

**Independent School District No. 4015
Community of Peace Academy
Board of Directors Meeting
Minutes: December 11, 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, Mr. Hoogeveen, Ms. Kes

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: December 11, 2017.

Mr. Swanson 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, Ms. Pitsenbarger, Ms. Yang. **Motion passed.**

III. Acceptance of Agenda

Recommendation #2: Acceptance of the agenda.

Ms. Pitsenbarger moved the Board approve Recommendation #2. Motion seconded by Ms. Weissenborn. The following voted in favor: 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. Fiscal Year 2017 Audit Report

Dennis Hoogeveen, CliftonLarsonAllen LLP
(Attachments B1 and B2)

Recommendation #3: Approve the Fiscal Year 2017 Audit Report

Ms. Weissenborn moved the Board approve Recommendation #3. Motion seconded by Ms Huml. The following voted in favor: 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.**

V. 2017-2018 Long Range Budget Update

Finance Manager Brenda Kes
(Attachment C)

Recommendation #4: Approve Revision #1 to the CPA 2017-2018 Budget and Long Range Budget Plan.

Mr. Swanson moved the Board approve Recommendation #4. Motion seconded by Ms. Huml. The following voted in favor: 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.**

VI. Treasurer's Report

(Attachment D)

Recommendation #5 Approve the Community of Peace Academy Financial Statements for October 2017.

Ms. Pitsenbarger moved the Board approve Recommendation #5. Motion seconded by Ms. Weissenborn. 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.**

Recommendation #6: Approve the October 2017 Checks & Wire Payments Report.

Ms. Pitsenbarger moved the Board approve Recommendation #6. Motion seconded by Ms. Sizer. 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.**

VII. Approval of Purchases and Contracts

There were no purchases or contracts to approve.

VIII. Executive Director's Report
(Board Packet Attachment F)

I: Personnel

A. Leaves

- High School Special Education Teacher Melissa Wood returned from parental leave on December 4, 2017.
- Literacy Coach Melissa Jackson was approved for intermittent Family Medical Leave.

B. Separations 2017-2018

There are no separations to report.

C. New Hires, 2017-2018

- Celina Jackson was hired as Special Education Paraprofessional
- Kenan Moore accepted the role of African-American Cultural Liaison

D. Contracts for Service

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

E. Open Positions, 2017-2018

- Special Education Teacher
- 1st Grade Co-Teacher

Recommendation #7: Accept the November 2017 Personnel Report.

Mr. Overvoorde moved the Board approve Recommendation #7. Motion seconded by Mr. Swanson. 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. PreACT

The PreACT assessment will be administered to CPA 10th grade students on December 5, 2017.

B. Elementary Program Evaluation

An evaluation of the Elementary Tier I Academic Program was completed by consultants from Creatively Focused, LLC in November 2017. Evaluation of Elementary Special Education programming was conducted in November and early December 2017. Results will be presented to Principal Bao Vang, Special Education Coordinator Cindy Stark and Special Education Director Billie Ward on December 15, 2017.

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

The McKnight Foundation is committed to completing its evaluation of the PreK-3 Literacy Pathways Initiative. SRI International has been commissioned to conduct the evaluation. CPA shared student achievement data with SRI in November 2017. To complete the evaluation, SRI will conduct a site visit in January 2018, observations of instruction in February 2018 and a teacher survey in March or April 2018. A summary of the evaluation of the initiative can be found on the McKnight's website at <https://www.mcknight.org/grant-programs/education-and-learning/pathway-schools-initiative>.

The McKnight Foundation has also commissioned Bellwether Education Partners to summarize lessons and reflections for school leaders, district officials, and education policymakers using data and stories from the McKnight Foundation Pathway Schools Initiative. In an email to Bao Vang and Cara Quinn, McKnight Foundation program director for Education & Learning Erin Imon Gavin stated that CPA came up in several of Bellwether's interviews with stakeholders as a positive example of school that had gone far and seen success with PreK-3rd strategies, especially around dual language learners. McKnight and Bellwether have asked to profile CPA'S WORK around building teacher capacity and teacher pipelines in PreK-3rd. Bellwether staff have interviewed Ms. Vang and Ms. Quinn, and have asked to interview a selection of PreK-3 teachers in the coming weeks.

IV. FINANCE**A. Enrollment****2017-2018 Enrollment as of 12/4/2017**

Grade	Capacity	Enrollment	Waiting	Grade
PreK	36	36	44	PreK
KNDG	50	47	0	KNDG
1	50	50	14	1
2	50	50	13	2
3	50	52	10	3
4	50	52	16	4
5	50	49	6	5
6	50	51	18	6
7	75	75	6	7
8	75	74	0	8
9	75	64	4	9
10	75	67	2	10
11	75	61	1	11
12	75	56	0	12
	836	784 w/PreK	134	

Prior Month 787

Budgeted Figure 753

B. Extended Time Application

An application for Extended Time revenue was submitted to the Minnesota Department of Education Charter School Center. Extended time funding supports the cost of providing after school clubs and activities for students in grades 3-8.

V. STATE REPORTING AND COMPLIANCE

A. World's Best Workforce Summary Report (Attachment E2)

Under Minnesota Statutes, section 120B.11, school districts are to develop a World's Best Workforce (WBWF) Annual Report and report summary for each school year. The WBWF Annual Report is part of the Annual Charter School Report, which is published by October 1st of each year. The summary report is due to the Minnesota Department of Education by December 15th of each year. The summary report documents the WBWF student achievement goals established the prior school 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. The 2016-2017 World's Best Workforce Summary Report was submitted to MDE in advance of the December 15 deadline.

VI. AUTHORIZER

A. Authorizer Liaison Change

Prior to the October Board Meeting, the University of St. Thomas informed CPA that Alica Gerry will replace Assistant Director Dana Peterson as CPA's authorizing liaison. On November 15, 2017 Ms. Peterson informed Board Chair Jennifer Baker and Executive Director Cara Quinn that Ms. Gerry has accepted a new position in New Orleans, Louisiana, and that Ms. Peterson would therefore remain CPA's Authorizer Liaison.

C. Renewal Site Visit (Attachment E3)

The UST Renewal Site Visit is scheduled for January 17. The visit will consist of drop in classroom observations, and interviews with members of the leadership team, teachers, business and office personnel, parents, and students. Parent Board Members who are available and willing to participate in a group parent interview are encouraged to contact Ms. Quinn.

Assistant Director of Charter Authorizing Dana Peterson will be joined by Director of Charter Authorizing Molly McGraw Healy and the following members of the UST Renewal Evaluation Team:

- **Ea Porter**— Enrollment Advisor in UST's College of Education Leadership and Counseling. Ms. Porter has a strong background in human resources and formerly served as the Program Director for Minority Recruitment at the Mayo Clinic and an Education Representative for Medicare. In her current role, she recruits prospective students.
- **Lee-Ann Sanborn** – Lee-Ann is the president of Sanborn Education Associates, which provides specializes in closing the achievement gap for students with disabilities and systems change in special education. She was the Director of Special Services for Shakopee Public Schools, the Collaborative Services Director for the MN Department of Human Services and an Administrator of Special Education for Minneapolis Public Schools.
- **EL Specialist** – UST is in the process of identifying an individual with expertise in English Learning to participate in the renewal visit.

VII. OTHER BUSINESS

A. Federal Tax Reform Bill

Negotiations are underway on a final tax reform bill which Congress is expected to pass before year's end. The House tax bill includes provisions that would limit charter schools' access to capital and lower cost interest rates for facility financing. The Senate version of the bill does not include those provisions. An update will be provided to the Board on the status of the Tax Reform Bill and advocacy action requested.

IX. Board Committee and Taskforce Updates
(Attachments F1-F3)

Community Engagement Report *(Attachment F1)*
Branding and Marketing Taskforce
Finance Committee *(Attachment F2)*
Schoolwide Program Oversight Committee
Facility Committee *(Attachment F3)*

X. Board Strategic Planning

IX. Adjourn

Ms. Weissenborn moved the meeting adjourn at 8:00 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