

**Independent School District No. 4015
Community of Peace Academy
Board of Directors Meeting
Minutes: April 9, 2018**

Attachment A

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

Members Absent: Mr. Overvoorde

Ex-Officio Members Present: Ms. Quinn, Ms. Dana Peterson, Ms. Hannah Kranowski

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: March 12, 2018.

Ms. Pitsenbarger moved the Board approve Recommendation #1. Motion seconded by Ms. Yang. The following voted in favor: Ms. Sizer, Ms. Baker, Ms. Weissenborn, Ms. Huml, Mr. Swanson, Ms. Pitsenbarger, 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 Mr. Swanson. Agenda accepted with the addition of Signing Compliance Agreement from University of St. Thomas, charter authorizer. 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. Approval of High School Credit Requirements

(Attachment D)

Recommendation #3: Approve the High School Credit requirements for the Class of 2022.

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

V. Policy 6.2, Grading, Promotion and Retention

(Attachment E)

Recommendation #4: Approve the updates to Section D. Grade Weighting of Policy 6.2, Grading Promotion and Retention.

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

VI. Treasurer's Report

Margaret Pitsenbarger, Board Treasurer

(Attachment B)

Recommendation #5: Approve the Community of Peace Academy Financial Statements for February 2018.

Ms. Pitsenbarger moved the Board approve Recommendation #5. 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.**

Recommendation #6 Approve the February 2018 Checks & Wire Payments 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.**

VII. Approval of Purchases and Contracts

There are no purchases or contracts requiring approval this month.

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

I. Personnel

A. Leaves

Positive Behavior Tech Marria Franklin has been approved for intermittent Family Medical Leave, effective March 30, 2018.

B. Separations 2017-2018

There are no separations to report.

C. New Hires, 2017-2018

D. Contracts for Service

There are no contracts for service to report.

E. Change of Assignment, 2018-2019

Elementary Literacy Coach Melissa Jackson will return as Elementary STEP Coach for the 2018-2019 school year.

2nd Grade Co-Teacher Katie Reisdorf will return as Long-Term 2nd Grade Teacher for the 2018-2019 school year.

F. Open Positions, 2017-2018

8th Grade Math Teacher

G. Open Positions, 2018-2019

Literacy Coach

1st Grade Co-Teacher

2nd Grade Co-Teacher, Long-Term 1-year assignment

8th Grade Math Teacher

Health and Wellness Paraprofessional

Art Paraprofessional

Intent to Return forms, which ask staff to identify whether they wish to return to their positions, were distributed to all CPA staff on March 9, 2018. Intent to Rehire notice will be distributed on April 27, 2018. Letters of Employment, which include terms of employment, will be offered in May, 2018.

Recommendation #7 : Accept the April 2018 Personnel Report.

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.**

II. ACADEMIC PROGRAM

A. YouthTruth Follow Up Survey

CPA Middle School and CPA High School students will complete a second administration of the YouthTruth Teacher Feedback Survey. The first administration took place in November, 2017. CPA Middle School and High School teachers requested the second administration in order to measure progress in overall student engagement from the beginning to the end of the school year. Results will be available in mid-April, 2018.

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 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

Ten teachers and six leadership team members will 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.

End of Year Pathways Initiative Event

The McKnight Foundation and the University of Chicago's Urban Education Institute has planned an End-of-Year Celebration entitled "Learning and Leading Together" for the McKnight Pathway Schools. The event will take place on May 8, 2018 at the St. Paul Hotel. Guests invited include teachers, literacy leaders, principals, central office leaders from present and past Pathway Schools and Districts; McKnight Foundation Education and Learning National Advisory Council Members; Urban Education Institute team members; and McKnight Foundation representatives. Cara Quinn has been asked to speak at the event representing partner school leaders. The event will also feature presentations from Pathway School staff. Presentation materials developed for the event will serve as the final narrative report for the Pathway Schools Initiative for the McKnight Foundation. This narrative report must be accompanied by a financial report accounting for the use of grant funds, and uploaded to McKnight's online grants management system by June 15, 2018.

IV. FINANCE
A. Enrollment

2017-2018 ENROLLMENT 3.22.2018

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	9	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	54	0	12
	836	796 w/PreK	140	

Prior Month 797

Budgeted Figure 758

2018-2019 ESTIMATED ENROLLMENT 3.22.2018

Grade	Capacity	Enrollment	Waiting	Grade
PreK	36	40	25	PreK
KNDG	50	56	27	KNDG
1	50	52	6	1
2	50	52	17	2
3	50	52	18	3
4	50	52	23	4
5	50	52	18	5
6	50	53	20	6
7	75	72	0	7
8	75	81	5	8
9	75	82	10	9
10	75	71	0	10
11	75	71	0	11
12	75	63	0	12
	836	849 w/PreK	169	

Prior Month 745 enrolled, 155 on wait list

Budgeted Figure 758

B. School Finance Award (Attachment D1)

Again in 2018, Community of Peace Academy received the School Finance Award from the Minnesota Department of Education for financial reporting in Fiscal Year 2017. Criteria include timely submission of financial data, presence of select indicators of financial health, and accuracy in financial reporting. 484 of 575 (85%) of traditional districts and charter schools met qualifying criteria for the 2018 School Finance Award.

C. S&P Global Annual Bond Ratings Review

Annually, S&P Global conducts a review of CPA's bond ratings. The analysis consists of assessment of a charter school's enterprise and financial risk profiles. Enterprise profile includes industry risk, economic fundamentals, market position, and management and governance. Financial profile includes financial performance, liquidity and financial flexibility, and debt burden.

In response to S&P Global's request, CPA sent a summary of CPA's finances, operations, governance and academic achievement for review, along with a copy of the Fiscal 2017 audit, the Long-Range Budget Plan, and the current aggregate debt service. A follow up phone call between Executive Director Cara Quinn, Finance Manager Brenda Kes and S&P personnel is scheduled for April 10, 2018.

D. Federal Charter School Program Grant for Significant Expansion and Replication

It was previously reported to the Board that CPA was identified by the Minnesota Department of Education as a High Quality Charter School, rendering CPA eligible to apply for a competitive Federal Charter School Program (CSP) grant for Significant Expansion or Replication. MDE released the CSP grant on March 7, 2018. Upon review of grant application eligibility criteria and further dialogue with MDE Charter Center personnel, it was determined that CPA's current elementary expansion plan does not meet grant eligibility criteria.

V. STATE REPORTING AND COMPLIANCE

A. Parent Aware Renewal (Attachment D2)

CPA was notified on March 14, 2018 of renewal of Preschool 4 Peace's 4-Start Parent Aware rating. CPA will maintain this rating through March 14 2020, after which time renewals are expected to be automatic, as long as CPA continues to receive Voluntary PreK Funding. CPA's Preschool 4 Peace has been a 4-Star Parent Aware rated program since its founding in 2007.

B. World's Best Workforce Summary Report Feedback (Attachment D3)

Under Minnesota Statutes 120B.11, school districts must develop a World's Best Workforce (WBWF) Annual Report and report summary for each school year. The summary documents the WBWF student achievement goals established the prior school year, the strategies and initiatives employed to meet the goals, and the subsequent progress made on those goals by the end of the school year. Districts must submit the summary report to MDE by December 1 of each year. The summary reports are reviewed by MDE staff, and feedback is provided. CPA received feedback on its World's Best Workforce Summary on March 27, 2018.

VI. AUTHORIZER

A. Renewal Application

Assistant Director of Charter Authorizing Dana Peterson notified CPA that the University of St. Thomas Charter Authorizing Board approved a five-year contract renewal with Community of Peace Academy. Formal paperwork will follow in Spring 2018.

C. Spring Board Meeting Observation

Assistant Director of Charter Authorizer Dana Peterson will conduct her Spring Board Observation at the April 9, 2018 board meeting.

VII. OTHER BUSINESS

A. Legislative Session Update

An update on the current legislative session will be provided at the April Board Meeting.

IX. Board Committee and Taskforce Updates

(Attachments F1-F3)

Community Engagement Report *(Attachment F1)*

Schoolwide Program Oversight Committee
Facility Committee (*Attachment F2*)
Finance Committee (*Attachment F3, F31 and F32*)

Recommendation #8: Approve the amended Staff Handbook language regarding medial verification for sick days preceding or following a break in the school calendar.

Ms. Pitsenbarger moved the Board approve Recommendation #8. 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 #9: Approve the 2018-2019 Salary Framework.

Ms. Sizer 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.**

X. CPA Building Company Board Update

The next item on the agenda includes consideration of an offer for the purchase of the convent building located at 1095 Desoto St., St. Paul, MN. Present are Community Member Dana Peterson and Ex-Officio Member Cara Quinn.

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

Ms. Weissenborn moved the Board approve Recommendation #10. 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 #11: The recommendation is to open the meeting.

Ms. Baker moved the Board approve Recommendation #11. 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.**

XI. Community Member of the Year Nominations (*Attachment G*)

Nominations for Community Member of the Year will be solicited from CPA staff members. Ms. Baker, Ms. Pitsenbarger and Ms. Huml will review nominations and bring a recommendation to the May 14, 2018 board meeting.

XII. 2017-2018 Board Openings and Board Nominating Committee (*Attachment H*)

Ms. Baker, Ms. Weissenborn and Ms. Sizer will serve as the Board Nominating Committee. The committee will recruit and review candidates for the open board positions and bring a recommended slate of candidates to the May 14, 2018 Board Meeting.

XIII. Executive Director Evaluation Results

The Board reviewed results of the annual Executive Director Evaluation.

XIV. Compliance Agreement

Board Members signed the University of St. Thomas Compliance Agreement confirming compliance with state and federal education and other applicable laws.

XV. Adjourn

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

Respectfully submitted,
Angela Sizer
Board Secretary