

Independent School District No. 4015
Community of Peace Academy
Board of Directors Meeting
Minutes: June 11, 2018

Attachment A

Members Present: Ms. Sizer, Ms. Baker, Ms. Weissenborn, Mr. Swanson, Ms. Pitsenbarger, Ms. Yang, Mr. Overvoorde, Ms. Davis, Ms. Huml
Members Absent: None
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 A1 and A2)

Recommendation #1: Acceptance of the Minutes: May 14, 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, Ms. Davis. **Motion passed.**

Recommendation #2: Acceptance of the Minutes: May 17, 2018.

Mr. Swanson moved the Board approve Recommendation #2. 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, Ms. Davis. **Motion passed.**

III. Acceptance of Agenda

Recommendation #3: Acceptance of the agenda.

Ms. Sizer moved the Board approve Recommendation #3 with the removal of the following recommendation: Approve the contract for service from Sunbelt Staffing for 20 hours per week of Speech/Language Therapy services from Jessica FitzSimmons during the 2018-2019 school year, at a rate of \$79.00 per hour. Motion seconded by Ms. Yang. The following voted in favor: Ms. Sizer, Ms. Baker, Ms. Weissenborn, Ms. Huml, Mr. Swanson, Ms. Pitsenbarger, Ms. Yang, Mr. Overvoorde, Ms. Davis. **Motion passed.**

IV. Treasurer's Report

Margaret Pitsenbarger, Board Treasurer
(Attachments B1 and B2)

Recommendation #4: Approve the Community of Peace Academy Financial Statements for April 2018.

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

Recommendation #5 Approve the April 2018 Checks & Wire Payments Report.

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

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

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

Recommendation #7: Approve the May 2018 Checks & Wire Payments Report.

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

V. **Approval of Purchases and Contracts**
(Attachments C1-C12)

Recommendation #8: Approve the purchase of 20 MacBook Pro laptops for \$20,500.

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

Recommendation #9: Approve the contract for services with Catholic Charities for 4 days per week of School Social Work Services from Jennifer Littlewolf during the 2018-2019 school year, for \$63,451.

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

Recommendation #10: Approve the contract for services from Playworks for Team Up services for the 2018-2019 school year for \$15,000.

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

Recommendation #11: Approve the site license for IXL Learning for 650 students during the 2018-2019 school year, for \$7,170.

Ms. Weissenborn moved the Board approve Recommendation #11. 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, Ms. Davis. **Motion passed.**

Recommendation #12: Approve the contract for services from Brenda Crissinger for Deaf/Hard of Hearing services during the 2018-2019 school year, at a rate of \$83.00 per hour not to exceed \$5,000 annually.

Ms. Weissenborn moved the Board approve Recommendation #12. 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, Ms. Davis. **Motion passed.**

Recommendation #13: Approve the renewal of the online site license for NWEA MAP Growth Reading and Math assessments for the 2018-2019 school year, for \$7,550.

Ms. Pitsenbarger moved the Board approve Recommendation #13. Motion seconded by Ms. Sizer. The following voted in favor: Ms. Sizer, Ms. Baker, Ms. Weissenborn, Ms. Huml, Mr. Swanson, Ms. Pitsenbarger, Ms. Yang, Mr. Overvoorde, Ms. Davis. **Motion passed.**

Recommendation #14: Approve the purchase of 26 HP ProBook 450s and a charging laptop cart for \$19,116.99.

Ms. Huml moved the Board approve Recommendation #14. 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, Ms. Davis. **Motion passed.**

Recommendation #15: Approve the purchase of a 30-unit Chromebook and Cart bundle for \$8,164.

Mr. Swanson moved the Board approve Recommendation #15. 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, Ms. Davis. **Motion passed.**

Recommendation #16: Approve the contract for service from Building Resources Company for building cleaning and care from July 1, 2018 to June 30, 2019 for \$10,466 per month.

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

Recommendation #17: Approve the installation of a keyless entry system by IdentiSys, Inc. for \$53,058.82.

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

Recommendation #18: Approve the contract for service with Willard Technologies, Inc. for the 2018-2019 school year for \$55,000.

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

VI. **Strategic Plan Update**
(Attachment D)

Recommendation #19: Approve the 2018 Strategic Goals.

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

VII. **Executive Director's Report**
(Attachment G)

I. Personnel

A. Leaves

There are no leaves to report.

B. Separations 2017-2018

ESL Teacher Colleen Straiton's employment terminated on June 3rd, 2018.

C. New Hires, 2017-2018

- Fadumo (Faye) Abdi was hired as 12th Grade Language Arts Teacher
- Nancy Wiley was hired as 8th Grade Language Arts Teacher
- Emily Gronewold was hired as Special Education Teacher

D. Other, 2018-2019

Jasmine Bolden rescinded her acceptance of the 8th Grade Social Studies teacher position.

E. Open Positions, 2018-2019

- High School Social Studies Teacher
- Early Childhood Special Education Teacher
- Art Teacher
- Elementary Science and Technology Paraprofessional

Letters of Employment, which include terms of employment, were offered on May 31, 2018.

Recommendation #20: Accept the June 2018 Personnel Report.

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

II. ACADEMIC PROGRAM

A. State Testing

Preliminary state assessment 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 end of year narrative report to the McKnight Foundation was conducted in the form of a presentation by Elementary Principal Bao Vang and Literacy Coach Melissa Jackson at the End-of-Year Celebration entitled "Learning and Leading Together" for the McKnight Pathway Schools on May 8, 2018. A financial report accounting for the use of grant funds is due to the McKnight Foundation by June 15, 2018.

Personnel from UChicago Impact have invited CPA to co-present on CPA Elementary's use of 5Essentials data for school improvement planning at the Florida state charter school conference from October 16-18, 2018. More information will be shared at the August Board Meeting pending notification of UChicago's presentation proposal.

IV. FINANCE
A. Enrollment

2018-2019 ESTIMATED ENROLLMENT 6.1.2018

Grade	Capacity	Enrollment	Waiting	Grade
PreK	36	38	31	PreK
KNDG	50	54	31	KNDG
1	50	52	5	1
2	50	52	19	2
3	50	52	20	3
4	50	52	24	4
5	50	53	21	5
6	50	52	24	6
7	75	79	0	7
8	75	83	10	8
9	75	80	12	9
10	75	72	0	10
11	75	74	0	11
12	75	63	0	12
	836	856 w/PreK	197	

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

B. Fiscal Year 2019 Preliminary Title Awards

The Minnesota Department of Education expects to release 2019 preliminary Title awards and applications on Wednesday, June 6.

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.

B. Q-Comp Site Review (Attachment E1a and E1b)

Under the Q-Comp program, school districts must complete an end of year site review report for each school site and share that report with the Board of Directors by June 30th. CPA completed reports for two sites, the Elementary (PreK-6) and the Secondary (7-12). Both sites met program requirements in all areas.

C. Record of Continuous Improvement (Attachment E2)

The June 1st Record of Continuous Improvement was sent to the Minnesota Department of Education. This is the last Record of Continuous Improvement required under Minnesota's NCLB waiver, given the implementation of the state's Every Student Succeeds Act plan beginning in 2018-2019.

VI. AUTHORIZER

A. Expansion Application

A site expansion application was submitted to the University of St. Thomas on May 31, 2018. UST and MDE approval for site expansion will only be required if CPA elects to build a second school site. The deadline for site expansion application submission is June 1st for sites intending to open for the 19-20 school year.

VII. OTHER BUSINESS

A. Legislative Session Update

An update on the recently ended legislative session will be provided at the June Board Meeting.

VIII. Board Committee and Taskforce Updates

(Attachments F1-F4)

Community Engagement Report *(Attachment F1)*

Schoolwide Program Oversight Committee *(Attachment F2)*

Facility Committee *(Attachment F3)*

Finance Committee *(Attachment F4)*

IX. CPA Building Company Board Update

X. Minnesota State High School League Renewal

(Attachment G)

Recommendation #21: Approve the renewal of CPA High School's membership in the Minnesota State High School League for the 2018-2019 school year.

Ms. Weissenborn moved the Board approve Recommendation #21. 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, Ms. Davis. **Motion passed.**

XI. 2017-2018 School Calendar Revision #3

(Attachment H)

Recommendation #22: Approve the 2017-2018 CPA School Calendar Revision #3.

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

XII. 2018 5Essentials Results

XIII. New Board Member Orientation

XIV. Adjourn

Ms. Overvoorde moved the meeting adjourn at 7:46 pm. Motion seconded by Ms. Huml. Ms. Sizer, Ms. Baker, Ms. Weissenborn, Ms. Huml, Mr. Swanson, Ms. Pitsenbarger, Ms. Yang, Mr. Overvoorde, Ms. Davis. **Motion passed.**

Respectfully submitted,
Angela Sizer
Board Secretary