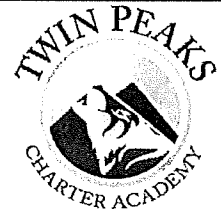




**BOARD OF DIRECTORS'  
MEETING MINUTES**  
Twin Peaks Charter Academy  
340 S. Sunset Street, Longmont, CO 80501  
Thursday, Sept 18, 2014 7PM  
West Campus Library



### 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  
Teal Maxwell-Richards, Dean of Academics  
Doug Bean, Dean of Students

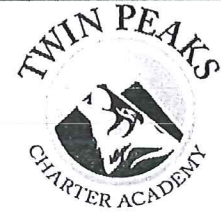
### Board of Directors:

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

1. **Executive Session:** 6:00 pm
  - A. Student 24-6-402 (4)(h)
  - B. Personnel 24-6-402 (4)(f)
2. **Work Session:** Book Study
  1. Triple Crown Leadership - Chapters 3&4 (Jim Schauer) Shrider to lead the next book review session.
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: DeMatteo (Pres), Wanninger (V Pres), Shrider (Treas), Schauer (Sec), Coleman, Howell, Welch. Staff present: BJ Buchmann (Dir/6-12 Prin), Danielle Feeney (K-5 Prin), Tracy Volan (Sec to BOD). Others present: Tim Ellis, Lynn Ingegneri, Heather Lennert
5. **Amendments to the Agenda:** Wanninger requested that the Marketing Discussion be moved before the Committee Reports.
6. **Audience Participation:** None.
7. **Recognition:** Buchmann recognized the Athletic Coordinators, Isaac Pena & Megan Williams for a strong start to athletics for the school year; Raquel DeGroot for a successful parent meeting with spanish speaking parents (approx 40 parents attended). Feeney recognized the Toothakers for putting together the presentation kicking off the Timberwolf Trott. DeMatteo recognized the teachers who've been stepping up and participating in committee meetings.
8. **Approval of Minutes:**
  - A. BOD Minutes, August 20, 2014. *Approved 7-0-0.*
  - B. BOD Minutes, September 4, 2014 *Approved 7-0-0.*
9. **Administrators' Report:**
  - A. Administrators' Report: (Buchmann/Feeney/Maxwell/Bean)
10. **Committee Reports:**
  - A. Accountability (Wanninger) Has met twice with good staff participation. Now have someone designated to take minutes. Next meeting: Oct 9.
  - B. Athletics/Activities (Schauer) First official meeting is 9/24. Meeting the 2<sup>nd</sup> & 4<sup>th</sup> Weds of each month.
  - C. Auction (Howell) First meeting is Friday 9/26 @ 2<sup>30</sup>pm.
  - D. Curriculum (Coleman) First meeting was today (9/18). Some of the goals for the year: address outstanding textbook needs, determine how to grade students in intervention classes, and consider adding character as component of honor roll qualification. Will meet every 3<sup>rd</sup> Tuesday.
  - E. Faculty (DeMatteo) Reference minutes provided. Charge letter has been completed. Getting good parent attendance.
  - F. Finance (Shrider) Reference minutes provided. Charge letter has been updated. Strong parent interest in the committee.
  - G. Marketing (Wanninger) Minutes and charge letter completed, just not submitted.
  - H. Technology (Howell) Met 9/17, with a good mix of parents and staff at the meeting. Working on charge letter, bibliotech, calendars, improvements to commons. Meeting 2 & 4<sup>th</sup> Weds at 2pm.
  - I. Other:
    - A. Legislative Review. Welch volunteered to take this on.
    - B. PTO. Minutes submitted. Will work on getting them in the same format as the other committees.
11. **Treasurer's Report:** Shrider presented report, noting that there have been no significant changes over the prior month's.



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 Andrew Howell, Member  
 Randy Welch, Member

Approved: \_\_\_\_\_  
*[Signature]*  
 Signature  
 \_\_\_\_\_  
*BOD Sec*  
 Title  
 \_\_\_\_\_  
*10/2/14*  
 Date

**12. Action Items:**

- A. First Reading
  - 1. 14-001 T-BE-School Board Meetings (DeMatteo)  
DeMatteo motioned, Shrider seconded. *Approved to 2<sup>nd</sup> reading: 7-0-0.*
  - 2. 14-002 T-BGB-Policy Adoption (Schauer)  
Schauer motioned, DeMatteo seconded. *Approved to 2<sup>nd</sup> reading: 7-0-0.*
  - 3. 14-003 T-DKC-R-1-Funds Request (Shrider)  
Shrider motioned, DeMatteo seconded. *Tabled to next policy meeting: 7-0-0.*
  - 4. 14-005 T-JJ-E1-Student Participation (Shrider)  
Shrider motioned, DeMatteo seconded. *Approved to 2<sup>nd</sup> reading: 7-0-0.*
  - 5. 14-006 T-JQ-R- Student Fees (Shrider)  
Shrider motioned, DeMatteo seconded. *Approved to 2<sup>nd</sup> reading: 7-0-0.*

**13. Discussion:**

- A. Leadership Class (DeMatteo) So far, there are 10 people interested in the leadership class. They would like to hold it for 2 weekend sessions, instead of the extended schedule used in prior years. DeMatteo, Wanninger & Shrider volunteered to help.
- B. Staff Breakfast (Schauer) Consensus was to work on finding some off-site options for staff/board get-togethers, in lieu of the staff breakfast. The staff responded well to the Left Hand Brewery outing, and indicated an interest in others. Additionally, the breakfast requires BOD to be working, and they don't have an opportunity to interact with the staff. An off-site outing would allow greater interaction.
- C. TPCA Booster Club Bylaws (Wanninger) Discussion centered around how to establish parameters for the PTO and Boosters, such that there's no gap in support, and no overlap. Wanninger agreed to address the groups directly for their suggestions.
- D. Ground Lease (Wanninger) Gave a brief overview of the proposed ground lease, noting that is the same language/process as the others.
- E. Enrollment Marketing Discussion (Wanninger) Marketing Committee asked for some direction from the BOD for messages to be included in marketing. The Curriculum Committee (Nov) will work to have a decision finalized by Dec 1 (BOD approval deadline) on where/what the 2015-16 language staff addition will be (so that it can be included in marketing materials). Likewise, Wanninger noted that the Accountability Committee will strive to have some success story stats to marketing by Oct 16. The Marketing Committee will also reach out to the individual committee leaders for any additional and appropriate promotional information.

**14. Consent:**

- A. Student 24-6-402 (4)(h) *tabled*
- B. Personnel 24-6-402(4)(f) *tabled*
- C. Leadership Class *no vote*
- D. Staff Breakfast *no vote*
- E. TPCA Booster Club *tabled*
- F. Ground Lease

*Motion to accept lease for future ball field grounds as presented. Approved 7-0-0.*

- A. Enrollment Discussion *no vote*

**15. Board Communication:**

- A. Construction Update: Safety doors to be installed over Thanksgiving.
- B. Other: DeMatteo asked BOD to mark their calendars for the Oct 16 State of the School address, and the BOD meeting that morning from 8-10am (in lieu of the regular evening BOD meeting that week). Buchmann be out 9-23 thru 9-30 for surgery.

**16. Adjournment: 9:23pm**