

Independent School District No. 4015
Community of Peace Academy
Board of Directors Meeting
Minutes: January 14, 2019

Attachment A

Members Present: Ms. Sizer, Ms. Baker, Mr. Swanson, Ms. Pitsenbarger, Ms. Davis, Mr. Ero, Mr. Keto, Ms. Weissenborn
Members Absent: Ms. Humm
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: December 10, 2018.

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

III. Acceptance of Agenda

Recommendation #2: Acceptance of the agenda.

Mr. Ero 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, Ms. Weissenborn. **Motion passed.**

IV. Treasurer's Report

Margaret Pitsenbarger, Board Treasurer
(Attachment B)

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

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

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

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

V. Executive Director's Report

(Attachment C)

I. Personnel

A. Leaves

- Special Education Paraprofessional Audasha Jones returned from Family Medical Leave on December 10, 2018.

- High School Special Education Teacher Jess Neimand has been approved for Family Medical Leave from March 25 through June 3, 2019.
- Art Teacher Xiong Lor has been approved for parental leave from March 25 through May 6, 2019.

B. Separations

- The employment of Special Education Paraprofessional Nyia Her terminated on December 20, 2018.
- The employment of Joshua Cozatt, Social Studies Teacher, will terminate on January 18, 2019.
- Chris McElroy's responsibilities as Activities Director for CPA will terminate on March 31, 2018. Mr. McElroy will remain employed as 7-12 Dean of Students.

C. New Hires

- Leslie Mills was hired as Special Education Paraprofessional, assigned to the High School.
- Kenan Moore will assume responsibilities as Activities Director for CPA effective April 1, 2019 through the 2018-2019 school year.
- Kayleen Berg was hired as Long-Term Middle School Social Studies Teacher.

D. Open Positions

- Long-Term High School Special Education Teacher
- High School Special Education Paraprofessional

Recommendation #5: Accept the January 2019 Personnel Report.

Mr. Ero 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, Ms. Weissenborn. **Motion passed.**

II. ACADEMIC PROGRAM

A. YouthTruth Feedback for Teachers

The YouthTruth Feedback for Teachers survey window is from January 7 to January 18, 2019. Survey results will be available to teachers in February 2019.

B. Round Two STEP Assessment

The Round Two STEP Assessment window is open from January 16 to February 1, 2019.

III. FINANCE
A. Enrollment

2018-2019 ESTIMATED ENROLLMENT 12.20.2018

Grade	Capacity	Enrollment	Waiting	Grade
PreK	36	35	31	PreK
KNDG	50	50	23	KNDG
1	50	48	1	1
2	50	49	4	2
3	50	52	19	3
4	50	50	21	4
5	50	52	27	5
6	50	51	24	6
7	75	75	2	7
8	75	72	10	8
9	75	64	1	9
10	75	57	4	10
11	75	73	1	11
12	75	63	0	12
	836	791 w/PreK	168	

December 2018: 796 enrolled, 169 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. CPA submitted an application for Extended Time Revenue Applications in advance of the December 15, 2018 deadline.

C. Voluntary PreK Funding

In accordance with Minnesota statute 124D.151, CPA will submit an application for 2019-2020 voluntary prekindergarten funding in advance of the January 30, 2019 deadline.

Voluntary prekindergarten sites funded for the first time in 2016-2017, including CPA, will receive continued funding for their original number of seats. Preschool program funding decisions for school year 2020-2021 and beyond will be made during the 2019 legislative session.

D. Property Tax Exemption

In accordance with Minnesota Statute 272.025 Subd. 3, CPA will file for renewal of its property tax exemption by February 1, 2019.

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 20-21, 2019.

B. World's Best Workforce Summary Report *(Appendix C1)*

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 1st of each year. The summary report is due to the Minnesota Department of Education by December 15th 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 was submitted to MDE in advance of the December 15 deadline.

VI. AUTHORIZER

A. Quarterly Report 2 *(Appendix C2)*

Quarterly Report 2 for the 2018-2019 school year was submitted to the University of St. Thomas in advance of the January 14, 2019 deadline.

VII. Other Business

A. State and National School of Character Application *(Appendix C3)*

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 was eligible to apply for re-designation in 2019. Community Engagement Specialist Sadie Fischer and Executive Director Cara Quinn submitted the school of character application on December 7, 2018. Applications are first considered for State School of Character. State Schools of Character are named on January 28, 2019. Schools that are named State Schools of Character will have their application forwarded for consideration for National School of Character.

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 will be provided to CPA staff on January 18, 2019.

C. Executive Director Five-Day Leave

Executive Director Cara Quinn will be on leave from January 28 through February 1, 2019. While Ms. Quinn will be available for emergencies if necessary, responsibility for key operations will be designated to other members of the administrative team.

VI. Board Member Opening

VII. 2019-2020 Calendar Approval
(Attachment D)

Recommendation #6: Approve the 2019-2020 School Calendar.

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

VIII. Building Company Update
(Attachment E)

IX. Strategic Plan Update

XI. Community Engagement Report
(Attachment F)

XIII. Adjourn

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

Respectfully Submitted,
Angela Sizer
Board Secretary