



BOARD OF DIRECTORS' MEETING MINUTES

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

Thursday May 5, 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

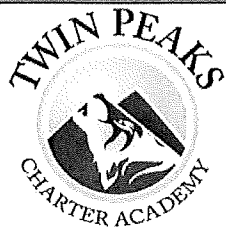
Deans:

Academics: Teal Maxwell Richards
Athletics & Activities: Scott McNutt
Instr. Technology: Brad Agee

Board of Directors

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

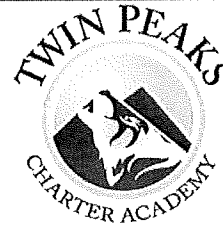
- 1. Regular Session: 5:30 pm (PUBLIC IS INVITED)
2. Call to Order & Pledge of Allegiance: DeMatteo opened the meeting. BOD: Coleman, DeMatteo, Ellis, Gravelle (arrived at 6:25pm), Howell, Schauer(excused), Wanninger, Marisa Shrider (member-elect) Staff: Cowie, Raquel DeGroot, Deborah Esterline, James Holtz, Maxwell-Richards,Mehsling, Rob Moran, Charlotte Talbert, Yu Others: Micaela Chacon
3. Amendments to Agenda: none
4. Audience Participation: none
5. Recognition: Maxwell-Richards: Heather Rollins for heroically grabbing some burning papers and taking them outside the building. Carey Payne and Jose Rodriquez for also responding to the same situation according to procedure, keeping it from getting out of control. Cowie: Jose Rodriquez for catching up on a back-log of orders for curriculum and other supplies at the same time covering two desks. Yu: Jen Whitmer for bringing in a Vietnam War veteran to talk with students. Scot McNutt and his team for the organized track meets. Molly Creek, Alycia Burns, and Rob Moran for running the PSAT testing. Mehsling: The entire secondary staff and parents who helped with prom and after-prom making it a wonderful and safe evening. All of the students in the eight assemblies who met with Joe and for asking great questions. Ellis: Kristen Ellis and Jim Schauer for putting on the latest Wolf Pack Wednesday.They put on a great program for many students. DeMatteo: The admin team who worked on the dashboard project.
6. Approval of Minutes: A. BOD Minutes - 4/21/16 Approved as amended (5-0- 0)
7. Action Items: A. First Reading: i. 15096 T-GCOA- E Teacher Evaluation Rubric (Howell) Motion: to 2nd Reading. Approved (5-0- 0) ii. 15099 T-CFBA Professional Evaluation Oversight (Howell) Motion: to 2nd Reading. Approved (5-0- 0) iii. 15100 T-CFBA- E Annual Observation Cycle (Howell) Motion: to 2nd Reading. Approved (5-0- 0) iv. 15101 T-CFBA- I Oversight of Instr Staff Evaluation (Howell) Motion: to 2nd Reading. Approved (5-0- 0) v. 15102 T-JQ- E1 15-102 Student Fee Schedule (Schauer) Motion to Fast Track. Approved (5-0- 0) Motion to Policy as Amended. Approved (5-0- 0)



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- vi. 15103T-JQ- E2 15-103 Athletics & Activities Fees(Schauer)
Motion to Fast Track. Approved (6-0- 0)
- Motion to Policy as Amended. Approved (6-0- 0)
- vii. T-IHAAD- Double Dose Reading (For Removal) (Wanninger)
Motion: to 2 nd for removal Approved (6-0- 0)
- viii. T-IHBEA- English as a Second language
Motion: to 2 nd Reading. Approved (6-0- 0)
- ix. T-IKAB- Report cards/Progress Reports/Parent Conferences (Wanninger)
Motion: to 2 nd Reading. Failed (0-6- 0)
- x. T-BCB- E-1 Annual Conflict of Interest Statement (DeMatteo)
Motion: to 2 nd Reading. Approved (6-0- 0)

B. Second Reading: None

C. Third Reading:

i. T-JQ- Student Fees (Schauer)

Motion: To Policy as amended Approved (6-0- 0)

8. Discussion Items:

A. Alliance Grant Summary (Wanninger). A representative from the Alliance Grant reviewed the purpose of the grant, of which TPCA is a recipient, and how is it funded (by the Scientific & Cultural Facilities District). The \$11,000 grant funded field trips, the roving art gallery, and bringing professionals to work with students. James Holtz, Deborah Esterline, Charlotte Talbert were presented as "Alliance Project teachers," and were instrumental in the school's reward of the grant. The presenter also thanked TPCA for letting the Alliance partner with the school and announced that her organization will continue to work with the school for a second year.

B. Parent Survey Summary (Coleman) – Coleman reviewed the results of the 26-question 2015-2016 Parent Survey and provided some analysis of the issues revealed. Overall most parents are satisfied with TPCA. Areas of strength for the school are the curriculum, its teachers, the focus on character and academic achievement, safety, front desk staff, facilities, dress code, and technology. Areas of concern for the school are discipline and behavior, parental involvement, school leadership, electives, academic instruction, and athletics.

C. PALE summary (DeMatteo) – Raquel DeGroot gave a review of this year's Padres Apoyando la Educacion ("Parents Supporting Education"), a program designed to empower Latino parents as they support their children's education . Topics included Creating Connections to Student Success, Technology and Parenting, Raising Bicultural Children, The Brain Under Construction, and The Power of Parents. Positive outcomes of the program include increased volunteerism, assistance with parent/teacher conferences, and increased usage of parent portal of Infinite Campus. Challenges this year include childcare for the meetings, scheduling, and promotion.



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D. Conflict of Interest Disclosure (DeMatteo) Kathy DeMatteo has been hired as an instructor for Constant Contact, a vendor with which TPCA has a current business relationship. As the only CC representative in the area, DeMatteo would be supplying any training TPCA would have under contract. The school pays \$600 annually to Constant Contact for services which includes the software, support, and training. Discussion arose if DeMatteo should be involved in marketing software vendor decisions.

E. Prom/Dance Protocol Review (DeMatteo)- Although there were no issues at this year's prom, it was revealed that some procedures regarding permission slips with other high schools need to be refined before next year's dance.

F. Board Restructure- DeMatteo reviewed the difference between Board roles and Executive roles (according to several management organizations). A review of a slate of proposed Committees, to replace the current slate of Board Committees, was reviewed and discussed. Members were advised to think about the issues and send comments to DeMatteo for incorporation into a second draft of the proposal to be brought back at first meeting in June. Next steps are: 1) a transitional work goal is needed to align the executive team with the BOD goals, 2) the formation of retreat goals, and 3) community engagement plan (to explain why changes were made). The proposal is to approve the Board Restructure Plan by June 2, 2016, to be followed up by revisions to the Bylaws, some policies, and a review by the attorney.

G. Data Dashboard. Mehsling reviewed the draft of the data dashboard to be used to track student academic/activities statistics; finances; facilities projects; faculty and staff credentials; and parent involvement.

9. Consent - Regular Session:

A. Alliance Grant – No Vote

B. Parent Survey – No Vote

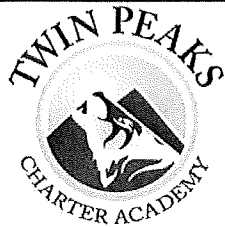
C. PALE – No Vote

D. Conflict of Interest – Motion: Kathy DeMatteo's relationship with Constant Contact does not represent a conflict of interest, but that as a Board Member, she shall refrain from any marketing software vendor purchasing decisions and/or contract reviews. Approved 5-0-1(DeMatteo)

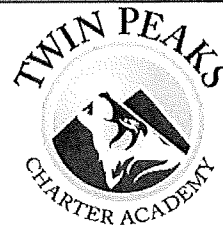
E. Prom/Dance Protocol – No Vote

F. Board Restructure – No Vote

G. Data Dashboard – No Vote



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10. Board Communication:

Howell: Ice Cream Social- Need Board member for the wheelbarrow race.

DeMatteo: Monday, the 16th, a Charter School Leadership Meeting regarding long-term bonding relationship with SVVSD will be discussed. Mehsling and Wanninger to attend meeting. The next bonding meeting is Monday, the 23rd, where final details will be revealed. The contract has been sent out to BOD members except for Exhibit H. The TPCA contract will be approved at our June 2, 2016 meeting. Meeting with administration and parents is Tuesday, the 17th - Howell will attend. The Legacy Wall fundraiser is almost ready to go. Teachers not returning to TPCA to receive an acknowledgment of appreciation in the Howl. Wanninger is running the May 19th meeting.

Wanninger: There was a miscommunication as to whether he was supposed to attend a staff meeting for a presentation. He spent time preparing for meeting but was not on staff agenda.

11. Executive Session: 8:00 pm

Attending:
BOD: Coleman, DeMatteo, Ellis, Gravelle, Howell, Schauer (excused), Wanninger, Marisa Shrider (member-elect)
Staff: Maxwell-Richards, Mehsling, Yu
A. Personnel 24-6- 402(4)(f)
B. Student 24-6- 402(4)(h)

12. Consent – Executive Session:

A. A. Personnel 24-6- 402(4)(f)
B. B. Student 24-6- 402(4)(h)
Motion: As discussed in Executive Session Approved (6-0- 0)

15. Adjournment: 9:28pm

Approved		
	BOD Secretary	5-7-16
Signature	Title	Date