



**BOARD OF DIRECTORS'
MEETING MINUTES**
Twin Peaks Charter Academy
West Campus Media Center
340 S. Sunset Street, Longmont, CO 80501
7:00 pm
Thursday, March 20, 2014



TPCA Mission Statement

Twin Peaks Charter Academy provides students with a rigorous education and 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, Elem. Principal
Mic Finn, Dean of Students

Board of Directors:

Kathy DeMatteo, President
Pete Wanninger, Vice President
Jim Schauer, Secretary
Shelley Coleman, Member
Andrew Howell, Member
Nick Ingegneri, Member

1. **Executive Session: 6:00 PM**
 - a. Personnel 24-6-402 (4)(f)
2. **Executive Session: 6:15 PM**
 - a. Student 24-6-402 (4)(h)
 - b. Personnel 24-6-402 (4)(f)
 - c. Real Estate 24-6-402 (4)(a)
3. **Regular Session 7:00 PM (PUBLIC IS INVITED)**
4. **Call to Order and Pledge of Allegiance:** DeMatteo opened the meeting, Howell lead the Pledge of Allegiance. DeMatteo presented a leadership award to Nelson Miner, with Wanninger highlighting Miner's notable contributions to TPCA. BOD present: Shelly Coleman, Kathy DeMatteo (Pres), Andrew Howell, Nick Ingegneri, Jim Schauer (Sec), Pete Wanninger (V Pres). Staff: BJ Buchmann (Dir/MS-HS Prin.), Danielle Feeney (Elementary Prin.), Mic Finn (Dean of Students), Tracy Volan (Sec. to the Board), Jessica Bianco, Megan Edmiston, Carol Gerke, Teal Maxwell, Doug Bean. Others present: Nelson Miner, Susan Theiss, Marsha Shrider, Lisa Williams, Christy Harley, Hannah Schauer.
5. **Amendments to the Agenda:** N/A
6. **Audience Participation:** Hannah Schauer presented an update on the MS petition effort regarding the 8th Grade Continuation ceremony.
7. **Recognition:** Buchmann recognized Danielle Feeney & Rebecca Parks for managing the TCAP testing schedule, the entire TCAP testing team, Michele Mansanares & Nina Perry for work on the budget process, finance committee agenda preparation, forecasting, closing out the spend-down process, and finance communications, Lori west for organizing and chaperoning the off-campus college visit day. Feeney recognized Marilyn Putrah and Tracy Volan for organization and system for distributing TCAP materials, as well as all the accommodation, and make-up proctors. Lisa Williams recognized TPCA students for dedication and effort applied throughout the TCAP testing week. DeMatteo recognized the Auction Committee for a very successful online auction.
8. **Administrator's Report:**
 - a. Director's/MS-HS Principal's Report: Buchmann/Feeney presented updates on the UIP Draft. Buchmann presented the Administrator's report, and the results of the 7th grade survey. A data review was also presented:
 - i. TS Gold Kindergarten Pilot Presentation. Jessica Bianco presented, noting that this is a state-mandated kindergarten readiness program separate from the READ Act. For the pilot, students are selected randomly. Data gathered is fed into the state's system. The BOD requested documentation be shared regarding program parameters and parent options.
 - ii. Literacy Data Review Results. Teal Maxwell, Carol Gerke, Megan Edmiston presented the Winter Benchmark literacy performance results.

b. Facility Report: Finn indicated that diagrams were provided to the BOD for review of the proposed work on the safety walls. Waiting on estimates, and also on an estimate for the automatic push-button entry. Some repairs are needed to the bleachers, and will be taken care of over spring break.

c. Elementary Principal's Report: Feeney reported on classroom evaluations conducted, updates from the K-5 and PBIS leadership teams, and topics covered in staff meetings.

9. Approval of Minutes:

a. BOD Meeting Minutes: March 06, 2014. Approved as amended: 6-0-0.

10. Treasurer's Report: DeMatteo presented February's Financial Summary and 2014-15 Enrollment Summary. She also presented the HR recommendation regarding staff health insurance, noting that the recommendation was based largely on two factors: 1) electing to keep the same coverage keeps coverage consistent for staff, and 2) changing vendors after only a year with our current provider affects our insurance rating (similar to credit rating) adversely.

11. Committee Minutes:

- i. Accountability (Ingegneri) The committee reviewed TCAP where our scores are below 85% and identify areas of improvement, and are working on a communication plan.
- ii. Athletic and Activities (Schauer) The committee is pleased with the increased level of participation in activities and athletics, and is in the process of reviewing related fees with the goal of further supporting participation in mind.
- iii. Auction (DeMatteo) Committee has granted around 13 awards in the mini-grant process for technology enhancements, curriculum enrichment, professional development, student scholarships and facilities improvements for our staff and students at Twin Peaks.
- iv. Calendar (Howell) Committee has been working on final calendar (in 3rd reading).
- v. Curriculum (Coleman) Still have some outstanding text reviews. MS Math is asking to postpone text selection. Wanninger requested information be presented in explanation of the the delay. Coleman commended Mr. Holtz and Mr. Holder for presenting pilots to the committee.
- vi. Faculty (Wanninger) Have been working on job descriptions and the dress code.
- vii. Finance (DeMatteo) DeMatteo and Wanninger have been alternating in attendance at the committee, until the open BOD position is staffed. Committee conversations have focused on budget, enrollment, and insurance.
- viii. Marketing (DeMatteo) Marketing is starting already to plan for next year, and is also working to define High School Graduation materials.
- ix. Technology (Wanninger) No report provided.
- x. Safety (Finn) Emergency buckets have been assembled and delivered to the classrooms this week. Each classroom should have one, to be kept out of reach of students, and accessed only in case of emergency.
- xi. BOD Policy Review (Wanninger) No report provided.
- xii. Legislative Review (DeMatteo) noted the rally on April 17th to support charter schools.

12. Action Items:

- a. First Reading:
 - i. 13-026 T-ECAB Access to Academy Facilities. Ingegneri motioned, Wanninger seconded. Approved to 2nd Reading: 6-0-0.
- b. Second Reading:
 - i. 13-024 T-GCB-E-13 Executive Assistant/BOD Secretary Salary Schedule. DeMatteo motioned to table, Wanninger seconded. Approved: 6-0-0.
 - ii. 13-025 T-DB & DBD TPCA Budget. After review, it was suggested that the projected enrollment numbers be adjusted to reflect our historical 3% growth. DeMatteo motioned

- to move to 3rd as amended,
Wanninger seconded. Approved: 6-0-0.
- iii. 13-010 T-JICA-R1 Student Dress Code. Wanninger motioned to table, DeMatteo seconded. Approved: 6-0-0.
- iv. 13-019 T-JQ-E2 Student Fees- Athletics/Activities. Schauer motioned to table, DeMatteo seconded. Approved: 6-0-0.
- v. 13-022 T-JQ-E1 Student Fees – Academic Electives. DeMatteo motioned to table, Howell seconded. Approved: 6-0-0.
- c. Third Reading
 - i. 13-018 T-GCB-E-14 Maintenance Supervisor. DeMatteo motioned to table, Howell seconded. Approved: 6-0-0
 - ii. 13-020 T-IHBIA-E Full Day Kindergarten Fee Schedule. DeMatteo motioned to approve to policy, Howell seconded. Approved: 5-1-0.
 - iii. 13-021 T-IHBIA Full Day Kindergarten. DeMatteo motioned to approve to policy, Howell seconded. Approved: 6-0-0.
 - iv. 13-023 T-IC-ICA-E School Year/School Calendar. Howell motioned to approve to policy, DeMatteo seconded. Approved: 6-0-0.

13. Discussion:

- a. 8th Grade Continuation Ceremony Discussion. Each board member had a chance to state their opinion following a statement from Mr. Buchman, no debate ensued.

14. Consent:

- a. Personnel 24-6-402 (4)(f) Exec 1 (*tabled*)
- b. Student 24-6-402 (4)(h) (*tabled*)
- c. Personnel 24-6-402 (4)(f) Exec 2 (*recessed*)
- d. Real Estate 24-6-402 (4)(a) (*tabled*)
Vote, as discussed in executive session. Approved: 6-0-0.
- e. 8th Grade Continuation Ceremony Discussion
Vote to support the decision of Administration to end the 8th Grade Continuation Ceremony.
Failed: 2-4-0.


15. Board Communication:

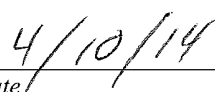
Wanninger requested that future data presentations be included in the "Discussion" section with data provided for advanced review. DeMatteo and Wanninger also requested a future discussion item be presented regarding efforts toward student college prep. The Special Board Election is to be held next Thursday. DeMatteo announced that there will be 3 scholarships offered on behalf of the BOD to graduating seniors: Academic, Character, and Leadership. Details of the scholarship process will be determined by the BOD.

16. Adjournment:

DeMatteo motioned to extend meeting to 10:30pm, Wanninger seconded. Approved 5-1-0.
Executive Session 2 resumed following the Regular Session's recess at 10:09PM.

Approved:


Signature


Date