

**Independent School District No. 4015
Community of Peace Academy
Board of Directors Meeting
Minutes: August 14, 2017**

Attachment A

Members Present: Ms. Sizer, Ms. Baker, Ms. Pitsenbarger, Ms. Weissenborn, Ms. Davis, Ms. Huml, Ms. Yang, Mr. Overvoorde

Members Absent: Mr. Swanson

Ex-Officio Members Present: Ms. Quinn

I. Peace Circle

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

II. Acceptance of Minutes

(Board Packet Attachment A1 and A2)

Recommendation #1: Acceptance of the Minutes: June 12, 2017.

Mr. Overvoorde moved the Board approve Recommendation #1. Motion seconded by Ms. Weissenborn. The following voted in favor: Ms. Sizer, Ms. Baker, Ms. Pitsenbarger, Ms. Weissenborn, Ms. Davis, Ms. Huml, Ms. Yang, Mr. Overvoorde **Motion passed.**

III. Acceptance of Agenda

Recommendation #2: Acceptance of the agenda.

Ms. Sizer moved the Board approve Recommendation #2. Motion seconded by Ms. Davis. The following voted in favor: Ms. Sizer, Ms. Baker, Ms. Pitsenbarger, Ms. Weissenborn, Ms. Davis, Ms. Huml, Ms. Yang, Mr. Overvoorde. **Motion passed.**

IV. Board Officer Elections

Recommendation #3: Approve the election of Jennifer Baker as the Board President.

Ms. Weissenborn moved the Board approve Recommendation #3. Motion seconded by Mr. Overvoorde. The following voted in favor: Ms. Sizer, Ms. Pitsenbarger, Ms. Weissenborn, Ms. Davis, Ms. Huml, Ms. Yang, Mr. Overvoorde. **Motion passed.**

Recommendation #4: Approve the election of Carol Weissenborn as the Board Vice President.

Mr. Overvoorde moved the Board approve Recommendation #4. Motion seconded by Ms. Davis. The following voted in favor: Ms. Sizer, Ms. Baker, Ms. Pitsenbarger, Ms. Davis, Ms. Huml, Ms. Yang, Mr. Overvoorde. **Motion passed.**

Recommendation #5: Approve the election of Margaret Pitsenbarger as the Board Treasurer.

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

Recommendation #6: Approve the election of Angela Sizer as the Board Treasurer.

Mr. Overvoorde moved the Board approve Recommendation #6. Motion seconded by Ms. Davis. The following voted in favor: Ms. Baker, Ms. Davis, Ms. Huml, Ms. Yang, Mr. Overvoorde, Ms. Weissenborn, Ms. Pitsenbarger. **Motion passed.**

V. Treasurer's Report

(Board Packet Attachment B)

Recommendation #7: Approve the Community of Peace Academy Financial Statements for June 2017.

Ms. Pitsenbarger moved the Board approve Recommendation #7. Motion seconded by Ms. Yang. The following voted in favor: Ms. Sizer, Ms. Baker, Ms. Pitsenbarger, Ms. Weissenborn, Ms. Davis, Ms. Huml, Ms. Yang, Mr. Overvoorde. **Motion passed.**

Recommendation #8: Approve the June 2017 Checks & Wire Payments Report.

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

VI. Approval of Purchases and Contracts
(Board Packet Attachment C1-C5)

Recommendation #9: Approve the annual site license for IXL online instructional software for \$8,045.

Ms. Pitsenbarger moved the Board approve Recommendation #9. Motion seconded by Mr. Overvoorde. Ms. Sizer, Ms. Baker, Ms. Pitsenbarger, Ms. Weissenborn, Ms. Davis, Ms. Huml, Ms. Yang, Mr. Overvoorde. **Motion passed.**

Recommendation #10: Approve the renewal of the contract with NWEA for district MAP reading and math assessments for \$7,075.

Ms. Davis moved the Board approve Recommendation #10. Motion seconded by Mr. Overvoorde. Ms. Sizer, Ms. Baker, Ms. Pitsenbarger, Ms. Weissenborn, Ms. Davis, Ms. Huml, Ms. Yang, Mr. Overvoorde. **Motion passed.**

Recommendation #11: Approve the renewal of the contract with TIES for the Synergy student information system for \$18,424.

Ms. Sizer moved the Board approve Recommendation #11. Motion seconded by Ms. Davis. The following voted in favor: Ms. Sizer, Ms. Baker, Ms. Pitsenbarger, Ms. Weissenborn, Ms. Davis, Ms. Huml, Ms. Yang, Mr. Overvoorde. **Motion passed.**

Recommendation #12: Approve the purchase and installation of an outdoor cabinet sign from VitalSigns for \$10,725.

Ms. Pitsenbarger moved the Board approve Recommendation #12. Motion seconded by Ms. Huml. The following voted in favor: Ms. Sizer, Ms. Baker, Ms. Pitsenbarger, Ms. Weissenborn, Ms. Davis, Ms. Huml, Ms. Yang, Mr. Overvoorde. **Motion passed.**

Recommendation #13: Approve the annual renewal of the Agreement for the Provision of Legal Services by Booth Law Group, Inc. effective July 1, 2017 through June 30, 2018.

Ms. Weissenborn moved the Board approve Recommendation #13. Motion seconded by Mr. Overvoorde. Ms. Sizer, Ms. Baker, Ms. Pitsenbarger, Ms. Weissenborn, Ms. Davis, Ms. Huml, Ms. Yang, Mr. Overvoorde. **Motion passed.**

VII. Executive Director's Report
(Board Packet Attachment D)

I: Personnel

A. Leaves

- High School Special Education Teacher Melissa Wood was approved for a twelve-week parental leave, effective September 21, 2017 through January 3, 2018.

B. Separations 2017-2018

The following staff members will not return for the 2017-2018 school year:

- Elementary Dean of Students Brian Zimmer.
- Elementary Science Specialist Kirstin Scanlan Madore.
- Behavior Tech Xai Lee.

Special Education Teacher Kelli Greene rescinded her acceptance of an Elementary Special Education Teacher position in July 2017.

C. New Hires, 2017-2018

- Sandi Popp was hired as Elementary Receptionist/Attendance Clerk.
- Mariana Majil was hired as Special Education Paraprofessional.
- Samuel Johnson was hired as Special Education Paraprofessional.
- Mia Cannon was hired as Art Paraprofessional.
- Gao Zoua Thao was hired as Health and Wellness Paraprofessional.
- Madison Williams was hired as Elementary Academic Intervention Specialist.
- Kenan Moore was hired as Elementary Dean of Students.
- Katherine Kelsey was hired as 8th Grade Math Teacher.
- Megan Cina-Bernard was hired as 9th Grade Language Arts Teacher.
- Staci Shotkoski was hired as Middle and High School Spanish Teacher.
- Sarah Beam was hired as High School ESL Teacher.

D. Contracts for Service

A contract for service was established with Sunbelt Staffing for the services of Elementary Special Education Teacher Julie Dison. Ms. Dison completed her special education teacher training at Bethel College. She has served as a special education teacher since 2007 at Intermediate School District 916, Centennial Lakes School District, and Moundsvew School District. She also previously served as a special education paraprofessional in the Forest Lake School District.

E. Open Positions, 2017-2018

- Elementary Special Education Teacher
- Elementary Science Specialist
- Behavior Tech

Recommendation #14: Accept the August 2017 Personnel Report.

Ms. Weissenborn moved the Board approve Recommendation #14. Motion seconded by Mr. Overvoorde. Ms. Sizer, Ms. Baker, Ms. Pitsenbarger, Ms. Weissenborn, Ms. Davis, Ms. Huml, Ms. Yang, Mr. Overvoorde. **Motion passed.**

II. ACADEMIC PROGRAM

A. Spring 2017 District and State Testing

MCA and ACCESS were made public on August 7, 2017. World's Best Workforce data profiles, which include 3rd grade reading scores, 8th grade math scores, achievement gap data and graduation rate data will be also be made public on August 7, 2017. A full analysis of Spring 2017 District and State assessment results will be provided at the September 2017 Board Meeting. Results can be viewed here: http://rc.education.state.mn.us/-testResults/orgId--74015000000_groupType--district_test--allAccount_subject--M_year--trend_grade--all_p--1

B. Grade Weighting Policy

Post-Secondary Enrollment Options (PSEO) and concurrent enrollment eligibility and program requirements are outlined in [Minnesota Statutes, section 124D.09](#), the Postsecondary Enrollment Options Act. During the 2017 legislative session, the following requirement was added, effective during the 2017-18 school year: subdivision 12 (c): A school board must adopt a policy stating whether or not the district offers weighted grades for any course. A list of courses for which a student may earn a weighted grade must be published annually on the district's website. BPA Board Policy 6.2, Grading, Promotion and Retention has been updated to meet this requirement.

III. FOUNDATION GRANT INITIATIVES**A. Coaching Training**

Elementary Literacy Coach Melissa Jackson, Elementary Math Coach Nico Zbacnik, 7-12 Instructional Coach Ann Ericson and 7-12 Data Coach Tom Ciaccio attended a two-day Art of Coaching training on July 29-30, 2017 in Oakland, California with McKnight grant funds available for leadership training and coach development.

IV. FINANCE**A. Enrollment****2017-2018 Enrollment as of 8/7/2017**

Grade	Capacity	Enrollment	Waiting	Grade
PreK	36	39	43	PreK
KNDG	50	50	12	KNDG
1	50	51	13	1
2	50	53	16	2
3	50	50	11	3
4	50	50	15	4
5	50	50	13	5
6	50	53	18	6
7	75	76	9	7
8	75	71	4	8
9	75	77	6	9
10	75	70	2	10
11	75	66	0	11
12	75	62	0	12
	836	818 w/PreK	162	

Prior Month 836

Budgeted Figure 753

B. Fiscal Year 2018 Lease Aid Application

The Fiscal Year 2018 Lease Aid was submitted to the Minnesota Department of Education (MDE) in June 2017. The application was amended and resubmitted in August 2017, and MDE has confirmed that the application was approved.

C. Annual Investor Conference Call

Pursuant to CPA's bond documents, CPA must hold an annual conference call meeting for our investors by August 15 each year. The purpose of the conference call is to discuss CPA's academic and financial status and answer any questions investors may have. The 2017 conference call is scheduled for August 14, 2017 at 4:00 p.m. Executive Director Cara Quinn and Finance Manager Brenda Kes will represent CPA in the call.

D. Maintenance of Effort

The Minnesota Department of Education provided Community of Peace Academy official notice that our school district did not maintain effort for State Fiscal Year (SFY) 2016 in accordance with federal regulations as indicated in 34 Code of Federal Regulations (C.F.R.) 300.203. Maintenance of Effort is an Individuals with Disabilities Education Act (IDEA) requirement that establishes that federal funds may not be used to reduce the level of expenditures for the education of children with disabilities from one school year to another.

CPA did not maintain effort due to the replacement of higher cost, contracted related service providers with a lower cost, CPA employee for the same position, as well as other minor staffing changes. CPA will submit this justification to MDE.

E. Title I Schoolwide Plan

The Elementary and Secondary Education Act (ESEA), currently authorized as the Every Student Succeeds Act (ESSA) of 2015, is federal legislation that promotes student achievement through school and district reform and supplemental funding.

Title I, Part A of the Elementary and Secondary Act (ESEA), provides financial assistance to local education agencies (LEAs) and schools with high numbers or percentages of children from low-income families, in order to assist schools in ensuring that all children meet challenging academic standards.

The Title II Program provides professional development funding to Local Education Agencies (LEAs) that is tied to research-based curriculum that impacts student achievement. These funds are intended to increase the academic achievement of students by improving teacher and principal quality.

The focus of Title III, a component of the Elementary and Secondary Education Act (ESEA), is to help local education agencies (LEAs) ensure that English learners (ELs) and immigrant students attain English proficiency and meet the same challenging state standards required of all other students.

The Title programs applications will be submitted to the Minnesota Department of Education in advance of the September 1, 2017 deadline.

Recommendation #15: Authorize Cara Quinn to act as the Local Education Agency representative in reviewing and filing the Title I Schoolwide Plan for school year 2017-18.

Ms. Sizer moved the Board approve Recommendation #15. Motion seconded by Ms. Huml. Ms. Sizer, Ms. Baker, Ms. Pitsenbarger, Ms. Weissenborn, Ms. Davis, Ms. Huml, Ms. Yang, Mr. Overvoorde. **Motion passed.**

F. BerganKDV

The ownership team of Beltz, Kes, Darling and Associates (BKDA), CPA's financial management firm, sent the following communication to clients regarding its merger with the firm Bergan KDV:

We are excited to announce that on July 1, 2017 Beltz, Kes, Darling and Associates (BKDA) will merge with BerganKDV, one of the largest regional, independent accounting, wealth management and business advisory firms serving Iowa and Minnesota. Our reasons are simple. We believe our firms have consistent philosophies, and by joining forces we will benefit both our clients and communities we serve.

We remain committed to your goals and the charter school industry. We will see to it that the service you receive remains consistent as we move forward. We are excited to say that our team will join the BerganKDV team and continue to handle your needs from our office in Farmington, MN.

Who is BerganKDV? BerganKDV was formed when three successful firms merged – Bergan Paulsen, Networking Solutions and KDV. Their mission is simple: create a business, technology and financial advisory firm where relationships are the foundation of everything they do. In addition to tax and audit services, they also offer payroll, IT consulting and wealth management services. You can learn more about BerganKDV at bergankdv.com.

We are excited about the opportunities afforded by this merger. We believe the consistent vision between our two firms is obvious, and know this opportunity would not be possible without you. If you have questions at any time, please feel free to contact us.

V. STATE REPORTING AND COMPLIANCE

A. Every Student Succeeds Act and World's Best Workforce (Attachment D1)

The Every Student Succeeds Act (ESSA) is the federal education bill that replaces No Child Left Behind. Each state must submit an ESSA plan to the US Department of Education outlining the steps it will take to support schools and hold schools accountable to accountability standards. The MDE has posted its proposed Every Student Succeeds Act plan for public comment.

Key components of MDE's proposed plan include:

- The state's new accountability system will be named the North Star Excellence and Equity System.
- Minnesota will continue to administer the Minnesota Comprehensive Assessments (MCA).
- Beginning in 2018, Minnesota will provide translations of academic words throughout the math and science MCAs in Spanish and Hmong.
- Minnesota will continue to test the progress toward English language proficiency of English learners in the domains of reading, writing, listening and speaking.
- A process will be established for the state to consider a nationally recognized high school assessment in place of the high school MCAs.

MDE's proposed ESSA goals are:

- In both reading/language arts and math, the state's achievement rate will be 90, with no student group below 85, by 2025.
- Reach a third grade reading/language arts achievement rate of 90, with no student group below 85, by 2025.
- Reach an eighth grade math achievement rate of 90, with no student group below 85, by 2025.
- Four-year graduation rate will be 90 percent, with no student group below 85 percent, by 2020.
- The progress toward English language proficiency goal will be set after 2016 ACCESS 2.0 results are compiled and a baseline can be calculated.
- Consistent attendance goal will be 95 percent overall, with no student group below 90 percent, by 2020.

MDE's proposed system for identifying underperforming schools for support and improvement is described as follows: *Minnesota will use a funnel approach that filters schools to find those that are low across all indicators. The process first checks schools on academic proficiency, then on academic progress and graduation rates, and finally on attendance rates. The lowest performing 5% of Title I schools and any school with one or more specific student groups who are underperforming across all indicators will be identified as in need of support.*

B. Reading Well by Third Grade
(Attachment D2)

Community of Peace Academy's Reading Well by Third Grade report was submitted to the Minnesota Department of Education in advance of the July 1, 2017 deadline. This data submission is required by Minnesota Statutes, section 120B.12 (Read Well by Third Grade) on reading proficiency for all students in Kindergarten through Grade 2. Submission required to receive Literacy Incentive Aid as provided by Minnesota Statutes, section 124D.98.

C. Reclassification of CPA's School Sites

CPA requested and was granted reclassification of its school sites with the Minnesota Department of Education. As of July 1, 2017 CPA is recognized as a charter district comprised of three schools, Community of Peace Academy Elementary serving grades PreK-6, Community of Peace Academy Middle School serving grades 7 and 8, and Community of Peace Academy High School serving grades 9-12.

This reclassification will more accurately reflect our administrative and programmatic structure, improve our ability to measure school-specific achievement results, afford more accurate comparison to similar schools for authorizer accountability, and allow us to better track revenue and expenditures by school site in order to ensure equitable allocation of resources across school programs.

D. Q-Comp Plan

Community of Peace Academy is in communication with the Minnesota Department of Education regarding proposed plans to CPA's Q-Comp Plan. Q-Comp Plan approval and approval of updates to the Certified Teacher Evaluation System will be brought to the Board of Directors in September, 2017.

E. Identified Official with Authority

MDE requires that school districts, charter schools or other organizations annually designate an Identified Official with Authority to comply with State Access Control Security Standard 1.0 which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA) or organization.

Recommendation #16: Authorize Cara Quinn to act as the Identified Official with Authority for Community of Peace Academy for School Year 2017-2018.

Ms. Davis moved the Board approve Recommendation #16. Motion seconded by Mr. Overvoorde. Ms. Sizer, Ms. Baker, Ms. Pitsenbarger, Ms. Weissenborn, Ms. Davis, Ms. Huml, Ms. Yang, Mr. Overvoorde. **Motion passed.**

VI. AUTHORIZER

A. Quarterly Report 1
(Attachment D3)

Quarterly Report I was submitted to University of St. Thomas Charter Authorizing Program Coordinator Dana Peterson in advance of the July 1, 2017 deadline. CPA has not yet received feedback on that report.

B. National Association of Charter School Authorizer Evaluation

University of St. Thomas Charter Authorizing Program is having an evaluation done by the National Association of Charter School Authorizers (NACSA). Per the request of Director of Charter Authorizing Molly McGraw Healy, Executive Director Cara Quinn will join directors of other UST-authorized charter schools in providing feedback to NACSA evaluators on August 8, 2017.

C. Charter Contract Renewal

Community of Peace Academy's contract with the University of St. Thomas for charter school authorization will expire on June 30, 2018. CPA will initiate the renewal process during the 2017-2018 school year.

VII. OTHER BUSINESS

A. Facility Expansion Planning

Architects Russell Peterson and Marcia Stemwedel expect to have a report detailing two facility expansion scenarios to CPA by September, 2017. The addition of the availability of the St. Patrick's Convent building for purchase led to a more complex analysis that originally anticipated, which resulted in a delay in the final report.

B. Parent Satisfaction Survey
(Attachment D4)

161 of 435 families (37%) completed the Parent Satisfaction Survey in Spring 2017. Results are included in the board packet and will be reviewed and discussed at the August Board meeting.

C. Home School Compact and Staff & Family Commitment Pledge
(Attachments D5 and D6)

Following dialogue and feedback from the Board at the June 2017 meeting, the Home School Compact and Staff & Family Compact Pledge were updated.

VIII. Board Policy Updates
(Board Packet Attachments E1-E3)

Recommendation #17: Approve Board Policy 5.4.4 Student Discipline.

Ms. Sizer moved the Board approve Recommendation #17. Motion seconded by Ms. Huml. Ms. Sizer, Ms. Baker, Ms. Pitsenbarger, Ms. Davis, Ms. Huml, Ms. Yang, Mr. Overvoorde voted in favor. Ms. Weissenborn abstained. **Motion passed.**

Recommendation #18: Approve Board Policy 6.2 Grading Promotion and Attention.

Mr. Overvoorde moved the Board approve Recommendation #18. Motion seconded by Ms. Pitsenbarger. Ms. Sizer, Ms. Baker, Ms. Pitsenbarger, Ms. Weissenborn, Ms. Davis, Ms. Huml, Ms. Yang, Mr. Overvoorde. **Motion passed.**

Recommendation #19: Approve Board Policy 7.13 Fund Balance.

Ms. Weissenborn moved the Board approve Recommendation #19. Motion seconded by Ms. Huml. Ms. Sizer, Ms. Baker, Ms. Pitsenbarger, Ms. Weissenborn, Ms. Davis, Ms. Huml, Ms. Yang, Mr. Overvoorde. **Motion passed.**

VIII. 2017-2018 Family Handbook
(Attachment F)

Recommendation #20: Approve the 2017-2018 Family Handbook.

Ms. Davis moved the Board approve Recommendation #19. Motion seconded by Mr. Overvoorde. Ms. Sizer, Ms. Baker, Ms. Pitsenbarger, Ms. Weissenborn, Ms. Davis, Ms. Huml, Ms. Yang, Mr. Overvoorde. **Motion passed.**

VIII. 2017-2018 Staff Handbook
(Attachment G)

Recommendation #21: Approve the 2017-2018 Family Handbook.

Mr. Overvoorde moved the Board approve Recommendation #21. Motion seconded by Ms. Huml. Ms. Sizer, Ms. Baker, Ms. Pitsenbarger, Ms. Weissenborn, Ms. Davis, Ms. Huml, Ms. Yang, Mr. Overvoorde. **Motion passed.**

IX. 2017-2018 Board Committee Sign Up

X. Board Committee and Taskforce Updates

Branding and Marketing Taskforce

XI. Adjourn

Ms. Baker moved the meeting adjourn at 7:50 pm. Motion seconded by Ms. Weissenborn. Ms. Sizer, Ms. Baker, Ms. Pitsenbarger, Ms. Weissenborn, Ms. Davis, Ms. Huml, Ms. Yang, Mr. Overvoorde. **Motion passed.**

Respectfully submitted,
Angela Sizer
Board Secretary