

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

Attachment A

**Members Present:** Ms. Sizer, Ms. Baker, Mr. Swanson, Ms. Pitsenbarger, Ms. Davis, Mr. Ero, Mr. Keto

**Members Absent:** Ms. Weissenborn, Ms. Humm

**Ex-Officio Members Present:** Ms. Quinn, Ms. Ericson, Moises Meza, Nalee Xiong, Koung Lor, Dennis Hoogeveen

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: November 19, 2018.

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

III. Acceptance of Agenda

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

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

IV. Student Council Question & Answer Session

Moises Meza  
Nalee Xiong  
Koung Lor

V. Fiscal Year 2017 Audit Report

Dennis Hoogeveen, CliftonLarsenAllen LLP  
*(Attachments B1 and B2)*

**Recommendation #3:** Approve the Fiscal Year 2017 Audit Report

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

VI. Treasurer's Report

Margaret Pitsenbarger, Board Treasurer  
*(Attachment C)*

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

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

**Recommendation #5:** Approve the Octoberber 2018 Checks & Wire Payments Report.

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

VII. **Approval of Purchases and Contracts**  
(Attachment D)

**Recommendation #6:** Approve the replacement of two heat exchangers on high school and gymnasium roof top units by Corporate Mechanical, for \$18,202.

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

VIII. **Executive Director’s Report**  
(Attachment E)

**I. Personnel**

**A. Leaves**

Audasha Jones, Special Education Paraprofessional, returned from Family Medical Leave on December 3, 2018.

**B. Separations**

The employment of Special Education Paraprofessional Marketa Mims-Lowe terminated November 14, 2018.

**C. New Hires**

Anastacia Martinez-Bryant was hired as Special Education Paraprofessional. Ms. Martinez-Bryant holds a high school diploma from North High School in North St. Paul, Minnesota. Since 2016 she has served as a Personal Care Specialist for Phoenix Residence, where she provides care for adults with special needs and has received specialized behavior support and intervention training. Ms. Martinez-Bryant’s employment at CPA will begin on December 10, 2018.

**D. Position Changes**

STEP Coach Melissa Jackson has assumed the role of Academic Intervention Specialist, effective December 3, 2018.

Academic Intervention Specialist Madison Williams has accepted the role of Special Education Paraprofessional, effective December 3, 2018.

**E. Open Positions**

There are no open positions at this time.

**Recommendation #7:** Accept the December 2018 Personnel Report.

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

## II. ACADEMIC PROGRAM

### A. Q-Comp Site Goals

School-specific Q-Comp Goals for the 2018-2019 school year were submitted to the Minnesota Department of Education. Goals are as follows:

#### CPA Elementary

The percentage of All Students enrolled for at least half a school year in grades 3-6 at CPA Elementary who meet or exceed the standard on all Reading state accountability tests (MCA, MTAS) will increase from 39.9% in 2018 to 44.9% in 2019.

The percentage of All Students enrolled for at least half a school year in grades 3-6 at CPA Elementary who meet or exceed the standard on all Math state accountability tests (MCA, MTAS) will increase from 37.7% in 2018 to 42.7% in 2019.

#### CPA Middle School

The percentage of All Students enrolled for at least half a school year in grades 7-8 at CPA Middle School who meet or exceed the standard on all Reading state accountability tests (MCA, MTAS) will increase from 32.7% in 2018 to 37.7% in 2019.

The percentage of All Students enrolled for at least half a school year in grades 7-8 at CPA Middle School who meet or exceed the standard on all Math state accountability tests (MCA, MTAS) will increase from 28.8% in 2018 to 33.8% in 2019.

#### CPA High School

The percentage of All Students enrolled for at least half a school year in grades 9 and 10 during the 2018-2019 school year at CPA High School who are at or above the 50<sup>th</sup> percentile on the NWEA MAP Growth assessment in Reading will increase from 56.5% in fall 2018 to 59.5% in fall 2019.

The percentage of All Students enrolled for at least half a school year in grades 9 and 10 during the 2018-2019 school year at CPA High School who are at or above the 50<sup>th</sup> percentile on the NWEA MAP Growth assessment in Math will increase from 47.7% in fall 2018 to 50.7% in fall 2019.

## III. FINANCE

### A. Enrollment

#### 2018-2019 ESTIMATED ENROLLMENT 12.3.2018

Grade	Capacity	Enrollment	Waiting	Grade
PreK	36	36	31	PreK
KNDG	50	50	21	KNDG
1	50	48	1	1
2	50	49	5	2
3	50	53	19	3
4	50	51	21	4
5	50	52	27	5
6	50	51	24	6
7	75	75	2	7
8	75	73	12	8
9	75	64	1	9
10	75	58	4	10
11	75	73	1	11
12	75	63	0	12
	836	796 w/PreK	169	

**November 2018: 798 enrolled, 168 on wait list  
Budgeted Figure 758**

**B. 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.

**IV. STATE REPORTING AND COMPLIANCE**

**A. Title Programs Monitoring and Compliance**

The Minnesota Department of Education (MDE) has notified CPA that it has been selected this for monitoring of Title I-A and Title II funded activities. The MDE, as the state education agency, is mandated by 2 CFR §200.331(d)-(e) to assure state and local compliance with federal requirements. The monitoring and compliance review will take place February 20-22, 2019.

**B. World's Best Workforce Summary Report**

Under Minnesota Statutes, section 120B.11, school districts are to develop a World's Best Workforce (WBWF) Annual Report and report summary for each school year. The WBWF Annual Report is part of the Annual Charter School Report, which is published by October 1<sup>st</sup> of each year. The summary report is due to the Minnesota Department of Education by December 15<sup>th</sup> of each year. The summary report documents the WBWF student achievement goals established the prior school year, the strategies and initiatives that the district engaged in to meet the goals, and the subsequent progress made on those goals by the end of the school year. The 2017-2018 World's Best Workforce Summary Report will be submitted to MDE in advance of the December 15 deadline.

**VI. AUTHORIZER**

There are no Authorizer updates to report.

**VII. Other Business**

**A. State and National School of Character Application**

Schools are allowed to carry the designation of State School of Character and National School of Character for five years, after which time the school must re-qualify to maintain that designation. CPA's was last named a State and National School of Character in 2014, and therefore is eligible to re-apply in order to not allow the designation to expire. Community Engagement Specialist Sadie Fischer and Executive Director Cara Quinn are completing an application, to be submitted by the December 7, 2018 deadline.

**B. Building Expansion Program Planning**

In response to the need to bring the architectural drawings of the facility expansion to a level of detail necessary for the submission of a Site Plan Proposal, CPA's administrative team has engaged in expansion-related program planning, including the grade level configuration of the new school sites, and leadership models for those respective sites. An update was provided at the December Board Meeting.

**IX. Board Member Opening**

**X. Building Company Update**

*(Attachments F1-F2)*

**XI. Community Engagement Report**

*(Attachment G)*

**XII. Board Committee and Taskforce Updates**

*Finance Committee (Attachments H1)*

*Schoolwide Program Oversight Committee (Attachment H2a, H2b)*

**Recommendation #8:** Approve the Certified Teacher Performance Evaluation System

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

*Facility Committee (Attachment H3)*

**XIII. Adjourn**

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

Respectfully Submitted,  
Angela Sizer  
Board Secretary