

**Independent School District No. 4015
Community of Peace Academy
Board of Directors Meeting
Minutes: October 9, 2017**

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

Members Absent: Ms. Pitsenbarger, Ms. Yang

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: September 11, 2017.

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

III. Acceptance of Agenda

Recommendation #2: Acceptance of the agenda.

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

IV. Treasurer's Report

(Board Packet Attachment B)

Recommendation #3: Approve the Community of Peace Academy Financial Statements for September 2017.

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

Recommendation #4: Approve the September 2017 Checks & Wire Payments Report.

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

V. Approval of Purchases and Contracts

(Board Packet Attachment C1-C3)

Recommendation #5: Approve the contract for service with Mark Beltz for financial consultation services for \$1,000 per month, July 1, 2017 through June 30, 2018.

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

Recommendation #6: Approve the contract for service with Willard Technologies, LLC for Technology Department Administrator services for \$50,000 from July 1, 2017 to June 30, 2018.

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

Recommendation #7: Approve the equipment lease agreement with Metro Sales for eight copiers at \$2,357 per month for sixty months, and a maintenance plan for said copiers at \$5,187 per quarter.

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

VI. 2017-2018 Annual Charter School Assurances
(Attachments D1 and D2)

Recommendation #8: Approve the 2017-2018 Annual Charter School Assurances.

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

V. Annual Report and World’s Best Workforce Report
(Attachment E)

Recommendation #9: Approve the 2017-2018 Annual Charter School Report and World’s Best Workforce Report.

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

VI. Executive Director’s Report
(Board Packet Attachment F)

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

Elementary Behavior Tech Jacqueline Rothstein’s employment terminated on September 15, 2017.

C. New Hires, 2017-2018

- Bibishe Lusambo was hired as Long-Term Special Education Teacher
- Robin Bradshaw was hired as Elementary Behavior Tech
- Marketa Lowe-Mims was hired as Special Educational Paraprofessional
- Caitie Ryan-Norton was hired as Special Education Paraprofessional

D. Contracts for Service

A six-week contract for service was established with Strategic Behavior Solutions for student-specific Behavior Specialist services.

A twelve-week contract for service was established with Strategic Staffing Solutions for Due Process and Evaluation support.

E. Open Positions, 2017-2018

Special Education Paraprofessional

Recommendation #10: Accept the October 2017 Personnel Report.

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

II. ACADEMIC PROGRAM

A. Fall 2017 NWEA MAP Testing

The Fall 2017 NWEA MAP testing window opened on September 18, 2017 and will remain open through October 13, 2017. Community of Peace Academy requested and received approval from the University of St. Thomas to use Fall to Fall growth data for the 2017-2018 accountability plan, and therefore will not administer the NWEA MAP in Spring 2018. Use of MAP will be renegotiated at the time of contract renewal with the University of St. Thomas.

B. Round 1 STEP Testing

The Round 1 STEP Testing window opened on September 26, 2017 and will close on October 6, 2017. All students in grades PreK-6 are administered the STEP or STEP Intermediate test. Round 1 data is baseline data. STEP will be administered a total of four times in 2017-2018. 3 steps' growth is desired for students in grades K-6. PreK students are expected to achieve PreRead.

III. FOUNDATION GRANT INITIATIVES

A. McKnight Foundation Grant

2017-2018 is the final year of the McKnight Foundation Grant. Previous grant initiatives including Leadership, Literacy and DLL Collaboratives have been discontinued. Principal Coaching remains in effect for 2017-2018, as do the supports CPA opted to include in the final year McKnight budget, including STEP training and English Learner/Co-Teaching support.

IV. FINANCE

A. Enrollment

2017-2018 Enrollment as of 9/27/2017

Grade	Capacity	Enrollment	Waiting	Grade
PreK	36	36	46	PreK
KNDG	50	48	0	KNDG
1	50	50	13	1
2	50	50	13	2
3	50	52	12	3
4	50	52	16	4
5	50	50	9	5
6	50	51	18	6
7	75	74	6	7
8	75	74	0	8
9	75	68	3	9
10	75	68	2	10
11	75	61	1	11
12	75	57	0	12
	836	791 w/PreK	139	

Prior Month 805

Budgeted Figure 753

B. Insurance Renewal

The insurance policy for Community of Peace Academy renewed on July 1, 2017 and the policy for Community of Peace Academy Building Company will renew on October 28, 2017. Detailed information regarding policy renewal and premiums will be shared at the November 2017 Board Meeting.

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 that includes information on enrollment, student attrition, governance and management, staffing, finances, academic performance, innovative practices and implementation, and future plans. This report may be combined with the World's Best Workforce annual report. The report must be posted to the school's website, and disseminated to the authorizer, school employees, and parents and legal guardians of students enrolled in the charter school.

CPA's Annual Report/WBWF report was submitted to the University of St. Thomas and posted to CPA's website in advance of the October 1st deadline. Upon Board approval at the October 2017 board meeting, the report will be disseminated to parents and staff.

B. Q-Comp Plan Update and Site Goal Updates (Attachment F1 and F2)

An amended Q-Comp Plan was submitted to the Minnesota Department of Education in response to MDE feedback on the original Plan. MDE approved that amended plan on September 26, 2017. An updated CPA High School Site Goal was submitted to MDE in light of the decision to discontinue spring NWEA MAP testing.

C. Assurance of Compliance and Mandated Reporting

All Minnesota school districts and charter schools are required to complete the Assurance of Compliance with state and federal law and verify Mandated Reporting training by November 15 each year. The Assurance of Compliance and Mandated Reporting verification confirm that school districts and charter schools do not discriminate in their use of funds provided through the Minnesota Department of Education, and that they have informed all mandated reporters of their reporting duties. This assurance is given by each district in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts, or other federal and state financial assistance extended to the district or charter school by the U.S. Department of Education and the Minnesota Department of Education (MDE).

Community of Peace Academy submitted Assurance of Compliance with state and federal law, and verification of Mandated Reporting Training on Oct. 3, 2017. Due Process Coordinator Shirley Klitzke is CPA's 504 Coordinator, 7-12 Principal Tim McGowan is CPA's Title IX Coordinator, and District Business Manager Bonnie Johnson is CPA's Human Rights Officer.

VI. AUTHORIZER

A. Contract Renewal

Community of Peace Academy's contract with the University of St. Thomas for charter school authorization will expire on June 30, 2018. Assistant Director of Charter Authorizing Dana Peterson will present to the Board about the Renewal process and timelines at the October 9th 2017 board meeting.

A. 2017-2018 Site Visits and Board Meeting Observation

Assistant Director of Charter Authorizing Dana Peterson has confirmed the following dates for school site visits and board meeting observation: Board Meeting Observation, October 9, 2017; Fall Site Visit, October 11, 2017; Renewal Site Visit, January 17.

VII. OTHER BUSINESS

A. New Board Member Training

School attorney Jim Martin of Booth Law Group LLC and Finance Manager Brenda Kes of BerganKDV will conduct new board member training on October 14, 2017 at CPA. Mr. Martin will train on Governance and Employment Law, while Ms. Kes will train on Charter School Finance.

VII. Authorizer Contract Renewal

(Attachments G1-3)

This presentation constitutes ongoing training for Board Members, per Minnesota Statute 124E.07 Subd.7.

VIII. Board Committee and Taskforce Updates

(Attachments H1-H4)

Community Engagement Report
Branding and Marketing Taskforce
Finance Committee

Recommendation #11: Approve Community of Peace Academy Policy and Procedure No. 4.3.3: Employee Tuition Reimbursement Assistance Program.

Ms. Weissenborn moved the Board approve Recommendation #11. Motion seconded by Ms. Davis. Ms. Sizer, Ms. Baker, Ms. Weissenborn, Ms. Davis, Ms. Huml, Mr. Overvoorde, Mr. Swanson. **Motion passed.**

Schoolwide Program Oversight Committee
Facility Committee

IX. Adjourn

Mr. Overvoorde moved the meeting adjourn at 7:48 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