

Independent School District No. 4015
Community of Peace Academy
Board of Directors Meeting
Minutes: November 19, 2018

Attachment A

Members Present: Ms. Sizer, Ms. Baker, Ms. Weissenborn, Mr. Swanson, Ms. Pitsenbarger, Ms. Davis, Ms. Humm, Mr. Ero
Members Absent: Mr. Keto
Ex-Officio Members Present: Ms. Quinn, Mr. McGowan

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: October 8, 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. Ero. **Motion passed.**

III. Acceptance of Agenda

Recommendation #2: Acceptance of the agenda.

Ms. Weissenborn 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. Ero. **Motion passed.**

IV. 7-12 Principal's Report, Elementary Principal Tim McGowan

V. Treasurer's Report

Margaret Pitsenbarger, Board Treasurer
(Attachment B)

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

Ms. Pitsenbarger moved the Board approve Recommendation #3. 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. Ero. **Motion passed.**

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

Ms. Pitsenbarger moved the Board approve Recommendation #4. 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. Ero. **Motion passed.**

VI. Approval of Purchases and Contracts

(Attachment C)

Recommendation #5: Approve the proposal from Corporate Mechanical, Inc. for the replacement of eight drinking fountains, for \$24,035.

Ms. Pitsenbarger moved the Board approve Recommendation #5. 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. Ero. **Motion passed.**

VII. **Ongoing Board Training: Leadership Succession Planning**
(Attachment D)

VIII. **Executive Director’s Report**
(Attachments D1-D4)

I. Personnel

A. Leaves

High School Language Arts Teacher Susan Gottlieb’s twelve-week Family Medical Leave was exhausted on October 22, 2018. CPA granted Ms. Gottlieb unpaid personal leave of absence from October 22 through November 12, 2018. Ms. Gottlieb has informed Community of Peace Academy that she is unable to return to work.

Audasha Jones, Special Education Paraprofessional, returned from Family Medical Leave on November 12, 2018.

Jonathan Fulton, High School Math Teacher, returned from Family Medical Leave from on November 19, 2018.

B. Separations

The employment of Special Education Paraprofessional Celina Jackson terminated on October 31, 2018.

The employment of High School Language Arts Teacher Susan Gottlieb terminated on November 12, 2018.

C. New Hires

There are no new hires to report.

D. Open Positions

Special Education Paraprofessional

Recommendation #6: Accept the November 2018 Personnel Report.

Mr. Ero moved the Board approve Recommendation #6. 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. Ero. **Motion passed.**

II. ACADEMIC PROGRAM

A. NWEA MAP Assessment

The Fall NWEA MAP Assessment window closed on November 6, 2018. Data analysis is underway to determine whether authorizer and high school Q-Comp site goal targets were met.

B. McKnight Foundation Education and Learning Grant Initiative

2018-2019 is the final year of the McKnight Foundation Education and Learning Grant. CPA is using remaining grant resources for literacy coaches from the University of Chicago’s Urban Education Institute to conduct 8-10 on-site residencies, during which time the coaches will model lessons with CPA students with a focus on integrating social studies into literacy instruction.

STEP Literacy Assessments will be administered three times during the 2018-2019 school year. The first administration occurred September 24 to October 10, 2018.

C. Jump Math

Jump Math Coach Amy Helmsetter will observe in 6th, 7th and 8th Grade mathematics classrooms on November 15, and will provide observation feedback and coaching to teachers during the staff professional day on November 16, 2018.

III. FINANCE

A. Enrollment

2018-2019 ESTIMATED ENROLLMENT 11.13.2018

| Grade | Capacity | Enrollment | Waiting | Grade |
|-------|----------|------------|---------|-------|
| PreK | 36 | 36 | 30 | PreK |
| KNDG | 50 | 50 | 21 | KNDG |
| 1 | 50 | 49 | 1 | 1 |
| 2 | 50 | 49 | 5 | 2 |
| 3 | 50 | 53 | 19 | 3 |
| 4 | 50 | 51 | 21 | 4 |
| 5 | 50 | 51 | 27 | 5 |
| 6 | 50 | 51 | 24 | 6 |
| 7 | 75 | 75 | 2 | 7 |
| 8 | 75 | 74 | 12 | 8 |
| 9 | 75 | 64 | 1 | 9 |
| 10 | 75 | 59 | 4 | 10 |
| 11 | 75 | 73 | 1 | 11 |
| 12 | 75 | 63 | 0 | 12 |
| | 836 | 798 w/PreK | 168 | |

October 2018: 804 enrolled, 142 on wait list

Budgeted Figure 758

B. Cell Phone Allowance (Attachment E1)

Historically, CPA has provided a mobile phone for the Maintenance Supervisor and paid for the mobile phone contract. The phone currently requires replacing. Further, challenges exist with overage charges and tracking phone usage for professional rather than personal business. Research reveals that current best practice among charter schools is to afford key personnel a monthly allowance toward maintenance of a personal mobile phone and phone contract.

Recommendation #7: Approve the CPA Cell Phone Allowance Procedures.

Mr. Swanson moved the Board approve Recommendation #7. 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. Ero. **Motion passed.**

C. Extended Time Revenue Application

Minnesota Statutes, section 124E.20, subdivision 1(b), authorizes additional general education revenue for qualifying charter schools that provide optional instructional programs in addition to the school's core required school year. For a charter school operating an extended day, extended week, or summer program, the general education revenue is increased by an amount equal to 25 percent of the statewide average extended time revenue per adjusted pupil unit. Extended Time Revenue is generated as an

increase in the charter school's general education revenue and applies to all adjusted pupil units in the school, not just those participating in the optional instruction.

The following types of programs are eligible for Extended Time Revenue:

- Extended day: An optional instructional program offered either before or after the core required school day.
- Extended week: An optional instructional program offered on non-school days during the core required school year, such as a Saturday that is not a required school day, or during school breaks, such as winter vacation.
- Summer program: An optional instructional program offered outside the core required school year.

CPA intends to complete an application for extended time revenue to support the cost of After School Programs during winter/spring 2019. Extended Time Revenue Applications are due by December 15, 2018.

D. Federal Title Program Allocation Adjustments

The Fiscal Year 2019 Federal Title Program awards were recalculated by the Minnesota Department of Education. CPA's allocations increased as follows: Title I increased by \$7,920.81, Title II increased by \$1,460.43, and Title III increased by \$252.37.

IV. STATE REPORTING AND COMPLIANCE

A. Title I Comparability Reporting

The comparability provision under Title I of the Every Student Succeeds Act (ESSA) ensures that all schools, both Title I and non-Title I schools, receive their fair share of state and local funds. Documenting comparability is an annual requirement of all districts and is accomplished by comparing student/staff ratios and average staff salaries between Title I and non-Title I schools. CPA submitted the Title I Comparability Report in advance of the November 30, 2018 deadline.

VI. AUTHORIZER

A. Fall Site Visit

University of St. Thomas Charter Authorizing Program Coordinator Aaliyah Hodge conducted an informal site visit on November 1, 2018. Ms. Hodge observed in classrooms, and interview Executive Director Quinn, Principals Vang and McGowan, and Board Chair Baker. Informal feedback regarding the site visit was positive. A written summary is forthcoming.

IX. **Board Member Opening**

X. **Building Company Update**
(Attachments F1-F5)

XI. **Community Engagement Report**
(Attachment G)

XII. **Board Committee and Taskforce Updates**
Finance Committee (Attachments H1, H1a, H1b)

Recommendation #8: Approve MetLife as CPA's dental insurance provider, effective January 1, 2019.

Ms. Pitsenbarger moved the Board approve Recommendation #8. 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. Ero. **Motion passed.**

Recommendation #9: Approve MetLife as CPA's Life, Long-Term Disability, and AD&D insurance provider, effective January 1, 2019.

Ms. Weissenborn moved the Board approve Recommendation #9. 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. Ero. **Motion passed.**

Schoolwide Program Oversight Committee (Attachment H2)

Facility Committee (Attachment H3)

XIII. **Student Council Presentation Planning**

XIII. **Adjourn**

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

Respectfully Submitted,
Angela Sizer
Board Secretary