

**Twin Peaks Charter Academy**  
**340 S. Sunset Street, Longmont, CO 80501**  
**Board of Directors' Meeting Minutes – Thursday, November 3, 2011**

1. **Regular Session: 7:00PM (PUBLIC IS INVITED)**
2. **Call to Order and Pledge of Allegiance: (7:01)** Robert called the meeting to order at 7:04PM and led in the Pledge of Allegiance. Members present: Nikki Stevenson, Wendy Allen, Mark Newson, Robert DuBois, Kathy DeMatteo, Jim Schauer, and Don Young. Staff members present: Mic Finn, Dean of Students; Marge Larsen, Secretary to the Board. BJ Buchmann, Principal, and Danielle Feeney, Assistant Principal, in attendance at the SVVSD Expo. Others present: Jon Howard, Shelley Coleman and Caroline Allen.
3. **Amendments to the Agenda: (7:02)** Robert stated Administrators Report and Recognitions will be reported later – after the action items and before the discussion items. Awaiting BJ and Danielle to return from the trade show.
4. **Audience Participation: (7:03)** First come, first served sign-up. Audience Participation limited to 5 minutes per person. None
5. **Recognition: (8:08)** BJ recognized Jeremy Hamlin for developing the health curriculum. BJ said that the first Twin Peaks High school homecoming was a great success. He gave kudos to Keri Graham, head coach, high school girls' volleyball for developing the volleyball program. BJ recognized the middle and elementary staff for the recent parent teacher conferences and awards assembly. He said that the staff went all out to get ready for new families. He shared that the assembly was fun, encouraging and engaging. Jim also shared his positive comments about the assembly. Nikki recognized Melinda Ingram, 4<sup>th</sup> grade teacher, for her bake club. Mark recognized Brett Johnson, band teacher, and Amy Freeman, choir teacher, for the Talent Show. Robert recognized Teal Maxwell, Cindy Schultz, and Carol Gerke, Intervention Specialists, for their excellent presentation as a team at the last Board meeting.
6. **Administrator's Report: (8:10)** BJ shared that we have 942 student enrolled, and 672 parent/guardian groups. He said thank you to Michele Mansanares, Bookkeeper, for managing the implementation of RevTrak. Don corrected the RevTrak information, stating that it was agreed at the last Board meeting not to charge a convenience fee; BJ stated he will inform Michele to ensure that parents are not charged a \$2.00 convenience fee for RevTrak transactions. BJ said he received a suggested SVVSD Charter Contract Process at meeting for District charter school principals held earlier today. He shared that the process is similar to our current process, and that he will give the document to the Accountability Committee. He then talked about the impact of school finances from Governor Hickenlooper's proposed 2012-13 budget. BJ shared that we will receive approximately \$162 less per student from the State of Colorado. BJ spoke of the upcoming two day "Classical Education" workshop to be held Nov 7<sup>th</sup> & 14<sup>th</sup> (8:30-2:30PM). HS teachers and parents (currently 7 have registered) will be in attendance.
7. **Treasurers Report: (7:07)** Don stated that he is waiting for the cash flow report. He distributed the Budget to Actual for July 1, 2010- June 30, 2011. He said that the figures are what we had at the end of last year – revenue expenditures and the audited fund balance. Don shared that if we compared the audited fund balance of \$1,151,458 to the 75 day cash reserve, we would be short. He said that the Finance Committee will be monitoring expenditures, sharing that we need to spend less than what we take in. Don stated that ok was given to purchase and upgrade the TPCA accounting software, which will enable us to print better reports, close the books from the previous year and enter transactions for the current year. He said the cost of the software is \$1800.
8. **Approval of Minutes: (7:12)** October 20, 2011; Robert stated correction needed to the minutes to indicate that 11-09 Data Management was defeated with a vote of 0-6-0. Robert moved to approve as amended, Nikki seconded. Approved 6-0-1, Wendy abstained (Robert called the vote).
9. **Action Items: (7:35)**
  - First Reading:**
    - a. **11-011- T-GCOA-E-4– Teacher Performance Rubrics** – Stevenson; Nikki moved to approve to second reading; Robert seconded. Nikki said that the rubric is what Danielle and BJ use for evaluating staff. Nikki stated that the State Council of Educator Effectiveness sent out an update, and that we already have what the State has recommended. She said the only edit was added on page 10 (Standard 5 – Professional Responsibilities & Learning- Interaction with parents). Nikki moved to fast track and approve the policy, Robert seconded. Vote to fast track approved 7-0-0 (roll call vote). Discussion followed: Kathy recommended that the revised policy be sent to the teachers so that they know what was updated; all in agreement. Vote to approve as policy 7-0-0 (roll call vote).
  - Second Reading:**
    - a. **11-010 - T-KDDA – Press Releases, Conferences and Interviews** – DeMatteo; Kathy moved to approve to third reading; Robert seconded. Discussion followed. Wendy asked if the press releases come from the Marketing Committee or the BOD president; Kathy stated that all press releases come from the president, and that is the process that we have been following. Approved to third reading 7-0-0 (roll call vote).

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**Third Reading**

**a. 11-001 TDKC – Expense Authorization/Reimbursement** – Young; Don moved to approve; Robert seconded. Don stated that nothing had changed since the second reading of the policy. Discussion followed regarding approvals needed, including defining administration. Don moved to table, Robert seconded. Approved to table 7-0-0 (roll call vote).

**b. 11-002 T-DKC-R-1 – Funds Request Form** – Young; Don moved to approve; Robert seconded. Don stated that the file number was added to the policy, and changed to requiring an authorized board member signature. Approved as policy 7-0-0 (roll call vote).

**c. 11-003 T-KHC-R – Distribution/Posting of Promotional Materials** – DeMatteo; Kathy moved to approve; Robert seconded. Kathy said that there were minimal changes to the prior reading. Discussion followed including an edit to add “TPCA” in place of “within a high school or on high school grounds”. Approved as policy as amended 7-0-0 (roll call vote).

**d. 11-004 T-KHC – Distribution/Posting of Promotional Materials** – DeMatteo; Kathy moved to approve; Robert seconded. Kathy said that edits include banner advertising, the changes from second reading, and that the fee schedule will be developed by the Finance Committee. Approved as policy as amended 7-0-0 (roll call vote).

**e. 11-005 T-KHB – Advertising and Sponsorships** – DeMatteo; Kathy moved to approve; Nikki seconded. Discussion followed, including various grammatical edits and formatting recommendations. Approved as policy 7-0-0 (roll call vote).

**f. 11-006 T-KHB-R – Advertising and Sponsorships** – DeMatteo; Kathy moved to approve; Nikki seconded. Kathy shared that the policy takes rules and regulations to a different level. Discussion followed, including various grammatical edits and formatting recommendations. Approved as policy 7-0-0 (roll call vote).

**g. 11-007 T-KHA – Public Solicitations** – DeMatteo; Kathy moved to approve; Nikki seconded. Discussion followed. Approved as policy as amended 7-0-0 (roll call vote).

**h. 11-008 T-EH – Data Management** – Schauer; Jim moved to approve; Robert seconded. Jim stated policy is changing from a District to TPCA policy. Discussion followed. Robert moved to approve as policy, Wendy seconded. Motion failed 0-7-0 (roll call vote).

**10. Discussion (8:17)**

a. Construction Spending– Young; Don said that he is working with the Finance Committee and Building Corp regarding the budgeted cost of construction. He said that a lot of costs were spent before the bonding and not incorporated in the budget. Don stated that in the initial process, the Board approved to transfer 1.6 million in cash to pay for the construction, and only 1.2 million was transferred to buy the land. Therefore, Don said that \$311,000 is being transferred out of the Colorado Trust Fund to pay for the final GTC invoice. Don stated that he has the check to be signed tonight, and that GTC will pick it up tomorrow. He reiterated that the new software will prevent the problem of waiting for the audit to be approved and our entering data plus will have cash flow analysis reports that will be easy to understand by non-accountants.

b. Spirit Wear– DuBois – Kathy said that we have approved spirit wear for all levels and have logo wear for approved uniforms. She shared that spirit wear deals with clothing that is not necessarily approved for the classroom but is worn outside of school. Kathy stated that the logo is now 3 years old and that we need to maintain the look and feel for what is coming out of the school. She said that high school sports pose an interesting perspective. Coaches want to create team packs just for their team; Kathy shared that piece needs to be managed. Discussion followed regarding having an approved vendor for coaches, including suggestions that we publicize our spirit wear guidelines and contact approved vendors, and ensure that we only commit to a one year agreement with the vendor. Robert made the proposal that the Marketing Committee do the screening to obtain a single vendor source, that vendor would present to the Board, and the vendor would manage the spirit wear for one year.

**11. Board Communication (8:52)** Nikki said that she will not be in attendance at the November 17<sup>th</sup> meeting; Jim said that he will not be in attendance at the December 1<sup>st</sup> meeting.

**12. Consent Items:**

a. Spirit Wear – Vote to approve that Marketing Committee will do the screening to get the single vendor source, the vendor would present to the Board, and the vendor would manage spirit wear for one year. Approved 7-0-0 (Robert called the vote).

**13. Comments intended to improve the Board meeting?** All agreed that the new chair arrangement is a positive one. Jim shared the concern that Carol Gerke, Teal Maxwell, and Cindy Schultz, Intervention Specialists, had to wait so long at the last Board meeting for their presentation. Robert reminded Board members that the

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recommendation can be made at the beginning of the meetings to change the order of the agenda for such accommodations.

14. **Recess Regular Session (8:55)** – Recess of regular session.
15. **Executive Session:**
  - a. **Student 24-6-402 (4) (h)**
  - b. **Personnel 24-6-402 (4) (f)**
  - c. **Legal 24-6-402 (4) (b)**
16. **Adjourn Executive Session 9:00 PM**
17. **Re-convene Regular Session**
18. **Consent Items: (9:00 pm)**
  - a. Student - *Tabled*
  - b. Personnel - *Tabled*
  - c. Legal - *Tabled*
19. **Adjourn:** Robert moved to adjourn the meeting at 9:38PM. Approved 7-0-0 (Robert called the vote).

Minutes approved as amended 11/17/11