

Independent School District No. 4015
Community of Peace Academy
Board of Directors Meeting
Minutes: Sept 10, 2018

Attachment A

Members Present: Ms. Sizer, Ms. Baker, Ms. Weissenborn, Mr. Swanson, Ms. Pitsenbarger, Ms. Humm, Mr. Keto, Mr. Ero
Members Absent: Ms. Davis
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: August 13, 2018.

Ms. Pitsenbarger moved the Board approve Recommendation #1. Motion seconded by Mr. Ero. The following voted in favor: Ms. Sizer, Ms. Baker, Ms. Weissenborn, Mr. Swanson, Ms. Pitsenbarger, 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 #2. Motion seconded by Ms. Sizer. The following voted in favor: Ms. Sizer, Ms. Baker, Ms. Weissenborn, Mr. Swanson, Ms. Pitsenbarger, Ms. Humm, Mr. Keto, Mr. Ero. **Motion passed.**

IV. Approval of Purchases and Contracts

(Attachments B1-B3)

Recommendation #3: Approve the purchase of acoustic sound shells for the CPA gymnasium stage from Stage Right, for \$7,518.

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

Recommendation #4: Approve the purchase of fifty choir robes and stoles from the Robe Shop/Grad Goods, for \$11, 810.25

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

Recommendation #5: Approve the purchase of a custom-built trophy case from Schreier Cabinet Company for \$6,969.00.

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

V. Executive Director's Report
(Attachment C)

I. Personnel

A. Leaves

The following staff members remains eligible for intermittent

- Greg Buckner, Maintenance Department: through October 2018
- Melissa Jackson, Literacy Coach: through November 2018
- Paul Schettner Technology Department Director: through January 2019
- Marria Franklin, Positive Behavior Tech: through March 2019
- Richard Montgomery, Special Education Paraprofessional: through March 2019

Susan Gottlieb, High School Language Arts Teacher, remains on 12-week FMLA through October 2018.

The following staff members have been approved for FMLA parental leave in fall 2018:

- Jonathan Fulton, High School Math Teacher: October 5 – November 9, 2018
- Audasha Jones, Special Education Paraprofessional: Dates to be determined.

B. Separations

There are no separations to report.

C. New Hires

- JoHanna Andrews was hired as 4th Grade Co-Teacher.
- Luis Regalado was hired as Science and Technology Paraprofessional
- Itzel Valdez Flores was hired as Health and Wellness Paraprofessional

D. Open Positions

There are no open positions.

Recommendation #6: Accept the September 2018 Personnel Report.

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

II. ACADEMIC PROGRAM

A. State Testing

Public release of final Spring 2018 assessment and accountability results occurred on August 30, 2018. As a district, CPA was not identified among the schools needing support. CPA Elementary School was among the 485 Minnesota schools identified for targeted support, due to the performance of the special education student subgroup. Neither CPA Middle School or CPA High School were identified. Because the North Star system looks at three-year average data, the performance of both CPA elementary and middle school students contributed to the elementary school's rating, as CPA was a K-8 school through 2017, and CPA Middle School is too new a school to have been eligible for rating. Spring 2018 achievement data will be reviewed in detail at the September Board Meeting.

III. FINANCE

A. Enrollment

2018-2019 ESTIMATED ENROLLMENT 8.30.2018

Grade	Capacity	Enrollment	Waiting	Grade
PreK	36	36	30	PreK
KNDG	50	50	19	KNDG
1	50	50	2	1
2	50	48	4	2
3	50	53	18	3
4	50	51	20	4
5	50	51	21	5
6	50	53	18	6
7	75	74	0	7
8	75	75	11	8
9	75	67	0	9
10	75	61	0	10
11	75	74	0	11
12	75	62	0	12
	836	805 w/PreK	143	

August 2018: 850 enrolled, 197 on wait list

Budgeted Figure 758

B. School Safety Grant Application (Attachments C1a and C1b)

Pursuant to [Minnesota Session Laws 2018, Chapter 214, Article 1, Section 4, Subdivision 3](#), the Minnesota Department of Education (MDE) has made up school safety grant funding available to all Minnesota school districts, and charter schools. Grant funds may be used to predesign, design, construct, furnish, and equip school facilities for improvements related to violence prevention and facility security for a qualifying school building. This includes renovating and expanding existing buildings and facilities.

CPA submitted a grant application for upgrades to the Elementary and 7-12 Entrances. The upgrades would correct entrance design flaws that currently allow visitors to bypass office check-in and verification, and would ensure that all visitors check in for verification prior to being granted access to the school building. MDE expects to complete review of grant applications by September 30, 2018 and to notify applicants within two weeks after review completion.

C. Lease Aid Application (Attachment C2)

The Minnesota Department of Education notified CPA that the Fiscal 2019 Lease Aid Application was approved.

IV. STATE REPORTING AND COMPLIANCE

A. 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 application were submitted to the Minnesota Department of Education in advance of the September 1, 2018 deadline.

B. Parent Involvement Plan (Attachment C3)

In accordance with Section 1116 of the Every Student Succeeds Act (ESSA), each district that receives Title Program funding must have a Parent Involvement Plan that establishes the district's expectations and objectives for meaningful parent and family involvement. CPA's Parent Involvement Plan has been updated to reflect the requirements of ESSA.

Recommendation #7: Approve the 2018-2019 Parent Involvement Plan.

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

VI. AUTHORIZER

A. Leaves of Absence

Director of Charter Authorizing Molly McGraw Healy and Assistant Director Dana Peterson will be out most of the fall semester on maternity leave. During this time Aaliyah Hodge will serve as authorizer point person will also conduct the informal fall site visit and board meeting observation. CPA's formal site visit will take place in Spring 2019.

B. 2018-2019 Program Manual (Attachment C4)

Ms. Peterson shared the updated Charter Authorizer Program Manual. Updates include the merger of Early Learning Program Application with the Site/Grade Level Application, the addition of a contract amendment process, and inclusion of the new accountability system, which has received MDE approval.

C. School Year 2019 Comparison Schools

Several academic indicators on UST's accountability system involve the use of demographically similar comparison schools. Comparison schools are selected from within the seven-country metro area and strive to be within 5% of the charter school's Free/Reduced Price Lunch, EL and Special Education rate of enrollment. To the extent possible, comparison schools reflect programmatic relevance as well (e.g. elementary schools are compared to elementary schools). The agreed upon comparison schools for the 2018-2019 School Year are as follows:

CPA Elementary:

- Excell Academy, grades 3-6 (Brooklyn Center charter school)
- Hmong College Prep Academy, grades 3-6 (St. Paul charter school)
- Stonebridge World School, grades 3-6 (Minneapolis charter school)
- Earle Browne Elementary, grades 3-5 (Brooklyn Center School District)
- Hazel Park Preparatory, grades 3-5 (St. Paul Public Schools)

CPA Middle School

- Sojourner Truth Academy, grades 7-8 (Minneapolis charter school)
- Excell Academy, grades 7-8 (Brooklyn Center charter school)
- Hmong College Prep Academy, grades 7-8 (St. Paul charter school)
- Hazel Park Preparatory, grades 7-8 (St. Paul Public Schools)

CPA High School

- Brooklyn Center High School (Brooklyn Center charter school)
- Hmong College Prep Academy High School (St. Paul charter school)
- Henry Senior High (Minneapolis Public Schools)
- Columbia Heights Senior High (Columbia Heights School District)

VI. Spring 2018 Achievement Results

VII. Building Company Update

(Attachment D)

VIII. Board Committee Update

(Attachments E1 and E2)

IX. Board Goal Review. Jennifer Baker, Board Chair

X. Initial and Ongoing Board Training Plan. Jennifer Baker, Board Chair

XI. Adjourn

Mr. Swanson moved the meeting adjourn at 8:00 pm. Motion seconded by Ms. Sizer. Ms. Sizer, Ms. Baker, Ms. Weissenborn, Mr. Swanson, Ms. Pitsenbarger, Ms. Humm, Mr. Keto, Mr. Ero. **Motion passed.**

Respectfully submitted,
Angela Sizer
Board Secretary