

**Independent School District No. 4015
Community of Peace Academy
Board of Directors Meeting
Minutes: September 11, 2017**

Attachment A

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

Members Absent: None

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 A)

Recommendation #1: Acceptance of the Minutes: August 14, 2017.

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

III. Acceptance of Agenda

Recommendation #2: Acceptance of the agenda.

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

IV. Treasurer's Report

(Board Packet Attachment B1)

Recommendation #3: Approve the Community of Peace Academy Financial Statements for July and August 2017.

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

Recommendation #4: Approve the July and August 2017 Checks & Wire Payments Report.

Ms. Pitsenbarger moved the Board approve Recommendation #4. 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, Mr. Swanson. **Motion passed.**

V. Approval of Purchases and Contracts

(Board Packet Attachment C)

Recommendation #5: Approve the contract for services with BerganKDV for financial management services July 1, 2017 through June 30, 2020.

Mr. Swanson moved the Board approve Recommendation #5. Motion seconded by Ms. Pitsenbarger. Ms. Sizer, Ms. Baker, Ms. Pitsenbarger, Ms. Weissenborn, Ms. Davis, Ms. Huml, Ms. Yang, Mr. Overvoorde, Mr. Swanson. **Motion passed.**

Recommendation #6: Approve the purchase of 828 non-fiction books for the STEP Intermediate literacy program, for \$8,181.

Mr. Overvoorde moved the Board approve Recommendation #6. Motion seconded by Ms. Davis. Ms. Sizer, Ms. Baker, Ms. Pitsenbarger, Ms. Weissenborn, Ms. Davis, Ms. Huml, Ms. Yang, Mr. Overvoorde, Mr. Swanson. **Motion passed.**

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

I: Personnel

A. Leaves

High School Special Education Teacher Melissa Wood is on a twelve-week parental leave, effective August 30, 2017 through November 27, 2017.

B. Separations 2017-2018

There are no separations to report.

C. New Hires, 2017-2018

- Julie Carlson was hired as Special Education Teacher.
- Cathy Olson was hired as Elementary Science Specialist.
- Nyia Her was hired as Special Education Paraprofessional.
- Carlie Johnson was hired as Special Education Paraprofessional.
- Rebecca Gronewold was hired as Special Education Paraprofessional.
- Jacqueline Rothstein was hired as Elementary Behavior Technician.

D. Contracts for Service

There are no contracts for service to report.

E. Open Positions, 2017-2018

Long-Term Special Education Teacher

Recommendation #7: Accept the September 2017 Personnel Report.

Ms. Baker moved the Board approve Recommendation #7. Motion seconded by Ms. Huml. Ms. Sizer, Ms. Baker, Ms. Pitsenbarger, Ms. Weissenborn, Ms. Davis, Ms. Huml, Ms. Yang, Mr. Overvoorde, Mr. Swanson. **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.

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.

7-12 Principal Tim McGowan and Guidance Counselor Hannah Kranowski are researching grade-weighting models to bring to the Schoolwide Program Oversight Committee for consideration. Any recommendation by the Schoolwide Program Oversight Committee will be brought to the Board of Directors for approval.

III. FOUNDATION GRANT INITIATIVES**A. McKnight Foundation Grant**

As part of the McKnight Foundation grant initiative, CPA Elementary is implementing STEP Intermediate, a developmental literacy assessment tool for grades 4 to 6. The STEP Intermediate aligns with the STEP Assessment already implemented in grades PreK-3. All 4th-6th Grade teachers and co-teachers received training in STEP Intermediate during August Staff Days, and will continue to receive observation, coaching and professional development throughout the school year to support implementation.

IV. FINANCE**A. Enrollment****2017-2018 Enrollment as of 9/1/2017**

Grade	Capacity	Enrollment	Waiting	Grade
PreK	36	37	44	PreK
KNDG	50	47	0	KNDG
1	50	50	12	1
2	50	50	13	2
3	50	52	11	3
4	50	52	15	4
5	50	50	8	5
6	50	51	16	6
7	75	75	4	7
8	75	73	0	8
9	75	73	1	9
10	75	73	0	10
11	75	63	0	11
12	75	59	0	12
	836	805 w/PreK	124	

Prior Month 818

Budgeted Figure 753

B. Extended Time Report

The Fiscal Year 2017 Extended Time Report was submitted to the Minnesota Department of Education's Charter Center in advance of the September 1, 2017 deadline. The Extended Time Report certifies participation levels and attendance rates in CPA's Grades 3-8 After School Programs, a requirement of receiving Extended Time Revenue which supports such programs.

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 was held on August 14, 2017 at 4:00 p.m. Executive Director Cara Quinn and Finance Manager Brenda Kes represented CPA in the call. One investor called in during the call, and a second investor followed up with Ms. Kes and Ms. Quinn in the days following the call. Investors are particularly interested in CPA's status with the Authorizer, Enrollment, Overall Academic Performance and Fund Balance.

D. Angel Fund

Information about CPA's Angel Fund was recently disseminated to staff members by Sadie Fischer, Community Engagement Specialist. The Angel Fund is a system for providing financial support to CPA students and families in crisis. Financed entirely by donations, the Angel Fund provides such support as grocery cards, gasoline cards, winter jackets, uniforms, school lunches, and more to students and families who demonstrate immediate, serious need. Angel Fund support to families is overseen by the CPA Social Work team, and is confidential. Angel Fund donation management is overseen by Ms. Fischer.

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. CPA uses Title I funds to support a Cultural Liaisons, Academic Intervention Specialists, Home Visit stipends, PLC stipends, After School Program Transportation, Transportation for highly mobile families and families experiencing homelessness, and Classroom technology.

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. CPA uses Title II funds to support the costs of one of CPA's four teacher Coaches.

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. CPA uses Title III funds to support the costs of CPA's Dual Language Paraprofessionals.

The Title program application were submitted to the Minnesota Department of Education in advance of the September 1, 2017 deadline.

V. STATE REPORTING AND COMPLIANCE

A. Annual Report and World's Best Workforce

Minnesota statute 124E.16 Subd. 2. requires charter schools to publish an annual report, while statute 120B.11 requires all charter schools and districts to publish an annual World's Best Workforce report. The two reports may be combined. CPA's Annual Report/WBWF report will be published in advance of the October 1st deadline and included in the October board report.

B. Record of Continuous Improvement (Attachment C1)

The September 1st, 2017 Record of Continuous Improvement was submitted to the Minnesota Department of Education in advance of the September 1, 2017 deadline. The Record of Continuous Improvement documents required school improvement planning due to the Focus School status of CPA Elementary and CPA Middle School. CPA Elementary efforts are focused on improving collaboration between general education and special education teachers so as to increase achievement outcomes for students receiving special education. CPA Middle School efforts are focused on the development of quarterly formative assessments to inform personalized instruction and the delivery of intervention services to students.

C. Q-Comp Plan Update and Site Goal Updates (Attachment C2-C5)

CPA's Q-Comp Plan Update and 2017-2018 Site Goal Updates were submitted to the Minnesota Department of Education on August 31, 2017.

VI. AUTHORIZER

A. Quarterly Report 1 (Attachment C6)

University of St. Thomas Assistant Director of Charter School Authorizing Dana Peterson provided written feedback on the July 2017 Quarterly Report. There was one item on the report requiring follow up, involving ongoing board training. That matter was subsequently resolved and the requirement noted as met.

A. 2017-2018 Site Visits and Board Meeting Observation

We have confirmed the following dates with Ms. Peterson for site visits and board meeting observation: Fall Site Visit, September 11; Board Meeting Observation, October 9; Renewal Site Visit, January 17.

Because Community of Peace Academy's contract with the University of St. Thomas for charter school authorization will expire on June 30, 2018, Ms. Peterson will present to the Board about the Renewal process at the October 9th board meeting.

VII. OTHER BUSINESS

A. Volunteer Handbook (Attachment C7)

Volunteer procedures and guidelines have been updated in the 2017-2018 Community of Peace Academy Volunteer Handbook. Community Engagement Specialist Sadie Fischer oversees volunteering at CPA.

VII. Spring 2017 Achievement Results

VIII. Certified Teacher Performance Evaluation System

(Attachment D)

Recommendation #8: Approve the 2017-2018 Performance Evaluation System for Certified Instructional Staff.

Ms. Baker moved the Board approve Recommendation #8. Motion seconded by Ms. Huml. Ms. Sizer, Ms. Baker, Ms. Pitsenbarger, Ms. Weissenborn, Ms. Davis, Ms. Huml, Ms. Yang, Mr. Overvoorde, Mr. Swanson. **Motion passed.**

IX. Board Committee and Taskforce Updates

(Attachment E1 and E2)

Committee Meeting Schedules
Community Engagement Report
Branding and Marketing Taskforce

X. Board Goals

- Increase Board Member attendance and participation in board committee meetings.
- Increase board member knowledge about school systems and programs.
- Continue to increase board member skills and expertise in the areas of school finance and facilities.
- Conduct long-range strategic planning in 2017-2018.

XI. Board Initial & Ongoing Training Plan, 2017-2018

Board Initial Training

Initial training for the three new board members will be held here at CPA. Training in Employment Law and Governance will be conducted by school attorney Jim Martin of Booth Law Group, and training in School Finance will be conducted by Finance Manager Mark Beltz.

Board Ongoing Training

- We will ask Mark Beltz, Brenda Kes, and/or Dick Ward to present to the board about finances, bonds, and the building company.
- We will ask representatives from the tech department and technology teachers to present to the board about CPA's tech programming and resources.
- Someone from Clever Architects will be presenting to the board about opportunities for building expansion.

XII. Board Calendar

(Attachment F)

XIII. Adjourn

Mr. Overvoorde moved the meeting adjourn at 7:55 pm. Motion seconded by Ms. Davis. Ms. Sizer, Ms. Baker, Ms. Pitsenbarger, Ms. Weissenborn, Ms. Davis, Ms. Huml, Ms. Yang, Mr. Overvoorde, Mr. Swanson. **Motion passed.**

Respectfully submitted,
Angela Sizer
Board Secretary