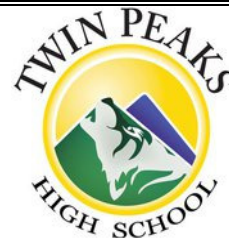




Board of Directors' Meeting Minutes

Twin Peaks Charter Academy
340 S. Sunset Street, Longmont, CO 80501
Thursday, December 1, 2011



TPCA Mission Statement

Twin Peaks Charter Academy provides students with the foundations of virtue and character, building cultural literacy through a rigorous, content-rich curriculum in an encouraging environment.

Our Legacy:

"Academic Excellence"

Administration:

BJ Buchmann, Principal
Danielle Feeney, Asst. Principal
Mic Finn, Dean of Students

Board of Directors:

Robert DuBois, President
Wendy Allen, Vice President
Nikki Stevenson, Secretary
Don Young, Treasurer
Mark Newson, Member
Kathy DeMatteo, Member
Jim Schauer, Member

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 Executive Session 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 7PM. Danielle Feeney led in the Pledge of Allegiance. Members present: Nikki Stevenson, Wendy Allen, Mark Newson, Robert DuBois, Kathy DeMatteo and Don Young. Member excused: Jim Schauer. Staff members present: BJ Buchmann, Principal, Danielle Feeney, Assistant Principal, Mic Finn, Dean of Students, and Marge Larsen, Secretary to the Board. Others present: Caroline Allen.

5. **Amendments to the Agenda: (7:02)** Don said he will include the Treasurers report with the discussion of fees.

6. **Audience Participation: (7:02)** First come, first served sign-up. Audience Participation limited to 5 minutes per person. None

7. **Recognition: (7:02)** BJ recognized Erica Gardunio, Isaac Pena, and Leandra Cassanueva for the employee salsa (food!) contest. He said it was the first annual contest and was a lot of fun. He recognized Lisa Bohannon, Shelly Coleman, Deb Owen, Susan O'Reilly, and Jeremy Hamlin for their work on the Curriculum Committee. Danielle said there is so much to do on curriculum and each member organizes themselves with their sub committees. She said that she is very impressed with what each committee member is doing. BJ recognized Beverly Weinberg, volunteer coordinator, for getting the parents involved, and that the total number of volunteer hours has significantly increased. He said that Beverly is scheduling a coffee break this December to recognize parent volunteers. BJ recognized the custodial staff - Pam Carroll, Alfredo Rodriguez, Alma Ramirez and Diana Mattis - for all of their work over the Thanksgiving week to make the school look so good. Kathy recognized Jon Howard for the great job he did in putting together the PBS grant over the Thanksgiving break.

8. **Administrator's Report: (7:15)** BJ said that the winter round of benchmark testing will be taking place, and he would like to get the results to staff by the 16th in order to discuss the results at the Jan 3rd professional development day. He said that there are two assemblies scheduled for next week: Reading Challenge Assembly (including a superhero video) and the PBS assembly – Rush Hour character Education Performance for grades K-6 and. BJ shared that the local group, comprised of some TPCA students, incorporates character traits as the foundation of its program. He presented the school-wide attendance reports for the month of November,

noting Kindergarten PM with the highest attendance. BJ said that he met with the high school students during an assembly during Access yesterday regarding credit recovery. He said that a letter was sent to parents prior to Thanksgiving break regarding the plan to place students who do not pass a first semester course in a credit recovery course for semester two.

9. Treasurers Report: (7:23) Don will share during the discussion of fees.

10. Approval of Minutes: (7:23) November 17, 2011: Robert moved to approve; Mark seconded. Robert requests amend: add "Motion failed" after consent A in Executive Session. Approved as amended 5-0-1 (Nikki abstained) (Robert called the vote).

11. Action Items: (7:24)

Third Reading

a. 11-010 - T-KDDA - Press Releases, Conferences and Interviews – DeMatteo: Kathy moved to approve; Nikki seconded. Kathy said that there are no changes since the last reading. Approved as policy 6-0-0 (roll call vote).

12. Discussion(7:27)

a. TPCA Fees – Young; Don shared historical presentation of finances. He stated that expenditures are higher due to capital outlay for the high school. Discussion followed regarding clarification of purchased services and revenue vs. expenditures. Don said that we need to meet the general fund balance at the end of the year. He referenced an e-mail from Don Haddad regarding the State/District update and possible financial solutions. He said that some of these and other financial solutions for TPCA should be brought forth for future discussion by the Board. He said that the Finance Committee met yesterday and is looking at raising fees. Don said that he will bring a proposal to the next Board meeting and would like to have fees information to be included in the enrollment packet available in January.

b. Teacher Visit Update -Newson; Mark said all the Board members have done well to complete their teachers observations except for him! He reiterated that the observations are required and very useful. Kathy shared that she has observed some great things in the classrooms.

13. Board Communication (8:04) Nikki confirmed that a work session is scheduled next week (December 8th). Discussion followed that the HS choir concert is the same evening as the last Board meeting for the year. Robert stated that the meeting will still be scheduled on December 15th.

14. Consent Items: (8:05)

a. Student - Tabled

b. Personnel –Approval of leave request as proposed in executive session. Vote: 4-1-1.

c. Legal - Tabled

d. TPCA Fees - Tabled

15. Comments intended to improve the Board meeting? Nikki said that she likes the new agenda format - thank you to Don. BJ said that he and Marge talked about having her create a Board handbook as a long term project.

16. Adjourn: (8:08) Robert moved to adjourn the meeting at 8:08PM; Nikki seconded. Approved 6-0-0 (Robert called the vote).