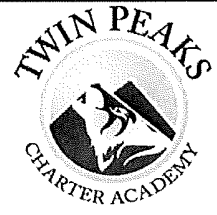




**BOARD OF DIRECTORS'
MEETING MINUTES**
Twin Peaks Charter Academy
340 S. Sunset Street, Longmont, CO 80501
Thursday, December 18, 2014 7PM
West Campus Library



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"

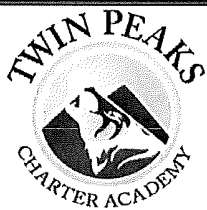
Administration:

BJ Buchmann, Director/Principal
Danielle Feeney, Elem. Principal
Doug Bean, Dean of Students
Teal Maxwell, Dean of Academics

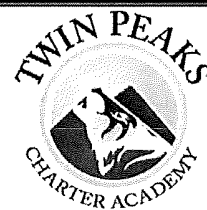
Board of Directors:

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

1. **Executive Session 1:** 5:30 pm
A. Personnel 24-6-402(4)(f)
2. **Executive Session 2:** 6:30 pm
A. Personnel 24-6-402(4)(f)
B. Student 24-6-402 (4)(h)
3. **Work Session:** Book Study 6:45 pm
A. Triple Crown Leadership Chapters 9 &10 – Welch
4. **Regular Session:** 7:00 pm (*PUBLIC IS INVITED*)
5. **Call to Order & Pledge of Allegiance:** DeMatteo called the meeting to order and led the Pledge of Allegiance. BOD present: Kathy DeMatteo (Pres), Pete Wanninger (V Pres), Marisa Shrider (Treas), Jim Schauer (Sec), Shelley Coleman, Andrew Howell, Randy Welch. Staff present: BJ Buchmann (Dir/6-12 Prin), Teal Maxwell-Richards (Dean of Academics), Tracy Volan (Sec to BOD), Lori West (Counselor). Others: John Cutler
6. **Amendments to the Agenda:** Moving "Financial Audit" after Recognitions.
7. **Audience Participation:** DeMatteo spoke as a parent, concerned about increased traffic issues on St. Francis. Today was the 3rd time she's witnessed drive-line traffic accidents. Also, students were crossing the street with traffic with no attendant. Howell mentioned seeing (similar) instances on the west side drive-line. Buchmann agreed engage Doug Bean on the topic.
8. **Recognition:** Buchmann recognized Rob Moran for being a strong leader both in the classroom and with accountability, and for the recent presentation to the vertical science team; Pam Carroll and her staff for doing a tremendous job and with helping to also support the after school activities; and Daniele Feeney & Doug Bean for organizing the ugly sweater contest and staff pot luck. DeMatteo recognized the BOD for doing a tremendous job this year and for their willingness to engage. Shrider recognized Ms. Mahoney for an excellent, organized and enjoyable concert.
9. **Approval of Minutes:**
 - A. BOD Minutes: October 20, 2014 ... *Approved 5-0-2 (Schauer, Welch)*
 - B. BOD Minutes: December 4, 2014
... *Approved as amended, 5-0-2 (Schauer, Welch)*
10. **Administrators Report:** Buchmann provided an updated Administrators reporting, introducing a new metric for elementary math, an Athletics/Activities Report, a PD360 Staff Usage Summary, and an update on the plans for the East Campus Media Center. Howell explained the schematic drawing for the new space, with the primary function being research and group studies. Hoping for it to be available March 2015.
11. **Treasurer's Report:** Shrider presented July financials, noting that it's taken a while to open the new fiscal year in the software system. Michele expects to have the financial report up to date and the next BOD reporting meeting. She also reviewed the reconciliation from the district (for last year), which is now under review in the Business Office. The district identified that they neglected to withhold the correct amount (approx \$140k), and are expecting these funds returned by the end of the this fiscal year. DeMatteo noted that finance is working on a plan to establish a process for proactively addressing this type of situation in advance. Also, TPCA is requesting a formal letter from the district identifying this as their error, for us to provide to S&P.



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12. Action Items:

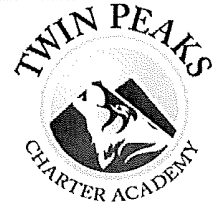
- A. First Reading:
 - i. 14-010 T-GCA-R8 Literary Specialist/Interventionist (DeMatteo)
Will be changing the title to align with the position responsibilities, and reformatting the policy to match the other job descriptions. Howell asked that acronyms be defined in the document. *Approved to 2nd Reading: 6-0-0*
- B. Second Reading:
 - i. 14-007 T-IKA-R Grading System (Coleman) *Tabled 7-0-0*
 - ii. 14-008 T-IKA-R2 HS Grading Policy (Coleman)
Approved to Policy (FastTrack): 6-0-1 (Coleman)
 - iii. 14-009 FY-2015 Supplemental Budget
Approved to 3rd Reading: 7-0-0. Note: 3rd reading on Jan 15.
- C. Third Reading:
 - i. 14-001 T-BE-School Board Meetings (DeMatteo)
Approved to Policy: 7-0-0
 - ii. 14-002 T-BGB-Policy Adoption (Schauer)
Approved as Amended: 7-0-0
 - iii. 14-003 T-DKC-R-1-Funds Request (Shrider)
Approved to policy: 7-0-0
 - iv. 14-006 TPCA Bylaws (Coleman) *Approved: 7-0-0*

13. Committee Reports:

- A. Accountability – Maxwell: The committee is working on Jan 22 State of the School presentation.
- B. Athletics/Activities – Schauer: Minutes are up to date. Have been good discussions around application of policies. Committee does have feedback for the board in Jan on marketing vendors for athletics fields.
- C. Auction – DeMatteo: Beth Witzak has been working on the online prep for the auction, and is already gathering donations. There may be some new parent volunteers from the Principal Coffees to help her.
- D. Curriculum – Coleman: Most recent minutes have not yet been approved. They've been working on the new 5th grade text and also the second language recommendation. They expect to be able to make their recommendation to the BOD in January.
- F. Faculty – DeMatteo: They're working on specific evaluation and weighting criteria. Also, she mentioned the BOD sponsoring a faculty event. BOD decided to host a playoff game get together. DeMatteo will schedule.
- G. Finance – Shrider: Once done with supplemental budget, they'll start on next year's budget. They're proposing a joint Finance/Faculty meeting to discuss how best to implement a bonus plan for teachers.
- H. Marketing – Wanninger: Meeting tomorrow. Have been working on website, enrollment meetings, and Parade of Lights. Will work on process for vendor selection for new fields.
- I. Technology – Howell: None of the past several meetings have had more than one person in attendance. May consider disbanding. DeMatteo asked Technology & Marketing to review the new "Technology Overview" document for input.
- J. PTO – DeMatteo: reminded BOD members to attend at least one Boosters and PTO meeting this year.



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14. Discussion:

- A. TPCA FY13-14 Financial Audit. Shrider introduced John Cutler (Cutler and Associates) who prepared our audit. He said that the audit was approved by the district, the finances look good, and Michele Mansanares did a good job. There was a small overage in the activity fund, but he's not concerned about it. Shrider noted that it has already been addressed. For next time, he asked if the Building Corp could be a little earlier with sending in their financials. He also wanted to bring awareness to the fact that next year, any unfunded PERA will be required to be listed as a liability, per the new reporting requirements.
- B. Conflict of Interest. Wanninger gave overview regarding recent purchases with Southern Colorado Spiritwear.

15. Consent:

- A. Exec 1: Personnel 24-6-402(4)(f) ... *Tabled*
- B. Exec 2: Personnel 24-6-402(4)(f) ... *Tabled*
- C. Exec 2: Student 24-6-402 (4)(h) ... *Tabled*
- D. TPCA FY13-14 Financial Audit

Vote to approve TPCA FY13-14 Financial Audit. Approved: 7-0-0

- E. Conflict of Interest

Vote to support past purchases with Southern Colorado Spiritwear and for future purchases to follow policy. Approved: 6-0-1(Schauer)

16. Board Communication:

- A. Construction Update: Wanninger noted that the HS upstairs is nearly finished. Lobby safety walls are scheduled to go in over break.
- B. Policy KH-E -- Gift Acceptance Form. DeMatteo assigned the review of the newly revised district policy to Schauer & Howell, asking them to use the new policy (T-BGB) process, and bring any minor changes forward as a discussion and consent item at the next meeting.
- C. Misc: BOD Meeting schedule for January:
 - Jan 8th from 7-8:30pm Executive Session
 - Jan 15th -- Regular BOD Meeting
 - Jan 22nd from 8a-10a State of School Presentation (Non-Mandatory BOD meeting)

17. Adjournment: 10:18pm

Approved: _____ <div style="text-align: right; margin-right: 50px;"><i>1-15-15</i></div> <div style="text-align: right; margin-right: 50px;">Date</div>
_____ Name <i>Jim Schauer</i> Signature

