

**Twin Peaks Charter Academy**  
**340 S. Sunset Street, Longmont, CO 80501**  
**Board of Directors' Meeting Minutes – Thursday, August 4, 2011**

1. **Executive Session: 6:00 PM**
  - a. **Student 24-6-402 (4) (h)**
  - b. **Personnel 24-6-402 (4) (f)**
2. **Executive Session: 6:25 PM**
  - a. **Legal**
3. **Adjournment 6:55 PM**
4. **Regular Session: 7:00PM (PUBLIC IS INVITED)**
5. **Call to Order and Pledge of Allegiance: (7:01)** Robert called the meeting to order at 7:01PM. Robert led the Pledge of Allegiance. Members present: Nikki Stevenson, Mark Newson, Robert DuBois, Wendy Allen, Kathy DeMatteo, Jim Schauer, and Don Young. Staff members present: BJ Buchmann, Principal; Danielle Feeney, Assistant Principal; Mic Finn, Dean of Students; Carroll Dragon, Media Technician; and Marge Larsen, Secretary to the Board. Others present: Nicole and Jerry Bashor.
6. **Amendments to the Agenda: (7:02)** Kathy added Discussion item f. Board Mailboxes and Consent item e. Board Mailboxes. Nikki struck the July 20 minutes. Kathy struck Consent item c. Technology Guidelines. Robert added Consent item f. 8<sup>th</sup> Grade Fundraiser.
7. **Audience Participation: (7:03)** Nicole Bashor would like to address the Board regarding an 8<sup>th</sup> grade fundraising proposal during Discussion item a.
8. **Recognition: (7:15)** BJ recognized Danielle Feeney, Mic Finn, Marilyn Putrah, Amy Anderson, and Michele Mansanares for their summer efforts. BJ recognized all of the custodians – Pam Carroll, Alfredo Rodriguez, Diana Mattis and Alma Ramirez for their work and exceptional effort over the summer. Mark commended the people who organized the registration days.
9. **Administrator's Report: (7:25)** BJ reminded the Board that the classical education conference has been cancelled and is rescheduled for June 2012. An enrollment update was included in his report. Total enrollment is up by seven students. The total number of students is projected to be 925-940. A status update on the high school construction and a copy of the new drop off/pick up procedure were included with his report.
10. **Approval of Minutes: (7:35)** July, 7, 2011: Robert moved to approve, Mark seconded. No discussion. Approved 7-0-0. Robert called the vote. July 20, 2011: struck
11. **Action Items: (7:40)**
  - First Reading**
  - Second Reading**
  - Third Reading**
12. **Discussion (7:40)**
  - a. 8<sup>th</sup> Grade Fundraiser – DuBois: Nicole Bashor is co-chairing this year's 8<sup>th</sup> grade fundraising with Ivonne Bagley. Nicole asked to add "Offer Card" to the list of fundraisers for the DC trip. This is a discount card for Longmont businesses only. Each card would be sold for \$5 in order to make a \$4.00 profit on each one. Since the amount due to "Offer Card" is \$1 per card, Nicole recommends collecting \$1 per card from the 8<sup>th</sup> grade participating parents prior to their selling of the cards. Nicole stated that this can be a great fundraiser. Many 8<sup>th</sup> grade parents have already "committed" to the idea. The minimum order is 1000 cards (amount may be negotiable). She said that 8<sup>th</sup> grade parents only have 60 days to sell the cards before the full payment is due to the "Offer Card" owner. The Board Members discussed the details for clarification of the program. Robert said he would like to have a clearer picture of how many cards the parents' have committed to. A financial risk may affect students who are doing other fundraising. Nicole asked who should sign the contract with the company. The Board said that she and the other fundraising chair would be responsible for signing the contract.
  - b. Board Calendar – DuBois: Robert distributed a draft list of items that may be discussed at subsequent Board meetings for the remainder of this school year. He asked the other members to review the list and give feedback. Robert will update/revise the list after he receives their input. A discussion followed about how to create the final version of the

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Board calendar. The Board agreed that it should include details about the actionable items. They discussed the possibility of the Board Members hosting a pancake breakfast for the staff sometime during the year. (Service to Staff project)

- c. High School Project – DuBois: BJ reviewed the construction update. Items included: Furniture, Fixtures, and Equipment (FFE), gym floor to be completed this week, final stain and painting for HS side to be done next week, and the new phone implementation. Mic explained more of the construction updates: the temporary certificate of occupancy was issued to TPCA and the final walk through is scheduled for next Monday. He said that there is no access for teachers until the final certificate of occupancy is received. Mic said that the tile and carpet should be completed this week, and that the high school project is anticipated to be \$40,000 under budget. He said that the paths to the athletic fields are being worked on, the structural support in the K-8 portion of the building has been installed, and the playground addition and outside basketball goals on the high school side are being installed in this week. Mic said that the parking lot on the Francis side has two lanes out and one lane in and that lines have been painted. Mic showed some examples of score board designs, and is looking to local businesses for sponsors for the score boards. He indicated that after three years, TPCA will own the score boards and can then decide whether or not to get new sponsors or renew with the current sponsors. Mic and BJ reviewed the latest draft of drop off/pick up procedures. They stated that there are a few fixtures for the high school side that will not be in prior to the start of school. Danielle said that the entire adopted curriculum is in, and that some of the English texts are back ordered. She stated that since the budget was tight, she was unable to purchase some of the support items.
  - d. Revision Control – Young: Don reviewed the current procedures for policy review/revisions with the other Board Members. He offered to create a listing of all of the policies and date last revised. He will ensure that all of the policies are in clean versions and posted on the website. He will create a flowchart so that everyone can see who is responsible for what part of the policy process.
  - e. Technology Guidelines for Middle School and High School – DeMatteo: Kathy said the technology committee met last year to help make decisions on purchases for the high school. She said that the group would like the middle and high school students to have to read and sign guidelines for using school computers. Kathy said the committee would like to bring forth these guidelines for discussion and create a school policy going forward. There was a discussion regarding whether or not this level of technology in the classroom should be allowed. They discussed whether or not it would be beneficial for the learning process and if this is what the founding families of TPCA had in mind regarding the use of technology. Kathy said that the technology committee thinks that various types of technology will be coming into the school, and that a policy should precede the situation. Kathy will bring the topic back to committee, obtain more supporting arguments to include technology in the classrooms, and present the need to create a policy.
  - f. Board Mailboxes – DeMatteo: Kathy asked if the Board members prefer that the BOD mailboxes remain in the K-8 side or the HS side. The Members agreed that they prefer keeping the mailboxes on the K-8 side for now. The proposal is the same.
- 13. Board Communication: (8:40)** BJ is trying to track down the books, The School Board Fieldbook: Leading with Vision, that he ordered for the Members. Kathy said that she will not be here for the work session on the 25<sup>th</sup>. Robert said that he will be on vacation from August 5<sup>th</sup> through the 15<sup>th</sup>, and may be periodically available by e-mail. Nikki said she will be out of town tomorrow through next Wednesday. Jim asked if he should wear his BOD name badge/ID when he is in the building. BJ stated that photos can be taken for the name badges/ID on 8/18 from 11-1pm. Wendy said that she will be at the meeting with Don Haddad in lieu of Robert on August 8<sup>th</sup>. Kathy said they are inviting many people from the District to the “Catch the Vision”

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on August 16th. She asked that the BOD wear their name badges and create signs to encourage people to join committees.

**14. Consent Items: (8:45)**

- a. Student: *tabled*
- b. Personnel: *tabled*
- c. Technology Guidelines: *struck*
- d. Legal: *tabled*
- e. Board Mailboxes: Voted to keep the mailboxes on the west side of the building:  
Approved 6-1-0, Mark voted no. (Robert called the vote)
- f. 8<sup>th</sup> Grade Fundraiser: Voted to approve the proposal to sell "Offer Cards": Motion failed  
3-4-0. Kathy, Nikki, Robert, and Mark voted no. (Robert called the vote)

**15. Adjournment: (9:00)** Mark moved to adjourn at 9:21PM, Robert seconded. Approved 7-0-0.  
(Robert called the vote).