

**Independent School District No. 4015  
Community of Peace Academy  
Board of Directors Meeting  
Minutes: January 8, 2018**

**Attachment A**

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

**Members Absent:** Ms. Davis, Ms. Yang

**Ex-Officio Members Present:** Ms. Quinn, Mr. McGowan, Mr. Russ Peterson, Mr. Matt Dolan

**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.

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

**III. Acceptance of Agenda**

**Recommendation #2:** Acceptance of the agenda.

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

**IV. Building Expansion Report**

Russ Peterson and Matt Dolan, Clever Architects  
*(Attachment B)*

**V. Secondary Principal's Report**

Tim McGowan, 7-12 Principal

**VI. Treasurer's Report**

Margaret Pitsenbarger, Board Treasurer  
*(Attachment C)*

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

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

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

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

**VII. Approval of Purchases and Contracts**

**Recommendation #5:** Approve the purchase of 365 books for the elementary and secondary libraries, for \$6542.18.

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

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

**I: Personnel**

**A. Leaves**

There are no leaves to report.

**B. Separations 2017-2018**

There are no separations to report.

**C. New Hires, 2017-2018**

Michael Jett was hired as Special Education Paraprofessional.

**D. Contracts for Service**

There are no new contracts for service to report.

**E. Open Positions, 2017-2018**

1<sup>st</sup> Grade Co-Teacher

**F. Other Personnel Matters** *(Attachments D1a and D1b)*

District Office Manager Bonnie Johnson completed the Human Resources Generalist program through the University of Minnesota Extension in December 2017.

**Recommendation #6:** Accept the January 2018 Personnel Report.

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

**II. ACADEMIC PROGRAM**

**A. Elementary Program Evaluation**

Creatively Focused, LLC completed an evaluation of Elementary Tier I Academic Program in November 2017 and of Special Education programming in December 2017. Results of the special education evaluation were presented to Principal Bao Vang, Special Education Coordinator Cindy Stark and Special Education Director Billie Ward and Executive Director Cara Quinn on December 15, 2017. Strategic improvement planning will begin in January 2018.

**B. Youth Truth Survey**

CPA students in grades 3 through 12 completed the Youth Truth Feedback for Teachers survey in November 2017. Results have been shared with Administrators and Coaches, and will be released to teachers on the January 12, 2018 staff grading and reporting day. Youth Truth Survey results are used to meet the student engagement requirement of the CPA Certified Teacher Performance Evaluation System.

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

Representatives from SRI International will visit CPA on the January 12, 2018 staff grading and reporting day to interview select teachers in grades PreK-3 as part of the final year of evaluation of the McKnight Pathways Early Literacy grant initiative.

Representatives from Bellwether Education Partners will also interview select elementary teachers on January 12<sup>th</sup>. Bellwether has been commissioned by the McKnight Foundation to summarize and disseminate lessons learned from the Pathways Initiative. They wish to profile CPA for our work in reshaping EL service model delivery.

**IV. FINANCE****A. Enrollment****2017-2018 Estimated Enrollment as of 1/3/2018**

Grade	Capacity	Enrollment	Waiting	Grade
PreK	36	36	44	PreK
KNDG	50	48	0	KNDG
1	50	50	14	1
2	50	50	13	2
3	50	52	10	3
4	50	52	16	4
5	50	50	6	5
6	50	51	18	6
7	75	75	5	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	786 w/PreK	133	

Prior Month 784

Budgeted Figure 758

**B. Voluntary Coordinated Early Intervening Services (CEIS) Application**

The Minnesota Department of Education informed CPA that its application for Voluntary Coordinated Early Intervening Services (CEIS) was approved for the 2017-2018 school year. The CEIS program allows districts and charter schools to allocate up to 15% of federal special education funds for use for the provision of intervention services for at-risk K-6 students who do not receive special education services, in hopes of preventing long-term special education needs through the provision of early intervention. CPA uses CEIS funds to support the salary and benefit costs of the Elementary Behavior Tech.

**A. Voluntary PreK**

The application for Voluntary PreK funding for Fiscal Year 2019 is expected to be released in January 2018. CPA will complete and submit that application upon its release.

**B. BMO Harris Banking, Positive Pay**

BMO Harris Bank alerted CPA and BerganKDV to two fraudulent checks issued from its checking account on December 22, 2017. Detailed review of all checking account transactions by the accounts payable specialist at BerganKDV led to the discovery of eight additional fraudulent checks. Of the ten fraudulent checks, seven were related to legitimate checks issued to current vendors. In these seven instances, the

payee information and amounts were altered on current check numbers, while in the other three instances the check sequence was fabricated. BerganKDV is in communication with the fraud department of BMO Harris, and with one vendor in particular with the most fraud activity in order to report and identify the source of fraud. Eight of the ten fraudulent checks are being credited to the school's account. Two checks were cashed prior to December 22<sup>nd</sup> and will require a more formal refund process, which has been initiated.

As a safeguard against further bank account fraud, CPA has added two security features called Positive Pay and ACH Positive Pay to its checking account. With both Positive Pay and ACH Positive Pay, all payments that have not been pre-approved will be held until BerganKDV reviews them online and approves them to be cleared. If BerganKDV does not approve the checks, they will be returned. Positive Pay is \$80.00 per month, plus \$0.07 per check and \$3.00 per check issue file uploaded, as well as \$4.00 for any "suspect" item that does not match your records and requires review online. ACH Positive Pay costs \$30.00 per month and \$0.10 for any "suspect" items that require review. Adding this feature to the bank account would be necessary even if the school closed the account and opened a new one, so keeping the current account was the recommendation action.

BerganKDV staff will continue to review all checking account transactions on a daily basis until the Positive Pay feature is completely operational. This could take up to 2 weeks, although due to current fraudulent activity, the bank is expediting the process of adding Positive Pay. BerganKDV is also requiring the use their "Safe Send" feature with all emails between BerganKDV and the school related to checks and payments.

## **V. STATE REPORTING AND COMPLIANCE**

### **A. Parent Aware Renewal**

CPA's Preschool 4 Peace has been a 4-Star Parent Aware rated program since its founding in 2007. Preschool 4 Peace's Parent Aware rating is due for renewal in April 2018. MDE has recently informed districts and charter schools that the requirements of a Voluntary PreK program meet or exceed the Parent Aware Four-Star rating indicators, and that therefore VPK approved programs will automatically receive a 4-Star Parent Aware rating.

## **VI. AUTHORIZER**

### **A. Renewal Site Visit** (*Attachment D2*)

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. 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. High Quality Charter School Designation** (*Attachments D3a and D3b*)

On December 21, 2017, the Minnesota Department of Education Informed Board Chair Jennifer Baker and Executive Director Cara Quinn that CPA has been identified as a 2018 High-Quality Charter School (HQCS) for the purpose of determining eligibility for a significant expansion/replication grant from Minnesota's federal Charter Schools Program (CSP) grant project. The HQCS identification is based on a Comprehensive Performance Framework (CPF) that incorporates multiple measures of schools academic, operational and financial performance. Forty Minnesota charter schools were identified as "high quality" under the CPF.

Earlier this year MDE received a five-year Charter Schools Program (CSP) grant from the U.S. Department of Education to increase charter school quality, authorizer accountability, and charter school sustainability. The goals of the CSP grant are to increase the number of high-quality charter schools that serve disadvantaged students and overall number of students served by charter schools in the state, support charter schools in achieving the goals of Minnesota's World's Best Workforce legislation, and increase the sustainability of Minnesota charter schools.

MDE intends to award Planning/Implementation grants to existing *high-quality* charter schools that desire to significantly expand or replicate beyond the terms of the school's original charter and subsequent affidavits. Pending the availability of federal funds, grants may be awarded for up to three years, consisting of pre-operational planning period funds (18 months maximum), and up to 24 months of Implementation (operational).

The first opportunity to apply for a federal CSP significant expansion/replication grant is the Spring 2018 round. The grant opportunity notice and details regarding application requirements are expected to be released in the near future. More information about MDE's Federal Charter School Program grant can be found here: <http://education.state.mn.us/MDE/dse/chart/CSP/>

**IX. 2018-2019 School Calendar**

(*Attachment E*)

**Recommendation #7:** Approve the 2018-2019 School Calendar.

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

**X. Board Committee and Taskforce Updates**

(*Attachments F1-F2*)

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

**XI. Board Strategic Planning Update**

XII. **Adjourn**

**Ms. Weissenborn moved the meeting adjourn at 8:00 pm. Motion seconded by Mr. Overvoorde** Ms. Sizer, Ms. Baker, Ms. Weissenborn, Ms. Huml, Mr. Swanson, Ms. Pitsenbarger, Mr. Overvoorde. **Motion passed.**

Respectfully submitted,  
Angela Sizer  
Board Secretary