

BOARD OF DIRECTORS'
MEETING MINUTES
Twin Peaks Charter Academy
340 S. Sunset Street, Longmont, CO 80501
Thursday, August 6, 2015, 5:30pm
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:

Interim Director: Mic Fin
K-5 Principal : Danielle Feeney
Interim 6-12 Principal: David Yu

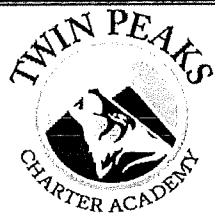
Deans:

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

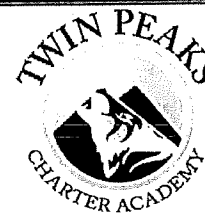
Board of Directors:

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

1. **Regular Session:** 5:30 pm (*PUBLIC IS INVITED*)
2. **Amendments to Agenda:** Wanninger added 4th lease to discussion and consent. DeMatteo added welcome address to opening of meeting.
3. **Call to Order & Pledge of Allegiance:** DeMatteo called the meeting to order and welcomed everyone. She thanked all for their support and encouraged all to continue to stay focused on our mission as we work together for the new school year. BOD Present: Kathy DeMatteo(Pres), Pete Wanninger(Vpres), Jim Schauer(Treas), Shelley Coleman(Sec), Janay Bahnsen-Price, Chuck Gravelle, Andrew Howell Staff Present: Danielle Feeney (Elem Prin), Brad Agee (Dean of Instructional Tech), Doug Bean (Dean of Students), Tracy Volan (Sec to BOD). Others present: Michelle Barkenbus
4. **Audience Participation:**
Coleman addressed the BOD from the audience, regarding the Graduation requirements regarding language, and how as currently structured, it prohibits students from taking a 2nd foreign language. She asked again for BOD consideration of the requirement, as her daughter is in the process of setting her schedule and is affected. Also, she noted that we may have students taking French who don't realize that they're jeopardizing their honors status.
5. **Recognition:**
Feeney recognized Rebecca Parks for her work through the summer to organize and host SPED & Para interviews. The custodial staff was also recognized for doing a fantastic job of getting the building ready for the new school year. Agee was recognized for his dedication in working through the summer with the technology and scheduling needs of the school. DeMatteo recognized everyone who attended the leadership planning retreat.
6. **Approval of Minutes:**
 - A. BOD Meeting Minutes – June 18, 2015
Approved 6-0-1(Howell)
 - B. BOD Special Session Minutes – June 25, 2015
Approved as amended 7-0-0
 - C. BOD Special Session Minutes – June 29, 2015
Approved as amended 7-0-0
 - D. BOD Special Session Minutes – July 10, 2015
Approved 5-0-2(Bahnsen-Price, Howell)
 - E. BOD Work Session Minutes – July 18, 2015
Approved as amended 7-0-0
 - F. BOD Special Session Minutes – July 20, 2015
Approved as amended 6-0-1(Wanninger)
 - G. BOD Special Session Minutes – July 23, 2015
Approved as amended 5-0-2(Gravelle, Schauer)



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7. Action Items:

A. First Reading:

- i. 15-001 T-GBK/T-KE Grievance Policy (DeMatteo)
Approved to 2nd Reading 7-0-0
- ii. 15-014 T-KF-E Community use of Facilities (DeMatteo)
Approved to 2nd Reading 7-0-0
- iii. 15-002 T-GCOA-E1 Teacher Evaluation Form (DeMatteo)
Approved to 2nd Reading 7-0-0
- iv. 15-003 T-GCOA-E2 Faculty Enrichment Plan (DeMatteo)
Approved to 2nd Reading 7-0-0
- v. 15-004 T-GCOA-E3 Observation Conference Form (DeMatteo)
Approved to 2nd Reading 7-0-0
- vi. 15-005 T-GCOA-E4 Teacher Performance Rubric (DeMatteo)
Approved to 2nd Reading 7-0-0
- vii. 15-006 T-GCOA-E9 Teacher Evaluation Report (DeMatteo)
Approved to 2nd Reading 7-0-0
- viii. 15-007 T-GCOA-E12 Licensed Teacher Goals (DeMatteo)
Approved to 2nd Reading 7-0-0
- ix. 15-008 T-GCOA-E14 Teacher Growth Plan (DeMatteo)
Approved to 2nd Reading 7-0-0
- x. 15-009 T-GCOA Teacher Evaluation (DeMatteo)
Approved to 2nd Reading 7-0-0
- xi. 15-010 T-GCOA-R Faculty Observation(DeMatteo)
Approved to 2nd Reading 7-0-0
- xii. 15-011 T-GCOA-E10 Notification of Unsatisfactory Performance (DeMatteo)
Approved to 2nd Reading 7-0-0
- xiii. 15-012 T-GCOA-E11 Experienced Licensed Teacher Remediation Plan (DeMatteo)
Approved to 2nd Reading 7-0-0
- xiv. 15-013 T-GCOA-E13 Teacher Summative Evaluation (DeMatteo)
Approved to 2nd Reading 7-0-0

3. Discussion Items:

- A. Alignment Discussion for Strategic Plan. Wanninger reviewed notes from the summer leadership retreat. Also worked to condense the goals of the year into a 30 second summary.
- B. Employee Recognition Proposals. Coleman presented a preliminary list of suggestions, as a result of the Leadership Retreat, for BOD consideration. Next steps are for her to take them to Faculty Committee for consideration.
- C. Committee Charge Letters. DeMatteo reminded everyone that the charge letters are due at the 2nd BOD meeting in Sept. (Sept 17th).
- D. Charter Contract Assignment. DeMatteo. She reminded everyone, that with the exception of the Finance Committee, the BOD liasions are not the chairs of the committees they sit on. They are to solicit committee member participation, schedule meetings, prepare agendas, assign a secretary to take minutes, and keep the meetings on track and aligned with the school mission. Committee liasions



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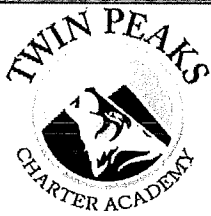
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- D. Charter Contract Assignment. DeMatteo. Partnership Discussion. DeMatteo asked for a volunteer to champion the renewal of the school's district contract (which expires this year). Schauer consented.
- E. Campus Needs Discussion. Wanninger presented (for input) a list of potential facility and school financial needs that could be included as part of the district's bonding effort.
- F. Annual Leases. Wanninger presented the 4 property leases that the building corp holds, for annual renewal.
- G. Conflict of Interest. Wanninger disclosed to support transparency, that the recent marketing materials were being produced by PostNet. DeMatteo confirmed that she is acting as the broker, but is charging no fee for her services. The PostNet location providing the printing is not her business, and she receives nothing for her services. The pricing she's negotiated on our behalf is very competitive.

3. Consent - Regular Session:

- A. Approval of the Strategic Plan as Developed.
Approved 7-0-0
- B. Contract Assignment
Vote to assign Jim Schauer as the champion of the school contract renewal. *Approved* 7-0-0
- C. Lease of the Building and 12 Acres – Annual Lease \$1
Approved 7-0-0
- D. Lease of the Fields -- Annual Lease \$100
Approved 7-0-0
- E. Lease of the 4+ acres for future fields – Annual Lease \$100
Approved 7-0-0
- F. Lease of the 2.5 acres – Annual Lease #100
Approved 7-0-0



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G. Conflict of Interest

Vote to approve agrees that Kathy DeMatteo's brokerage arrangement through PostNet does not violate policy.

Approved 7-0-1 (DeMatteo)

Board Communication:

DeMatteo noted that there will be ongoing discussions with the district, and asked for BOD volunteers to participate as a leadership learning opportunity. Wanninger noted that many of the BOD members need mailboxes.

- 3. Executive Session:** 8:05pm
A. Personnel 24-6-402(4)(f)
B. Student 24-6-402(4)(h)

- 4. Consent – Executive Session:**
A. Personnel 24-6-402(4)(f) No vote.... tabled
B. Student 24-6-402(4)(h)
To override policy as discussed in Executive Session
Approved: 6-0-1 (Bahnsen-Price)

- 5. Adjournment:** 9:15 pm

<i>Approved</i>
<i>Shelley Coleman</i>
Name
<i>Board Secretary</i>
Title
<i>8-20-15</i>
Date