



BOARD OF DIRECTORS
MEETING MINUTES



Twin Peaks Charter Academy
340 S. Sunset Street, Longmont, CO 80501
March 3, 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: Scott McNutt
Instr. Technology: Brad Agee
Students: Doug Bean

Board of Directors:

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

1. Executive Session #1- (5:30)

A. Student 24-6-402(4)(h)

BOD present: Coleman, DeMatteo, Ellis, Gravelle, Howell, Schauer (arrived 5:35), Wanninger. Staff: Finn, Yu, Maxwell-Richards

2. Regular Session: 5:45 pm (PUBLIC IS INVITED)

3. Call to Order & Pledge of Allegiance:

BOD present: Coleman, DeMatteo, Ellis, Gravelle, Howell, Schauer, Wanninger
Staff present: Finn, Yu, Maxwell-Richards. Others: None

4. **Amendments to Agenda:** None

5. **Audience Participation:** None

Focus Activity: DeMatteo asked those attending to write out TPCA mission statement for memory then to compare it with the actual statement.

6. Recognition:

Finn: Brad Agee for operating the cameras and all other building technology. Has been a terrific asset. Collette Lauter for her work organizing the International Festival, attendance about 500. Marilyn Putrah for her willingness to share information about her job so a transition to a new employee can be made. Carey Payne and Jose Rodriguez for handling two 911 situations seamlessly.

Yu: Scott McNutt for being already "right there" when a discipline situation arises to be of assistance. Jen Whitmer, James Thornton, James Bekins, James Holtz took students to a film.

Maxwell-Richards: Pam Carroll for joining a rotation in a 2nd grade activity in addition to her custodial duties.

Schauer: Leininger for taking two students to All State in Greeley. David Yu for speaking at Senior Night. Scott McNutt for helping to cede teams at the regional basketball tournament.

Ellis: Kristin Ellis and Jim Schauer for handling over a 100 kids during Wolf Pack Wednesday.

Howell: Everyone associated with organizing the International Festival as it was really fun.

DeMatteo: Brad Agee for bringing to her attention new families during the International Festival and for being very welcoming himself.

7. Approval of Minutes:

A. BOD Meeting Minutes 2/18/16

Approved as amended 6-0-1(Gravelle)

8. Committee Reports:

A. Accountability Committee (Coleman)

B. Curriculum Committee (Gravelle)

C. Faculty Committee (Howell)

D. Finance Committee (Schauer)

E. Other Updates:

i. PTVO (DeMatteo)

Approved:
<i>Shelley Coleman</i>
Signature
<i>3-31-16</i>
Date
<i>Board Secretary</i>
Title



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11. Action Items:

- A. First Reading
- B. Second Reading
 - i. 15-019 T-GCA-R2-39 - To remove job descriptions from policy (Howell)
Motion: To table at 3rd reading. *Approved 7-0-0*
 - ii 15-029 T-GCA-R40-42 - Remove job descriptions from policy (Howell)
Motion: To move to 3rd *Approved 5-2(Coleman, Wanninger)-0*
 - iii. 15-038 T-GCA-R1-Director Job Description (Howell)
Motion: To move to 3rd *Approved 5-2(Coleman, Wanninger)-0*
 - iv. 15-020 T-GCA Staff Positions (Howell)
Motion: To move to 3rd *Approved 6-1(Coleman)-0*
 - v. 15-021 T-GCAB Administrative Staff Positions (Howell)
Motion: To move to 3rd *Approved 7-0-0*
 - vi. 15-030 T-CC Organizational Chart (DeMatteo)
Motion: To table *Approved 7-0-0*
 - vii. 15-032 T-JQ Student Fees Fines and Charges Policy (Schauer)
Motion: To move to 3rd *Approved 7-0-0*
 - viii. 15-033 T-JQ-R Student Fees Fines and Charges Policy (Schauer)
Motion: To move to 3rd *Approved 7-0-0*
 - ix. 15-034 T-IJOA-E TPCA Field Trip/Activity Permission Form (Schauer)
Motion: To move to 3rd *Approved 7-0-0*
 - x. 15-035 T-JJ-E1 Student Participation Contract (Schauer)
Motion: To move to 3rd *Approved 7-0-0*
 - xi. 15-036 T-JJJ-R Extracurricular...Activity Eligibility (Schauer)
Motion: To move to 3rd *Approved 7-0-0*
- C. Third Reading
 - i, 15-015-0T-IKA-R Grading Assessment Systems (removal default to district) (Gravelle)
Motion: Remove, and default to district policy. *Approved 7-0-0*
 - ii. 15-016 T-IKA Grading Assessment Systems (Gravelle)
Motion: Approve to policy *Approved 7-0-0*

12. Discussion Items:

- A. Board Election Update (Gravelle) As of this date there are no candidates.
- B. Board Goals and Structure (DeMatteo). A discussion around a restructuring of the Board's committees ensued for the purpose of making Board service more accessible to a larger percent of school's population and to detail some committee tasks to other areas in the organization.
- C. Conflict of Interest Discussion (DeMatteo)
 - Party #1 - Ellis explained his relationship as a professional photographer with TPCA. He detailed the hours and the photography he has provided the school as a volunteer over the years and revealed he has not solicited funds from TPCA during that time to compensate for his time, equipment, or services. Ellis has, however, solicited compensation from TPCA parents whose children have appeared in Ellis' photos.
 - Party #2 – Andrew Howell's spouse, Alicia, works part time for SVVSD and may be working on the TPCA premises.



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- Party #3 – The Board reviewed this issue as discussed last year at the May 7, 2015 meeting: It was determined that Pam Wanninger’s employment at a SVVSD substitute at TPCA did not constitute a conflict of interest for Pete Wanninger as a Board member. The vote at the time was Yes (1), No (4), Abstain (1). The current Board (2016) determined that it was unnecessary to vote on the issue again, and that it reaffirms the vote made in 2015.

13. Consent - Regular Session:

A. Board Goals and Structure

Motion: To approve Board Restructure Plan to make service more accessible to our entire parent community. *Approved 7-0-0*

Conflict of Interest Discussion

i. Party #1

Motion: Does Ellis’ relationship with TPCA constitute a conflict of interest as per T-BCB in regards to his solicitation of parents for his photography?

No 6-0-1 (Ellis)

ii. Party #2

Motion: Does policy T-BCB apply in Andrew Howell’s relationship with TPCA?

No 6-0-1(Howell)

iii. Party #3

No Vote

14. Board Communication:

Wanninger: Board was asked to not attend a Director candidate interview. Wanted to know why. Coleman: Explained comments made towards the end of the February 18, 2016 Board Meeting to ensure they were understood as intended: there was a misunderstanding regarding a non-scheduled third executive session. She also expressed a concern with the length of meetings and weighing the value of non-critical issues being discussed at late hours.

DeMatteo: 1) A Commencement speaker is needed. 2) Scholarship funds may not be available because there is not an auction committee. 3) Encouraged members to do what is possible to end the school year on a positive note on three issues: enrollment, fund-raising, and Board election.

Adjourned: 9:45pm

15. Executive Session 2:

BOD Attending: Coleman, DeMatteo, Ellis, Gravelle, Howell, Schauer, Wanninger
Staff present: Finn, Yu, Maxwell-Richards (left at 10:27pm)

A. Personnel 24-6-402(4)(f)

B. Student 24-6-402(4)(h)

16. Consent – Executive Sessions:

A. Exec 1 - Student 24-6-402(4)h

Motion: To override policy. *Approved: 7-0-0*

B. Exec 2 - Personnel 24-6-402(4)(f)

Motion: As discussed in Executive Session *Approved 7-0-0*

C. Exec 2- Student 24-6-402(4)(h)

14. Adjournment: 11:20pm

