



**BOARD OF DIRECTORS  
MEETING MINUTES**  
Twin Peaks Charter Academy  
340 S. Sunset Street, Longmont, CO 80501  
Thursday, April, 14, 2016 6:00pm  
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: Joe Mehsling

Elementary Principal: Amber Coniff

Secondary 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. Special Session: 6:00 pm Public is Invited**

DeMatteo opened the meeting.  
BOD attending: Kathy DeMatteo, Tim Ellis, Chuck Gravelle, Jim Schauer, Pete Wanninger  
Absent, Excused: Shelly Coleman, Andrew Howell  
Staff: Mary Beth Cowie, Joe Mehsling  
Others: Marisa Shrider

**2. Action Items:**

a. First Reading:

- i. 15-093 T-GCB-E11 Financial Administrator Salary  
*Motion: To Move to 2nd Reading Not Approved (0-5-0)*
- ii. 15-094 T-GCB-E3 AR/AP Clerk Sal Sched  
*Motion: Approve to Policy Approved (5,0,0)*
- iii. 15-048 T-GCA-R2 Human Resources/Accounting Clerk  
*Motion: Approve to Policy Approved (5,0,0)*
- iv. 15-049 T-GCA-R3 Elementary Principal Job Descr  
*Motion: Approve to Policy Approved (5,0,0)*
- v. 15-050 T-GCA-R4 Dean of Academics Job Descr  
*Motion: Approve to Policy Approved (5,0,0)*
- vi. 15-051 T-GCA-R5 Elementary Teacher Job Descr  
*Motion: Approve to Policy Approved (5,0,0)*
- vii. 15-052 T-GCA-R6 Music Teacher Job Descr  
*Motion: Approve to Policy Approved (5,0,0)*
- viii. 15-052 T-GCA-R7 Financial Administrator Job Descr  
*Motion: Approve to Policy Approved (5,0,0)*
- ix. 15-053 T-GCA-R8 Interventionist Job Descr  
*Motion: Approve to Policy Approved (5,0,0)*
- x. 15-054 T-GCA-R9 Instructional Assistant Job Descr  
*Motion: Approve to Policy Approved (5,0,0)*
- xi. 15-055 T-GCA-R11 Night Custodian Job Descr  
*Motion: Approve to Policy Approved (5,0,0)*
- xii. 15-056 T-GCA-R12 Technology Teacher Job Descr  
*Motion: Approve to Policy Approved (5,0,0)*
- xiii. 15-057 T-GCA-R13 Health/Office/Safety Clerk Job Desc  
*Motion: Approve to Policy Approved (5,0,0)*
- xiv. 15-058 T-GCA-R14 Administrative Assistant Job Descr  
*Motion: Vote to Remove Approved (5-0-0)*
- xv. 15-059 T-GCA-R15 Head Custodian Job Descr  
*Motion: Vote to Remove Approved (5-0-0)*
- xvi. 15-060 T-GCA-R17 Business Office Assistant Job Desc  
*Motion: Approve to 2nd Reading Approved (5,0,0)*
- xvii. 15-061 T-GCA-R19 Teacher/Media Specialist Job Desc  
*Motion: Approve to 2nd Reading Approved (5,0,0)*
- xviii. 15-062 T-GCA-R20 Middle School Math Teacher Job  
*Motion: Approve to Policy Approved (5,0,0)*



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- xix. 15-063 T-GCA-R21 Middle School English Teacher Job  
*Motion: Approve to Policy* *Approved (5,0,0)*
- xx. 15-064 T-GCA-R22 Middle School Social Studies JD  
*Motion: Approve to Policy* *Approved (5,0,0)*
- xxi. 15-065 T-GCA-R23 Middle School Science Teacher JD  
*Motion: Approve to Policy* *Approved (5,0,0)*
- xxii. 15-066 T-GCA-R24 Student Services/Registrar Job Des  
*Motion: Approve to Policy* *Approved (5,0,0)*
- xxiii. 15-067 T-GCA-R25 Administrator/Assistant Principal  
*Motion: Vote to Remove* *Approved (5-0-0)*
- xxiv. 15-068 T-GCA-R26 Special Education Para Job Descr  
*Motion: Approve to Policy* *Approved (5,0,0)*
- xxv. 15-069 T-GCA-R27 High School Math Teacher Job Des  
*Motion: Approve to Policy* *Approved (5,0,0)*
- xxvi. 15-070 T-GCA-R28 High School English Teacher JD  
*Motion: Approve to 2nd Reading* *Approved (5,0,0)*
- xxvii. 15-071 T-GCA-R29 High School Social Studies Job Des  
*Motion: Approve to 2nd Reading* *Approved (5,0,0)*
- xxviii. 15-072 T-GCA-R30 High School Science Teacher Job Descr  
*Motion: To Approve to 2nd Reading* *Approved (5-0-0)*
- xxix. 15-073 T-GCA-R31 Secondary Principal Job Descr  
*Motion: To Approve to Policy* *Approved (5-0-0)*
- xxx. 15-074 T-GCA-R32 K-12 Director Job Descr  
*Motion: To Approve to Policy* *Approved (5-0-0)*
- xxxi. 15-075 T-GCA-R33 Maintenance Supvr Job Descr  
*Motion: To Approve to Policy* *Approved (5-0-0)*
- xxxii. 15-076 T-GCA-R34 Secretary to the BOD/Exec Asst to Director JD  
*Motion: To Approve to 2nd Reading* *Approved (5-0-0)*
- xxxiii. 15-077 T-GCA-R35 IT Support Specialist Job Descr  
*Motion: To Remove from Policy* *Approved (5-0-0)*
- xxxiv. 15-078 T-GCA-R36 Volunteer Coordinator Job Descr  
*Motion: To Approve to Policy* *Approved (5-0-0)*
- xxxv. 15-079 T-GCA-R37 Guidance Counselor Job Descr  
*Motion: To Approve to Policy* *Approved (5-0-0)*
- xxxvi. 15-080 T-GCA-R38 Dean of Athletics & Activities Job Descr  
*Motion: To Approve to 2nd Reading* *Approved (5-0-0)*
- xxxvii 15-081 T-GCA-R39 Internet Communication Specialist Job Descr  
*Motion: Vote to Remove* *Approved (5-0-0)*
- xxxviii 15-082 T-GCA-R40 Dean of Instr. Technology JD  
*Motion: To Approve to 2nd Reading* *Approved (5-0-0)*
- xxxix 15-083 T-GCA-R41 Business Office AR Clerk JD  
*Motion: To Approve to Policy* *Approved (5-0-0)*
- xxxx 15-084 T-GCA-R42 Business Office AP Clerk JD  
*Motion: To Approve to Policy* *Approved (5-0-0)*



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- xxxxi. 15-085 T-GCA-R43 Translator/Interpreter JD  
*Motion: To Approve to 2nd Reading* Approved (5-0-0)
- xxxxii. 15-086 T-GCA-R44 Art Teacher Job Descr  
*Motion: To Approve to 2nd Reading* Approved (5-0-0)
- xxxxiii. 15-087 T-GCA-R45 Band Teacher Job Descr  
*Motion: To Approve to 2nd Reading* Approved (5-0-0)
- xxxxiv. 15-088 T-GCA-R46 PE Teacher Job Descr  
*Motion: To Approve to 2nd Reading* Approved (5-0-0)
- xxxxv. 15-089 T-GCA-R47 Spanish Teacher Job Descr  
*Motion: To Approve to 2nd Reading* Approved (5-0-0)
- xxxxvi. 15-090 T-GCA-R48 HS Biology Teacher Job Descr  
*Motion: To Approve to 2nd Reading* Approved (5-0-0)
- xxxxvii. 15-091 T-GCA-R49 HS Chemistry Teacher JD  
*Motion: To Approve to 2nd Reading* Approved (5-0-0)

a. Second Reading:

b. Third Reading

i. 15-038 Proposed 16-17 Budget

*Motion: To Approve to Policy* Approved (5-0-0)

ii. 15-037 T-GCA-R1 Dean of Students Job Descr

*Motion: To Approve to Policy* Approved (5-0-0)

**3. Executive Session:**

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

**4. Consent – Executive Session:**

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

No Vote

**5. Board Communication**

Joe gave a thank you and quick up date from his first week.

DeMatteo - update and overview of charter contract and bonding process. Both to be discussed in depth @ 4/21 meeting.

Play- happening Friday 7pm and Tuesday 3pm

Summer planning meeting date confirmed July 23rd , 9 am-4pm

**6. Adjournment: ~8:30pm**

Approved: <u>4-21-16</u>
Date
<u>Shelley Coleman</u>
Name
<u>Board Secretary</u>
Title

