



Board of Directors' Meeting Minutes  
Twin Peaks Charter Academy  
340 S. Sunset Street, Longmont, CO 80501



Thursday, December 15, 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. Personnel 24-6-402 (f)

**2. Executive Session: 6:00 PM**

a. Student 24-6-402 (4) (h)

b. Personnel 24-6-402 (4) (f)

**3. Adjournment Executive Session 6:55 PM**

**4. Regular Session: 7:00PM (PUBLIC IS INVITED)**

**5. Call to Order and Pledge of Allegiance: (7:02)** Robert called the meeting to order at 7:02 PM and led in the Pledge of Allegiance. Members present: Mark Newson, Robert DuBois, Kathy DeMatteo, Nikki Stevenson, Jim Schauer, and Don Young. Member excused: Wendy Allen. Staff members present: BJ Buchmann, Principal, Danielle Feeney, Assistant Principal, Mic Finn, Dean of Students, and Marge Larsen, Secretary to the Board. Others present: Doug Bean, Susan Theiss, JoAnn Ringgenberg, Steve Ringgenberg, Kristin Carter, Shelley Coleman, and Pete Wanninger.

**6. Amendments to the Agenda: (7:02)** Robert stated that there will be an employment appeal, insert a discussion item for fees and move the executive session in between 15 and 16 under consent items.

**7. Audience Participation: (7:03)** First come, first served sign-up. Audience Participation limited to 5 minutes per person. Kristin Carter, second grade teacher, stated she would like to discuss her proposed separation from school effective 12/17/11. Ms. Carter presented a packet to the Board members that included test scores, noting improvement of scores for students in math and reading, and information on the reward system used in her classroom. She stated that she feels she has the knowledge to take students where they need to be and believes it is detrimental to students to take a teacher out mid-year. She shared that she regularly reached out to teammates with questions, was always thinking of ways to reach students, and has good relationships with students and parents. Ms. Carter showed birthday cards and gifts she received today from team mates, students and parents. JoAnn Ringgenberg, Ms. Carter's mother, shared that she knows of Kristen's passion for teaching and her students. Ms. Carter asked the Board to review the situation and to reconsider having her stay the rest of the school year.

**8. Recognition: (7:15)** BJ recognized the Literacy team for concluding benchmark tests before Christmas break, noting that this is the first time the testing has been completed by this time. He stated that CELA testing begins in January. BJ recognized Beverly Weinberg, volunteer coordinator, for her work and the volunteer breakfast held in the Cafetorium this week for the parents (approx. 30) who have completed 20 volunteer hours this school year. He thanked the Twin Peaks HS basketball program, coach and team. Robert DuBois shared what a great idea to have the volunteer breakfast. Jim Schauer recognized Brett Johnson, band teacher, and that the band concert last week was a great show. Will bring written report. Kathy DeMatteo recognized Carroll

Dragon for all her work on the website, and that the website is up and running!

9. **Administrator's Report: (7:20)** BJ introduced Doug Bean, library/computer teacher. Doug Bean said this year was a great year for outdoor education in November, with 90 students in attendance. He shared that they went to Cal Wood, which has good facilities and staff. He said that they now need to move to a different facility since they have outgrown Cal Wood, and would like to change the focus to 75% emphasis on character and 25% emphasis on outdoor education. Doug said that Camp Timberline can accommodate all the students together at one time. He shared that he has spoken with the 6<sup>th</sup> grade staff and they would all be able to attend at the same time next year. Doug said that Camp Timberline has enough room to have all of the students at one time and includes a ropes course. Doug shared that he wanted to present this idea to the Board, and requested any feedback. Discussion followed; Doug shared that costs may go up \$5.00 or so, schedule would be Wednesday-Friday, and we would be less dependent upon attendance by parents.
10. **Treasurers Report: (7:25)** Don will include information with the Finance report.
11. **Approval of Minutes: (7:25)** December 1, 2011: Robert moved to approve; Nikki seconded. Don requests amend: historical presentation, not cash flow under the fees discussion item. Approved as amended 5-0-1, Jim abstained (Robert called the vote). December 8, 2011: Robert moved to approve; Nikki seconded. Nikki asked if the format should change for the work session minutes to coincide with the new format for the regular session minutes; Robert said not to change the work session minutes format. Minutes approved 6-0-0 (Robert called the vote).
12. **Committee Reports: (7:27)**
  - a. Accountability – BJ that we will have benchmark testing results soon. Mark said that the committee has not had a recent meeting and may use Google docs chart for test results information.
  - b. Curriculum – Danielle referred to the enclosed two committee reports. She said that the sub groups working on various tasks. They (sub group includes Isaac Pena, Shelley Coleman, and Lindsey Ginesi) are working on the Latin piece and will present their findings to the Board. She shared that they finished the health pieces and are now looking at extra-curricular PE course requirement process.
  - c. Finance – Don said the committee has looked at student fees and will present the proposal tonight. He said the committee is developing a fundraising calendar, as all fundraising events are going to the Finance committee for initial review. Don shared that fundraisers that have been approved for this year will go as it is, and fundraiser proposals can start to be presented to the committee at the end of this year. He said that a presentation was done by Seminole Energy at last night's meeting and included information on how Twin Peaks Charter can save \$5-6,000 per year. Don said he will bring the information to the Board at next month's meeting as a consent item. He showed RevTrak information on the TPCA website, stating that on-line payment information went home to parents today. Discussion followed, including processing of donations online. Kathy said that events can be added to the online payment schedule.
  - d. Faculty – Nikki said that the committee has some policies on this evening's agenda at first reading. She shared that the committee reviewed the staff appreciation dinner and decided not to have a dinner due to the current staff growth and economics. The committee decided to have some staff luncheons at school, with the first luncheon (food from Abbodanza's) tomorrow and the second luncheon after spring break.
  - e. Marketing – Kathy said that she put in a marketing summary for rest of year and scheduled all the ads around lottery meetings. She shared that there is a proposed event in March if we are not at our enrollment numbers. She said that SVVSD closes doors to open enrollment at the end of March. Kathy shared that we will have an internal sticker promotion to get on everyone's car. She said that the committee is working on a single source vendor for spirit packs. Kathy said the website launched today and is cleaner and is easier to use.
  - f. Technology – Kathy said that we have started down the path of strategic planning for growth. She shared that we have to decide how we want students to use technology in the classroom. She said that the committee is going through a series of strategic questions including how hardware matches goals for student learning.
  - g. High School Athletics – Jim said that the committee meets weekly meeting weekly, and that the new HS basketball coach seems to be a wonderful hire. He said that the HS team is playing various lower level teams. He shared that most of the discussion is about MS athletics. Jim

said that spring sports will include track for HS and soccer for MS girls.

- h. PTO – Mic referred to the enclosed minutes for October meeting. He said that the meeting scheduled last week was cancelled. He said that the PTO wrapped up bake sale. He said that the PTO has verbally said that they would pay \$6.00 per student for field trips and \$100 per teacher, and that the 6th grade took their portion for outdoor education. He shared that we are still awaiting a budget from the PTO, and recommends that all monies be run through the school. Mic said that he just gave out the last gift from the giving tree. He said that 24 families asked for assistance for gifts, we gave out 65 individual gifts and 6 holiday meals and gift cards.

### 13. Action Items: (8:30)

#### First Reading:

- a. **11-012 T-JFAB-Admission of Students**—DeMatteo: Kathy said that the committee looked at a grant that requires information about admissions. She said that the committee realized that we need to restrict enrollment of HS students to 1<sup>st</sup> semester only. She said that the only change in the policy is “ no placement for MS or HS take place after 1<sup>st</sup> semester.” Kathy proposed that the policy be fast tracked. Pete said that the Board cannot fast track it, as only exhibits can be fast tracked. Kathy moved to approve to second reading; Robert seconded. Discussion followed, including accepting enrollment of a freshmen student today, per Danielle. Approved to second reading 6-0-0 (roll call vote).
- b. **11-013 T-GCC-Staff Leaves and Absences** – Stevenson: Nikki said the faculty committee reviewed the policy and tried to be specific on what days are considered leaves/absences. Nikki moved to approve to second reading; Robert seconded. Approved to second reading 6-0-0 (roll call vote).
- c. **11-014 T-CFB-E-Principal Performance Management Appraisal Form**– Stevenson: Nikki referred to the enclosed documents. She said that the committee wrote a new policy with information received from the State and retyped it into an easier format. She said that our rating scale stayed the same. Discussed followed. Nikki moved to approve to second reading; Robert seconded. Approved to second reading 6-0-0 (roll call vote).
- d. **11-015 T-JQ-E1-Schedule of Student Fees-Academic Fees 2012-2013** – Young: Don moved to move to second reading; Nikki seconded. Don shared that the elementary academic fees would be \$100, MS would be \$150 (\$50 increase), and HS academic fees adds up to \$190. He recommends that test fees be determined by what the College Board charges. Don moved to fast track the policy; Nikki seconded. Approved to fast track 6-0-0 (roll call vote). Discussion followed. Approved to table 6-0-0 (roll call vote).
- e. **11-016 T-JQ-E2 -Schedule of Student Fees-Athletics/Activities** – Young: Don moved to approve to second reading; Nikki seconded. Don said additions included MS speech and debate and no discount available if fees are not paid within 30 days of the due date. Approved to second reading 6-0-0 (roll call vote).

### 14. Discussion(8:00)

- a. Cash Flow Analysis – Young: Don showed the cash flow analysis. He said that we have July, August and September for actuals of revenue/expenditures. Don said that revenues grew by 16% from last year. He shared a graph of cash flow analysis, indicating that we have spent an additional \$500 K on capital expenditures. He said that the forecast budget meets the forecast expenditures, and that we are slightly cash flow positive. Regarding fees, he said that the Finance committee took into consideration the decrease of PPR and the need to increase fees. He referred to the handout of fees comparison – put together by Michele Mansanares and Marilyn Putrah.
- b. Student Fees– Young: Don discussed fees, including what our kindergarten fees are compared to other schools. Pete said that we have a policy for kindergarten fees. Don stated that we’re currently at \$285, with a proposed increase to \$325 (still in discussion by the committee). He said that the committee will revise T-IHBIA-E Full Day Kindergarten: Fee Schedule and Rules for Enrollment and bring it back to the Board.

### 15. Board Communication (8:55)

Robert shared the need for a Special Session; Board agreed to meet on Tuesday, December 20<sup>th</sup> at 7PM. T-IHBIA-E will be added to the agenda as 1<sup>st</sup> reading. Kathy said that she cannot make it to the athletic committee meetings on Tuesday mornings, and therefore resigns

from the athletic committee; Jim said that he will be at the meetings. Kathy said that Suzanne Robison is sitting in on the marketing committee meetings to discuss spirit wear, as it helps to have a direct correlation with her and middle school athletics. Discussion followed regarding the next strategic planning meeting; Board agreed to meet on Thursday, January 12<sup>th</sup> at 7:15PM. Don said he will be out of town on January 12<sup>th</sup>.

**16. Recess Regular Session (9:05PM)** – Recess of regular session.

**17. Executive Session (9:10PM)**

- a. Personnel 24-6-402 (4) (f)

**18. Adjourn Executive Session 1**

**19. Re-convene Regular session**

**20. Consent Items**

- a. Personnel from Executive Session 1: Vote to confirm Administration's dismissal as discussed in Executive Session. *6-0-0*
- b. Student from Executive Session 2: *Tabled*
- c. Personnel from Executive Session 2: *Tabled*
- d. Student Fees: *Tabled*

**21. Comments intended to improve the Board meeting:** Manage audience participation better

**22. Adjourn:** Robert moved to adjourn the meeting at 9:41PM. Approved 6-0-0 (Robert called the vote).