



**BOARD OF DIRECTORS'
MEETING MINUTES**

**Twin Peaks Charter Academy
340 S. Sunset Street, Longmont, CO 80501
January 21, 2016, 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
Interim MS/HS Principal: David Yu

Deans:

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

Kathy DeMatteo, President
Pete Wanninger, V. Pres.
Jim Schauer, Treasurer
Shelley Coleman, Secretary
Tim Ellis, Member
Chuck Gravelle, Member
Andrew Howell, Member

Janae Bannsen-Price, Member
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1. **Regular Session:** 5:30 pm (*PUBLIC IS INVITED*)

2. **Call to Order & Pledge of Allegiance:**

BOD Present: Coleman, DeMatteo, Ellis, Gravelle, Howell, Schauer (arrived at 6:43pm), Wanninger (arrived at 6:06pm)

Staff Present: Agee, Finn, Cowie, Yu, McNutt (arrived 6:14pm), Maxwell-Richards (arrived at 6:15pm)

3. **Amendments to Agenda:** *None*

4. **Audience Participation:** *None*

5. **Recognition:**

Finn: Lego Robotics Team represented TPCA at state tournament and did well. Finished in top 10 in the competition and had near perfect scores in some categories. Headed by Sean Kroger and represented by Esther Xu, Elena Anderson, Eli Anderson, Hayden Moreford, Ben Jacobi, Kezi Kroger and Owen Kroger. Administrative team doing everything and going above and beyond the call of duty. Also Board Members for their time and effort. PTVO doing their share and plus, planning meals for teacher conferences, middle school dance, international festival, and ice cream social.

Maxwell-Richards: Joyce Rhodes has been subbing in the special education department for many years. She is currently covering for Tina Liggins who is out on medical leave. We appreciate all that Joyce does for TPCA students! David Yu has been a great addition to the admin team. He brings a fresh perspective to TPCA and has engaged staff and other administrators in thinking about how to continually improve academics and culture at TPCA. We appreciate David's expertise and leadership! Carol Gerke and Jenni Ransburg: Carol and Jenni helped at the last enrollment meeting by leading the round table discussions for kinder and grades 3-5. We appreciate Carol and Jenni's involvement and received several compliments from prospective parents about the round tables. Marilyn Putrah oversaw three successful enrollment meetings and has been busy making offers to families. We appreciate Marilyn's leadership, especially this time of year when she is managing so much!

Dana Long: This is Dana's second year at TPCA and she has been stepping up to the plate when it comes to being a teacher leader. Dana has joined the curriculum committee, is planning to present at the upcoming Core Knowledge conference, and has taken on a leadership role in her team. Dana is also a highly effective classroom teacher and regularly receives kudos from parents, students, and other staff members.

Agee:

K-5: Carey Payne: She has done a wonderful job making the West Campus Media Center a place where students want to be.

K-5: Marilyn Putrah: Has taken on the extra work as the Secondary Registrar and has done a great job.



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Agee (continued):

K-5: PBIS is being used with efficiency as displayed by the percentage below. Thank you to Sandy Sandman and Liz Milo for their staff level leadership.

6-12:

Athletics and Activities: Brad Carsten on his Chess club and getting 50-70 3rd grade-8th grade kids with himself and a high school volunteer playing chess on Saturday. James Holtz and Beth Leininger with the work they are putting into the musical this year. Tryouts went off last week with great success and they will start working on their readthrough next week with all participating students. Beth Leininger for coordinating a great opera and the entire 6-12 teaching staff for teaching etiquette at the performance. The behavior of the students was amazing. Lucy Copperberg and Alycia Burns for the implementation of online Access testing. They held practice sessions to get the students comfortable with the changes and we have had a smooth transition

DeMatteo: Tim Ellis for assisting with situation with the District. Both girls' and boys' basketball teams (they are on winning team).

6. Approval of Minutes:

A. BOD Meeting 1/7/16

Motion: to approve as amended

Approved: 6,0,1(Ellis)

7. Treasurer's Report:

Cowie reviewed December financials.

8. Committee Reports: (see minutes submitted in packet)

A. Accountability Committee (Coleman) Reviewed recent PARCC data and the financial administrator salary.

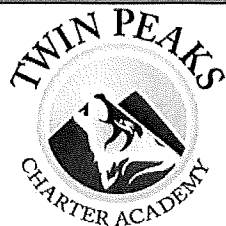
B. Athletics & Activities Committee (DeMatteo) Has not met recently.

C. Curriculum Committee (Gravelle) Lengthy discussion on value of quarter vs. trimester system at the elementary level. A new physics textbook proposal. The consensus of the Board was that the Committee should review their charge letter and the high school charter approval document (to obtain historical information) which would help guide the Committee.

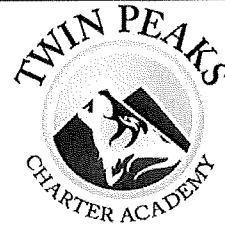
D. Faculty Committee (Howell) Hiring process, staff survey reviewed.

E. Finance Committee (Schauer) Now meeting the 2nd Thursday of the month. Recent issues include the status of financial calendar, the amended budget, the status of the audit, and T-DB/DBD (Days of cash formula).

F. Marketing Committee (Wanninger) Discussed having enrollment meetings earlier, being able to have the High School have a specific focus like all the other District schools.



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F. Final Policy Process (DeMatteo) Reminded Board members to send final approved copy of policies to Tracy Volan.

12. Consent - Regular Session:

- A. Fundraising Options (DeMatteo) Finn *Approved: (6-1(Howell)-0)*
Motion: To allow the PTVO to outsource the Timberwolf Trot
- A. Schedule changes for 2016-17(DeMatteo)
Motion: to approve The "Green, White, & Black" schedule
Not Approved: (3(DeMatteo, Wanninger, Howell) - 4-0)
- A. Coffee Meeting 1/29 (DeMatteo) No Vote
- B. Community Meeting updates (DeMatteo) No Vote
- C. Strategic Discussion Follow-up/Task assignment (Wanninger) No Vote
- D. Final Policy Process (DeMatteo) No Vote

13. Board Communication:

DeMatteo: preparing for BOD Leadership meeting at TPCA on 1/25, 4:30pm.
 TPCA meeting with District on Jan. 27 to discuss Bond and Charter renewal.
 Howell: requested members to forward questions for the candidate interviews.
 Coleman: invited members to attend the staff meeting on Feb. 3 at 12:45pm to help distribute Years of Service certificates.
 McNutt: reported difficulty with finding Lacrosse officials. If school wants to be accepted into a league and compete, officials must be found.

14. Executive Session 1: 9:34pm

BOD Present: Coleman, DeMatteo, Ellis, Gravelle, Howell, Schauer, Wanninger
 Staff Present: Agee, Finn, Yu, McNutt, Maxwell-Richards

- A. Personnel 24-6-402(4)(f)
- B. Student 24-6-402(4)(h)

15. Consent – Executive Session:

- A, Exec 1 - Personnel 24-6-402(4)(f) No Vote
- B. Exec 1 - Student 24-6-402(4)(h) No Vote

16. Adjournment: 9:44pm

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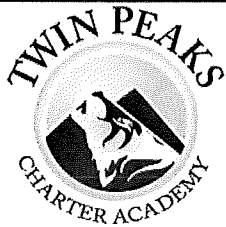
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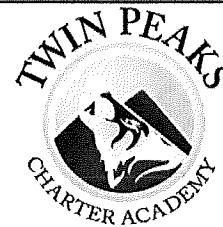
Approved: _____
Sally Cole
 Signature

_____ *2-4-16* _____
 Date

_____ *Board Secretary* _____
 Title



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G. Other Updates:

- i. Auction Ad Hoc Committee: DeMatteo: Committee has not met.
- ii. PTVO (DeMatteo) Refer to submitted minutes.

9. Administrators Reports: (see report in meeting packet) Finn: Best Grant is a possibility but a lot of paperwork. Capital construction funds at \$214,000. To date have spent \$30,000 to redo HS science room. Looking into adding lockers, a camera system, asphalt for athletic field parking area, and a high school sign. Going forward with Director candidate process, with phone interviews pending.. Interviews with teams may begin Tuesday, February 2, 2016. Maxwell-Richards: State of the school presentation being formulated.

10. Action Items:

- A.. Third Reading
 - i. 15-020 T-GCA Staff Positions (Howell)
 Motion: To table *Approved (7-0-0)*
 - ii. 15-027 Supplemental Budget (Schauer)
 Motion: To approved *Approved (7-0-0)*

11. Discussion Items:

- A. Fundraising Options (DeMatteo/Finn): Lisa Barilla and Heather McChesney proposing the idea of outsourcing the Timberwolf Trot, because of low numbers of volunteers, the absence of someone to oversee it. The Trot needs a new look, to give volunteers a break, and the possibility of bringing in new faces and excitement. Barilla compared the two companies under consideration, Apex and Boosterthon, (ways of marketing, daily character lessons, an online system, T-shirts for participants, and organization). May consider having HS students man the concession stands at TPCA events, to involve this group who traditionally has not gotten involved in the Trot. Discussed possible conflicts with character lessons offered by the companies vs. TPCA six pillars? Other concerns: getting High school students involved and buy-in from teachers.
- B. Schedule changes for 2016-17(DeMatteo)
- C. Coffee Meeting 1/29 (DeMatteo) To discuss enrollment and student retention.
- D.. Community Meeting updates (DeMatteo). Considering using capital construction money to pay down loans. Arrington to attend charter school community meetings. DeMatteo met with Superintendent to discuss future of charters in the District. District is planning the bonding as: 1)75% new builds; 2) 15% building preservations; 3) 5% Safety; 4) 5% Educational programs and innovations. These are not in alignment with TPCA's bonding plans. Marketing issues with District resolved. Jim Schauer gave update on meeting with District.
- E. Strategic Discussion Follow-up/Task assignment (Wanninger). 3 goals set: Preschools recruiting, Student retention, MS to HS Vibrancy.