Independent School District No. 4015
Community of Peace Academy
Board of Directors Meeting
Minutes: December 12, 2016

Members Present: Ms. Sizer, Ms. Goerss, Mr. Swanson, Ms. Weissenborn, Ms. Baker, Ms. Davis
Members Absent: Ms. Humm, Ms. Pitsenbarger, Ms. Carmona
Ex-Officio Members Present: Ms. Quinn
Guests: Mr. Dennis Hoogeveen, Clifton Larson Allen

I. Peace Circle
The Board meeting began at 6:00 p.m. with a Peace Circle.

II. Acceptance of Minutes
(Board Packet Attachment A)
Recommendation #1: Acceptance of the minutes of the October 10, 2016 Regular meeting.

Ms. Goerss moved the Board approve Recommendation #1. Motion seconded by Mr. Swanson. The following voted in favor: Ms. Sizer, Mr. Swanson, Ms. Goerss, Ms. Weissenborn, Ms. Baker. Motion passed.

III. Acceptance of Agenda
Recommendation #2: Acceptance of the agenda.

Mr. Swanson moved the Board approve Recommendation #2. Motion seconded by Ms. Goerss. The following voted in favor: Ms. Sizer, Mr. Swanson, Ms. Goerss, Ms. Weissenborn, Ms. Baker. Motion passed.

IV. Fiscal Year 2016 Audit Report
(Board Packet Attachment B1 and B2)
Recommendation #3: Approve the Fiscal Year 2016 Audit Report.

Ms. Sizer moved the Board approve Recommendation #3. Motion seconded by Ms. Weissenborn. The following voted in favor: Ms. Sizer, Mr. Swanson, Ms. Goerss, Ms. Weissenborn, Ms. Baker, Ms. Davis. Motion passed.

V. Treasurer’s Report
(Board Packet Attachment C)
Recommendation #4: Approve the Community of Peace Academy Financial Statements for November 2016.

Ms. Baker moved the Board approve Recommendation #4. Motion seconded by Ms. Goerss. The following voted in favor: Ms. Sizer, Mr. Swanson, Ms. Goerss, Ms. Weissenborn, Ms. Baker, Ms. Davis. Motion passed.


Ms. Baker moved the Board approve Recommendation #5. Motion seconded by Mr Swanson. The following voted in favor: Ms. Sizer, Mr. Swanson, Ms. Goerss, Ms. Weissenborn, Ms. Baker, Ms. Davis. Motion passed.

VI. Approval of Purchases and Contracts
(Board Packet Attachment D1, D2 and D2a)
Recommendation #6: Approve the contract with Sunbelt Staffing for the Speech/Language Pathologist services of Jessica Sutherland from November 21, 2016 to June 5, 2017 at $75/hour regular rate and $112.50/hour overtime rate.

Ms. Weissenborn moved the Board approve Recommendation #6. Motion seconded by Ms. Davis. The following voted in favor: Ms. Sizer, Mr. Swanson, Ms. Goerss, Ms. Weissenborn, Ms. Baker, Ms. Davis. Motion passed.
Recommendation #7: Approve the contract with Vanguard Cleaning Systems of Minnesota for 2.0 FTE custodian from December 2016 through June 2017, for $45,850.00.

Ms. Goerss moved the Board approve Recommendation #7. Motion seconded by Ms. Sizer. The following voted in favor: Ms. Sizer, Mr. Swanson, Ms. Goerss, Ms. Weissenborn, Ms. Baker, Ms. Davis. Motion passed.

VII. Executive Director’s Report
(Board Packet Attachment E)

Section I: Personnel
A. Leaves
- 4th Grade Teacher Brenda Rogers returned from parental leave from on November 22nd, 2016.
- PreK Teacher Katie Kerrigan has been approved for parental leave from January 3rd to February 27, 2017.
- High School Social Studies Teacher Anna Elbert has been approved for parental leave from January 17th to April 19th, 2017.
- Special Education Paraprofessional Zahra Nooh was granted Family Medical Leave from October 31st 2016 through November 23rd 2016.
- Special Education Paraprofessional Tou Peng Yang is expected to return from Family Medical Leave on January 3rd, 2017.

B. Separations
- The employment of Special Education Paraprofessional Zahra Nooh terminated on November 23rd, 2016.
- The employment of Special Education David Lee will terminate on December 15th, 2016.
- The employment of Dual Language Paraprofessional Elizabeth Regalado will terminate in mid-January 2017, exact date to be established.

C. New Hires, 2016-2017
There are no new hires to report.

D. Contracts for Service
A contract for service is proposed with Sunbelt Staffing for full-time Speech/Language Services through the remainder of the 2016-2017 school year. Speech/Language Pathologist Services would be provided by Jessica Sutherland.

A contract for service is proposed with Vanguard Cleaning System of Minnesota for 2.0 FTE custodian from December 2016 through June 2017, for $45,850.00.

F. Open Positions
Special Education Paraprofessional
5th Grade Co-Teacher

Recommendation #8: Accept the December 2016 Personnel Report.

Mr. Swanson moved the Board approve Recommendation #8. Motion seconded by Ms. Davis. The following voted in favor: Ms. Sizer, Mr. Swanson, Ms. Goerss, Ms. Weissenborn, Ms. Baker, Ms. Davis. Motion passed.

II. ACADEMIC PROGRAM
A. School Improvement Efforts/Regional Center of Excellence (Attachment E1)
The December 1st Record of Continuous Improvement was submitted to the Minnesota Department of Education.

III. FOUNDATION GRANT INITIATIVES
A. McKnight Foundation Grant Update
The 5Essentials Survey Window opened on November 7th and remains open through December 9th. Survey results will be shared with the school leadership team in February 2017.
The second STEP Literacy Assessment window opened on December 5th and remains open through December 16th, 2016. Second round data-analysis provides the first opportunity of the school year to formally assess student growth in STEP.

McKnight and the University of Chicago Urban Education Institute planned three learning trips, all focused on effective programming for Dual Language learners. Elementary Principal Bao Vang and Co-Teacher Gretchen Polkinghorne visited Center City Public Charter School in Washington, D.C. and Executive Director Cara Quinn and Literacy Coach Melissa Jackson visited Portland Public Schools in Portland, Oregon on November 29th and 30th. On December 5th and 6th EL Consultant Jana Hilleran and Co-Teacher Laura Hegrenes visited David Douglas School District, also in Portland, Oregon.

Board Members are strongly encouraged to attend Executive Briefings on the initiative which will be held at McKnight Foundation headquarters in downtown Minneapolis on January 26th (breakfast), March 23rd (breakfast) and May 12th (lunch). More information and invitations will be shared in advance of each briefing.

IV. FINANCE

A. Enrollment

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B. Extended Time Revenue

Minnesota Statute 124E.20, Subd 1(b) authorizes additional general education revenue for qualifying charter schools that provide optional instructional programs in addition to the school’s core programming. Specifically, the statute states, “For a charter school operating an extended day, extended week or summer program, the general education revenue in paragraph (a) is increase by an amount equal to 25 percent of the statewide average extended time revenue per adjusted pupil unit.

CPA intends to apply for Extended Time Revenue for Fiscal Year 2017 to support its after school programs for students in grades 3-12, and Summer Literacy Camp for incoming PreK and K students, and will submit the application in advance of the December 15th, 2016 deadline.
V. STATE REPORTING AND COMPLIANCE

A. World’s Best Workforce Summary Report (Attachment E2)
Under Minnesota Statutes, section 120B.11, school districts and charter schools are to submit a World’s Best Workforce (WBWF) Summary Report to the Minnesota Department of Education each year. This summary documents the WBWF student achievement goals that were established last year, the strategies and initiatives that the district engaged in to meet the goals, and the subsequent progress made on those goals by the end of the school year. CPA’s World’s Best Workforce Summary Report was submitted in advance of the December 15th, 2016 deadline.

VI. AUTHORIZER

A. Fall Site Visit (Attachment E3)
University of St. Thomas Charter Authorizing Program Coordinator Dana Peterson and fellow Alica Gerry conducted the annual fall site visit on November 10th, 2016. Ms. Peterson and Ms. Gerry observed in classroom, interview students, teachers and staff during the school day, and attended the November 14th board meeting. Ms. Peterson submitted written feedback on that visit on December 1st, 2016, noting that no follow up action is required of CPA.

B. Quarterly Report #3
Quarterly Report #3 is due to the University of St. Thomas by January 1st, 2017. This report will address behavior management, background check procedures, board binder, school website compliance, board policy review and bylaw review, relationship between board and school leader, and an update on the school’s financial status.

VII. OTHER BUSINESS

A. Elementary Program Expansion
It was previously reported to the Board of Directors that the Trustees of St. Patrick’s Church have informed Community of Peace Academy that they do not have property to sell. J. Kou Vang, President of JB Realty, informed Cara Quinn that approximately 400 additional students would be required to finance the construction of a second facility, nearly double our desired increase of 200 students. Architect Debora Rathman of Rivera Architects Inc. advised that expansion of the existing school building to accommodate up to 7 more classrooms and the necessary support space was not likely possible.

At the November 14th meeting, the CPA Board expressed its commitment to fully exploring all options for site expansion or the construction of a second facility in order to accommodate a third section of students in grades PreK through 6.

Since the November 14th Board Meeting, Ms. Quinn has asked Ms. Rathman to fully analyze all options for facility expansion, as well as to consider construction of a new facility on CPA’s existing play lot, which would require relocation of the play lot. Ms. Rathman will present her conclusions and recommendations at the January 9th, 2017 Board Meeting.

Ms. Quinn has also made contact with Russell Peterson, Principal Architect of Clever Architecture, who recently completed construction of a new facility for Mainstreet School of the Performing Arts, a west metro charter school. Ms. Quinn has also reached out again to Mr. Vang, of JB Realty to accept his offer of a pro-bono feasibility assessment. At present, Mr. Vang has not replied to an email sent or a voicemail left.

C. Principal Ambassador to China
In May 2016 it was reported to the Board of Directors that Community of Peace Academy was one of two schools selected by Character.org and their international member, the Markham International Education Center (MEIC), to participate in a Principal Ambassador program to China in January 2017, and that Executive Director Cara Quinn, Elementary Principal Bao Vang and 7-12 Principal Tim McGowan will plan to represent CPA at this event.

The dates and logistic of this event have recently been confirmed. The Character Education Principals' Forum will be held on January 5th and 6th, 2017, in Guangzhou, China where the leaders of the U.S. National Schools of Character will meet with 70 Chinese principals to discuss character education concepts, common challenges, and specific strategies through presentation, dialogue and panel discussion. The initiative is part of a 6-month multi-module training program for elementary and middle school principals. Guangzhou is located in southeast China, just outside of Hong Kong.

Ms. Quinn and Mr. McGowan will depart on January 2nd and return on January 9th, 2017. Ms. Vang’s participation is depending on the timing of attainment of U.S. Citizenship. The MEIC will cover all travel, lodging and food expenses for
one participant, and with Board support CPA will cover the expenses of up to two more participants, at an estimated cost of no more than $2,000 per person.

**Recommendation #9:** Reschedule the January 2017 Board Meeting from January 9th, 2017 to January 23rd, 2017.

**Ms. Weissenborn moved the Board approve Recommendation #8. Motion seconded by Ms. Goerss.** The following voted in favor: Ms. Sizer, Mr. Swanson, Ms. Goerss, Ms. Weissenborn, Ms. Baker, Ms. Davis. **Motion passed.**

**VII. Board Committee Updates**  
*Board Packet Attachments F1-F3*

- Facility Committee
- Finance Committee
- Schoolwide Program Oversight Committee
- Community Engagement Committee
- Branding and Marketing Task Force

**XIV. Adjourn**

**Ms. Sizer moved the meeting adjourn at 7:45 p.m. Motion seconded by Ms. Goerss.** The following voted in favor: Ms. Sizer, Mr. Swanson, Ms. Goerss, Ms. Weissenborn, Ms. Baker, Ms. Davis. **Motion passed.**

Respectfully submitted,
Angela Sizer  
Board Secretary