

Independent School District No. 4015  
Community of Peace Academy  
Board of Directors Meeting  
Minutes: October 8, 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, Ms. Bao Vang

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: September 10, 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. Davis, Ms. Humm, Mr. Keto, Mr. Ero. **Motion passed.**

III. Acceptance of Agenda

**Recommendation #2:** Acceptance of the agenda with the move of the Elementary Principal's Report to 6:13 p.m.

**Mr. Swanson moved the Board approve Recommendation #2. 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.**

IV. Elementary Principal's Report, Elementary Principal Bao Vang

V. Treasurer's Report

Margaret Pitsenbarger, Board Treasurer  
(Attachment B)

**Recommendation #3:** Approve the Community of Peace Academy Financial Statements for August 2018.

**Ms. Pitsenbarger moved the Board approve Recommendation #3. 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.**

**Recommendation #4:** Approve the August 2018 Checks & Wire Payments Report.

**Ms. Pitsenbarger moved the Board approve Recommendation #4. 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.**

VI. Approval of Purchases and Contracts

(Attachment C)

**Recommendation #5:** Approve the contract for service with West Side Community Health.

**Ms. Weissenborn moved the Board approve Recommendation #5. 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**  
(Attachments D1-D4)

**I. Personnel**

**A. Leaves**

Audasha Jones, Special Education Paraprofessional, is on Family Medical Leave from September 18, 2018 to November 2, 2018.

Jonathan Fulton, High School Math Teacher, has been approved to take Family Medical Leave from October 5, 2018 to November 9, 2018.

**B. Separations**

There are no separations to report.

**C. New Hires**

There are no new hires to report.

**D. Open Positions**

There are no open positions.

**Recommendation #6:** Accept the October 2018 Personnel Report.

**Ms. Davis moved the Board approve Recommendation #6. 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.**

**II. ACADEMIC PROGRAM**

**A. Jump Math**

CPA began implementing the Jump Math program in grades 6-8. JUMP Math characterizes its approach to math instruction as guided discovery, a combination of direct instruction, discovery learning, and varied practice. The program breaks down math problems into incremental steps and advocates mastery of simpler concepts before advancement to more complex concepts. The JUMP Math approach to instruction is a continuous cycle of brief teaching, followed by student practice. Each cycle scaffolds students into increasingly difficult levels of math concepts.

JUMP Math is a non-profit organization that provides curricular materials and implementation support to partner schools at no cost. CPA has received books, slides and web resources for math instruction in grades 6-8. Additionally, there is a JUMP Math outreach coordinator who is in communication with teachers. CPA was introduced to Jump Math by colleagues at the University of Chicago's Urban Education Institute, as many schools using the STEP Literacy Assessment have also transitioned to Jump Math.

III. FINANCE  
A. Enrollment

## 2018-2019 ESTIMATED ENROLLMENT 10.1.2018

Grade	Capacity	Enrollment	Waiting	Grade
PreK	36	36	30	PreK
KNDG	50	50	19	KNDG
1	50	50	2	1
2	50	49	3	2
3	50	53	18	3
4	50	51	20	4
5	50	51	21	5
6	50	51	18	6
7	75	75	0	7
8	75	75	10	8
9	75	66	0	9
10	75	60	0	10
11	75	74	1	11
12	75	63	0	12
	836	804 w/PreK	142	

September 2018: 805 enrolled, 143 on wait list  
Budgeted Figure 758

**B. School Safety Grant Application** (Attachment D1)

Community of Peace Academy was not among the 90 Minnesota public school districts and charter schools awarded school safety grants to be used for security and violence prevention improvements. The Minnesota Department of Education received a total of 1,187 complete applications, requesting a total of \$255.5 million—more than 10 times the amount of grant funding available. MDE assigned random numbers to all high-priority projects submitted on the first day of the grant window in order to determine the order of funding, up to the available \$25 million. CPA's proposal was among those high-priority projects submitted on the first day of the grant window, but not funded due to the random number assigned.

**C. Minnesota State High School League Foundation Grant** (Attachment D2)

The Minnesota State High School League Foundation is a nonprofit association, serving both public and private schools, created to complement the Minnesota State High School League by providing support for Minnesota's high school youth to participate in athletics and fine arts through grants awarded to member schools.

**Recommendation #7:** Approve the School Board Resolution confirming support of CPA's application to the Minnesota State High School League Foundation for a FORM A grant to offset student activity fees.

**Mr. Ero moved the Board approve Recommendation #7. 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.**

IV. STATE REPORTING AND COMPLIANCE

**A. Annual Charter School Assurances** (Attachment D3)

As part of the 2011 Settlement Agreement between the Minnesota Department of Education (MDE) and the American Civil Liberties Union (ACLU) in the case of *ACLU v. Tarek ibn Ziyad Academy, et al.*, MDE agreed to adopt certain assurances for charter schools and authorizers. Each charter school that will be operational in the 2018-2019 school year must sign Annual Charter School Assurances, which consist of

nine separate assurances ensuring nonsectarian public education in all charter school operations in accordance with state and federal law. Applicable laws include prohibitions against government promotion, establishment or endorsement of religion, and protections preventing funds distributed to public charter schools from unconstitutionally promoting or establishing religion.

**Recommendation #8:** Approve the 2018-2019 Charter School Assurances

**Mr. Swanson moved the Board approve Recommendation #8. 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.**

**B. Annual Report** (Attachment D4)

Minnesota statute 124E.16 Subd. 2. requires charter schools to publish an annual report that includes information on enrollment, student attrition, governance and management, staffing, finances, academic performance, innovative practices, and future plans. The report must be posted to the school's website, and disseminated to the authorizer, school employees, and parents and legal guardians of students enrolled in the charter school.

**Recommendation #9:** Approve the 2017-2018 Annual Charter School Report and World's Best Workforce Report.

**Ms. Sizer moved the Board approve Recommendation #9. 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.**

**VI. AUTHORIZER**

**A. Fall Site Visit**

University of St. Thomas Charter Authorizing Program Coordinator Aaliyah Hodge will conduct an informal site visit on November 1, 2018. Ms. Hodge will observe in classrooms, and interview Executive Director Quinn, Principals Vang and McGowan, and Board Chair Baker.

**VIII. Strategic Plan Update**

**XIII. Building Company Update**

**XIV. Community Engagement Report**

*(Attachment E)*

**Board Committee and Taskforce Updates**

*Finance Committee (Attachment F1)*

*Schoolwide Program Oversight Committee*

*Facility Committee (Attachment F2)*

**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