Initiative at Thomas Jefferson's Monticello and he recognized our Safety Leadership for a successful off-site evacuation. Special thanks to Andrea Balster and Jen Whitmer for coordinating the 8<sup>th</sup> Grade Washington DC trip and to Brett Johnson for a fantastic band concert. Danielle recognized James Finn for organizing the 1<sup>st</sup> Annual Tug of War for K-5 students and staff. Don thanked and acknowledged Kristen and Tim Ellis for stepping up and volunteering for the HS Booster Club.

**8. Administrator's Report: (7:38)** BJ reviewed and discussed the 3<sup>rd</sup> Grade 2013 TCAP reading summary report for TPCA. Danielle gave the Board a presentation on PD360, which is an online professional development program designed to offer better professional development options for a K-12 teaching staff. Mic provided a facilities update and noted he is currently trying to finalize costs for security improvements to determine if they are possible to implement at this time and he is obtaining quotes for the interior finish of the HS expansion.

**9. Treasurer's Report: (8:17)** Don presented a spreadsheet comparing year-to-date actuals through March with budget projections. At this time, the financials appear to be on track and we continue to receive some of the MLO allocation funds.

**10. Approval of Minutes: (8:19) April 24, 2013; May 1, 2013; and May 8, 2013.** Robert made a motion to approve the minutes of April 24<sup>th</sup> as written. Mark seconded. Approved 4-0-2. Kathy and Pete abstained; Robert made a motion to approve the minutes of May 1<sup>st</sup> as written. Pete seconded. Approved 4-0-2. Kathy and Mark abstained; Robert made a motion to approve the minutes of May 8<sup>th</sup> as amended. Pete seconded. Approved 6-0-0.

**11. Committee Reports: (8:23)**

- a. **Accountability:** Mark noted they are currently working through a change of the committee Chair Person.
- b. **Curriculum:** Jim noted the committee is in the middle of performing curriculum policy reviews with the Board and plans to start identifying next year's charge items. Jim also wanted to recognize Shelley Coleman for great job serving as the committee Chair this year.
- c. **Finance:** Don mentioned the committee has been preparing a preliminary fundraising calendar for 13-14 which will be presented to the Board for discussion and consent tonight.
- d. **Faculty:** Recent meeting minutes were reviewed and the committee is the middle of the interview process for several TPCA positions.
- e. **Marketing:** Recent meeting minutes were reviewed and the committee is currently identifying next year's charge items. Kathy was pleased to inform the Board that the marketing budget has funds leftover, which will be used to place signs and banners inside and outside the school over the summer.
- f. **Technology:** None.
- g. **Athletics/Activities:** Jim noted the committee plans to start working on athletic handbooks in the fall.
- h. **PTO:** Recent meeting minutes were reviewed. Mic noted some of the upcoming events including Kindergarten Round Up and Peaksapalooza. He also acknowledged the PTO's efforts in organizing daily treats and lunches for staff appreciation week and mentioned the committee has elected all positions for next year.
- i. **Safety:** Pete mentioned the committee is currently determining safety priorities for presentation to the Board.

**12. Action Items: (8:33)**

**First Reading:**

- a. **12-045 – T-IKF-R2 – Credit for Outside Activity Form – Schauer.** Jim made a motion to move to 2<sup>nd</sup> reading. Don seconded. Discussion followed. Vote to move to 2<sup>nd</sup> reading 0-6-0 (roll call vote). All members voted no.

**Second Reading:**

- a. **12-035 – T-IKF-R – Physical Education Credit – Schauer.** After discussion, Jim made a motion to table. Robert seconded. Vote to table 6-0-0 (roll call vote).
- b. **12-040 – T-IHAAD – Double-Dose Reading – Schauer.** Jim made a motion to move to 3<sup>rd</sup> reading. Don seconded. Discussion followed. Vote to move to 3<sup>rd</sup> reading 0-6-0 (roll call vote). All members voted no. The policy will be reviewed next year at the committee level to rewrite.
- c. **12-041 – T-IHAAD-E – Double-Dose Reading (Literacy Plan) – Schauer.** Jim made a motion to move to 3<sup>rd</sup> reading. Robert seconded. Discussion followed. Vote to move to 3<sup>rd</sup> reading 0-6-0 (roll call vote). All members voted no. The policy will be reviewed next year at the committee level to rewrite.
- d. **12-044 – 2013-2014 District Charter School Contract – DuBois.** After discussion, Robert made a motion to table. Don seconded. Vote to table 6-0-0 (roll call vote).

### Third Reading:

- a. **12-033 – T-EHC-E2 – Student Responsible Use Guidelines for Technology, Access and Digital Communications – Wanninger.** Pete made a motion to move to policy. Don seconded. Discussion followed. Vote to move to policy 6-0-0 (roll call vote).
- b. **12-034 – T-EHC-R – Terms, Conditions and Responsible Use Guidelines – Wanninger.** Pete made a motion to move to policy. Don seconded. Discussion followed. Vote to move to policy as amended 6-0-0 (roll call vote).
- c. **12-036 – T-IF – Use of Instructional Time – Schauer.** Jim made a motion to move to policy. Kathy seconded. Discussion followed. Vote to move to policy as amended 6-0-0 (roll call vote).
- d. **12-037 – T-IFC – Multiculturalism – Schauer.** Jim made a motion to move to policy. Robert seconded. Discussion followed. Vote to move to policy 6-0-0 (roll call vote).
- e. **12-038 – T-IGA – Curriculum Development – Schauer.** Jim made a motion to move to policy. Don seconded. Discussion followed. Vote to move to policy as amended 6-0-0 (roll call vote).
- f. **12-039 – T-IGA-R – Curriculum Development – Schauer.** Jim made a motion to move to policy. Robert seconded. Discussion followed. Vote to move to policy 6-0-0 (roll call vote).
- g. **12-042 – T-GCB – Professional Staff Contract and Compensation – Stevenson.** Don made a motion to move to policy. Jim seconded. Discussion followed. Vote to move to policy 0-6-0 (roll call vote). All members voted no. The policy will be reviewed next year at the committee level to revise.
- h. **12-043 – T-GCBA – Instructional Staff Contracts / Compensation / Salary Schedules – Stevenson.** Don made a motion to move to policy. Robert seconded. Discussion followed. Vote to move to policy 0-6-0 (roll call vote). All members voted no. The policy will be reviewed next year at the committee level to revise.

### 13. Discussion (9:36)

- a. **Clarification of High School Colors – Schauer.** Jim mentioned the High School Handbook is currently being drafted but there are questions regarding school colors and clarification has been requested. The Marketing Committee will review the TPCA style guide next year and provide clarity on branding and logos, spirit wear and uniform options, and school colors.
- b. **Mill Levy MOU – DuBois.** Robert presented a revised copy of the memo of understanding between the SVVSD and the district charter schools detailing per school percentage allocations of the MLO fund. The Board discussed changes and Robert noted the District will support the memo as drafted. All agreed to proceed with this approach.
- c. **Parent Survey Work Session Notes – DuBois.** Table
- d. **Enrollment Practice – DuBois.** Robert presented the Board with a draft memo of understanding proposing the school's need to overenroll class size in order to accommodate the dis-enrollment that occurs over the summer. After discussion, the Board agreed to adopt the memo and instruction for use by registrars as amended.
- e. **2013-2014 Fundraiser Calendar – Young.** Don presented the Board with a proposed calendar of fundraising dates, events and organizers for next year. Discussion followed and the Board agreed to accept the schedule as presented.

**Robert made a motion to extend the meeting until 10:15 pm. Vote 6-0-0.**

- f. **Auction Results – DeMatteo.** Kathy introduced Beth Witzak, a member of the online auction committee, to provide results of the auction fundraiser. Beth was please to inform the Board that the first ever TPCA online auction raised approximately \$9,000 under the direction of only 2 committee volunteers. The auction was enjoyable to watch through the bidding process and it was a great way to build community both

inside and outside of TPCA. The committee is already discussing ways to improve the auction and looking at dates to start again.

- g. PPR FY14 Budget Change – Young.** Don informed the Board that the District has requested our FY14 budget be adjusted to reflect a change in PPR allocation to \$6560. After discussion, the Board believes our Approved FY14 Budget uses a more conservative PPR number and does not feel it is necessary to make a change until such an increase to the PPR has been approved by CDE.

**14. Board Communication (10:04)** The Board was reminded that 8<sup>th</sup> grade continuation was being held on Wednesday, May 22<sup>nd</sup> at 5:00 pm. An executive session/special session was scheduled for May 21<sup>st</sup> at a time yet to be determined. BJ asked whether or not the letter to the editor of the Times Call was published? The Board indicated yes and noted the response has been positive.

**15. Consent (10:11)**

- a. Student – Tabled
- b. Personnel – Tabled
- c. Clarification of High School Colors – Tabled
- d. Enrollment Practice – 6-0-0 to adopt memo as amended
- e. 2013-2014 Fundraiser Calendar – 6-0-0 to approve schedule as presented
- f. PPR FY14 Budget Change – 0-6-0 to make changes to FY14 Budget as recommended by District

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

**17. Adjourn (10:15)** Robert made a motion to adjourn the meeting. 6-0-0.

Minutes Approved: 06/05/13