



**BOARD OF DIRECTORS'
MEETING MINUTES**
Twin Peaks Charter Academy
340 S. Sunset Street, Longmont, CO 80501
Thursday, June 5, 2014 7PM
West Campus Library



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, Director/Principal
Danielle Feeney, Elem. Principal
Mic Finn, Dean of Students

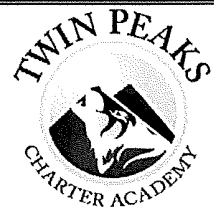
Board of Directors:

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Pete Wanninger, V. Pres.
Jim Schauer, Secretary
Marisa Shrider, Treasurer
Shelley Coleman, Member
Andrew Howell, Member
Randy Welch, Member

1. **Work Session:** 5:00 pm
 - A. Brock and Co. Report on Salary Compensation
2. **Executive Session:** 6:30 pm
 - A. Student 24-6-402 (4)(h)
 - B. Personnel 24-6-402 (4)(f)
3. **Regular Session:** 7:00 pm (*PUBLIC IS INVITED*)
4. **Call to Order & Pledge of Allegiance:** DeMatteo opened the meeting and led the Pledge of Allegiance. BOD present: Shelley Coleman, Kathy DeMatteo (Pres), Andrew Howell, Marisa Shrider (Treas), Pete Wanninger (V Pres), Randy Welch. Absent: Jim Schauer. Staff present: BJ Buchmann (Dir/6-12 Prin), Tracy Volan (Sec. to the BOD). Others present: Susan Theiss.
5. **Amendments to the Agenda:** Shrider added "Colo Trust Letter" for Discussion and Consent.
6. **Audience Participation:** N/A.
7. **Recognition:** Buchmann recognized: committee and faculty for dean selection process, acknowledging Doug Bean & Teal Maxwell as selected, and the other strong internal candidates who he looks forward to seeing continued growth and development toward future opportunities. He recognized all involved with planning Mic Finn's sendoff, Pam Carroll for taking up her new roll and enthusiastically organizing her staff and a plan for summer work/projects. He also thanked the BOD for being part of a K-12 organization that recently graduated 8 seniors... a significant achievement. DeMatteo thanked the staff (teacher, administrative and support staff) for phenomenal support and a great year.
8. **Approval of Minutes:**
 - A. BOD Minutes, May 15 2014. Approved (5,0,1 (Welch))
 - B. BOD Minutes, May 20, 2014. Approved as amended (5,0,1 (Welch))
9. **Action Items:**
 - A. First Reading:
 - i. 13-048 T-GCA-R-37 Interpreter Job Description. *Discussion suggested that there needs to yet be some clarification and adjustment in the job description, as the position is a contracted position rather than an employee position.* Shrider motioned to 2nd reading, DeMatteo seconded. Rejected: (1 (Wanninger), 0, 5).
 - ii. 13-049 T-GCA-R-17 Business Office Assistant Job Description. Shrider motioned to move to 2nd, DeMatteo seconded. In discussion, Coleman suggested as a friendly amendment that the description continue contain a reference to the "commitment to character education" since the position will have direct exposure to students. Shrider motioned to "fast track", DeMatteo seconded. Approved (6,0,0). Shrider motioned to approve as policy as amended, DeMatteo seconded (6,0,0)
Note: Changes included formatting the policy such that it follows that of the other TPCA job descriptions, updating the job responsibilities, and aligning the policy to the org chart T-CC.



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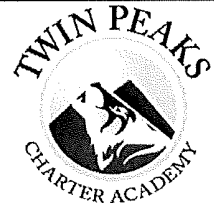
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- iii. 13-050 T-GCA-R-8 Interventionist Job Description.
Discussion suggested that this position needs some revision still. Shrider motioned to move to 2nd reading, DeMatteo seconded. Rejected: (0, 0, 6).
- A. Second Reading:
 - i. 13-038 T-GCB-E-6 Dean Salary Schedule. Shrider motioned to table, Coleman seconded. Approved: (6,0,0).
 - ii. 13-039 T-GCB-E-10 Assistant Principal Salary Schedule. Shrider motioned to table, Coleman seconded. Approved: (6,0,0).
 - iii. 13-040 T-GCB-E-7 Registrar Salary Schedule. Shrider motioned to table, Howell seconded. Approved: (6,0,0).
 - iv. 13-041 T-GCB-E-11 Financial Administrator Salary Schedule. Shrider motioned to table, DeMatteo seconded. Approved: (6,0,0).
 - v. 13-042 T-GCB-E-12 Human Resources Salary Schedule. Shrider motioned to table, Howell seconded. Approved: (6,0,0).
- B. Third Reading
 - i. 13-013 T-IJK-E1 Supplementary Materials Selection & Adoption Questions for Teachers. Coleman motioned to approve, DeMatteo seconded. Approved: (6,0,0).
Note: Changes included formatting, reference to T-IJK-E2, clarification of elements of concern.
 - ii. 13-014 T-IJK-E2 Video Viewing Permission Slip. Coleman motioned to add the friendly amendment offered by DeMatteo, Wanninger seconded. Approved: (5,1(Wanninger),0). Coleman motioned to approve as amended, DeMatteo seconded. Approved: (6,0,0).
Note: Changes supported language that presents a firmer stance around the BOD's expectations that media be used only in support of the class' curriculum. The grades/film rating levels were updated to reflect ratings creep.
 - iii. 13-037 T-GCA-R-36 Volunteer Coordinator Job Description. Shrider motioned to approve as amended, DeMatteo seconded. Approved: (6,0,0).
Note: This is a new job description.
 - iv. 13-024 T-GCB-E-13 Sec to BOD/Exec Assistant Salary Schedule. Shrider motioned to table, DeMatteo seconded. Approved: (6,0,0).
 - v. 13-018 T-GCB-E-14 Maintenance Supervisor Salary Schedule. Shrider motioned to table, Coleman seconded. Approved: (6,0,0).
 - vi. 13-045 T-GCOA-E-6 Instructional Assistant, Special Education Paraprofessional and Behavior Coach Staff Evaluation. Shrider motioned to approve as amended, Coleman seconded. Approved: (6,0,0)
Note: Changes include a significant revision of breadth and depth of the evaluation form, to also include SPED paraprofessionals and behavior coaches.



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10. Discussion:

- A. Scorecard/School Metrics. Wanninger led open discussion for input on wording of (and consideration for new) measurement topics for the Scorecard. Specifically, he asked the BOD to consider what the things are that the BOD needs to be doing as elements that need to be measured. (Suggestions included: acting to support the Mission & Vision, program evaluation, setting expectations of (and engaging) parents).
- B. Textbook Proposals. Coleman led discussion.
 - i. K-6 Singapore Math
 - ii. AP Texts
 - iii. Social Studies
 - iv. Zane Bloser
- C. Enrollment. Coleman opened the discussion.
 - i. Full School Initiative. DeMatteo noted that this was approved, but dated. So needs to be approved again for this coming year. If it is to be in place for successive years, the BOD should consider writing it to policy. Buchmann reminded all that as part of the cycle, there are students who commit to attending, but either accept enrollment elsewhere or else drop early in the school year. This school-wide initiative is to address that cycle, to support a full school for October Count.
 - ii. Middle-School Enrollment Class Size. Buchmann presented options for enrollment levels and support in Middle School.

11. Consent:

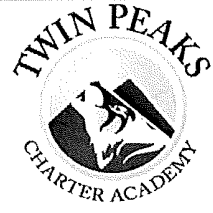
- A. Student 24-6-402 (4)(h) ... *Tabled*
- B. Personnel 24-6-402(4)(f) ... *Tabled*
- C. Scorecard/School Metrics ... *No Vote*
- D. Textbook Proposals
 - i. K-6 Singapore Math
 - ii. AP Texts
 - iii. Social Studies
 - iv. Zane Bloser

DeMatteo called the vote to adopt all suggested texts that have been on display for 30 days. Approved: (6,0,0)

- E. Enrollment
 - i. Full School Initiative
DeMatteo called the vote to approve the Full School Initiative Memo (with amendments) for the 2014-15 school year.
Approved (6,0,0)
 - i. Middle-School Enrollment Class Size
DeMatteo called the vote to override policy T-IIB (Class Size) for the 2014-15 school year with a maximum combined enrollment for 6th-8th grades of 360 students. Approved (6,0,0)
- F. CO Trust Letter
DeMatteo called the vote to accept the recommendation of the Finance Committee and approve the amendments as outlined in the letter. Approved (6,0,0)



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12. Board Communication:

- A. DeMatteo asked that the BOD members bring their committee leadership to the BOD Retreat (July 19, 9am-5pm).
- B. Wanninger updated BOD on Bonding process. Documentation is in the review stage. Once the S&P review has been completed, then the bond sale will be conducted. Soon, there will be documents available for BOD review. DeMatteo asked that the BOD members please take time to review the bonding documents. Wanninger mentioned that at the next meeting, he'll update the BOD on what the bonding budget covers.

13. Adjournment: 9:35pm


Jim Schauer

6/19/14
Date