

Twin Peaks Charter Academy
340 S. Sunset Street, Longmont, CO 80501
Board of Directors' Meeting Minutes – Thursday, September 15, 2011

1. **Executive Session: 6:00 PM**
 - a. **Student 24-6-402 (4) (h)**
 - b. **Personnel 24-6-402 (4) (f)**
 - c. **Real Estate 24-6-402 (4) (a)**
2. **Adjournment 6:55 PM**
3. **Regular Session: 7:00PM (PUBLIC IS INVITED)**
4. **Call to Order and Pledge of Allegiance: (7:01)** Robert called the meeting to order at 7:01PM and led the Pledge of Allegiance. Members present: Wendy Allen, Kathy DeMatteo, Jim Schauer, Don Young, and Robert DuBois. Members excused: Nikki Stevenson and Mark Newson. Staff members present: BJ Buchmann, Principal; Danielle Feeney, Assistant Principal; Mic Finn, Dean of Students; and Marge Larsen, Secretary to the Board. Others present: Peter Wanninger and Susan Theiss.
5. **Amendments to the Agenda: (7:02)** None.
6. **Audience Participation: (7:03)** None
7. **Recognition: (7:05)** BJ recognized the PTO for their fundraising efforts. He shared thank you to Keri Graham and Melinda Ingram, coaches, HS volleyball team, for their first victory at home this past weekend.
8. **Administrator's Report: (7:10)** BJ stated that consistent information is being shared with through announcements for K-5th grade every day and 6th-10th grade every Tuesday and Wednesday. He said that a spreadsheet calendar was created with TPCA events from various calendars, and will be utilized by the internally for staff planning. BJ said that the enrollment numbers is 940 and FTE is 902. He stated that Danielle will share about what is taking place at grade level team meetings. Danielle said that she has met with the literacy team and elementary teachers to use data driven decision making. She stated that they are looking at CSAP scores, benchmark data from the fall and historical data, and mapping the data on Root-Cause Analysis, a fishbone diagram computer program. She said they are brainstorming about what are the possible causes of non-proficiency, and starting to identify what are student-based causes and what are adult-based causes. Danielle shared that the goal is to concentrate on causes that are in our control and adult causes, as then the team can build a plan. She said the teams will be developing goals and measurement tools throughout the next months, and that later on, they will have the special education teachers come to their meetings to talk about strategies for behavior. She shared that they will focus on math as a data point.
9. **Treasurers Report: (7:18)** Don stated that the draft audit was due today and he is unaware if we received it yet. He shared that Michele cannot close last year's books until the draft audit is received. He said that with the requirements of the new Colorado Taxpayer Transparency Act, Michele Mansanares, Bookkeeper, will start putting check registers on the website. Don shared that the checks are in order by date, and we have two months (July and August) and credit card statements to post on the website. He said that the retained earnings at the beginning of the year, plus income we have made or lost is the number that is judged against the 75 days cash (based on the budgeted PPR; it is a liquidity number). Don said that we are in contact with the District regarding the audit.
10. **Approval of Minutes: (7:35)** September 1, 2011: Robert moved to approve; no discussion. Approved 5-0-0. Robert called the vote. September 8, 2011: Robert moved to approved; Pete Wanninger stated that a work session does not need to adjourn – members may just leave at the conclusion of the session. Minutes approved as amended. Approved 5-0-0.
11. **Committee Reports:**
 - a. **Accountability** – Don said the committee had their first meeting and worked on the committee charge, discussing the work that was done in the past. He shared that the committee needs to put together the dashboard to present the data in some form for the website. He said they will work with the Marketing Committee on how it will be put on the website. Don shared that the next Accountability meeting is on September 20th.
 - b. **Curriculum** – Wendy said the Curriculum Committee met this morning and decided to break the committee into 7 sub-groups. She stated that each sub group will choose their own meeting times, decide what they want to accomplish, and how to encourage parents to sign up for the sub committees. Wendy said that they will have their committee meetings on the first Thursday of the month and on the third Thursday K-5th grade teachers can come in morning and 6-10th grade teachers come in the afternoon.
 - c. **Finance** – Don shared that the Finance Committee has had two meetings so far; the first meeting included the financials & building corporation financials, and the second meeting was yesterday. He stated that Michele would like the amounts for check writing and expenditure requests to be the same value, and Don said that this request will need to be brought to the Board for approval. He shared that the Finance Committee is starting to discuss becoming a 501(c)(3) organization, as corporations prefer to

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donate to organizations that are 501(c)(3). He said that we will need to determine if the potential of donations out ways the costs of setting it up. Susan Theiss, parent, recommended looking at the possibility of a separate education foundation. Don shared that the committee will start policy review and developing a financial calendar.

- d. **Faculty** – Wendy reviewed the charge letter and that the committee will review new teacher review policies in accordance with the new Colorado law. She said that the committee members talked about other policies that will need to be looked at this year.
- e. **Marketing** – Kathy said that the committee has had two meetings so far, and has revised the committee charge. She stated that they have a schedule for all advertising and have begun process of revising the web pages, including having proofreaders who will begin proofreading tomorrow. She shared that we have upwards of 400 families signed up for Facebook to be informed of things happening at the school. Kathy said that the committee is meeting every two weeks and then will back off to once a month. She stated that the committee members will also do policy review.
- f. **Technology** – Kathy said that there have been two Technology Committee meetings so far, and the committee charges were approved at the last Board meeting. She shared that they are working on assisting with a 5 year plan, including the technology policies. She said that the committee, comprised of eight technically savvy people, has a concern with about fifteen of the policies, and will be bringing them to the Board. Kathy stated she has met with BK Media, and will know the complete cost by the end of this week.
- g. **High School Planning** – Kathy said this committee has not reconvened this year and has folded into other committees by now. Board agreed.
- h. **High School Curriculum** – Board agreed that the former High School Curriculum Committee be absorbed by the current Curriculum Committee.
- i. **High School Policy** – Board agreed that the former High School Policy Committee be absorbed by other committees.
- j. **High School Athletics** - BJ shared that he meets with Jeremy Hamlin and Suzanne Robison every Tuesday at 8:15a.m. in the West Conference Room. Robert asked if we need a Board level committee. Discussion followed regarding a future report of what is taking place in athletics, number of athletes, practices, protocols and eligibility. Robert recommended that a Board member attend the athletic meetings; Jim stated he will attend the meetings, and will get a charge letter from the Board.

12. Action Items: (7:51) None

First Reading

Second Reading

Third Reading

13. Discussion (7:51)

- a. **High School Project** – DuBois (15 min) Pete shared a TPCA Building Corporation PowerPoint presentation (*see attachment*). He followed with an update of the current status of the building, including 9 punch items to be corrected by GTC. He stated that they are continuing to progress on costing for the athletic fields –it is now \$725K; cost for the track is \$400K for track, and will continue to review costs. He shared that we want to capture some of the internal needs for possible bonding, granting or fundraising. He said that we want to start tackling instructional needs first, and that some may need to come out of budget. He shared a spreadsheet with updated staff; indicating that we grew 34% FTE. Pete said that the main challenge is that State funding has gone down. He stated he will send the presentation as a PDF to be included in the Board minutes.
- b. **Accountability Committee Charge** – Young (5 min) Don said that the charge is similar to last year. Robert suggested adding “Review District and TPCA policies to ensure appropriate waivers are in place.” Board will vote on as amended.
- c. **Marketing Committee Charge** – DeMatteo (5 min) – Kathy reviewed the new Marketing Committee Charge. No discussion.
- d. **Curriculum Committee Charge** – Stevenson (5 min) – Nikki distributed the Curriculum Committee Charge, and shared that it is the same as last year plus includes the 7 sub-groups. Robert stated that he should sign it and Board agreed. Board will vote as amended.
- e. **High School Health Course** – DuBois (15 min) – Jeremy Hamlin, P.E. teacher for grades 7-10 and health course for grades 9 & 10, stated that the 9 & 10 grade health course is pending approval, and distributed his course outline - High School Health and Wellness Pilot Class 2011 (*attachment*). He shared that the focus of the course, encompassing the new Colorado health standards, is on how to make good choices in nutrition, physiology of fitness, substance awareness, safety and emergency

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response, and human sexuality and relationships. He shared that knowing something is different than choosing to do something, and wants to give the students a good education to make good choices. He stated that he plans to separate the genders for the discussions on human sexuality and relationships; Lori West will teach the girls and Jeremy the boys. Jeremy shared local resources including Life Choices and Friends First, stating that they have people who are willing to present at the class with content supporting abstinence based curriculum. Since we do not have a specific textbook for the course, Jeremy stated that he is utilizing references from college and that the Curriculum Committee provided feedback for him this morning. Discussion followed regarding the method of communication to parents during the semester so that they are aware of the course content, including the controversial topics and the opting out process. Board agreed that they are comfortable approving the level of curriculum (pilot for both semesters) and will put it on as a consent item in order to be reauthorized next spring for subsequent years. Jeremy said he will send information to parents, stating that this is a pilot course curriculum and a State mandated class; students may choose to opt out of the class, but they are still responsible for the information. The Curriculum Committee will review high school health content, and will put it on the Board agenda as consent item for the October 6th BOD meeting.

- f. **Board Calendar** – DuBois – (5 min) – Robert shared a draft form of the Board Calendar. He recommended that committees review it, look at each charge, and be aware what needs to be on the upcoming Board agenda.
- g. **Fund Raising** – DuBois – (10 min) – Robert said that the Board will get approached for fundraisers almost continually. Discussion followed regarding the current fundraiser policies. Kathy stated that there are 15 policies around community relations/advertising, none have been reviewed by TPCA, and currently all fundraising is approved by the Board. Don recommends that approvals for fundraisers be presented first to the Finance Committee. Robert said PTO is typically the fundraising arm, that we need consistency throughout the school, and a policy may be helpful. Kathy suggested that Marketing and Finance bring a fundraising policy to the Board, sharing that both committees have meetings in the next two weeks. In the meantime, Board agreed to hold requests in advance for fundraising.
- h. **Faculty Committee Charge** – Stevenson (5 min) – Wendy read the Faculty Committee Charge, sharing that it is similar to last year. Board agreed to carry it forward.
- i. **District Technology Request** – DuBois (5 min) – Robert distributed a copy of a letter of request to Don Haddad regarding requesting \$200,000 towards technology improvements. He stated this is our formal request for offset of the initials costs. Robert is asking for Board's approval to sign the letter; will be listed as a Consent Item to authorize Robert's signature on the letter.

14. Board Communication (9:40) Wendy said that all committees are to post committee agendas on bulletin board within 24 hours of the meeting. Board members agreed to send the agendas to the both office staff to ensure posting at both campuses. Wendy confirmed the time that the Board will be serving breakfast to the staff on October 14th; BJ requested 8:30a.m. Discussion followed regarding the menu, purchasing of items and preparing to serve the TPCA 65 staff members.

15. Consent Items: (9:47)

- a. Student – tabled.
- b. Personnel-tabled
- c. Accountability Charge -as amended. Voted 5-0-0. Carried.
- d. Marketing Charge – as written. Voted 5-0-0. Carried.
- e. Curriculum Charge – as amended. Voted 5-0-0. Carried.
- f. District Technology Request – Approving Voted 5-0-0. Carried.

16. Comments intended to improve the Board meeting? Recommendation from last Board meeting to turn the tables for Board meetings; agreed to set up tables facing the Smart board for next meeting. Robert reminded the Board to keep the book (The School Board Fieldbook) in mind and to stay refocused.

17. Adjourn: (9:49) Motion by Robert to adjourn; Wendy seconded. 5-0-0.