

**Twin Peaks Charter Academy**  
**340 S. Sunset Street, Longmont, CO 80501**  
**Board of Directors' Meeting Minutes – Thursday, September 1, 2011**

**Regular Session**

1. **Executive Session: 6:00 PM**
  - a. **Student 24-6-402 (4) (h)**
  - b. **Personnel 24-6-402 (4) (f)**
2. **Adjourn Executive Session 6:55 PM**
3. **Regular Session: 7:00PM (PUBLIC IS INVITED)**
4. **Call to Order and Pledge of Allegiance:** Robert called the meeting to order at 7:01PM. Kathy DeMatteo 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; and Marge Larsen, Secretary to the Board. Others present: Lisa Fetters, Susan O'Reilly and John O'Reilly.
5. **Amendments to the Agenda: (7:02)** Curriculum Committee Charge
6. **Audience Participation: (7:02)** Lisa Fetters, representing the 8th grade fundraising committee for Washington DC, proposed a two part fundraiser. Stated a few years ago, a pledge walk for a 10 mile walk was successful, so she stated that the 8<sup>th</sup> grade fundraising committee would like to try it again and have it as a school activity. The committee would like to schedule it on September 24<sup>th</sup>: 8<sup>th</sup> graders would do the pledge walk, and at 10am, families would meet up with them on the course for a family fun walk. Cost would be \$5.00 per person or \$20 max per family. Course would begin on Francis St and then walk on the St Vrain Greenway Trail. Ms. Fetters stated that they plan to have donations of bagels, fruit and water bottles available at the school along with music. She shared that this can be marketed as a time for families to get to know each other. Ms. Fetters stated that the money going out would be the fee that the City of Longmont requires to use the trail. She said that the committee members can ask the PTO to pay the fee; otherwise, she would personally pay it and request reimbursement. She shared that students who participate in the walk would earn the money from their pledges towards their cost for the DC trip; the families, who participate, would earn monies for all the students planning to go on the trip. Mark Newson asked how safety would be managed; Ms. Fetters stated that they would walk as group. She shared that at every mile, they would have a parent with a cell phone at a table with water. Jim Schauer asked if there was an issue of others using the trail at that time, and Ms. Fetters said that can happen. She shared that the walk is all on the trail, except for walking from the school to Francis St; therefore, no police are needed at the intersections. The plans are to have the students meet at the school; there will be access to the bathrooms and parking for parents. Ms. Fetters stated that September 24<sup>th</sup> is cleared with the City of Longmont, and the rain date is October 1<sup>st</sup>. She stated that she would like to meet with the 8<sup>th</sup> graders who plan to go to Washington DC next Wednesday to discuss the pledge sheet. She said that the students would have 2 weeks to obtain pledges and that a flyer can be put in the next Thursday folders. She said that if we can get 100 families to participate, that would be \$2000 to split between the participants. Ms. Fetters shared their request for a second fundraiser: Paint-your-own pottery evening (Halloween focus) at Crackpots in Longmont on October 13<sup>th</sup>. She stated that 15% of the sales from that evening would go to Twin Peaks Charter Academy and that Crackpots has their own marketing materials. Ms. Fetters stated Jeanine Ledingham is the project person for the fundraiser. She said that Crackpots will allow the school to have a bake sale that evening and keep 100% of the profits. Ms. Fetters stated that the two current fundraisers include 8<sup>th</sup> graders serving customers at Abbondanza's Pizzeria (Longmont) two Sundays in October and at Applebee's (no date yet).
7. **Recognition: (7:16)** BJ Buchmann recognized Carroll Dragon, Adriana Solc, Marge Larsen, Marina Chervets, Brandie Yeutter and Kathy Coombe for helping each other along with assisting parents and students. He recognized Kathy DeMatteo for her assistance with training staff with Constant Contacts, stating it is great tool in our communication processes. BJ recognized the Literacy/Resource team for getting through the benchmark assessments in a quick and efficient manner. He shared that the assessments should be done by the end of this week. Mark Newson recognized Mic Finn for his traffic study. Mic shared that most of the sides are out by 3:17pm. Mic stated that there will be two turn lanes (left/right) painted on each side. Discussion followed regarding no parking on the west side of Francis St, and that cars cannot block driveway of people of trailer court.
8. **Administrator's Report: (7:21)** BJ referenced a CSAP handout (included with the CSAP results that went home to parents in today's Thursday folder). BJ stated that he went to the District this morning, and Twin Peaks Charter Academy was recognized as "Accredited with Distinction 2010-2011" for distinguished improvement in the accountability process for elementary and middle school. He shared that we have a milestone game - Twin Peaks Charter will play their first volleyball match tomorrow at Peak to Peak HS (their C team). He also shared that there are 42 girls out for middle school sports. BJ stated that he had a middle school and high school athletic meeting on Tuesday, and discussed sports packets and drivers forms with Suzanne Robison, middle school

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athletic coordinator, and Jeremy Hamlin, high school athletic coordinator. BJ then shared a Power Point presentation to the Board, elaborating on changes in our school. Slides included information on (1) History, (2) Students by the Number: total = 939. Middle School = 292, High School = 51. (3) Results Matter (4) Living the Mission statement (5) Ethnic Break Down (6) Free & Reduced Lunch (7) English Language Students (8) GT & Special Education (9) Academic Recognition during Expansion (10) Some Present and Future Challenges. BJ recommended that the Board view the website schoolview.org for school performance data. BJ stated that he will send electronic copy to the BOD and staff tomorrow. Kathy asked if we want to post it on the TPCA website; if so, she recommends editing the colors.

9. **Approval of Minutes: (7:41)** August 18, 2011 – Motion to approve: 7-0-0.

10. **Action Items: (7:41)** None

**First Reading:**

**Second Reading:**

**Third Reading:**

11. **Discussion (7:42)**

- a. **8<sup>th</sup> Grade Fundraiser(s)** – DuBois (15 min)
- b. **High School Project** – DuBois: Don Young said that the high school project is 45K under budget. He stated that there are still 25 items to be repaired or corrected, including the glass around the high school office, door locks (which were taken care of today), metal doors replacement, fire pull station for fire alarms in office (only one), and the server room has no air conditioning! Stated that the teacher's lounge still needs a clock and intercom system. Don shared the outcome of last Tuesday's meeting: engineer gave proposals of \$500K-805K for the field (depends upon gradations). He stated that when information is received from another engineer, the committee will meet again and narrow in on the cost. Don shared that they are still in discussion with the District to see what they will contribute towards the total cost. He stated that District staff was here yesterday looking at the field, and that Rick Ring will finish his feedback and shared that we did our due diligence. Discussion followed regarding having a regular grass field or turf, concluding that turf is better in the long run regarding maintenance.
- c. **SVVSD / TPCA Database** – Young: Don referenced the policy spreadsheet (attachment). He stated that he reviewed all the "A" policies (Foundation and Basic Commitments) from St Vrain District and confirmed that TPCA is using SVVSD "A" policies. He suggested that the Board review the SVVSD policy first when creating a new policy. Don recommended that the each committee fill in the date on the spreadsheet when they review the SVVSD policies. He stated that Marge should maintain and update the policy spreadsheet and Carroll Dragon should then update the policies on the TPCA website. Robert stated that it could be useful to assign the committees to look after each groups of policies. Discussion followed regarding ensuring that the policies are updated before there are links to policies on the website; agreed that the next step is for each committee (chaired by each Board member) to decide if a policy needs review/revision. Kathy D. said it will be good to review all SVVSD policies, as they may have changed in the past few years. She stated that reviewing the last revised SVVSD policies could be a potential project for a parent volunteer, and that she will e-mail Beverly Weinberg regarding the possibility of a parent volunteer.
- d. **Accountability Committee Charge** – Young: Don referenced the current committee charge in comparison with last's year's committee charge. After discussion, Don asked to table the accountability committee charge for further review.
- e. **Finance Committee Charge** – Young: Don stated that the charge remained the same except "Develop a five- year capital budget plan" was moved from number 6 on last's year's charge to number 1, in order to make it a priority for the committee. Discussion followed regarding having each committee review policies. Kathy recommended adding "Review SVVSD & TPCA policy database, identifying policies for revision." as a bullet item to the committee charge and having Marge add the bullet item to the official form. Finance Committee Charge was approved as amended.
- f. **Marketing Committee Charge** – DeMatteo: Kathy stated that the Marketing Committee has some concern that it is an expansive and broad committee. Discussion followed regarding the need for each committee to effectively communicate with other committees. After discussion, Kathy asked to table the marketing committee charge for further review.
- g. **Technology Committee Charge** – DeMatteo: Kathy stated that a technology committee met last year on an ad hoc basis last year and is requesting a formal committee. She shared the four charges: five year

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plan, produce and submit a budget to support the committee's activities, review and comment on emerging technology as needed, and work with marketing committee on potential revision of the TPCA website. After discussion, second charge was edited to "produce and submit a budget to support the growing technology needs." Discussion followed regarding having the marketing committee review all the new information before it is put on the website. Robert stated that will need to add "Review SVVSD & TPCA policy database, identifying policies for revision" to the charge. Technology Committee Charge went forth as amended.

- h. **Uniform Logo Wear and Athletic Spirit Wear Guideline** –DeMatteo: Kathy stated that three years ago, the Marketing Committee put together a style guide with clear definitions for print and colors to be consistent. She shared that the intent is to brand. Now we have a sports situation that has come up. She stated that she and Suzanne Robison, middle school athletic coordinator, came up with a brand for middle school athletics, and that TPCA now needs a recognizable brand for high school athletics. Kathy shared that we want everyone to know who we are as we become bigger in the community. She stated that she met with the athletic department (Jeremy Hamlin and Suzanne Robison) and created the *Uniform Logo Wear Guidelines*. She stated that the school colors are green, white and black with blue and yellow in the logo. Kathy said that there have been multiple discussions about changing the look of the logo (Timberwolf), and said that we need to need to stay with our wolf. Kathy shared that she worked with Zach at The Playoff, and referenced the sheet with Twin Peaks Timberwolves, letters TP and wolf paw. She said that Zach suggested that we pick one of the paws but keep the font for "Twin Peaks" and "Timberwolves" the same. Kathy proposed using the "B" example for TP and the "A" for the paw. Discussion followed regarding just using a T instead of TP. All agreed on A for the paw; Kathy stated the goal is to solidify what is spirit wear, keep uniform logo guidelines, and ensure that PTO only sells logo wear. She said there needs to be a clear line between logo wear and spirit wear. Kathy stated she worked with Susan Saulnier and Mike Rose, new presidents of PTO. She confirmed that the clothing offered for sale by PTO shall conform to the dress code policy and should follow the style guide (exact color and logo). Discussion followed regarding the zipper hoodie given to middle school students by the PTO, the fact that it cannot be worn at school, the varying colors each year, and that those on free/reduced lunch program may not be able to afford to buy a green hoodie for athletic events. Kathy stated she will bring this issue back to the Board for review. Kathy proposed "We accept the logo wear and spirit wear guidelines in conjunction with the style guide previously approved adopting the letter T in format B as our defining letter and the paw in letter A as our defining paw and all other art work as previously submitted." See final vote under consent item i.
- i. **T-BGB, Policy Development discussion** – Young: Don was asked to look at our procedures on revising policies. He stated that we have existing policies that did not match the format of what is being followed. Discussion followed regarding the wide range of policy formats and that, the policies would not get to the secretary to the Board. Robert recommended that it be listed as a future discussion item for the Board. Don said he will create a flowchart for the policy development (T-BGB) and formatting, and bring it back next time at First Reading.
- j. **Students taking PSEO or concurrent enrollment courses through college** – DuBois: Danielle stated she contacted Front Range CC regarding post-secondary education opportunities and courses for students with concurrent enrollment. She stated that if a student is under the age of 17, they must take a placement test and have exhausted all the courses at their current school. PSEO is for students ages 17 or older, and includes students who have dropped out or in high school and want to take college level courses. Danielle stated that SVVSD pays for the course (approximate cost is \$450); if the student does not pass the course, then the parent must pay the course fee to SVVSD. She stated that we may have some students who fall under concurrent enrollment, including those who have successfully completed Algebra 2. Danielle shared that we just have one student who is beyond Algebra 2, and is currently being tutored. She asked if TPCA will offer PSEO and concurrent enrollment; if so, will TPCA pay the course fee up front or will the parents; if the student does not pass, will the parent be required to reimburse TPCA for the course fee, and what TPCA credit would be applied to those courses taken at FRCC. Nikki asked if SVVSD has a policy on concurrent enrollment for college courses, and Kathy confirmed that the District has a policy. Robert stated that this will be a policy question, and recommended that Danielle draft a proposal and review it with SVVSD policies.
- k. **Moratorium on extra-curricular sports course for one year** – Dubois: Danielle asked about students obtaining credit for participation in extracurricular sports in place of taking PE class. Danielle stated that

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she received a letter from a parent requesting PE credit for an outside activity. Robert stated TPCA submitted a draft to the District indicating that, with prior arrangements, a student may earn ½ PE credit for extracurricular sports. Robert recommended that this parent's request be denied since the draft states "by prior arrangement with the PE department." Robert stated that a policy will eventually need to be prepared, that the key is pre-arranged and how that will be documented. Danielle stated that students only need to take 1 year of PE credit in high school. Discussion followed; Wendy Allen stated that the policy could be looked at by the Health Curriculum Committee (sub group of the Curriculum Committee).

- I. **Curriculum Committee Charge** – Allen: Wendy stated that the committee met this morning, decided to meet twice per month and will have sub groups. She read the Curriculum Committee charge and said she will reword number 1 "Review current policies as assigned by BOD" to what was decided this evening. Wendy said she will take it back to the Sept 15<sup>th</sup> meeting. Robert tabled the committee charge for further review.

12. **Board Communication (9:38)** Kathy shared that Michelle Rhee and Margaret Spelling will be speaking this month in downtown Denver. She stated that the conference is sponsored by the Denver Metro Chamber of Commerce (she is a member) and will be a great inspiration. Kathy said she will forward information about the conference to the Board. Wendy shared that each classroom has a framed mission statement and that she will provide framed mission statements for the east campus library and main office. Wendy asked for some dates from the Board members to decide when to serve breakfast for the staff. Discussion followed; Board agreed upon Friday, October 14<sup>th</sup> (non-student contact day), with breakfast for teachers starting at 8AM. BJ said decisions from recent State meetings included a \$250 million budget cut in education and that administrators can only spend 75% of their budget. Robert reminded the Board of the work session next week, and that they will receive two agendas. He asked the Board to keep reading the book, The School Board Fieldbook. BJ and Danielle stated they will set up a jigsaw of who covers each chapter, and that it will be assigned ahead of time. Robert requested that all agenda items be sent to him and all attachments be e-mailed to Marge. Jim asked about Board members visiting the classrooms, and Mark agreed to set up a schedule.

**13. Consent Items: (9:51)**

- a. Student - tabled
- b. Personnel – tabled.
- c. 8<sup>th</sup> grade fundraiser(s) Moved to approve as proposed 7-0-0.
- d. Accountability Charge – tabled.
- e. Finance Committee Charge – as amended 7-0-0.
- f. Marketing Committee Charge – tabled.
- g. Technology Committee Charge – as amended 7-0-0.
- h. Curriculum Committee Charge-tabled.
- i. Logo Wear – 6-1-0. Mark opposed.

14. **Comments intended to improve the meeting?** Robert stated that we need to work to have only one conversation going on during the meetings. Kathy recommended having computers on and the smart board running so policies can be reviewed during the meeting. Discussion followed regarding changing the layout of the tables so can everyone view the smart board during the meetings.

15. **Adjourn:** (9:59) Motion by Robert to adjourn; Kathy seconded. 7-0-0.