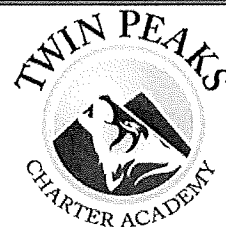


**BOARD OF DIRECTORS'
MEETING MINUTES**

**Twin Peaks Charter Academy
340 S. Sunset Street, Longmont, CO 80501**

**Thursday April 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:

Director: Joe Mehsling

Elementary Principal: Amber Coniff

Secondary Principal: David Yu

Deans:

Academics: Teal Maxwell Richards

Athletics & Activities: Scott McNutt

Instr. Technology: Brad Agee

Board of Directors

Kathy DeMatteo, President

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Jim Schauer, Treasurer

Shelley Coleman, Secretary

Tim Ellis, 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 attending : Coleman, DeMatteo, Ellis, Gravelle (arrived 6:07pm) Howell, Schauer, Wanninger

BOD Members Elect: Jody Reenan, Marisa Shrider

Staff: Agee, Bean, Cowie, Gerke, Maxwell-Richards, McNutt, Mehsling, Terry, Yu

3. **Amendments to Agenda:** None

4. **Audience Participation:** None

5. **Recognition:**

Mehsling: The Administration team and the entire staff for the wonderful welcome.

Yu: Brad Agee for overseeing the PARCC testing, including coordinating with the District and even proctoring when necessary. James Holtz for his direction of the play "Wipeout!" and the six weeks of play practices. Andrea Balster for bringing in a Holocaust survivor as a guest speaker to her classrooms. Linda Goldman for helping to bring the Cherry Creek Art Show to TPCA. To Brian Crim and Beth Leininger for the recent Spring concerts and the Spring Creek Band Festival (Crim). Finally to Joan Farus for working on new teaching methods and preparing students for the National History Day Competition.

Maxwell-Richards: Brad Agee due to the smooth completion of all Elementary testing. It has been so smooth because of AG's efforts.

Additionally, all teachers have pitched in with proctoring and making sure students need to be where they need to be.

Agee: Hannah Penalosa, Sandy Andrews, Pooja Bahirat, and Darlene Dixon for helping out with security during the recent play. Rob Moran, Jen Whitmer, and Alycia Burns for assisting with the testing make-ups, enabling the school to be ahead of schedule.

McNutt: Spencer Cone for the running the recent JV track meet and impressing the visiting schools. As a first-year coach, he ran the meet as a more experienced coach would have done. James Holtz for directing the very entertaining "Wipeout!" and giving students an experience they will never forget. Jeannie Torres for organizing the recent lunch for the volunteers during Volunteer Appreciation Week.

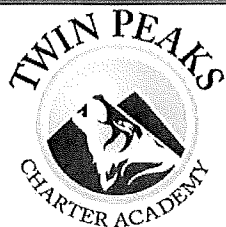
Bean: Great performances of "Wipeout!" and the Elementary music concert.

Howell: James Holtz for the production of "Wipeout!" and Ms. Mahoney for the elementary musical performance.

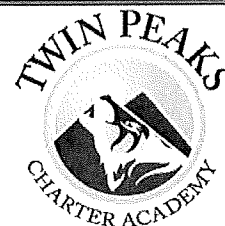
Coleman: James Holtz for putting on the play while working through a number of difficulties, demonstrating character through perseverance.

Parent Kristin Ellis, who functioned almost like an employee during the practices of "Wipeout!" She gave of herself with much self-sacrifice for the students and the good of the play.

Schauer: Quinn Quirner, Scot McNutt, and Jennifer Whitmer for their roles in the play, showcasing their talents beyond the classroom. Brad Karsten for taking 12 students to the 28 th Annual Math Day Competition at Metro State. The TPCA team won 2 nd place for 2nd year in a row. Ms. Mahoney for the recent Elementary concert



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6. Approval of Minutes:

A. BOD Minutes - 3/17/16 *Approved 6-0-1 (Gravelle)*

B. BOD Minutes - 3/31/16 *Approved 6-0-1 (Gravelle)*

C. BOD Minutes - 4/14/16 *Approved 4-0-3*

(Coleman, Gravelle, Howell)

7. Treasurer's Report: *As submitted in the BOD Packet*

8. Admin Report:

Maxwell-Richards: Amber Coniff, the new Elementary Principal, came to recent staff meeting to help get to know staff and will be spending two days here in May. Two elementary positions are open. All curriculum for next year has been ordered.

Yu: As submitted in BOD packet.

McNutt: As submitted in BOD packet.

Agee: As submitted in BOD packet

Bean: Parking Lot is ready for asphalt when the rain stops. Dead spots on the sod and several trees are under warranty. Reviews of the custodians are being done for the first time.

Mehsling: All administrator reports will soon begin reporting to the Director. The Executive Assistant hiring process is almost complete.

9. Committee Reports:

A. Accountability Committee—Working on processing parent and student survey responses to present to BOD next month.

B. Athletics & Activities Committee - Fees needs to be raised because CHSSA also is raising fees. Taking small steps to start a soccer program (a 3-year process).

C. Curriculum Committee - Investigating the possibility of reducing Western Civilization 1 and 2 (4 semesters) to three semesters. After review, it was decided that such a move would not be beneficial. The course requirements for AP History and AP European History are changing, so new textbooks are being investigated. A new grading scale at the High School to allow "D's" is being discussed.

D. Faculty Committee - Announcement of the Faculty Party

E. Finance Committee - Change in meeting schedule for Finance Committee. Salary schedule fast-tracking by BOD. Financial calendar was updated.

F. Marketing Committee - None

G. Other Updates:

i. PTVO—Mehsling will be meeting with the PTVO soon.

10. Discussion Items:

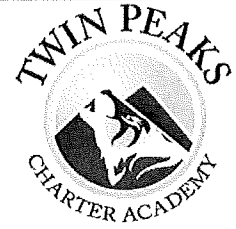
A. UIP (Coleman) - Maxwell-Richards explained that this year's UIP (previously filed with the District) is different this year because there was no data provided from the State as testing had changed. Submitted UIP data was based instead on internal assessments (e.g. i-Ready). Two issues were highlighted in the UIP: Geometry and ELL. Root cause analysis of the former revealed a pacing sequence issues; of the latter, an issue of content accessibility was found. Actions to address these issues are: continuing to work on alignment and improving Improvement Tier 1, 2, and 3 instruction.



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B. Faculty Survey of the Board (Howell) - Survey was summarized by Dena Terry. Areas of strength included: moral communication, resources. Areas of concern included: Board, budget, discipline. A discussion ensued as to how this survey compared with previous years' and the amount of data presented at the BOD meeting. Andrew Howell forwarded, during the meeting, more raw data to the BOD Members.

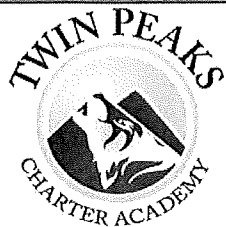
C. District Contract Review (DeMatteo) - DeMatteo gave a review of the contract drafting process since February. TPCA must return a copy to District by June 8, 2016, and must include updated addendums.

D. Bonding Meeting Review (DeMatteo) - DeMatteo gave update. The group of charters decided not to attend the 3rd meeting with the District, as preliminary discussions revealed that two of the charters (not TPCA) likely would not be allotted any money in the proposed bond. According to the 4/11/16 meeting, plans are that TPCA may have an \$800,000 payout (typically must be spent in three years). The St. Vrain Board has not yet approved the Bond (will happen within next two weeks). There is no estimate yet on the cost to TPCA for the election costs (although the last bond election cost to TPCA was approximately \$7,000). Charters have 12% of the student population in the District, but they are not receiving 12% of the funds in the proposed bond.

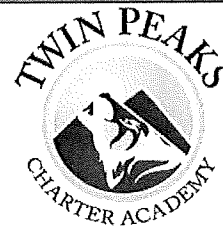
E. AP Physics Decision (Gravelle) - Agee reviewed the pros and cons of algebra-based physics and calculus based physics. A historical review of the TPCA High School plans reveals that calculus-based AP physics is what is envisioned and that the BOD voted to affirm this decision two years ago. Nonetheless, currently TPCA does not have the student population to justify a calculus-based physics class but could offer an algebra-based physics class which has lower math prerequisites. Algebra-based AP physics classes usually are not accepted as college credit for science/technical majors, and thus taking the class has certain caveats. The proposal is to offer an algebra-based physics course but not delete calculus-based physics from the TPCA catalog of class descriptions.

F. Legacy Wall Fundraiser (DeMatteo) - As a fundraiser, DeMatteo proposed a Legacy Wall. Wood samples to be used in the wall were shown and proposed costs were presented. The wall opposite the Commons would be used. The pros and cons of the fundraiser were debated.

G. Board Response to Recognition (Coleman) - Coleman presented a review of the overall one of the components of last summer's Strategic plan to increase morale by staff recognition. Board members were asked if the system of sending out recognitions was working. She presented data on the numbers of employees being recognized at the BOD meetings and the frequency at which some employees are recognized. Such frequency highlights the enormous contributions of certain employees, but may also, she posited, reveal that some employees have low-profile jobs and may need to be recognized. Finally, the suggestion was made that tracking of this kind of data could be used to help determine employee-of-the-year awards if the BOD were so inclined to pursue.



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11. Consent - Regular Session:

- A. District Contract Review *No Vote*
- B. Bonding Vote *No Vote*
- C. AP Physics Decision - *Motion:* To add Algebra-based physics to catalog, with a definitive disclaimer regarding possible college variance of AP credit acceptance. Approved 5-2-0 (Schauer, Wanninger)
- D. Legacy Wall Fundraiser - *Motion:* To go forward with the Legacy Wall Fundraiser. Approved 6-1- 0 (Wanninger)

12. Board Communication:

Gravelle cannot attend Curriculum Comm. meetings any longer due to his job schedule. Howell: sent members the Faculty Survey data. The PTVO Ice Cream Social is May 13th and a wheel barrow race is proposed. Board members are needed for the wheelbarrow race & should contact Howell to volunteer. DeMatteo: Board sponsored Staff Party is at Rib House on April 29 th 5:30pm. On May 17th a coffee w/Amber Coniff, David Yu & Joe Mehsling will be at 7:30am. Howell volunteered to attend & will introduce everyone at the coffee. Board training modules for the new members (Shrider and Reenan) need to be completed in addition to 3 x 1 hr trainings with the Director to understand roles of Board members. Training should be completed through the summer and early fall. Give Jim Schauer money to purchase something to raffle off for staff participation. Board retreat is scheduled for July 23, 9-4pm. Coleman: Encouraged members to consider the job of taking the minutes after her departure from the BOD in June. Although the minutes have traditionally been taken by the Exec. Assist., a BOD member taking the actual minutes has the advantage of helping one learn names, parliamentary procedures & have a better grasp of what the BOD is working on. Pre and post processing of minutes still needs admin support, but taking the minutes is a rewarding task. Mehsling: June 3 rd 9-2, CLCS has Board Fundamentals training.

13. Executive Session: 8:00 pm

BOD: Coleman, DeMatteo, Ellis, Gravelle, Howell, Schauer, Wanninger

Staff: Agee, Maxwell-Richards, McNutt, Mehsling, Yu

Others: Jody Reenan, Marisa Shrider

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

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

14. Consent – Executive Session:

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

Motion: As discussed in executive session. Approved (7-0- 0)

B. Student 24-6-402(4)(h) *No Vote*

15 Adjournment: 9:30pm

Approved

Shelley Coleman BOD Secretary

 Signature Title

5-19-16

 Date