

Independent School District No. 4015  
Community of Peace Academy  
Board of Directors Meeting  
Minutes: August 13, 2018

Attachment A

**Members Present:** Ms. Sizer, Ms. Baker, Ms. Weissenborn, Mr. Swanson, Ms. Pitsenbarger, Ms. Davis, Ms. Humm, Mr. Keto, Mr. Ero  
**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 A)*

**Recommendation #1:** Acceptance of the Minutes: June 13, 2018.

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

III. Acceptance of Agenda

**Recommendation #2:** Acceptance of the agenda.

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

IV. Board Officer Elections

**Recommendation #3:** To appoint Jehn Baker as Board Chair.

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

**Recommendation #4:** To appoint Carol Weissenborn as Board Vice Chair.

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

**Recommendation #5:** To appoint Margaret Pitsenbarger as Board Treasurer.

**Ms. Humm moved the Board approve Recommendation #5. Motion seconded by Ms. Weissenborn.** The following voted in favor: Ms. Sizer, Ms. Baker, Ms. Weissenborn, Mr. Swanson, Ms. Davis, Ms. Humm, Mr. Keto, Mr. Ero. **Motion passed.**

**Recommendation #6:** To appoint Angela Sizer as Board Secretary.

**Ms. Pitsenbarger moved the Board approve Recommendation #6. Motion seconded by Ms. Weissenborn.** The following voted in favor: Ms. Baker, Ms. Weissenborn, Mr. Swanson, Ms. Pitsenbarger, Ms. Davis, Ms. Humm, Mr. Keto, Mr. Ero. **Motion passed.**

V. Treasurer's Report

Margaret Pitsenbarger, Board Treasurer  
(Attachments B1 and B2)

**Recommendation #7:** Approve the Community of Peace Academy Financial Statements for June 2018.

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

**Recommendation #8:** Approve the June 2018 Checks & Wire Payments Report.

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

**Recommendation #9:** Approve the Community of Peace Academy Financial Statements for July 2018.

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

**Recommendation #10:** Approve the July 2018 Checks & Wire Payments Report.

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

VI. Approval of Purchases and Contracts

(Attachments C1-C4)

**Recommendation #11:** Approve the 2018-2019 contract with Centerline Charter Corp. for school bus transportation services.

**Ms. Pitsenbarger moved the Board approve Recommendation #11. Motion seconded by Ms. Swanson.** The following voted in favor: Ms. Sizer, Ms. Baker, Ms. Weissenborn, Mr. Swanson, Ms. Pitsenbarger, Ms. Davis, Ms. Humm, Mr. Keto, Mr. Ero. **Motion passed.**

**Recommendation #12:** Approve the contract for service from Claudia Hawley for audiological services during the 2018-2019 school year at a rate of \$75 per hour.

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

**Recommendation #13:** Approve the contract with Twin Cities Educational Consultants for up to 300 hours of Early Childhood Special Education Services during the 2018-2019 school year at a rate of \$100 per hour.

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

**Recommendation #14:** Approve the annual renewal of the Agreement for the Provision of Legal Services by Booth Law Group, Inc. effective July 1, 2018 through June 30, 2019.

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

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

**I. Personnel**

**A. Leaves**

There are no leaves to report.

**B. Separations 2017-2018**

The following staff members will not return for the 2018-2019 school year:

- Special Education Paraprofessional Elizabeth Gravely.
- Science and Technology Paraprofessional Colleen Ciaccio.
- Elementary Science Specialist Cathy Olson.

The following staff members rescinded acceptance of employment:

- Amy Patnoe, Elementary Literacy Coach.
- Nancy Wiley, 8<sup>th</sup> Grade Language Arts Teacher.

**C. New Hires, 2017-2018**

- Megan Olsen was hired as Middle School ESL Teacher.
- Francisco Rivera was hired as High School Social Studies Teacher.
- Joshua Cozatt was hired as Middle School Social Studies Teacher.
- Allison Krueger was hired as Early Childhood Special Education Teacher.
- Shannon Karkula was hired as Elementary Literacy Coach.
- Xiong Lor was hired as Art Teacher.
- Myser Arthur was hired as Academic Intervention Specialist.
- Brooke Brown was hired as 8<sup>th</sup> Grade Language Arts Teacher
- Brenda Rogers was hired as Elementary Science Specialist

**D. Open Positions, 2018-2019**

- Long-Term 4<sup>th</sup> Grade Teacher
- Elementary Science and Technology Paraprofessional
- Part-Time Health and Wellness Paraprofessional

**Recommendation #15:** Accept the August 2018 Personnel Report.

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

**II. ACADEMIC PROGRAM**

**A. State Testing**

Embargoed final school and district summary 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. FINANCE**

**A. Enrollment**

**2018-2019 ESTIMATED ENROLLMENT 8.7.2018**

Grade	Capacity	Enrollment	Waiting	Grade
PreK	36	36	32	PreK
KNDG	50	52	30	KNDG
1	50	52	4	1
2	50	52	18	2
3	50	52	19	3
4	50	52	24	4
5	50	53	20	5
6	50	52	22	6
7	75	79	0	7
8	75	81	11	8
9	75	80	6	9
10	75	72	0	10
11	75	74	0	11
12	75	63	0	12
836		850 w/PreK	197	

June 2018: 856 enrolled, 197 on wait list

Budgeted Figure 758

**B. Annual Investor Conference Call**

Pursuant to CPA’s bond documents, CPA must hold an annual conference call meeting for our investors by August 15 each year. The purpose of the conference call is to discuss CPA’s academic and financial status and answer any questions investors may have. The 2018 conference call is scheduled for August 10, 2018 at 10:00 a.m. Executive Director Cara Quinn and Finance Manager Brenda Kes will represent CPA in the call.

**IV. STATE REPORTING AND COMPLIANCE**

**A. Local Literacy Plan**

*(Attachment D1)*

All public school districts and charter schools that enroll K-2 students must annually submit data on reading proficiency for all students in Kindergarten through Grade 2, and develop a Local Literacy Plans that guides the work toward all students reading well by the end of third grade, a required component of districts’ World’s Best Workforce Plans. Community of Peace Academy’s 2018 Local Literacy Plan was submitted to the Minnesota Department of Education and posted to the school website in advance of the June 30, 2018 deadline.

**B. Title I Schoolwide Plan**

The Elementary and Secondary Education Act (ESEA), currently authorized as the Every Student Succeeds Act (ESSA) of 2015, is federal legislation that promotes student achievement through school and district reform and supplemental funding.

Title I, Part A of the Elementary and Secondary Act (ESEA), provides financial assistance to local education agencies (LEAs) and schools with high numbers or percentages of children from low-income families, in order to assist schools in ensuring that all children meet challenging academic standards.

The Title II Program provides professional development funding to Local Education Agencies (LEAs) that is tied to research-based curriculum that impacts student achievement. These funds are intended to increase the academic achievement of students by improving teacher and principal quality.

The focus of Title III, a component of the Elementary and Secondary Education Act (ESEA), is to help local education agencies (LEAs) ensure that English learners (ELs) and immigrant students attain English proficiency and meet the same challenging state standards required of all other students.

The Title programs applications will be submitted to the Minnesota Department of Education in advance of the September 1, 2018 deadline.

**Recommendation #16:** Authorize Cara Quinn to act as the Local Education Agency representative in reviewing and filing the Title I Schoolwide Plan for school year 2018-19.

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

**C. Identified Official with Authority**

MDE requires that school districts, charter schools or other organizations annually designate an Identified Official with Authority to comply with State Access Control Security Standard 1.0 which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA) or organization.

**Recommendation #17:** Authorize Cara Quinn to act as the Identified Official with Authority for Community of Peace Academy for School Year 2018-2019.

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

**VI. AUTHORIZER**

**A. UST Program Coordinator**

*(Attachment D2)*

Director of Charter Authorizing Molly McGraw Healy informed UST authorized charter school directors and board chairs that Aaliyah Hodge has been hired as Program Coordinator for UST's Charter Authorizing Program. Ms. Hodge will serve as authorizer point person during Ms. McGraw Healy and Assistant Director Dana Peterson's maternity leaves in Fall 2018.

**B. Expansion Application**

*(Attachment D3)*

Assistant Director of Charter Authorizing Dana Peterson provided written feedback on the site expansion application that CPA submitted to the University of St. Thomas on May 31, 2018. While noting that overall the expansion application was strong, Ms. Peterson requested additional information in specific areas to strengthen the application prior to bringing it to the UST Charter Authorizing Board of Directors for approval. Following discussion and consideration, the CPA Building Company Board of Directors has recommended that CPA rescind its site expansion application to UST at this time, with the understanding that the application may be resubmitted in the future should the construction of a second site re-emerge as the strongest option for facility expansion.

**C. Website Compliance**

*(Attachment D4)*

UST Authorizing Program Coordinator provided CPA feedback on CPA's compliance with statutory requirements for school district websites. Upon follow up Ms. Hodges confirmed that CPA is in full compliance with requirements.

**D. Quarterly Report 4**

*(Attachment D5)*

Assistant Director of Charter Authorizing Dana Peterson provided feedback on CPA's Quarterly Report 4. All items were noted as complete.

**E. Authorizer contract**

Director of Charter Authorizing Molly McGraw Healy submitted a final, signed authorizer contract between CPA and UST to the Minnesota Department of Education on July 2, 2018.

**VII. OTHER BUSINESS**

**A. Parent Satisfaction Survey**

204 families completed the Parent Satisfaction Survey in Spring 2017, up from 161 families in 2017. Results are included in the board packet and will be reviewed and discussed at the August Board meeting.

**B. Staff & Family Commitment Pledge**

*(Attachments D6)*

The Staff & Family Compact Pledge has been updated to align with the new core values identified through Board Strategic Planning in Spring 2018.

**VIII. Board Policy Updates**

*(Attachments E1-E2)*

**Recommendation #18:** Approve Board Policy 5.4.4 Student Discipline.

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

**Recommendation #19:** Approve Board Policy 7.1 Segregation of Duties.

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

**IX. Lead in Water Plan**

*(Attachment F)*

**Recommendation #20:** Adopt the Minnesota Department of Education/Minnesota Department of Health Lead in Water Model Plan.

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

X. 2018-2019 Family Handbook  
(Attachment G)

**Recommendation #21:** Approve the 2018-2019 Family Handbook.

**Ms. Weissenborn moved the Board approve Recommendation #21. Motion seconded by Mr. Keto.** The following voted in favor: Ms. Sizer, Ms. Baker, Ms. Weissenborn, Mr. Swanson, Ms. Pitsenbarger, Ms. Davis, Ms. Humm, Mr. Keto, Mr. Ero. **Motion passed.**

XI. 2018-2019 Staff Handbook  
(Attachment H)

**Recommendation #22:** Approve the 2018-2019 Staff Handbook.

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

XII. Spring 2018 Parent Survey Results  
(Attachment I)

XIII. Building Company Update

XIV. 2018-2019 Board Committee Sign Up

XV. Adjourn

**Ms. Sizer moved the meeting adjourn at 7:48 pm. Motion seconded by Ms. Davis.** Ms. Sizer, Ms. Baker, Ms. Weissenborn, Mr. Swanson, Ms. Pitsenbarger, Ms. Davis, Ms. Humm, Mr. Keto, Mr. Ero. **Motion passed.**

Respectfully submitted,  
Angela Sizer  
Board Secretary