

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, Mr. Overvoorde
Members Absent: Ms. Davis
Ex-Officio Members Present: Ms. Quinn, Ms. Brenda 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: March 12, 2018.

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

III. Acceptance of Agenda

Recommendation #2: Acceptance of the agenda.

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

IV. 2018-2019 Board Nominating Committee Recommendation

(Attachment I)

Recommendation #3: Accept the resignation of Molly Huml effective at the end of the 2017-2018 school year.

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

Recommendation #4: Accept the resignation of Paul Overvoorde effective at the end of the 2017-2018 school year.

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

Recommendation #5: Approve the Following Slate of Board Candidates for election at the May 17, 2018 Annual Meeting: Margaret Pitsenbarger, renewing teacher member; Kevin Keto, Teacher Member; Mary Davis, renewing parent member; Oroboso Ero, parent member; Courtney Humm, Community Member.

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

V. Treasurer's Report

Margaret Pitsenbarger, Board Treasurer
(Attachment B)

Recommendation #6: Approve the Community of Peace Academy Financial Statements for March 2018.

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

Recommendation #7 Approve the March 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, Mr. Overvoorde, Ms. Yang. **Motion passed.**

VI. 2017-2018 Budget Revision #2 and 2018-2019 Adopted Budget

(Attachment C)

Recommendation #8: Approve 2017-2018 Budget Revision #2 and 2018-2019 Adopted Budget.

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

VII. Approval of Purchases and Contracts

(Attachments D1-D9)

Recommendation #9: Approve the contract for services from Theresa Casey Wolf for up to 16 hours per week of School Psychologist services for grades 7-12 for the 2018-2019 school year, at a rate of \$90.00 per hour.

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

Recommendation #10: Approve the contract for services from Stacia Wick for 12-16 hours per week of School Psychologist services for grades PreK-6 for the 2018-2019 school year, at a rate of \$90.00 per hour.

Mr. Swanson 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. Yang. **Motion passed.**

Recommendation #11: Approve the contract for services from Strategic Staffing Solutions for up to 40 hours per week of Speech Therapy services for the 2018-2019 school year, at a rate of \$68.00 per hour.

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

Recommendation #12: Approve the contract for services from Strategic Staffing Solutions for up to 32 hours per week of Occupational Therapy services for the 2018-2019 school year, at a rate of \$68.00 per hour.

Ms. Sizer moved the Board approve Recommendation #12. Motion seconded by Ms. Huml. The following voted in favor: Ms. Sizer, Ms. Baker, Ms. Weissenborn, Ms. Huml, Mr. Swanson, Ms. Pitsenbarger, Ms. Yang. **Motion passed.**

Recommendation #13: Approve the 2017-2018 University of St. Thomas authorizing fee of \$24,752.

Mr. Swanson moved the Board approve Recommendation #13. 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.**

Recommendation #14: Approve the permanent placement fee of \$18,500 to Sunbelt Staffing for the hire of Julie Dison, Special Education Teacher.

Ms. Huml moved the Board approve Recommendation #14. Motion seconded by Ms. Sizer. The following voted in favor: Ms. Sizer, Ms. Baker, Ms. Weissenborn, Ms. Huml, Mr. Swanson, Ms. Pitsenbarger, Ms. Yang. **Motion passed.**

Recommendation #15: Approve the contract with Rosetta Stone, Ltd. For online language instruction for a 37-month term beginning on August 17, 2018 for a total of \$38,326 paid in three equal annual installments.

Mr. Swanson moved the Board approve Recommendation #15. Motion seconded by Ms. Huml. The following voted in favor: Ms. Sizer, Ms. Baker, Ms. Weissenborn, Ms. Huml, Mr. Swanson, Ms. Pitsenbarger, Ms. Yang. **Motion passed.**

Recommendation #16: Approve Membership in the Minnesota Association of Charter Schools for the 2018-2019 school year for \$7,132.

Ms. Weissenborn moved the Board approve Recommendation #16. Motion seconded by Ms. Sizer. The following voted in favor: Ms. Sizer, Ms. Baker, Ms. Weissenborn, Ms. Huml, Mr. Swanson, Ms. Pitsenbarger, Ms. Yang. **Motion passed.**

Recommendation #17: Approve the collaborative services agreement with Twin Cities Counseling Coop.

Ms. Pitsenbarger moved the Board approve Recommendation #17. Motion seconded by Ms. Huml. The following voted in favor: Ms. Sizer, Ms. Baker, Ms. Weissenborn, Ms. Huml, Mr. Swanson, Ms. Pitsenbarger, Ms. Yang. **Motion passed.**

Recommendation #18: Approve the proposal from Malley Design for phase 2 print and space branding for up to \$17,100.

Ms. Pitsenbarger moved the Board approve Recommendation #18. Motion seconded by Ms. Huml. The following voted in favor: Ms. Sizer, Ms. Baker, Ms. Weissenborn, Ms. Huml, Mr. Swanson, Ms. Pitsenbarger, Ms. Yang. **Motion passed.**

VIII. Strategic Plan Update

(Attachment E)

Recommendation #19: Approve the updated Vision, Mission and Core Values with noted revisions: Mission – Fostering academic excellence and character development through the education of the whole person – mind, body and will; Vision – Creating an education, empowered and ethical community.

Mr. Swanson moved the Board approve Recommendation #19. Motion seconded by Ms. Huml. The following voted in favor: Ms. Sizer, Ms. Baker, Ms. Weissenborn, Ms. Huml, Mr. Swanson, Ms. Pitsenbarger, Ms. Yang.
Motion passed.

IX. Authorizer Contract Renewal
(Attachment F)

Recommendation #20: Approve the Charter School/Authorizer Agreement with the University of St. Thomas for charter school authorizing from July 1, 2018 to June 30, 2023.

Ms. Huml moved the Board approve Recommendation #20. Motion seconded by Mr. Swanson. The following voted in favor: Ms. Sizer, Ms. Baker, Ms. Weissenborn, Ms. Huml, Mr. Swanson, Ms. Pitsenbarger, Ms. Yang.
Motion passed.

X. Executive Director's Report
(Attachment G)

I. Personnel

A. Leaves

Language Arts Teacher Susan Gottlieb has been approved for part-time Family Medical Leave effective April 30, 2018 and full-time Family Medical Leave effective August 9, 2018.

B. Separations 2017-2018

- Special Education Paraprofessional Rebecca Gronewold's employment terminated on April 27, 2018.
- Art Paraprofessional Mia Cannon's employment will terminate on June 3rd, 2018.
- Long-Term Social Studies Teacher Kira Braun's employment will terminate on June 3, 2018.
- Long-Term Social Studies Teacher Brad Lewis's employment will terminate on June 3, 2018.
- Long-Term 1st Grade Co-Teacher Hannah Spear's employment will terminate on June 3, 2018.
- Spanish Teacher Staci Shotkoski's employment will terminate on June 3, 2018.
- Early Childhood Special Education Teacher Susan Weber's employment will terminate on June 3, 2018.
- Special Education Teacher Julie Carlson's employment will terminate on June 3, 2018.
- Social Studies Teacher Timothy Danz's employment will terminate on June 3, 2018.

C. New Hires, 2017-2018

- Lindsey King was hired as 1st Grade Co-Teacher.
- Hannah Zobitz was hired as Long-Term 2nd Grade Co-Teacher.
- Joseph Doll was hired as 8th Grade Math Teacher.
- Jasmine Bolden was hired as Middle School Social Studies Teacher.
- Amy Patnoe was hired as Elementary Literacy Coach.

D. Change of Assignment, 2018-2019

8th Grade Language Arts Teacher Molly Huml will return as Middle School Curriculum Coordinator and District Assessment Coordinator for the 2018-2019 school year.

E. Open Positions, 2017-2018

There are no open positions.

F. Open Positions, 2018-2019

High School Social Studies Teacher
8th Grade Language Arts Teacher
High School Language Arts Teacher

Early Childhood Special Education Teacher
Special Education Teacher
Art Teacher
Elementary Science and Technology Paraprofessional

Intent to Rehire notices were distributed on April 27, 2018. Letters of Employment, which include terms of employment, will be offered by May 30, 2018.

Recommendation #21: Accept the May 2018 Personnel Report.

Ms. Weissenborn moved the Board approve Recommendation #21. 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.**

II. ACADEMIC PROGRAM

A. State Testing

The 2018 MCA Reading and Math testing window closed on Friday, April 30, 2018. The MCA Science window closes on Friday, May 11, 2018. Preliminary test results are available. The release of official results will occur in accordance with the schedule below:

- June 25 – Districts retrieve embargoed final individual student test results
- July 23 – Districts retrieve embargoed final school and district summary results
- August 8 – Districts retrieve preliminary embargoed accountability results
- August 8-17 – District appeals window for accountability results
- August 27 – Districts retrieve embargoed summary accountability results
- August 28-29 – Media embargo of final assessment and accountability results
- August 30 – Public release of final assessment and accountability results in Data Center

III. FOUNDATION GRANT INITIATIVES

A. McKnight Foundation Grant

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 and will include a morning site visit to CPA followed by an evening event 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	49	0	KNDG
1	50	50	15	1
2	50	50	15	2
3	50	52	10	3
4	50	52	17	4
5	50	50	9	5
6	50	50	21	6
7	75	75	8	7
8	75	75	1	8
9	75	67	0	9
10	75	69	0	10
11	75	61	0	11
12	75	54	0	12
	836	790 w/PreK	139	

Prior Month 796
Budgeted Figure 758

2018-2019 ESTIMATED ENROLLMENT 3.22.2018

Grade	Capacity	Enrollment	Waiting	Grade
PreK	36	38	30	PreK
KNDG	50	55	27	KNDG
1	50	49	8	1
2	50	52	17	2
3	50	52	19	3
4	50	52	22	4
5	50	52	20	5
6	50	51	21	6
7	75	75	1	7
8	75	81	9	8
9	75	81	12	9
10	75	70	0	10
11	75	72	0	11
12	75	61	0	12
	836	841 w/PreK	186	

Prior Month 849 enrolled, 169 on wait list
Budgeted Figure 758

B. S&P Global Annual Bond Ratings Review
(Attachment G1)

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.

S&P Global Ratings affirmed its 'BBB-' long-term rating on St. Paul Housing and Development Authority, Minn.'s series 2015A and B lease revenue refunding bonds, issued for Community of Peace Academy (CPA), through its affiliate, the Community of Peace Building Co, and noted the outlook is stable.

V. STATE REPORTING AND COMPLIANCE

A. Extended Time Revenue Report

CPA was approved for extended time revenue in 2018-2019. Extended time revenue is used to support the cost of after school programming for students in grades 2-8. A report of programs offered, hours of instruction provided, students served and overall attendance is due to the Minnesota Department of Education by July 1, 2018.

VI. AUTHORIZER

A. Renewal Application

Assistant Director of Charter Authorizing Dana Peterson met with Board Chair Jennifer Baker and Executive Director Cara Quinn to review a draft copy of the proposed authorizer contract. That contract was reviewed by CPA's legal counsel and returned to Ms. Peterson and Director of Charter Authorizer Molly McGraw Healy with proposed changes. Ms. Peterson provided Ms. Baker and Ms. Quinn a final copy of that contract on May 3, 2018. The Board will vote to approve the contract at the May 14, 2018 meeting.

VII. OTHER BUSINESS

A. Legislative Session Update

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

XI. Board Committee and Taskforce Updates

(Attachments H1-H2)

Community Engagement Report
Schoolwide Program Oversight Committee
Facility Committee *(Attachment H1)*
Finance Committee *(Attachment H2)*

Recommendation #22: Effective Fiscal Year 2019, hourly staff wages will be paid out in 24 equal pay periods.

Ms. Sizer moved the Board approve Recommendation #22. Motion seconded by Mr. Swanson. The following voted in favor: Ms. Sizer, Ms. Baker, Ms. Weissenborn, Ms. Huml, Mr. Swanson, Ms. Pitsenbarger, Ms. Yang. **Motion passed.**

Recommendation #23: Effective Fiscal Year 2019, any returning hourly employee who prefers to be paid based on actual hours worked rather than over 24-pay periods may continue to do so.

Ms. Pitsenbarger moved the Board approve Recommendation #23. Motion seconded by Mr. Swanson. The following voted in favor: Ms. Sizer, Ms. Baker, Ms. Weissenborn, Ms. Huml, Mr. Swanson, Ms. Pitsenbarger, Ms. Yang. **Motion passed.**

Recommendation #24: Approve the 2018-2019 Paraprofessional Pay Scale.

Ms. Sizer moved the Board approve Recommendation #24. Motion seconded by Ms. Huml. The following voted in favor: Ms. Sizer, Ms. Baker, Ms. Weissenborn, Ms. Huml, Mr. Swanson, Ms. Pitsenbarger, Ms. Yang. **Motion passed.**

Recommendation #25: Increase the salaries and wages for the 2018-2019 school year by 3% for all staff not included on the Paraprofessional Pay Scale or the Certified Teacher Salary Framework.

Ms. Sizer moved the Board approve Recommendation #25. Motion seconded by Ms. Huml. The following voted in favor: Ms. Sizer, Ms. Baker, Ms. Weissenborn, Ms. Huml, Mr. Swanson, Ms. Pitsenbarger, Ms. Yang. **Motion passed.**

XII. CPA Building Company Board Update

XIII. Community Member of the Year Recommendation
(Attachment I)

Recommendation #26: Approve Susan Gottlieb as 2018 Community Member of the Year.

Ms. Pitsenbarger moved the Board approve Recommendation #26. Motion seconded by Ms. Huml. The following voted in favor: Ms. Sizer, Ms. Baker, Ms. Weissenborn, Ms. Huml, Mr. Swanson, Ms. Pitsenbarger, Ms. Yang. **Motion passed.**

XIV. Adjourn

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

Respectfully submitted,
Angela Sizer
Board Secretary