

**Independent School District No. 4015
Community of Peace Academy
Board of Directors Meeting
Minutes: November 13, 2017**

Attachment A

Members Present: Ms. Sizer, Ms. Baker, Ms. Weissenborn, Ms. Davis, Ms. Huml, Mr. Overvoorde, Mr. Swanson, Ms. Pitsenbarger, Ms. Yang
Members Absent: None
Ex-Officio Members Present: Ms. Quinn, Ms. Vang

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: October 9, 2017.

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

III. Acceptance of Agenda

Agenda amended to table the 2017-2018 Budget Revision #1.

Recommendation #2: Acceptance of the agenda.

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

IV. Treasurer's Report

The October 2017 Financial Statements and Checks and Wire Payments report will be brought to the December 2017 Board Meeting for approval.

V. Approval of Purchases and Contracts

There are no purchases or contracts to approve.

VI. Elementary Principal's Report

VII. 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

First Grade Teacher Toni Kaercher's employment terminated on October 27, 2017.

C. New Hires, 2017-2018

There are no new hires to report.

D. Contracts for Service

The contract for service with Strategic Behavior Solutions for student-specific Behavior Specialist services was extended for six additional weeks.

A contract for service was established with Strategic Behavior Solutions for Early Childhood Special Education consultation.

E. Open Positions, 2017-2018

Special Education Paraprofessional
Special Education Teacher
1st Grade Co-Teacher

Recommendation #3: Accept the November 2017 Personnel Report.

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

II. ACADEMIC PROGRAM

A. Fall 2017 NWEA MAP Testing

The Fall 2017 NWEA MAP testing window was completed on October 13, 2017.

B. Round 1 STEP Testing

The Round 1 STEP Testing window was completed on October 6, 2017. Round 1 data is baseline data. STEP will be administered a total of four times in 2017-2018.

C. Elementary Program Evaluation

An evaluation of the Elementary Tier I Academic Program was completed by consultants from Creatively Focused, LLC. Principal Bao Vang has debriefed with Emily Cooley of Creatively Focused on the results of the assessment. Improvement planning based on those results is underway.

III. FOUNDATION GRANT INITIATIVES

A. McKnight Foundation Grant

The services of English Language Learner and Co-Teaching consultant Jana Hilleran will terminate in November 2017 due to Ms. Hilleran having accepted full-time employment. Ms. Vang and Ms. Hilleran have met to review progress made and future directions. Ms. Hilleran will provide a written summary report by the end of the month. The early termination of Ms. Hilleran's contract will lead to the re-allocation of approximately \$20,000 in McKnight grant funds.

IV. FINANCE
A. Enrollment

2017-2018 Enrollment as of 11/07/2017

Grade	Capacity	Enrollment	Waiting	Grade
PreK	36	36	46	PreK
KNDG	50	47	0	KNDG
1	50	50	14	1
2	50	50	13	2
3	50	52	12	3
4	50	52	16	4
5	50	49	6	5
6	50	51	18	6
7	75	74	6	7
8	75	74	0	8
9	75	66	3	9
10	75	68	2	10
11	75	61	1	11
12	75	57	0	12
	836	787 w/PreK	137	

Prior Month 791

Budgeted Figure 753

B. Insurance Renewal (Attachments C1 and C2)

The insurance policies for Community of Peace Academy and Community of Peace Academy Building Company were renewed for the 2017-2018 school year. Total premiums for the school decreased from \$62,031 to \$60,606 annually due to a decrease in claims. Total premiums for the building company decreased from \$28,968 to \$28,944 annually.

V. STATE REPORTING AND COMPLIANCE

A. Title I Comparability Reporting

The comparability provision under Title I of the Every Student Succeeds Act (ESSA) ensures that all schools, both Title I and non-Title I schools, receive their fair share of state and local funds. Documenting comparability is an annual requirement of all districts and is accomplished by comparing student/staff ratios and average staff salaries between Title I and non-Title I schools. CPA submitted the Title I Comparability Report in advance of the November 30th deadline.

VI. AUTHORIZER

A. Authorizer Liaison Change (Attachments C3 and C4)

University of St. Thomas Director of Charter Authorizing informed CPA via letter that Program Coordinator Alica Gerry will replace Assistant Director Dana Peterson as CPA's authorizing liaison. Ms. Gerry is acquainted with CPA via her role as charter authorizing intern. She attended the October board meeting with Ms. Peterson.

B. Annual Report Feedback (Attachment C5)

University of St. Thomas Charter Authorizing Program Coordinator Alica Gerry provided written feedback on CPA's Annual Report, which also serves as Quarterly Report 1. All items were noted as complete, with the exception of verification of teacher licensure for six staff members. Upon follow up, the licenses were determined valid for all six teachers, and this item was noted as complete.

C. 2017-2018 Site Visits and Board Meeting Observation

Assistant Director of Charter Authorizing Dana Peterson and Program Coordinator Alica Gerry attended the October 9 Board Meeting and conducted the fall site visit on October 11, 2017. The Renewal Site Visit is scheduled for January 17.

VII. OTHER BUSINESS

A. New Board Member Training

Board members Paul Overvoorde, See Yang and Molly Huml attended new board member training on October 14, 2017. School attorney Jim Martin of Booth Law Group LLC trained on Governance and Employment Law, while Finance Manager Brenda Kes of BerganKDV trained on Charter School Finance.

VIII. Board Committee and Taskforce Updates

(Attachments D1-D3c)

Community Engagement Report *(Attachments D1)*

Branding and Marketing Taskforce

Finance Committee *(Attachments D2a and D2b)*

Schoolwide Program Oversight Committee

Facility Committee *(Attachment D3a, D3b, D3c)*

Recommendation #4: Approve Policy 5.5.10: Wellness.

Ms. Pitsenbarger moved the Board approve Recommendation #4. Motion seconded by Mr. Overvoorde.

Ms. Sizer, Ms. Baker, Ms. Pitsenbarger, Ms. Weissenborn, Ms. Davis, Ms. Huml, Ms. Yang, Mr. Overvoorde, Mr. Swanson. **Motion passed.**

IX. Board Strategic Planning

X. Annual Holiday Greeting

XI. Adjourn

Mr. Swanson moved the meeting adjourn at 7:48 pm. Motion seconded by Mr. Overvoorde. 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