



**BOARD OF DIRECTORS'
MEETING MINUTES**
Twin Peaks Charter Academy
340 S. Sunset Street, Longmont, CO 80501
Thursday, June 18, 2015 at 7PM
East Campus Media Center



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:

Director & MS/HS Principal:
BJ Buchmann
Elem. Principal : Danielle Feeney

Deans:

Academics : Teal Maxwell-Richards
Athletics & Activities: Scot McNutt
Instr. Technology: Brad Agee
Students: Doug Bean

Board of Directors:

Kathy DeMatteo, President
Pete Wanninger, V. Pres.
Jim Schauer, Treasurer
Shelley Coleman, Secretary
Janay Bahnsen-Price, Member
Chuck Gravelle, Member
Andrew Howell, Member

1. **Executive session 1:** 6:00
 - A. Legal 24-6-402(4)(b)
2. **Executive Session 2** 6:30
 - A. Personnel 24-6-402(4)(f)
 - B. Student 24-6-402(4)(h)
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: Kathy DeMatteo(Pres), Pete Wanninger(Vpres), Jim Schauer(Treas), Shelley Coleman(Sec), Chuck Gravelle. Absent (excused): Janay Bahnsen-Price, Andrew Howell
Staff Present: BJ Buchmann(Dir/Prin), Danielle Feeney(Prin), Doug Bean(Dean of Students), Tracy Volan (Sec to BOD). Others present: Marisa Shrider, Amy Bounds.
5. **Amendments to the Agenda:** DeMatteo/Wanninger, add the following discussion items and consents following the Board Office Elections: Set regular meeting time and day, set posting and location of BOD meeting announcements, and committee assignments.
6. **Audience Participation:** None.
7. **Recognition:** Buchmann recognized the coaches offering summer camps & training for volleyball, basketball, and cross country. Megan Williams was recognized for working to support the transition to the new Dean of Athletics & Activities, Scott McNutt. Michele Mansanares was recognized for her 7 years of professional service at TPCA, and for assisting in the transition. Bean recognized the custodial staff for their hard work and doing a wonderful job of getting the facility ready for the new school year. The lockers are already cleaned out and ready for fall. The commons carpet has been cleaned. And they're getting ready to strip and wax the floors. DeMatteo noted that we had a great end of the school year, with the kids so excited for summer, but sad to miss their friends over summer.
8. **Approval of Minutes:**
 - A. BOD Special Session Minutes: May 29, 2015
Approved as amended 4-0-1(Gravelle)
 - B. BOD Minutes June 4, 2015
Approved 3-0-2(DeMatteo, Schauer)
 - C. BOD Special Session Minutes: June 15, 2015
Approved as amended 3-0-2(Gravelle, Schauer)
9. **Treasurer's Report:** DeMatteo, noted that we're current through April now, and expect to be fully caught up before the audit. Are seeing no red flags in the financials. Buchmann noted that planning is already underway for the upcoming audit, and that the new Financial Administrator, Mary Beth Cowie starts with us next week.



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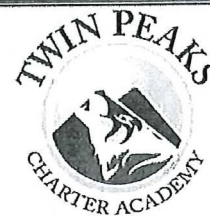
10. Admin Report: Buchmann reviewed the current enrollment report for fall. 3rd and 4th grades are currently overenrolled, but there are no more enrollments being accepted in those grades. Per the typical summer enrollment cycle, there is still expected to some flex in the enrollment numbers before Oct Count. Feeney reviewed a proposed plan for 2015-16 Kindergarten scheduling. (see handout). Bean gave a facilities update: NC Exit steps will be repoured in the next few weeks; updating dvr's for the closed circuit system, allowing us to add more cameras; have obtained pylons donated by Walmart for the parking lot, have acquired a new carpet cleaning machine, track rubber has been installed and stripes will be painted next week, sod will be installed next week, new copy machines, white boards, and water heater have been installed. Working on getting wall mats for the gyms, for safety and extending the life of the gym. Noted that district rental prices for facilities are going up, so we need to revisit our related policies. Wanninger suggested we start that process now. Bean also noted that we recently rented the facility to St. Vrain Football Club, who was very pleased with their experience and the facility. Feeney updated the board on the waiver requests: Kindergarten Readiness Assessment Waiver, and the Waiver on Reporting Teacher Evaluations through the state system. Both waiver requests were granted.

11. Discussion:

- A. Board Officer Election (DeMatteo) Noted that this is the first meeting of the new board for 2015-16. She asked the BOD to consider building a succession plan for officers to ensure that the knowledge, expectations, and requirements are fully communicated to the potential successors. If someone is interested in an officer position, they should seek (prior to election) to gain this knowledge.
- B. Set Regular Meeting Time & Day (DeMatteo) No objections to keeping the meeting day the 1st and 3rd Thursday of each month, starting in August. Meeting time set at 5:30pm to encourage more parent and staff attendance.
- C. Set Posting & Location of Meeting Announcements. (DeMatteo). Continue to post at East & West Campus Lobby Bulletin Boards, Website, and blast email. Wanninger suggested a preliminary-agenda be distributed a week prior in the Howl.
- D. Committee Assignments. (DeMatteo) There are no plans for a technology committee, at this time. BOD members indicated their individual interests in which committees they'd like to serve.
- E. Professional Services Contract (DeMatteo) Tracy L. Weise PR contract was presented for review. Requested amendment to change the signature line to the President of the Board.



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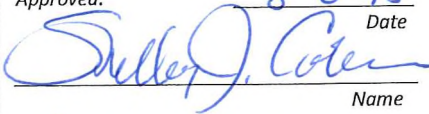
12. Consent:

- A. Exec 1: Legal 24-6-402(4)(b) ... *tabled*
- B. Exec 2: Personnel 24-6-402(4)(f) ... *tabled*
- C. Exec 2: Student 24-6-402(4)(h) ... *tabled*
- D. Board Officer Election
 - A. President. Vote by ballot
 - Kathy DeMatteo 3
 - Pete Wanninger 2
 - B. Vice President. Vote by ballot
 - Pete Wanninger 3
 - Jim Schauer 2
 - C. Treasurer. Roll-Call Vote
 - Jim Schauer 3 (Colem., Schauer, Wann.)
 - Andrew Howell 2 (DeMatteo, Gravelle)
 - D. Secretary. Roll-Call Vote
 - Shelley Coleman 5-0-0
- E. Set Regular Meeting Time & Day
Vote: Regular Meeting time, starting in August, to be the 1st and 3rd Thursday of the month, starting at 5:30pm.
Approved 5-0-0
- F. Set Posting Location of Meeting Announcements
Vote: Posting locations of BOD meeting announcements to be the east campus bulletin board, west campus bulletin board, website, and email, no later than 24 hours in advance of the meeting.
Approved 5-0-0
- G. Committee Assignments
Approved as listed below: 5-0-0
Accountability: Coleman (Primary) & Gravelle
 - A. Athletics & Activities: DeMatteo
 - B. Curriculum: Gravelle (Primary), Coleman
 - C. Faculty: Bahnsen-Price
 - D. Finance: Schauer
 - E. Marketing: Wanninger
- E. Professional Services Contract (Tracy L. Weise)
Approved as amended. 5-0-0

13. Board Communication:

- A. July 18th Strategic Planning session for BOD 9am-4pm

14. Adjournment: 8:29pm

Approved:	8-6-15
	Date
	Name
Board Secretary	
	Title