



**BOARD OF DIRECTORS'**  
**MEETING MINUTES**  
Twin Peaks Charter Academy  
340 S. Sunset Street, Longmont, CO 80501  
*Thursday, September 3, 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"*

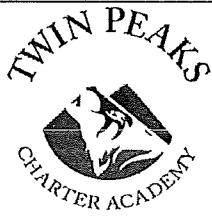
### Administration:

Interim Director: Mic Finn  
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

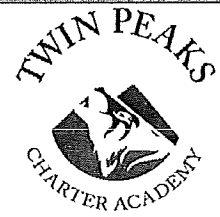
### Board of Directors:

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. **Call to Order & Pledge of Allegiance:** DeMatteo called the meeting to order. BOD Present: Kathy DeMatteo(Pres), Pete Wanninger (V Pres) via phone, Shelley Coleman (Sec), Janay Bahnsen-Price, Chuck Gravelle, Andrew Howell. Absent: Jim Schauer (Treas). Staff present: Mic Finn (Interim Director), Danielle Feeney (Elem Prin), David Yu (Interim 6-12 Prin), Tracy Volan (Sec to BOD). Others present: Marisa Shrider, Florianne White.
3. **Amendments to Agenda:** None.
4. **Audience Participation:** None.
5. **Recognition:** Feeney recognized Kia Toothaker and Lisa Barilla for the Trott Kickoff assemblies, and Carol Gerke, Jeni Ransburg, Alycia Burns, Lucy Copperberg, Jen Whitmer, and Liz Miloradovich for their Induction Presentation. Finn recognized the administrative staff for helping to start the school year strong, and BOD members for welcoming him back to the TPCA community. Yu recognized Joan Farus, Pam Wanninger, Rob Moran, and James Bekins for working with him on a project to improve the culture at TPCA with a stronger focus on academics. DeMatteo recognized the administration team, noting that she's been impressed with the dedication and teamwork.
6. **Approval of Minutes:**
  - A. BOD Meeting Minutes – August 20, 2015  
*Approved* 5-0-1(Wanninger)
  - B. BOD Special Session Minutes – August 27, 2015  
*Approved* 6-0-0
7. **Administrative Update:**
  - A. K-5 Update (Feeney). She recently participated in online webinars from CO League of Charters, and CEU regarding changes in testing. We'll need to have an opt out policy in place quickly. Other recent events: learning about the impact of testing to the UIP, Singapore math training, core knowledge language arts training, science teachers had training on the new textbook materials, and they've set the monthly staff meeting schedule for this year as: (wk 1 & 2) Grade level meetings. (wk 3) K-12 breakout. (wk 4) MTSS support. The first induction seminar for new to TPCA teachers has been held. TPCA had their first Spanish parent seminar on Monday evening. Mic and she are to follow up with Raquel DeGroot for feedback in planning the next one. She's also been doing classroom visits to talk about 6 pillars and student/parent contracts. All general curriculum has been purchased. She noted to curriculum that Spanish 6-8 and SS k-8 will be up for review this year.
  - B. 6-12 Update (Yu). He's noticed that teachers here have a lot of extra responsibilities, so he's working with Brad Agee to explore scheduling options for next year, with the hopes of freeing up teacher time with a common study hall for struggling students. The goal is to have the base schedule set for the 2016-17 school year ready by mid-Dec. DeMatteo asked him to bring more of the "how and why" to the board, once they get further through the process. Yu also noted that research suggests that class sizes do matter, but only to a point. He's planning to keep an eye on performance this year, by



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class size, to determine impact and opportunities. He feels that technology can have a negative impact on the learning environment, if not carefully applied. So he plans to watch this carefully this year as well, to make sure the classroom environment is as productive as possible. He's also concerned that there's too much "pop culture" in the classrooms that are making missed opportunities for supporting the school's Classical Education model. He's working with a team of teacher leaders to raise the academic culture in the classrooms, and make sure that what's put in front of the students is well thought through. They are working on developing a road map, with the goals being to complete grades 6, 9 & 12 this first year; grades 7 & 10 (and review 6,9,12) in Year 2; grades 8 & 11 (and review 6,7,9,10,12) in Year 3. Lastly, he's concerned that our salary schedule limits the potential pool of applications: The licensure requirement penalizes teachers with a classical background but who aren't licensed.

C. K-12 Update (Finn). He's been working with David, Danielle, and Marla on the strategic plan's goal #1. They may need to come back to the BOD and revisit the timeframe. He's also been attending district leadership meetings, and has assigned administrative attendance also so that TPCA has a presence, and can bring information back to the team from the meetings. And he's been working with Mary Beth Cowie to study the budget.

**8. Action Items:**

A. First Reading:

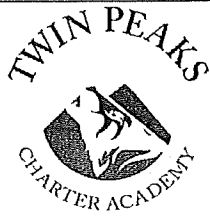
- i. 15-015 T-IKA Grading Assessment Systems (Gravelle)  
*Approved 6-0-0*

B. Second Reading:

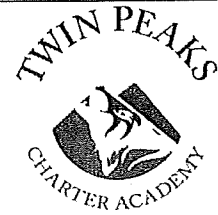
- i. 15-001 T-GBK/T-KE Grievance Policy (Coleman)  
*Tabled to Oct 15 5-0-1 (Wanninger)*
- i. 15-014 T-KF-E Community use - Facilities (DeMatteo)  
*Tabled to Oct 15 5-0-1 (Wanninger)*
- ii. 15-009 T-GCOA Teacher Evaluation (Bahnsen-Price)  
*Tabled to Oct 15 5-0-1 (Wanninger)*
- iii. 15-010 T-GCOA-R Faculty Observation (Bahnsen-Price)  
*Tabled to Oct 15 5-0-1 (Wanninger)*
- iv. 15-011 T-GCOA-E10 Notification of Unsatisfactory Performance (Bahnsen-Price)  
*Tabled to Oct 15 6-0-0*
- v. 15-012 T-GCOA-E11 Experienced Licensed Teacher Remediation Plan (Bahnsen-Price)  
*Tabled to Oct 15 6-0-0*
- vi. 15-013 T-GCOA-E13 Teacher Summative Evaluation (Bahnsen-Price)  
*Tabled to Oct 15 6-0-0*

C. Third Reading:

- i. 15-002 T-GCOA-E1 Teacher Evaluation Form (DeMatteo)  
*Vote to Remove from policy- Approved 6-0-0*
- ii. 15-003 T-GCOA-E2 Faculty Enrichment Plan (DeMatteo)  
*Vote to Remove from policy- Approved 6-0-0*
- iii. 15-004 T-GCOA-E3 Observation Conf. Form (DeMatteo)  
*Vote to Remove from policy- Approved 6-0-0*



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- iv. 15-005 T-GCOA-E4 Teacher Perform. Rubric (DeMatteo)  
*Vote to Remove from policy- Approved 6-0-0*
- v. 15-006 T-GCOA-E9 Teacher Evaluation Report (DeMatteo)  
*Vote to Remove from policy- Approved 6-0-0*
- vi. 15-007 T-GCOA-E12 Licensed Teacher Goals (DeMatteo)  
*Vote to Remove from policy- Approved 6-0-0*
- vii. 15-008 T-GCOA-E14 Teacher Growth Plan (DeMatteo)  
*Vote to Remove from policy- Approved 6-0-0*

**9. Discussion Items:**

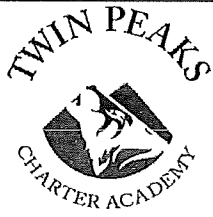
- A. Auditor Engagement Letter (DeMatteo for Schauer). DeMatteo presented the auditor's engagement letter for approval.
- B. Approval of Flyer for Distribution (DeMatteo). Feeney noted that per policy (T-KHC & T-KHC-R), if something is to go home (from an outside source) in Thursday folders, it is to be approved by the BOD. She asked if the BOD might consider whether they want to review that policy. The two flyers presented to the BOD were:
  - Kidz in Locomotion, which she supports distribution of, as it is for an after school activity for our students.
  - Longmont Dance Theater's performance, which she would prefer to set out on the tables in the lobby, rather than distribute in the Thursday folders. This is an event that would enrich the students, but not one they would participate in.

**10. Consent - Regular Session:**

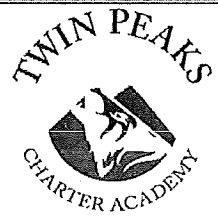
- A. Auditor Engagement Letter  
*Vote: To approve auditor engagement letter, as presented Approved 6-0-0*
- B. Approval of Flyer for Distribution
  - i. Afterschool activity: Kidz in Locomotion  
*Vote: to approve distribution of flyer for afterschool Kidz In Locomotion Hip Hop activity in K-5 Thursday folders Approved: 5-1(Coleman)-0*
  - ii. Longmont Ballet Event  
*Vote: to approve distribution of flyer for Longmont Ballet event in K-5 Thursday folders Not Approved: 0-0-6*

**11. Board Communication:**

- A. The BOD agreed to review the flyer distribution policies (T-KHC & R) DeMatteo asked Marketing Committee start the review process.
- B. There may be a possible work session, from David Yu's admin report, at the end of Oct.
- C. Howell noted that TPCA was a sponsor of Festival on Main, but there was no one at our table. Wanninger to check into it and get back to the BOD.
- D. Howell noted that they've recently learned that there are some changes that need to be made to the Merit Pay Plan, as work rounds to be able to include the non-exempt (hourly) employees as well. DeMatteo asked that the topic be brought back to the BOD as a discussion item.



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*Tabled Regular Session at 6:55pm*

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- 12. **Executive Session:**    *Called to order at 7:02*
  - A. Personnel 24-6-402(4)(f)
  - B. Student 24-6-402(4)(h)
  - C. Documents 24-6-402(4)(g)
- 13. **Consent – Executive Session:**
  - A. Personnel 24-6-402(4)(f)           *tabled*
  - B. Student 24-6-402(4)(h)           *tabled*
  - C. Documents 24-6-402(4)(g)       *tabled*
- 14. **Adjournment:**            *9:10 pm*

<i>Approved</i>
<i>Shelley Coleman</i>
Name
<i>Secretary</i>
Title
<i>9/17/15</i>
Date