

**Twin Peaks Charter Academy**  
**340 S. Sunset Street, Longmont, CO 80501**  
**Board of Directors' Meeting Minutes – Thursday, November 17, 2011**

1. **Executive Session: 6:00 PM**
  - a. **Student 24-6-402 (4) (h)**
2. **Adjournment Executive Session 6:55 PM**
3. **Regular Session: 7:00PM (PUBLIC IS INVITED)**
4. **Call to Order and Pledge of Allegiance: (7:32)** Robert called the meeting to order at 7:32PM and led in the Pledge of Allegiance. Members present: Wendy Allen, Mark Newson, Robert DuBois, Kathy DeMatteo, Jim Schauer, and Don Young. Member excused: Nikki Stevenson. Staff members present: BJ Buchmann, Principal, Mic Finn, Dean of Students, and Marge Larsen, Secretary to the Board. Staff member excused: Danielle Feeny, Assistant Principal. Others present: Shelley Coleman, Pete Wanninger and Susan Theiss.
5. **Amendments to the Agenda: (7:32)** Amendments – None.
6. **Audience Participation: (7:33)** Shelley Coleman expressed appreciation to the Board for their work. She referenced that two months ago she presented her concerns to the Board regarding The Book Thief. She shared that she realizes that Board etiquette does not allow the Board to respond, but she asked what they thought about the book. She stated that she took her concerns to the Curriculum Committee, started a formal challenge to the book, and said that her formal request was recently denied. She shared, that though she made no mention of a formal challenge to the BOD at the August meeting, she still has the following concerns: (1) the book was approved by the school on weak grounds. She said that she does not see the link to Core Knowledge, and that no one has defended it as being a Core Knowledge book. She shared that she was told that the author is good writer, but she is concerned about the vulgarities. She shared that she does not believe there is a strong reason why the book is being used at the school. (2) The book is a morally confusing book. She shared that there are morally confusing characters in the book, as there is no resolution by the tone or plot of the book. She said that that the school should incorporate books that incorporate our character traits. (3) The book weakens our Core Knowledge commitment. Shelley said that she was told that the book supplements our curriculum. She shared that the school's website indicates that we are a Core Knowledge school, but we are weakening our roots. She shared that she will unlikely challenge the Curriculum Committee, but still asked the Board what they thought in response to her questions about the book.
7. **Recognition: (7:38)** BJ recognized Jennifer Whitmer , 8<sup>th</sup> grade social studies teacher, and Amy Freeman, choir teacher, who helped sponsor and support the Naturalization ceremony held at Twin Peaks on Tuesday. BJ shared that Ms. Whitmer helped to organize the event, that included 18 people from 11 countries, and Ms. Freeman's choir students sang the "Star- Spangled Banner." BJ thanked Kathy DeMatteo for getting press release out, noting that we got very good press, including three web publications. Robert said the students were great and listened respectfully. Mark recognized Calvin Davis, 7<sup>th</sup> grader, who controlled the spotlights. Don recognized the following teachers who he visited for teacher observations – Jeremy Hamlin, Brad Agee, Shawn Schmalzer, Tim Criger, Jon Howard, Elizabeth Miloradovich. He shared that he was amazed at what a good job that they are all doing and how all their students were ready to go at 8am.
8. **Administrator's Report: (7:43)** BJ shared fee information from Marilyn Putrah, Registrar. He indicated that the Kindergarten packets for 2012-13 lists a minimum of \$50 non-refundable fee due at the time of enrollment. BJ reviewed the *2011-2012 Fees Comparison – SVVSD Charter Schools & Peak to Peak* and shared that 2012-2013 fees policies will need to be reviewed at the next Finance Committee meeting. BJ stated that he anticipates a cost increase for full time kindergarten and high school fees. Don asked about the timeline of the registration information; BJ replied that registration packets will be available at the office starting December 12<sup>th</sup> for siblings of currently enrolled students who will be in Kindergarten 2012-13. Don stated that he will schedule a Finance committee meeting to discuss 2012-2013 fee policies prior to the regularly scheduled one (2nd Wednesday of the month). BJ shared that we had a service learning opportunity provider, Operation Christmas Child, present at the high school yesterday. He stated that he will have a service provider at some of the Access classes in the future. He said that he put the mission statement up in front of the students and talked about why we doing service learning. BJ shared that he spoke about what a faith based organization is and how it is a pathway to accumulate service learning hours. He shared that the same information was included

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in an article in this week's The Howl . BJ said that there was good conversation and great questions from the students. He shared that packets were not distributed, but students were informed that the packets are available at the east campus front desk. Students can work at one of the collection centers besides bringing in boxes of items for distribution to children in need.

9. **Treasurers Report: (7:53)** – Don said that the data for the current year is almost all entered, and that he only needs October data to have a cash flow report. He referenced the financials report from July – September 2011. Don shared that he and Michele are working on upgrading the software currently in use, and that the upgrade will allow for reports to be presented in a graphical format. He said that he will run the reports through the Finance Committee and then present the cash flow report at one of the upcoming Board meetings.
10. **Approval of Minutes: (7:58)** October 27, 2011: Robert moved to approve, Mark seconded. No discussion. Approved 6-0-0 (Robert called the vote). November 3, 2011: Robert moved to approve, Jim seconded. Discussion followed, including correction to the minutes to indicate KDDA at 3<sup>rd</sup> reading, the word “fun” to “fund” in the treasurers report, and approving of \$1800 for software in treasurers report. Approved as amended 6-0-0 (Robert called the vote). November 10, 2011: Robert moved to approve, Mark seconded. No discussion. Approved 6-0-0 (Robert called the vote).
11. **Committee Reports:**
  - a. **Accountability** – No report.
  - b. **Curriculum** – Wendy said that the committee met 10/19 & 10/20 and 11/3 and discussed The Book Thief and extra-curricular PE. She said that the sub groups meet and report to the main committee. Mark asked if there are notes on the discussion of The Book Thief; Wendy stated that they are included in the committee's minutes.
  - c. **Finance** – Don said that the Finance Committee will set a special meeting to discuss fees for 2012-13. He shared that the committee is creating a fundraiser calendar, and that they have received responses regarding fundraisers. He said that most of the fundraisers are on-going, and that the Marketing Committee will obtain more concrete dates from the PTO. Don said that there is a sub-committee for grants, and since funding is going down, we need to look at other ways to get revenue. He said that the committee is starting to apply for other grants and researching all the grant possibilities. Don shared that they are trying to get a process in place so that we will have the steps to know where to get data and fast track getting applications completed and submitted. He said that he will need to bring grant applications to the BOD for approval, and that there is a grant with an application deadline that is coming up quickly. Kathy said that there is a grant opportunity for PBS (positive behavior support group) that is due Friday, Dec 2nd. She said that it is offering an opportunity to look at what we do well, what we can do better, and to receive ancillary benefits, including gaining access to character development program from other schools. Kathy said she will send a finished copy by e-mail.
  - d. **Faculty** – Mic stated that Nikki Stevenson is not at the meeting, and the committee's report is in the Board packet. Mic said the committee is looking at the sick leave policy. He talked about the annual staff Christmas gathering, to be held after first of year, and asked how much money is set aside for it. Don said he will look at the budget.
  - e. **Marketing** – Kathy showed the ad campaign on screen. She said that the committee members brainstormed about what things parents are looking for, and include these in the ads. She shared that the four ads are resizable and removable so that they can fit into different venues. Kathy said she will put together a press release to announce our lottery. She shared that she been working with BK Media on the website, and showed the new website (in test mode) that will go live on Dec 1<sup>st</sup>. Kathy stated that there are over 80 pictures of our own students, and that the committee members came up with 75 sayings to put over the pictures. She said that she created PDF fillable forms for enrollment forms so that Marilyn has the forms electronically. She showed how our links on the website have been simplified. Kathy reiterated that many people regularly check Facebook for the Twin Peaks Charter Academy group. She said that the TPCA home page will have drop down boxes, including administrator contacts and BOD contacts. Kathy shared that the new website has a calendar feature on every one of the pages, and will be tied to the master database that the school is using. Kathy said that the committee

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is working on single source vending with athletics.

- f. **Technology** – Kathy said that the committee had a meeting last night, and will now move to once a month meetings. She shared that we need to have a strategic plan on how to integrate technology into the classroom. She said the committee will work through the process to answer bigger picture questions, including planning for training, implementation and adoption in the classroom, so that we can apply for grants next year.
- g. **High School Athletics** – Kathy said that the new high school boys' basketball coach has started. She shared that she is working with athletics (both middle and high school) and marketing regarding single source vending.

**12. Action Items: (8:34)**

**Third Reading:**

- a. **11-001 TDKC – Expense Authorization/Reimbursement – Young** Don moved to approve to third reading, Wendy seconded. Discussion followed. Funds request form (TDKC-R-1) is now in agreement with policy TDKC. Expense authorization and reimbursement must be obtained by the Administration - defined as Principal, Assistant Principal and Dean of Students. Approved as policy 6-0-0 (roll call vote).

**13. Discussion (8:38)**

- a. **High School Project – DuBois (10 min)** – Pete said the bills have been paid for the project with the exception of one minor bill that is still pending. Mic said that the windows up front and doors should be done when everyone returns from Thanksgiving vacation. Mic shared that he has been talking to Andy at GTC: the conduit on the roof was completed today and another door that needs mag holders was found today. Pete said he will push to get the punch list done by the end of the year. Pete said that he conducted a recent community meeting with neighbors, presented the plan for the school, and that the meeting seemed to go well.
- b. **High School Credit Recovery – DuBois (10 min)** – Lori West, counselor, said that some students do not pass high school courses the first time through the course. She shared a draft of a letter that is intended to be sent tomorrow by end of day to parents whose student is in danger of not passing their first semester credit course. She said that the intent is to try to plan, prepare and discuss how we can help these students to get to the next level. Lori shared a graph of the number of students who are currently failing courses. Discussion followed. Lori mentioned that "Success Builders" meets after school for tutoring, and that it is the first step towards an on-site tutoring center. Lori then discussed credit acquisition, sharing four options for students. Discussion followed. Lori said she truly loves her job, and that she is doing research on designing a course for another college prep course.

**14. Board Communication (9:28)** – Kathy said that she and others will be attending another SVVSD leadership course (on finance) tomorrow. BJ stated he will be taking two personal days - Dec 8<sup>th</sup> and 9<sup>th</sup>.

**15. Recess Regular Session (9:30)** – Robert motioned to recess the regular session at 9:30PM, and reconvene a new executive session in 5 minutes.

**16. Executive Session: 9:35 PM**

- a. **Student 24-6-402 (4) (h)**
- b. **Personnel 24-6-402 (4) (f)**
- c. **Legal 24-6-402 (4) (b)**

**17. Adjourn Executive Session: 9:52PM**

**18. Consent Items:**

- a. Student (From First Executive Session) Vote 0-6-0. Motion failed.
- b. Student (From 2<sup>nd</sup> Executive Session) Tabled.
- c. Personnel (From 2<sup>nd</sup> Executive Session) Vote 6-0-0.
- d. Legal (From 2<sup>nd</sup> Executive Session) Tabled.

**19. Comments intended to improve the Board meeting?** None.

**20. Adjourn:** Robert moved to adjourn the meeting at 9:58PM; Wendy seconded. Approved 6-0-0 (Robert called the vote).