

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

Attachment A

Members Present: Ms. Sizer, Ms. Baker, Ms. Weissenborn, Ms. Huml, Mr. Swanson, Ms. Pitsenbarger, Ms. Davis, Ms. Yang
Members Absent: Mr. Overvoorde
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: February 12, 2018.

Ms. Weissenborn moved the Board approve Recommendation #1. 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. **Motion passed.**

III. Acceptance of Agenda

Recommendation #2: Acceptance of the agenda.

Ms. Weissenborn moved the Board approve Recommendation #2. Motion seconded by Ms. Davis. Agenda accepted with the addition of April Board Meeting Date Discussion.

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. Treasurer's Report

Margaret Pitsenbarger, Board Treasurer
(Attachment B)

Recommendation #3: Approve the Community of Peace Academy Financial Statements for January 2018.

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

Recommendation #4: Approve the January 2018 Checks & Wire Payments Report.

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

V. Approval of Purchases and Contracts

(Attachment C)

Recommendation #5: Approve the contract with Creatively Focused for Special Education Director and leadership services for school year 2018-2019, for \$60,125.

Ms. Pitsenbarger moved the Board approve Recommendation #5. Motion seconded by Mr. Swanson. Contract approved contingent upon legal review by Carol Weissenborn, Board Director. The following voted in favor: Ms. Sizer, Ms. Baker, Ms. Weissenborn, Ms. Huml, Mr. Swanson, Ms. Pitsenbarger, Ms. Davis, Ms. Yang. **Motion passed.**

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

I. Personnel

A. Leaves

Courtney Humm, High School Social Studies Teacher, was granted one-year unpaid professional leave for the 2017-2018 school year to assume a one-year professorship at St. Olaf College. Ms. Humm informed CPA on March 1, 2018 that she has accepted continuing employment with St. Olaf college and will not return to CPA for the 2018-2019 school year.

Maggie Elenz, 2nd Grade Teacher, has been granted one-year unpaid personal leave for the 2018-2019 school year.

B. Separations 2017-2018

8th Grade Math Teacher Katherine Rose Kelsey's employment will terminate on March 16, 2018.

C. New Hires, 2017-2018

There are no new hires for the 2017-2018 school year.

D. Contracts for Service

A contract for service is recommended with Creatively Focused for Special Education Director, Special Education Teacher Coaching and Special Education Paraprofessional training services for the 2018-2019 school year. This contract would replace the current contract with Indigo Education for Special Education Director services.

E. Open Positions, 2017-2018

Health and Wellness Paraprofessional
8th Grade Math Teacher

Recommendation #6: Accept the March 2018 Personnel Report.

Ms. Pitsenbarger moved the Board approve Recommendation #6. 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.**

II. ACADEMIC PROGRAM

A. 2017 Graduation Rates

The Minnesota Department of Education publically released 2017 graduation rates on February 27, 2018. The graduation rate formula used to calculate the 2017 was changed slightly from past years. Changes include students are now identified using one of seven racial/ethnic groups, instead of the previous five groups, adding categories for students identifying as two or more races, as well as migrant students, and students experiencing homelessness. Additionally, foreign exchange students are no longer counted in a school's rate, and students who drop out are counted at the high school where they spent the majority of their academic career.

CPA continued its trend of posting exceptionally strong graduation rates.

4-Year Graduation Rate			
Year	CPA	SPPS	State
2013	87%	73%	80%
2014	84%	76%	81%
2015	86%	75%	82%
2016	85%	77%	82%
2017*	91%	77%	83%

*Grad rate formula updated

2017 4-Year Graduation Rate by Student Group			
Student Group	CPA	SPPS	State
Asian	90%	80%	86%
Hispanic	92%	70%	66%
Black	89%	70%	65%
White	100%	84%	88%
FRP	90%	73%	69%
EL	92%	74%	65%
SpEd	86%	53%	61%

III. FOUNDATION GRANT INITIATIVES

A. McKnight Foundation Grant

5Essentials Survey

5Essentials survey results were released on February 28, 2018. Principals and Coaches are in process of analyzing that data and preparing to share it with teachers. 5Essentials data will be shared with the Board of Directors at the April 2018 meeting.

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.

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

ENROLLMENT 3.6.2018
2017-2018 Enrollment

Grade	Capacity	Enrollment	Waiting	Grade
PreK	36	36	43	PreK
KNDG	50	50	0	KNDG
1	50	50	15	1
2	50	50	15	2
3	50	52	11	3
4	50	52	17	4
5	50	50	8	5
6	50	51	21	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	797 w/PreK	139	

Prior Month 796

Budgeted Figure 758

ESTIMATED ENROLLMENT 3.6.182018
2018-2019 Enrollment

Grade	Capacity	Enrollment	Waiting	Grade
PreK	36	38	22	PreK
KNDG	50	54	23	KNDG
1	50	52	8	1
2	50	52	14	2
3	50	52	16	3
4	50	52	23	4
5	50	52	18	5
6	50	53	17	6
7	75	72	0	7
8	75	81	5	8
9	75	82	9	9
10	75	71	0	10
11	75	71	0	11
12	75	63	0	12
	836	845 w/PreK	155	

The 2018-2019 enrollment lottery was conducted on March 1, 2018. 732 current students expressed their intent to return to CPA for the 2018-2019 school year. The remaining seats were filled by lottery, with siblings of currently enrolled students having first preference and children of staff having second preference, per enrollment policy.

A. Voluntary PreK

CPA was notified by the Minnesota Department of Education on March 1, 2018 that the application for

2018-2019 Voluntary PreK funding was accepted, reviewed and noted as complete and fundable.

C. Extended Time Revenue

CPA was notified by the Minnesota Department of Education on March 1, 2018 that it has approved the request for Extended Time Revenue. Extended Time Revenue supports the costs of instruction and transportation for K-8 After School Programs.

D. FY19 Federal Title I, II and III Funding

On February 22, 2018 the Minnesota Department of Education informed districts and charter schools that it is unable to calculate preliminary Title I, II and III allocations for the upcoming 2018-2019 school year. The MDE also informed districts and charters that while it anticipates that Minnesota's overall funding for Title I and Title III will remain stable for 2018-2019, it is unsure of any future funding for Title II.

MDE stated that Congressional movement toward finalizing budget appropriations has been slow. The continuing resolution (CR) and budget deal passed by Congress on February 9, 2018, provide federal funding through March 23, 2018 at the current federal fiscal year 2017 levels, with exact future spending amounts left to the appropriations committees of Congress, each with different allocations within the total. No federal funding has been allocated for March 24, 2018, through September 30, 2018, and a sequestration order could apply when the federal budget and appropriations are finalized. MDE urges districts to plan conservatively and keep abreast of congressional actions and impacts.

CPA currently receives \$288,943 in Title I funds, \$37,240 in Title II funds and \$20,077 in Title III funds.

V. STATE REPORTING AND COMPLIANCE

A. Parent Aware Renewal

CPA submitted its application for Parent Aware renewal in advance of the February 9, 2018 deadline. CPA's Preschool 4 Peace has been a 4-Star Parent Aware rated program since its founding in 2007. The rating renewal is expected by April 2018.

VI. AUTHORIZER

A. Renewal Application

The University of St. Thomas renewal application will be submitted to St. Thomas in advance of the March 9, 2018 deadline.

B. 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. CPA provided feedback to UST on that draft. Ms. McGraw Healy presented a final draft of the tool to the UST Charter Accountability Board on February 26, 2018 and will present it to the Minnesota Department of Education as an amendment to their Approved Authorizer Application in March, 2018.

C. Spring Board Meeting Observation

Assistant Director of Charter Authorizer Dana Peterson will conduct her Spring Board Observation at the April 10, 2018 board meeting.

VII. OTHER BUSINESS

A. Charter School Day at the Capitol

March 7, 2018 is Charter School Day at the Capitol. Executive Director Cara Quinn will meet with Representative John Lesch and Senator John Marty to discuss the policy platform of the Minnesota

Association of Charter Schools: Equitable funding for charter school students, support for charter school facility financing, and innovative approaches to school accountability.

B. National Charter School Conference

Executive Director Cara Quinn, Principals Bao Vang and Tim McGowan and Board Chair Jennifer Baker will attend 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 years CPA's leadership team attended this conference annually, but has not attended since 2013 due to other professional growth opportunities and priorities.

VII. 2018-2019 School Calendar Revision

(Attachment E)

Recommendation #7: Approve the 2018-2019 School Calendar Revision #2.

Ms. Davis moved the Board approve Recommendation #7. 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. **Motion passed.**

VIII. Board Committee and Taskforce Updates

(Attachments F1-F3)

Community Engagement Report *(Attachment F1)*

Schoolwide Program Oversight Committee *(Attachment F2)*

Finance Committee *(Attachment F3)*

Facility Committee

Recommendation #8: Approve updates to the bereavement leave provisions of Staff Handbook.

Mr. Swanson moved the Board approve Recommendation #8. 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.**

IX. CPA Building Company Board Update

This agenda item includes discussion of an offer for the purchase of the convent building located at 1095 Desoto St., St. Paul, MN.

Recommendation #9: The recommendation is to close the meeting.

Mr. Swanson moved the Board approve Recommendation #9. 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. **Motion passed.**

Recommendation #10: The recommendation is to open the meeting.

Ms. Weissenborn moved the Board approve Recommendation #10. Motion seconded by Ms. Sizer. 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

XI. **Board Self Review Results**

XII. **Executive Director Evaluation Planning**

Subcommittee formed: Margaret Pitsenbarger, Jehn Baker, Angela Sizer

XIII. **April Board Meeting Date Discussion**

XIV. **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