

Twin Peaks Charter Academy
340 S. Sunset Street, Longmont, CO 80501
Board of Directors' Meeting Minutes – Thursday, October 6, 2011

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: (7:07)** Robert called the meeting to order at 7:07PM. Wendy led the Pledge of Allegiance. Members present: Nikki Stevenson, Mark Newson, Robert DuBois, Wendy Allen, Jim Schauer, and Don Young. Member excused: Kathy DeMatteo. Staff members present: BJ Buchmann, Principal; Danielle Feeny, Assistant Principal; Mic Finn, Dean of Students; Marge Larsen, Secretary to the Board. Others present: Marie Klasky, Kailey Kegney, Pete Wanninger, and Caroline Allen.
5. **Amendments to the Agenda: (7:02)** None.
6. **Audience Participation: (7:03)** Marie Klasky and Kailey Kegney stated they will present when Mr. Buchmann presents his Administrator's Report.
7. **Recognition: (7:03)** BJ Buchmann recognized the following room parents that Beverly Weinberg, Volunteer Coordinator, has recruited. K- Full Day - Susan Jordak, Gina Heald and Gail Longenecker, K- Morning - Shelly Ialenti and Stephanie Nguyen, K-Afternoon – Kat Young, 1st- Chris Farmer, Brenda Morford, Tammy Anglud, Stephanie Crow, Suzanne Deller, Ivone Bagley and Alison Rzepiennik, 2nd – Kim Kroeger, Karla Altfeltis, Shawn Nelson, Kristen Speer and Britnie Corbett, 3rd- Jenna Reed, Hilary Streckenback, Jodi Hall, Kim Kroeger, Brenda Morford, and Beth Lamb, 4th – Suzanne Deller, Susan Saulnier, Sophie Plante, Kea Toothaker, Jamie Jackson, Colette Lottor and Heather Merrill 5th – Kerry Roper, Kathleen Felix, Kristi Linebarger, Jodi Hall, and Neda Leonard. BJ said that Mrs. Weinberg has been helping room parents get organized, and has a documented book, compiled by Angel Platt, that contains information to be shared with future room parents in successive years. BJ stated that room parents are now being coached, taught and helped, as Mrs. Weinberg holds a meeting with them on a regular basis. BJ stated that he was able to attend one of the recent meetings. He shared that there is a total of 37 parents directly involved as room parents. Ms. Feeny recognized Shirley McCarrick for her coordination of the volunteers for picture day. Ms. Feeny stated that Shirley was a great help in organizing parent volunteers and that the day ran smoothly and ahead of schedule.
8. **Administrator's Report: (7:13)** Marie Klasky, 10th grade TPCS student, and Kailey Kegney, 9th grade TPCS student, introduced themselves. Marie stated that she was able to get 16 people to complete a survey about the high school. BJ asked Marie and Kailey to talk about the final preamble drafts (attachment - p.10) which were derived from student government meetings. BJ stated that students were part of the process as they went through the TPCA mission statement, ideals that the students want to have in the high school, and pulled out key quality attributes and descriptors. He shared that the students processed through 3 revisions and took the final vote. Marie read draft IV – final preamble selected by the students. BJ stated that the Timberwolf Student Government Association will recommend draft IV and put it forward. BJ continued to share that the preamble is the beginning of the student government, and that they will begin to work on the constitution. He stated that student government meets once a week during Access, and that at least 13 students attended the last meeting. BJ reiterated that the goal is to build a framework for student government. Marie and Kailey were thanked by BJ for being a part of the process. BJ referred to page 3 of his report – Charter Waivers 2011-12. He shared that the list was shared at a District meeting this morning, of which the first 45 minutes were spent with District charter schools principals, followed by a combined meeting with principals from the other District schools. He highlighted some of the comparison of waivers of the other charter schools in the District. BJ shared his list of interview questions that he used during recent interviews of high school basketball coaches. He stated that we want consistency in our style guide/logo wear for our teams, and will include a statement in the coaches' contracts indicating that they are to purchase only approved TPCA style guide/logo wear for teams. BJ referenced page 11 – Homecoming Overview (October 19-25) and page 12- Homecoming Theme for the dance for high school (October 22nd). BJ continued to share about the HS Service Learning Day (page 13) to be held on Thursday, October 13th. He stated that the students, teachers and volunteers will pick up trash along the St. Vrain Greenway, as approved through the City of Longmont. BJ shared that there are approximately 10 drivers (includes administrators and parents) who are available to drive students that day. Mark recommended calling the newspaper to publicize this event. BJ then referred to page 9 of his report, noting that the final October Count is 937 (2.8FTE over the 889.2 FTE budgeted).
9. **Approval of Minutes: (7:33)** September 15, 2011: Robert moved to approve, Mark seconded. No discussion. Approved 6-0-0 (Robert called the vote). September 29, 2011: Robert moved to approve, Mark seconded. No discussion. Approved 5-0-1, Wendy abstained (Robert called the vote).

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10. Action Items: (7:36)

First Reading:

- a. **11-001 T-DKC, Expense Authorization/Reimbursement** – Young: Don moved to approve to second reading, Robert seconded. Don said that the question was raised if we should have change the \$1000 expense authorization requirement in policy T-DKC to \$5000, and adding that the Dean of students to the list of those staff members who may submit expense authorizations to the TPCA Board of Directors (current policy lists Principal and Assistant Principal only). Don referred to the Funds Request Form, indicating that a policy is needed to coincide with the form (form requires the signature of both an administrator and a Board Member, who has check signing authority signature). Approved to second reading 6-0-0 (roll call vote).
- b. **11-002 T-DKC-R-1, Funds Request Form** – Young: Don moved to approve to second reading, Wendy seconded. Don stated that the form has been used as a policy. It is a companion document. (R-Administrative exhibit) and stated the Finance Committee will change \$1000 to \$5000 on the form for the expense authorization requirement. Approved to second reading 6-0-0 (roll call vote).
- c. **11-003 T-KHC-R, Distribution / Posting of Promotional Materials** – DuBois: Robert stated that he is the sponsor for Kathy DeMatteo. Robert moved to approve to second reading, Wendy seconded. Approved to second reading 6-0-0 (roll call vote).
- d. **11-004 T-KHC, Distribution / Posting of Promotional Materials** – DuBois: Robert moved to approve to second reading, Nikki seconded. Approved to second reading 6-0-0 (roll call vote).
- e. **11-005 T-KHB, Advertising and Sponsorships** – DuBois: Robert moved to approve to second reading, Mark seconded. Approved to second reading 6-0-0 (roll call vote).
- f. **11-006 T-KHB-R, Advertising and Sponsorships** – DuBois: Robert moved to approve to second reading, Mark seconded. Approved to second reading 6-0-0 (roll call vote).
- g. **11-007 T-KHA, Public Solicitations** – DuBois: Robert moved to approve to second reading, Nikki seconded. Approved to second reading 6-0-0 (roll call vote).
- h. **11-008 T-EH, Data Management** – Schauer: Jim moved to approve to second reading, Wendy seconded. Discussion followed regarding bringing the policy from the District to TPCA. Approved to second reading 6-0-0 (roll call vote).
- i. **11-009 T-EH-R, Data Management** – Schauer: Jim moved to approve to second reading, Wendy seconded. Jim distributed copies with the edits - Discussion followed regarding taking the onus off of District to TPCA. Approved to second reading 6-0-0 (roll call vote).

11. Discussion (8:10)

- a. TPCA Audit – Young: Don referred to the draft copy of the Basic Financial Statements – June 30, 2011 He stated that the results of the audit with the District revealed a small mill levy number that differs from the number that we have versus what they have. He stated that the District agrees that we are correct, and they just need to find out the source for their number. Don said that we have met the District's requirement of draft of audit, but we cannot close the books until the District approves the audit. Discussion followed; Don said he will ask the District if we can make a journal entry to close the books as of June 30, 2011.
- b. Initiation of Grant Writing Sub-Committee – Young: Don shared that the Finance Committee agreed that they will need a subcommittee to apply for grants. The committee has four qualified people who already have a few ideas and are starting to research for grants. He stated that all grants will need to be submitted to the Board for approval. He said that the intent is to start looking for revenue elsewhere.
- c. Best Grant – Young: Don stated that the BEST grant is the next big grant that the committee is going to work on. He said that the grant awards range from one to two million dollars. Don shared that the committee has a list of all the applications that were submitted last year, and is reviewing them to note what the prior schools included in their application. He said that the deadline for submitting the letter of intent is December 2nd; Letter of intent will be submitted to Don Haddad and John Creighton, SVVSD Superintendent's office and Cc to Scott Newell at CDE. Don stated that the grant is for capital construction only and recommended the website: www.buildingexcellentschoolstoday.org for additional details. The Board agreed to authorize Don to send out the letter of notification of intent to apply for the grant.
- d. Financial Calendar – Young : Don stated that the Finance Committee's Financial Calendar hasn't changed except a few items for the Building Corp. He said that the intent of the calendar is an internal Board document.

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- e. Presentation of "Rev Track". – Young: Don shared that the Finance Committee is looking at a means of accepting credit cards to pay for fees. Rev Track is currently being utilized by the District, and it is set up to tie into Infinite Campus. He said that there are no fees to set it up because we are under the District. The only fees are 3.49% charged by Rev Track every transaction. Discussion followed regarding adding a convenience fee (needs to be a set fee, not a percentage) or absorbing the fee (current practice of the District). Don stated that he will bring the Finance Committee's decision as a proposal and a consent item to the Board.
- f. High School Health Pilot Course – DuBois: Robert asked if anyone had anything to add to this consent item. He stated that the Board will vote to authorize Mr. Hamlin to continue with his health course. Danielle stated Mr. Hamlin developed a communication to parents regarding sequence of course.
- g. Faculty Committee Charge – Stevenson: Nikki presented the Faculty Committee Charge. Discussion followed; will vote to approve as amended.

12. Board Communication (8:48) - Wendy reminded the Board that they will be serving breakfast to the staff next Friday. Mic stated that plates, cups and silverware are available at the school. Wendy said that set up is at 7:30am in the Cafeteria; discussion of the menu/items needed followed. BJ stated that we are hosting a classical education training focused for the high school on November 7th and 14th, and that staff, parents and BOD members are all invited. He said that the training, by Ridgeview Classical HS, will be tailored to our school. The training will be held from 8:30-2:30PM in the East Campus Media Center and lunch will be provided. BJ stated that he will have classroom sub teachers to cover for high school teachers on the two days. Robert reminded the Board of the Work Session on Thursday Oct 27th at 6PM and the Strategic Planning meeting on November 10th.

13. Consent Items: (8:57)

- a. Student - *tabled*
- b. Personnel- *tabled*
- c. Best Grant – Vote to approve submission of the grant. Approved 6-0-0. (Robert called the vote).
- d. High School Health Pilot Course – Vote to approve the pilot course. Approved 6-0-0. (Robert called the vote).
- e. Faculty Committee Charge – Vote to approve as amended. Approved 6-0-0. (Robert called the vote).

14. Comments intended to improve the meeting? Comments: Good meeting!

15. Adjourn: Robert moved to adjourn the meeting at 9PM; Mark seconded. Approved. 6-0-0 (Robert called the vote).