



BOARD OF DIRECTORS' MEETING MINUTES



Twin Peaks Charter Academy
340 S. Sunset Street, Longmont, CO 80501

Wednesday, June 19, 2013

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
Pete Wanninger, 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 (4) (h)
b. Student 24-6-402 (4) (f)

2. Adjourn Executive Session 6:55 PM

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

4. Call to Order and Pledge of Allegiance: (7:01) Pete called the meeting to order and led the Pledge of Allegiance. Members present: Don Young, Pete Wanninger, Nikki Stevenson, Kathy DeMatteo, Mark Newson, Jim Schauer, and Nick Ingegneri. Staff members present: BJ Buchmann, Principal, and Danielle Feeney, Elementary Principal. Staff member not present: Mic Finn, Dean of Students. Other present: Shelly Coleman and Tim Ellis

5. Amendments to the Agenda: (7:02) Pete would like to move Discussion Items a. and b. to after audience participation.

6. Audience Participation: (7:03) First come, first served sign-up. Audience Participation limited to 5 minutes per person. None.

7. Recognition: (7:10) BJ thanked Danielle, Marilyn, and Lori for help with year-end responsibilities. Thank you for Robert's service to TPCA for 7 years and 2 years as president.

8. Administrator's Report: (7:15) Six teachers are attending AP training. Three teachers are attending Write Tools training. Eight staff members are attending the PD360 training. Danielle is continuing to work on schedule.

9. Treasurer's Report (7:25) Don presented April and May report. Finances are on track.

10. Approval of Minutes: (7:40) June 5, 2013: Pete made a motion to approve minutes for June 5. Mark seconded. Discussion. Minor changes. Approved as amended. 6-0-1 (Nick abstained). June 12, 2013: Pete made a motion to approve minutes for June 12. Don seconded. Discussion. Approved. 5-0-2 (Don Young and Nick Ingegneri abstained)

11. Committee Reports: (7:50)

- a. Accountability - N/A
b. Curriculum - N/A
c. Finance - N/A
d. Faculty - N/A
e. Marketing - Summer projects: style guide/catch the vision.

Handouts -

pencils, stickers, and cups. Signs will be installed in July.

- f. Technology - N/A
g. Athletics/Activities - N/A
h. PTO - N/A
i. Safety - N/A

12. Action Items: (8:00)

First Reading:

a. 13-001- T-GCB-E-12 - Human Resources Salary Schedule - Young: Don made a motion to move to 2nd reading. Kathy seconded. Discussion. Approved. Roll call vote. 6-0-0. Don made a motion to fast track policy. Pete seconded. Approved. Roll call vote. 6-0-0.

Second Reading: None.

Third Reading: Note.

**13. Discussion: (8:15)**

- a. Board Election of Officers – Wanninger: **President:** Don nominated Kathy. Mark nominated Pete. Written vote was required. Nick and Nikki counted the written votes. Kathy received 4 votes. Pete received 3 votes. Kathy accepted role as president. **Vice President:** Jim nominated Pete. Kathy called the vote. 7-0-0 Pete accepted role as vice president. **Secretary:** Don nominated Nikki. Kathy called the vote. 7-0-0. Nikki accepted role as secretary. **Treasurer:** Mark nominated Don. Kathy called the vote. 7-0-0. Don accepted role as treasurer.
- b. Committee Assignments – Wanninger: Kathy named all the committees and responsibilities. Discussion. **Accountability:** Nick Ingegneri; **Curriculum:** Jim Schauer; **Finance:** Don Young; **Faculty:** Nikki Stevenson; **Marketing:** Kathy DeMatteo; **Technology:** Pete Wanninger; **Safety:** Pete Wanninger; **Athletics/Activities:** Jim Schauer; **PTO:** N/A.
- c. Meeting Schedule – Wanninger: Meeting is currently on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday at 7 p.m. Discussion. Tuesday or Thursday on the 1<sup>st</sup> and 3<sup>rd</sup> at 7 p.m. was requested.
- d. Official Notice of Meeting Posting – Wanninger: Agendas will be posted on the bulletin boards on the east and west sides of the school and on the website and by email. Need to make space on the east side.
- e. Lease Renewals – Wanninger: Annual payments (\$200.00) for the two leases on the land through the building corp.
- f. Style Guide – DeMatteo: Style guide needs to be turned into a policy. Style guide needs to be made official for procedural issues.
- g. Health Clerk Office Oversight Contract with SVVSD – Young: Vision/hearing screen was added to addendum. Need to vote to approve revised content as discussed.

**14. Board Communication: (8:45):** TPCA will have a board retreat on July 27. Kathy will set-up and send out information. Board decided that there will be no July meeting.

**15. Consent: (8:50)**

- a. Student – Tabled.
- b. Personnel – Tabled.
- c. Board Elections – Voted on earlier in meeting.
- d. Committee Assignments – Vote to approve as discussed. Approved. Kathy called the vote. 6-0-0.
- e. Meeting Schedule – Vote to move meeting to 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of the month at 7 p.m. Kathy called the vote. 2-4-0. Vote to move meeting to 1<sup>st</sup> and 3<sup>rd</sup> Thursdays of the month at 7 p.m. Kathy called the vote. 5-0-1. Meetings will be on the 1<sup>st</sup> and 3<sup>rd</sup> Thursdays at 7 p.m.
- f. Official Notice of Meeting Posting: Vote to approve as discussed. Approved. Kathy called the vote. 6-0-0
- g. Lease Renewals: Vote to give building corporation authority to pay the two lease payments on the land. Approved. Kathy called the vote. 6-0-0.
- h. Style Guide – Tabled.
- i. Health Clerk Oversight Contract – Vote to approve addendum with revised content. Approved. Kathy called the vote. 6-0-0.

**16. Comments intended to improve the Board Meeting:** None.

**17. Adjourn: (9:02):** Kathy made a motion to adjourn the meeting. Pete seconded. Kathy called the vote. 6-0-0

Minutes Approved: August 1, 2013



Nikki Stevenson, Secretary