

Independent School District No. 4015
Community of Peace Academy
Board of Directors Meeting
Minutes: February 12, 2018

Attachment A

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

Members Absent: None

Ex-Officio Members Present: Ms. Quinn, Mr. Kou Vang, Mr. Justin Fincher

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: January 8, 2018.

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

III. Acceptance of Agenda

Recommendation #2: Acceptance of the agenda.

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

IV. Facility Expansion Project

Recommendation #3: The recommendation is to close the meeting for consideration of an offer for the purchase of the convent building located at 1095 Desoto St., St. Paul, MN.

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

Recommendation #4: The recommendation is to open the meeting.

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

V. Treasurer's Report

Margaret Pitsenbarger, Board Treasurer
(Attachment C)

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

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

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

Ms. Pitsenbarger 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, Ms. Davis, Ms. Yang, Mr. Overvoorde. **Motion passed.**

VI. **Approval of Purchases and Contracts**
(Attachment D)

Recommendation #7: Approve the Development Management Service Agreement with JB Vang Realty for project management services.

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

VII. **Executive Director's Report**
(Board Packet Attachment E)

I: Personnel

A. Leaves

Anna Eilbert, High School Social Studies Teacher, was granted one-year unpaid personal leave for the 2017-2018 school year. Ms. Eilbert informed CPA on January 17, 2018 that she will return to her position for the 2018-2019 school year.

Michael Jett, Special Education Paraprofessional, has been granted unpaid leave from work consistent with ADA compliance while a return to work date and any reasonable accommodations necessary are established.

B. Separations 2017-2018

Special Education Paraprofessional Michael Jett's employment terminated on February 8, 2018. Health and Wellness Paraprofessional Gao Thao's employment terminated on February 9, 2018.

C. New Hires, 2017-2018

Hannah Spear was hired as 1st Grade Co-Teacher.

D. Contracts for Service

A contract for service was established with Indigo Education for up to 10 hours of Autism Spectrum Disorder Specialist services over the 2017-2018 school year.

E. Open Positions, 2017-2018

Health and Wellness Paraprofessional

Recommendation #8: Accept the February 2018 Personnel Report.

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

II. **ACADEMIC PROGRAM**

There are no Academic Program updates to report.

III. FOUNDATION GRANT INITIATIVES

A. McKnight Foundation Grant

5Essentials Survey

Students in grades 4-12 and all certified instructional staff completed the 5Essentials Survey between January 9 and January 26, 2018. 5Essentials is an evidence-based system developed at the University of Chicago and designed to drive improvement in schools. 5Essentials assesses schools’ strengths and weaknesses in five key areas predictive of school success: effective leaders, collaborative teachers, involved families, a supportive environment and ambitious instruction. CPA’s 5Essentials results will be shared with teachers and the Board of Directors in Spring 2018.

Director of STEP Literacy Site Visit

University of Chicago Director of STEP Literacy Maggie Walsh will visit CPA on February 9, 2018 to discuss elementary literacy programming.

Learning Trip

Planning is underway for ten teachers and six leadership team members to take a Learning Trip to the Shaw and Brightwood campuses of Center City Charter School in Washington, D.C. on April 2 and 3, 2018. Center City Charter School was previously identified by McKnight Foundation and University of Chicago personnel as using best practices in English Learner instruction and Character Education. Elementary Principal Bao Vang previously visited both campuses on a McKnight-funded trip for school leaders. McKnight funds will support all costs associated with the Learning Trip.

IV. FINANCE

A. Enrollment

2017-2018 Estimated Enrollment as of 2/5/2018

Grade	Capacity	Enrollment	Waiting	Grade
PreK	36	36	43	PreK
KNDG	50	50	1	KNDG
1	50	49	15	1
2	50	50	15	2
3	50	52	11	3
4	50	52	17	4
5	50	50	7	5
6	50	51	22	6
7	75	75	8	7
8	75	75	1	8
9	75	68	0	9
10	75	70	0	10
11	75	63	0	11
12	75	55	0	12
	836	796 w/PreK	140	

Prior Month 786

Budgeted Figure 758

B. Voluntary PreK

The application for 2018-2019 Voluntary PreK funding was submitted in advance of the January 30, 2018 deadline. CPA will be notified of our funding status by March 1, 2018.

C. CPA Building Company

Under Minnesota Statute 124E.13 Subd. 3, an affiliated nonprofit building corporation may purchase, expand, or renovate an existing facility to serve as a school, or may construct a new school facility. The CPA Building Company is the non-profit building corporation that holds fiscal responsibility for and ownership of CPA's school facility. According to its bylaws, the CPA Board of Directors has oversight of the CPA Building Company. CPA Board Member Charley Swanson was appointed as Community Member to the CPA Building Company Board, joining President Jennifer Baker and Treasurer Margaret Pitsenbarger. Executive Director Cara Quinn serves the CPA Building Company Board in ex-officio capacity. The CPA Building Company is preparing for legal review of its bylaws and financial oversight protocol in response to facility expansion planning.

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. It was previously reported to the Board that VPK approved programs will automatically receive a 4-Star Parent Aware rating. However, it has since been clarified that CPA will need to complete Parent Aware renewal this year, and will subsequently be automatically renewed as long as Preschool 4 Peace remains a VPK program. The Parent Aware renewal will be submitted by the February 9, 2018 deadline.

B. Every Student Succeeds Act

The Minnesota Department of Education received approval from the U.S. Department of Education for Minnesota's state Every Student Succeeds Act (ESSA) plan. ESSA replaces the No Child Left Behind Law, and is the means by which schools are evaluated and held accountable for student achievement. Minnesota's assessment system remains largely unchanged under ESSA. Changes in the new plan include the requirement to disaggregate achievement data by homeless and foster student status, the requirement to collect and report In School Suspension data on all students, a greater emphasis on English Learner progress in achieving English Proficiency, and a requirement to address disparities in student access to high quality teachers.

VI. AUTHORIZER

A. Renewal Site Visit

Assistant Director of Charter Authorizing Dana Peterson, Director of Charter Authorizing Molly McGraw Healy and three members of the UST Renewal Site Visit team visited CPA on January 17, 2018 to observe in classrooms and interview staff, students and parents as part of the contract renewal site visit. Ms. McGraw Healy and Ms. Peterson reported to Executive Director Cara Quinn that the visit was positive. A formal site visit report will be shared with the Board upon its receipt.

B. Renewal Application

The University of St. Thomas renewal application will be submitted to St. Thomas in advance of the March 11, 2018 deadline.

C. Accountability System

Assistant Director of Charter Authorizing Dana Peterson and Director of Charter Authorizing Molly McGraw Healy shared a draft of the updated charter school evaluation tool with charter school directors on January 29, 2018. UST is accepting feedback on the updated accountability system until February 19, 2018. Ms. McGraw Healy will present a final draft to the UST Charter Accountability Board on February 26, and will present it to the Minnesota Department of Education as an amendment to their Approved Authorizer Application in March, 2018.

VII. OTHER BUSINESS

A. Charter School Enrollment in Minnesota

A report by the National Alliance for Public Charter Schools entitled *A Growing Movement* revealed that in 2016-2017, over 3,011,000 students or 6% of the nation's 49,974,000 students attended a chartered public school. Minnesota's 2016-2017 charter school enrollment was 53,930 or 6% of the 874,830 public school students in the state. St. Paul had the 34th largest charter school population in the nation with 12,910 students, or 26% of the city's student enrollment. Minneapolis had the 38th largest charter school population in the nation with 10,840 students, or 23% of all student enrollment. The full report published by the National Alliance for Public Charter Schools can be found [HERE](#).

B. Metro Charter School Crisis Response Team

January 11th, Metro Charter School Directors and school personnel met with Craig Wethington, MDE School Safety and Technical Assistance Director, and Tom DeGree, MACS Associate Director, to discuss coordinated efforts to support charter schools in the event of a major school crisis (student or staff death). As a result of this work, a Charter School Crisis Response Team is being established and trained. Individuals from this team would be available to come into a school after a crisis to support students and staff dealing with the trauma from the event. Additionally, a group of charter directors are convening to establish effective Crisis Management resources to assist charter directors navigate crisis response in the event of a tragic event that impacts their school community. CPA School Social Workers Chelle York, Jenny Littlewolf and Molly Eller intend to participate on the Crisis Response Team, while Executive Director Cara Quinn will participate in Crisis Management resource development.

C. MACS Statement on DACA

The Minnesota Association of Charter Schools intends to issue a letter to Senators Amy Klobuchar and Tina Smith and Minnesota's House members on the issue of Immigration Reform and Deferred Action for Childhood Arrivals (DACA). CPA has reviewed and stands behind the draft communication. The final document will be shared with the Board upon its release.

D. National Charter School Conference

CPA Administrators are interested in attending the National Charter School Conference held June 18-20 2018 in Austin, Texas. The event is the charter sector's premier professional learning conference and includes sessions that are relevant to CPA's expansion plans including managing growth, operational excellence, facility financing, and marketing your school. In past year's CPA's leadership team attended this conference annually, but has not attended since 2013.

VIII. 2018-2019 School Calendar Revision

(Attachment F)

Recommendation #9: Approve the 2018-2019 School Calendar Revision #1.

Ms. Pitsenbarger moved the Board approve Recommendation #9. Motion seconded by Mr. Swanson. The following voted in favor: Ms. Sizer, Ms. Baker, Ms. Weissenborn, Ms. Huml, Mr. Swanson, Ms. Pitsenbarger, Ms. Davis, Ms. Yang. **Motion passed.**

IX. Board Committee and Taskforce Updates

(Attachments G1-G3b)

Community Engagement Report *(Attachment G1)*

Branding and Marketing Taskforce

Finance Committee *(Attachment G2a and G2b)*

Schoolwide Program Oversight Committee

Facility Committee *(Attachment G3a and G3b)*

Recommendation #10: Approve updates to the bereavement leave provisions of Staff Handbook.

Mr. Swanson moved the Board approve Recommendation #10. Motion seconded by Ms. Pitsenbarger. The following voted in favor: Ms. Sizer, Ms. Baker, Ms. Weissenborn, Ms. Huml, Mr. Swanson, Ms. Pitsenbarger, Ms. Davis, Ms. Yang. **Motion passed.**

X. **Board Strategic Planning Update**

This agenda item was tabled until the March 2018 meeting.

XI. **Board Self Review**

Board Chair Jennifer Baker will forward the online Board Self Review Survey to Board Members. Directors are asked to complete the survey in advance of the April 2018 Board Meeting, at which time results will be reviewed.

XII. **Adjourn**

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

Respectfully submitted,
Angela Sizer
Board Secretary