

Twin Peaks Charter Academy
340 S. Sunset Street, Longmont, CO 80501
Board of Directors' Meeting Minutes – Thursday, October 20, 2011

1. **Executive Session: 6:00 PM**
 - a. **Student 24-6-402 (4) (h)**
 - b. **Personnel 24-6-402 (4) (f)**
 - c. **Legal 24-6-402 (4) (b)**
2. **Adjournment 6:55 PM**
3. **Regular Session: 7:00PM (PUBLIC IS INVITED)**
4. **Call to Order and Pledge of Allegiance: (7:05)** Robert called the meeting to order at 7:05PM. Collin Black, 6th grade TPCA student, led the Pledge of Allegiance. Members present: Nikki Stevenson, Mark Newson, Robert DuBois, Kathy DeMatteo, Jim Schauer, and Don Young. Member excused: Wendy Allen. Staff members present: BJ Buchmann, Principal; Danielle Feeney, Assistant Principal; Mic Finn, Dean of Students; Marge Larsen, Secretary to the Board. Others present: Ken Black, Collin Black, Teal Maxwell, Carol Gerke, Cindy Schultz, Jeremy Hamlin, Pete Wanninger, Susan Theiss, and Caroline Allen.
5. **Amendments to the Agenda: (7:06)** Robert moved the HS project from discussion item a. to discussion item c.
6. **Audience Participation: (7:06)** None
7. **Recognition: (7:07)** BJ Buchmann recognized and said thank you to the Board for organizing the breakfast for the staff. He said it was a good time for the staff to dialogue and enjoy conversation. BJ recognized the following parents: Caroline Allen, Barb Antonucci and Donna Wolff, for organizing the dinners for parent-teacher conferences. He thanked the HS parents for volunteering to drive for the first service learning day (cleaned at the St. Vrain Valley Greenway) and for organizing the first homecoming dance (to be held Saturday, October 22nd). BJ recognized Scott Rafkin, Ball Aerospace, and Southwest Research Institute for the successful Astronomy Night.
8. **Administrator's Report: (7:10)** BJ shared that we have a very active school this week, with conferences, the art show, 8th graders selling products, homecoming week, and basketball practice. He stated that parents are invited to the upcoming classical education training (November 7th and 14th from 8:30-2:30pm), and that they do not have to attend all of the sessions. He said that the Daniels Fund supports Ridgeview Classical School in Ft Collins in sending presenters to us on those days to train in the integration of classical and core knowledge. BJ shared that they had a successful recruiting meeting at Shepherd Valley Waldorf, and referred to the recruiting handout created with the help of Kathy DeMatteo and Marilyn Putrah. He shared that the handout includes information on lottery nights. He said that an invitation to the January 12th meeting will be sent to 8th grade parents so that they are well informed about the high school. Discussion followed if we will accept new 11th graders next year; final decision yet to be determined. BJ shared the Request for Waiver from Colorado Statutes and Rules, that it is a document that we sign every year, and extends for the length of our contract with the District (2025). (Robert will sign the copy). He then stated that CDE requires a separate financial audit for charter schools. He said that our audit suffices since we are already doing this and that we are well in compliance with the CDE requirement.
9. **Treasurers Report: (7:18)** Don stated that since we have not started entering current fiscal year data, there is no report to give.
10. **Approval of Minutes: (7:19)** October 6, 2011: Robert moved to approve, Mark seconded. No discussion. Approved 5-0-1, Kathy abstained (Robert called the vote).
11. **Committee Reports:**
 - a. **Accountability** –Mark said that the committee is working through what data will be put on the TPCA website. He said he will be talking to Kathy as to what a dashboard data (goal for this year) would look like. He said the next meeting is Tuesday at 7:30AM.
 - b. **Curriculum** – Danielle said to refer to the reports from the various sub groups. She shared that there is great leadership amongst the sub groups!
 - c. **Finance** – Don said that Finance Committee is working on reviewing policy revisions and the possibility of utilizing Rev Track.
 - d. **Faculty** – Nikki said the State has made some changes to the rubrics for the teachers and administration regarding evaluations. She shared that the committee is reviewing it to see if we

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are in compliance, has only made one change, and will submit for 1st reading the next Board meeting. She said that the meeting scheduled for last week was cancelled.

- e. Marketing – Kathy said that the committee is working on policy reviews and will have another five policies to present at the next BOD meeting. She shared that the ad campaign, with a concise message, is up and running, as we are trying to saturate the market. She said that she received the first skin today for the website. Kathy said that we are included in the School Choice Expo in November and participated in the trade show at Shepherd Valley Waldorf School. She said that it is a good committee and meets every 2 weeks.
- f. Technology – Kathy said that the committee started looking at a grant possibility and policies at last night's meeting, and that two of the policies are coming to reading tonight. She shared that decisions made as a Board effect how we apply for a grant. She said that technology grants require submission of a strategy, a goal and how the technology will be used and integrated. Don said that grants reviewers are looking for a purchasing plan from the schools, that they (the schools) are committed to buying more technology over time. Kathy said that they will move forward with the grant application.
- g. High School Athletics – Kathy said that she missed the last meeting. BJ shared that Robert Donaldson, new HS boys' basketball coach, came in to meet with 15 interested boys, and discussed setting up practices. BJ said that based upon current interest, we are uncertain about girls' basketball. He said that we are working through the process of a coaching handbook. BJ shared that we'll have two spring sports. He stated that he'll invite representatives from CHSAA to come out in February to help work through the process to become CHSAA certified. It takes a year of probation, and if completed, we may be able to compete in post season play in 2014. Discussion followed. Mic confirmed that MS girls' basketball begins in mid-November. BJ conceded to the fact that the Staff lost the game to the HS girls' volleyball team last Friday afternoon!!

12. Action Items: (8:00)

First Reading:

- a. **11-010 T-KDDA – Press Releases, Conferences and Interviews** – DeMatteo: Kathy shared that we are currently following the policy, but that it needs to be put into words. The policy's intent is to control communication and be concise with the outside world. She stated that all news come from Board president and all interviews are scheduled by the Board of Directors. Discussion followed. Approved to second reading 6-0-0 (roll call vote).

Second Reading:

- a. **11-001 T-DKC – Expense Authorization/Reimbursement** – Young: Don moved to approve to third reading, Nikki seconded. Don stated that revisions and updates were made to be in line with the check signing policy of \$5000. Discussion followed. Approved to third reading 6-0-0 (roll call vote).
- b. **11-002 T-DKC-R-1 – Funds Request Form** – Young: Don moved to approve to third reading, Nikki seconded. Discussion followed, including the need to add a T at the top of the policy and change the approval date. Approved to third reading, as amended 6-0-0 (roll call vote).
- c. **11-003 T-KHC-R – Distribution/Posting of Promotional Materials** – DeMatteo: Kathy moved to approve to third reading, Robert seconded. Discussion followed regarding promotional material being placed in the school and suggestions by the Board to move the District policy to a TPCA policy. Approved to third reading, as amended 6-0-0 (roll call vote).
- d. **11-004 T-KHC – Distribution/Posting of Promotional Materials** – DeMatteo: Kathy moved to approve to third reading, Nikki seconded. Kathy shared that banner advertising is new, and that we want to discuss it before we have fences to hang banners. She shared that the production of banners needs to be coordinated through the Marketing Committee. Discussion followed, including the recommendation of attaching an exhibit regarding fees for advertising. Approved to third reading, as amended 6-0-0 (roll call vote).
- e. **11-005 T-KHB – Advertising and Sponsorships** – DeMatteo: Kathy moved to approve to third reading, Nikki seconded. Discussion followed, including agreeing not to include

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advertising on athletic uniforms warm ups and food and beverage services, in e-mails, and not to have links to internet websites and social media. Approved to third reading, as amended 6-0-0 (roll call vote).

- f. **11-006 T-KHB-R – Advertising and Sponsorships** – DeMatteo: Kathy moved to approve to third reading, Nikki seconded. Kathy stated that the policy further defines the restrictions as far as advertising. Discussion followed; agreed to no amendments. Approved to third reading 6-0-0 (roll call vote).
- g. **11-007 T-KHA – Public Solicitations** – DeMatteo: Kathy moved to approve to third reading, Robert seconded. Discussion followed about solicitations and that all fundraising needs to initially be reviewed by the Finance Committee. Approved to third reading, as amended 6-0-0 (roll call vote).
- h. **11-008 T-EH – Data Management** – Schauer: Jim deferred to Kathy. Kathy moved to approve to third reading, Nikki seconded. Kathy shared that the policy moves from the District to TPCA. Discussion followed, including Don stating that a “T” needs to be at the top of the policy. Approved to third reading, as amended 6-0-0 (roll call vote).
- i. **11-009 T-EH-R – Data Management** – Schauer: Jim deferred to Kathy. Kathy moved to approve to third reading, Nikki seconded. Discussion followed. Motion failed 0-6-0 (roll call vote).

Third Reading

13. Discussion (9:11)

- a. High School Project – DuBois– tabled.
- b. Fall Bench Mark Presentation & Discussion at BOD Meeting –DuBois: BJ introduced Intervention Specialists Cindy Schultz, Teal Maxwell, and Carol Gerke. Team shared (a) about benchmark testing and looking at the students’ specific needs utilizing the TOCA Assessment Process, (b) that the plan is broken down by grade level for literacy and math assessments, and (c) that they will look at what the District uses and what needs to be tracked for high school. Teal introduced herself, sharing that she works with teachers and students in K-2nd grade, Carol with grades 3 – 5, and Cindy with grades 6-8 and gifted and talented students. PowerPoint presentation followed “TPCA Fall Benchmark Data” (27 slides). BJ and Danielle thanked the team for their work and presentation.

At 9:50pm, motion made to extend meeting to 10:45pm, motion carried.

- c. Construction Costs – Young: Don referred to the construction packet (3 page document). Don shared that according to budgeted cost, we are \$200,000 under what was budgeted. He stated that the variance is in the analysis of the actual budgeted costs vs. the actual income: bond monies are less than planned and costs are more than what we are getting in cash. He shared that Michele Mansanares, Bookkeeper, shows 6.7 million for the cost of construction, which is \$500,000 more than we accounted for. Don stated that we need to do an analysis of what our cash flow is on a month by month basis. Discussion followed regarding possibly bringing back former treasurer to work with Michele in closing out the books in the Cougar Mountain accounting software. Don shared that a recommendation needs to be made as to where money can be pulled from to pay bills, and how to close the books.

At 10:42PM, motion to extend to 11pm, motion carried.

- d. 7th Grade Health Instruction Pilot in PE – DuBois: Robert introduced Jeremy Hamlin, PE teacher. Jeremy distributed “7th Grade Health and Wellness Pilot Class 2011” (4 page handout) with a sample list of topics that will be covered. He shared that he also brought supplementary resources for review by the Board. He stated that the course (16-20 class periods) will be a separate class – 45 minutes per week in the block day when 7th graders have 90 min of PE (study health related topics within it). Jeremy said that the plan is to have the 7th graders pilot

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the course in 2nd semester. Danielle stated that Curriculum Committee has reviewed the 7th grade health and wellness curriculum. Jeremy requests to run the pilot course to get feedback from students and parents.

- e. TPCA Audit – Young: Don referred to the audit packet (26 page document). He stated that there is not much difference between audited numbers from TPCA and the District. He shared that there is a minimal difference (less than \$2500) in the mill levy over ride figure, and we are just awaiting for the District to correct their numbers. Don stated that our financials are good, there are no findings, and that the main letter is standard language for an audit.
- f. Rev Track– Young: Don referred to the Rev Track handout (1 page). He shared that the Rev Track credit card system is tied into Infinite Campus, with a 3.49% fee per transaction. He stated that the question is do we want to use Rev Track; if we use Rev Track, do we want to absorb the fee or have the Finance Committee determine what a convenience fee should be. Discussion followed with the final proposal to approve Rev Track, absorb the fees in the interim, and revise the fees at a future time.

14. Board Communication (10:56) None

15. Consent Items: (10:56)

- a. Student - *tabled*
- b. Personnel - *tabled*
- c. Legal - *tabled*
- d. 7th Grade Health Instruction Pilot – Voted to authorize as proposed. Approved 6-0-0 (Robert called the vote).
- e. Accept TPCA audit – Vote to accept the TPCA audit. Approved 6-0-0. (Robert called the vote).
- f. Close TPCA Books for last year, independent of district status – Vote to accept to close the TPCA books for last year, independent of district status. Approved 6-0-0. (Robert called the vote).
- g. Rev Track as proposed – Vote to accept using RevTrack. Approved 6-0-0. (Robert called the vote).

16. Comments intended to improve the Board meeting? Suggestions included restricting the number of policies and having a better estimate of time of the presentations.

17. Adjourn: Robert moved to adjourn the meeting at 11PM; Nikki seconded. Approved 6-0-0 (Robert called the vote).