

**COMMUNITY OF PEACE ACADEMY**  
**Board Minutes: August 14th, 2023**

**Members Present:** Kevin Keto, Sarah Zosel, Megan Cina-Bernard, Teresa Vazquez de Nilsson, Orobosa Ero, Greg Buckner, Maggie Elenz

**Members Absent:** Daysi Rivas, Tom Ciaccio

**Ex-Officio Members Present:** Tim McGowan, Executive Director

**Guests Present:** Jason Carver, High School Principal; Molly Huml, Elementary School Principal; Bonnie Johnson, District Business Manager; Bryan Farkas, Special Education Coordinator; Joe Doll, Middle School Principal

Peace Circle-Sarah Zosel

Acceptance of the Minutes: June 12th, 2023 (**Attachments A**) - Sarah Zosel

- **Recommendation #1: Approve the June 12, 2023 Minutes**
  - **Recommended:** Kevin Keto
  - **Second:** Maggie Elenz
  - **Voting in Favor:** Kevin Keto, Sarah Zosel, Teresa Vazquez de Nilsson, Orobosa Ero, Greg Buckner, Maggie Elenz
  - **Abstain:** Megan Cina-Bernard

Acceptance of the Agenda -Sarah Zosel

- **Recommendation #2: Approve the August 14, 2023 Agenda**
  - Change to the agenda: Rosetta Stone and Playworks contracts were approved at the last Board Meeting. They don't need to be approved again. They are crossed out below to reflect the change.
  - **Recommended:** Orobosa Ero
  - **Second:** Megan Cina-Bernard
  - **Voting in Favor:** Kevin Keto, Sarah Zosel, Megan Cina-Bernard, Teresa Vazquez de Nilsson, Orobosa Ero, Greg Buckner, Maggie Elenz
  - **Abstain:** N/A

Update to the Board on the Annual Meeting and Board Officer Elections -Sarah Zosel

- Greg Buckner, Teresa Vazquez de Nilsson, and Tom Ciaccio have been elected to the Board as community members!

Community Comments

- No community members outside of the board present today

Strategic Plan (**Attachment B**) -Tim McGowan

- **Recommendation #3: Approve the Community of Peace Academy Strategic Plan**
  - **Recommended:** Sarah Zosel
  - **Second:** Orobosa Ero
  - **Voting in Favor:** Kevin Keto, Sarah Zosel, Megan Cina-Bernard, Teresa Vazquez de Nilsson, Orobosa Ero, Greg Buckner, Maggie Elenz
  - **Abstain:** N/A

Board Training - Tim McGowan

Approval of Contracts & Purchases- (**Attachment C1-C3**) -Tim McGowan

- ~~Recommendation: Accept Playworks Contract for Service for 2023-2024 (**Attachment C1**)~~
- ~~Recommendation: Accept the Rosetta Stone renewal for Service for 2023-2024 (**Attachment C2**)~~
- **Recommendation #4: Accept the purchase of Kitchen equipment through Horizon (**Attachment C3**)**
  - **Recommended:** Greg Buckner
  - **Second:** Teresa Vazquez de Nilsson

- **Voting in Favor:** Kevin Keto, Sarah Zosel, Megan Cina-Bernard, Teresa Vazquez de Nilsson, Orobosa Ero, Greg Buckner, Maggie Elenz
- **Abstain:** N/A
- **Recommendation #5: Accept the contract for service with North Country Concrete (Attachment C4)**
  - **Recommended:** Maggie Elenz
  - **Second:** Orobosa Ero
  - **Voting in Favor:** Kevin Keto, Sarah Zosel, Megan Cina-Bernard, Teresa Vazquez de Nilsson, Orobosa Ero, Greg Buckner, Maggie Elenz
  - **Abstain:** N/A
- **Recommendation #6: Accept the replacement staff laptops request from Tech (Attachment C4)**
  - **Recommended:** Kevin Keto
  - **Second:** Teresa Vazquez de Nilsson
  - **Voting in Favor:** Kevin Keto, Sarah Zosel, Megan Cina-Bernard, Teresa Vazquez de Nilsson, Orobosa Ero, Greg Buckner, Maggie Elenz
  - **Abstain:** N/A

#### Executive Director's Report (Attachments D1-D8) -Tim McGowan

### Executive Director's Report Attachment D1 August 14th, 2023

#### I. Personnel Report

##### A. Leaves

1. Colleen Straiton

##### B. Separations

1. The following staff's employment ended following the conclusion of the 2022-2023 school year:
  - a) Emily Dech, Elementary Teacher
  - b) Jehn Baker, MS Math Teacher
  - c) Lia Ray, PreK Teacher
  - d) James Poliquin, MS Science Teacher
  - e) Claire Folkert, MS ELD Teacher
  - f) Emily Najjar-Field, 6-12 Music Teacher
  - g) Rich Torres, HS Dean

##### C. New Hires

1. Molly Aung, PreK Teacher
2. Maria Claflin, 2nd Grade Teacher
3. Jaclyn Daggitt, 3rd Grade Teacher
4. Bryan Hooper, High School Dean
5. Maliza Kalema, In-House Guest Teacher
6. Cameron Koebernick, 7/8 Social Studies Teacher
7. Samantha Collins, 7/8 Science Teacher
8. Yeng Lee, 8th Grade Math Teacher
9. Steven Moller, High School Mathematics
10. Blake Ormond, 6-12 Music Teacher
11. Jennavieve Powell, High School SpEd Teacher
12. Amisha Shah, High School Chemistry
13. Maddie Saucier, 1st Grade Teacher
14. Jada Steward, High School SpEd Teacher

##### D. Reassignments

1. Kari Aeng, PreK Teacher
2. Sam Auman, SpEd Teacher
3. Caissa Estrada, 1st Grade Teacher
4. Kris Leverty, 5th Grade Math Teacher
5. Kirk Livesay, High School Academic Interventionist
6. Jeanne Pajunen, PreK Paraprofessional
7. Loren Simonson, Middle School ELD Teacher
8. Sher Thao, Middle School Positive Behavior

## E. Still Hiring

1. Elementary ELD Teacher
2. HS Receptionist

***Recommendation: Accept the August 2023 Personnel Report***

## II. Academic Program

### Elementary (Molly Huml):

We are so excited to launch this year! We will be welcoming at least 5 new staff members on Monday August 14 and have two great weeks of workshops planned to prepare us for the year. We are also preparing for increased enrollment in PreK and 1st grade and are grateful for all of the work Maintenance has done this summer to move and prepare rooms.

This year begins our work towards the “CPA Elementary Graduate!” This is what we will work towards every student accomplishing before they finish 4th grade. I will share more when I present to the Board this Fall. Until then, we’ll be busy getting the year underway and look forward to welcoming students on 8/28!



### Middle School (Joe Doll):

It's time! We're heading into the school year with a lot of enthusiasm. We're happy to have Sher back supporting teachers as a behavior tech, and we're excited about increased collaboration with Aaron and Nico supporting our teachers. Over the summer, we zoomed in on our ethics program and are working to lift up and expand some of the truly excellent practices happening in classrooms to the entire middle school community. We can't wait to get going.

### High School (Jason Carver):

As we transition from a rejuvenating summer break to the forthcoming academic year, I am presenting an update on the initiatives led by our dedicated Summer Task Force Team. Educators Kevin Keto, Megan Cina-Bernard, Ann Ericson, Shafer Rugar, Anna Almsted, Tasha Bokman, and Rachel Ryberg, our team has embarked on an enhancement journey, aligning our educational practices with our unwavering commitment to excellence and equity.

**Summer School Success:** (Emma Singer, Brittany Berres, Anna Almsted, Alex Worobah, Kirk Livesay) I am thrilled to share an inspiring accomplishment from our summer endeavors. Our Summer School program witnessed robust participation, with a total of 16 enthusiastic participants engaging in a transformative learning experience. The offerings included English 9, English 10, Biology, and Physical Science, addressing diverse academic needs and providing students with a unique opportunity to enhance their knowledge and skills during the vacation period.

### Technology Integration:

Recognizing the pivotal role of technology in modern education, our team has dedicated efforts to support our students' digital proficiency. Our focus included essential features such as computer etiquette, keyboard commands, and maximizing the utility of our school's technological resources. We extended unwavering support to our educators in seamlessly infusing technology into their instructional methodologies, resulting in a dynamic and engaging learning environment.

### Grading Alignment:

Our commitment to transparency and equity in our grading practices has led us to address concerns pertaining to grading consistency across courses and departments. Standardization efforts have culminated in a unified grading categorization, providing clarity regarding the differentiation between assessment components. This structured approach now includes a balanced assessment distribution of 60% for Assessments, 30% for Classwork, and 10% for Warmup/Exit Tickets in Core Classes, and a 50% split between Participation and Coursework in Ethics.

### Home/Virtual Visits:

The cherished Home/Virtual Visits initiative continues to be an integral thread in our community fabric. To bolster parental and staff engagement, we have designed avenues for enhanced participation and collaboration. By offering parents increased opportunities to voice their aspirations for their children, we aspire to surpass our previous accomplishments and attain an 85% completion rate, a marked enhancement from last year's commendable 66%.

### Professional Learning Communities (PLCs):

In our pursuit of professional growth and development, our team researched to select an impactful book study material for our esteemed educators. The chosen book, "What We Say and How We Say It Matters" by Mike Anderson, promises to foster meaningful reflection and discussion during our weekly PLC meetings. This journey towards enriching our practices illustrates our commitment to cultivating a culture of shared learning and continuous improvement.

## Finance

### A. Enrollment:

COMMUNITY OF PEACE ACADEMY – 2023-2024 ENROLLMENT 8/10/2023				
Grade	Waiting	Enrollment 23-24	Capacity	Grade
PreK	4	52	54	PreK
KNDG	0	70	75	KNDG
1	0	67	75	1
2	8	55	50	2
3	1	54	50	3
4	5	55	50	4
5	3	76	75	5
6	0	63	75	6
7	3	82	75	7
8	0	75	75	8
9	25	80	75	9
10	0	73	75	10
11	0	61	75	11
12	0	52	75	12
	49	915	954	

## **B. S&P Global Rating (Attachment D2)**

Rose Chin and Tim McGowan are scheduled to meet with S & P representatives September 5, 2023 to review school data and information.

## **III. STATE REPORTING AND COMPLIANCE**

### **A. Title I, II, and III applications are due by August 31, 2023**

*Recommendation: Authorize Tim McGowan to prepare and submit the Title I,II and III applications on behalf of Community of Peace Academy.*

### **B. PELSB Submissions**

#### **1. TIER 1 APPLICATIONS**

There are no Tier 1 Applications to report

#### **2. TIER 2 APPLICATIONS**

- a) Kari Aaeng, PreK Teacher
- b) Maddie Anderson, Kindergarten Teacher
- c) Maggie Stotts, Kindergarten Teacher
- d) Caitie Ryan-Norton, Middle School Special EducationTeacher
- e) Samantha Collins, Middle School Science Teacher
- f) Loren Simonson, ELD Teacher
- g) Sarah Han, High School Social Studies Teacher
- h) Jayda Steward, High School Special EducationTeacher

#### **3. Out of Field APPLICATIONS**

- a) Sam Auman, Elementary Special Education Teacher
- b) Sydni Fancher, Elementary Special Education Teacher
- c) Stephanie Kaltenbrun, Middle School Special Education Teacher
- d) Kim Michalak, Media Specialist
- e) Jason Eldridge, Middle School Science Teacher

## **IV. AUTHORIZER**

### **A. Quarterly Reports IV (Attachment D3)**

**B. MDE** - We expect to hear from MDE whether or not they approve our renewal with UST by the end of September. Once approval has been granted Terry Moffatt will join the next available Board Meeting to give us this report.

## **V. OTHER BUSINESS**

### **A. Administrative Team Update**

### **B. Proposed CPA Board Committee Structure**

*Recommendation: Accept the Proposed Board Committee Structure for 2023-2024 (Attachment D4)*

### **C. August Staff Letter (Attachment D5)**

### **D. Food Service**

#### **1. Minnesota Department of Education**

Congratulations! We are pleased to inform you that Community of Peace Academy (1-2819) has been approved to participate in the Community Eligibility Provision (CEP) beginning school year 2023-24. Your site(s) are eligible from July 1, 2023 through June 30, 2027.

The application documents have been reviewed and the following percentages were approved:

- Identified student percentage: 71.15%
- Free claiming percentage: 100%
- Paid claiming percentage: 0%

The Community Eligibility Provision (CEP) is a non-pricing meal service option for schools and school districts in low-income areas. CEP allows the nation's highest poverty schools and districts to serve breakfast and lunch at no cost to all enrolled students without collecting household applications. Instead, schools that adopt CEP are reimbursed using a formula based on the percentage of students categorically eligible for free meals based on their participation in other specific means-tested programs, such as the Supplemental Nutrition Assistance Program (SNAP) and Temporary Assistance for Needy Families (TANF).

#### **2. Director Stipend**

*Recommendation: Approve the Proposed stipend for the CPA Food Service Director for the 2023-2024 school year. (Attachment D6)*

### **E. Special Education Update**

**F. Building Company and Community of Peace Academy Insurance (Attachment D7)**

**G. Facilities Management Update**

**JBD Update**

**H. Transportation Update**

On July 12, 2023 Centerline Bus Company informed me that they would not be able to provide day to day full transportation to CPA. On Wednesday, August 2 a proposal was submitted to me via 4MATIV transportation services. **Recommendation: Accept the Proposed transportation contract with 4MATIV for the 2023-2024 school year. (Attachment D8)**

- **Recommendation #7: Accept the August 2023 Personnel Report (Attachment D1)**
  - Amended to add Colleen Straiton on the list of staff on leave
  - **Recommended:** Megan Cina-Bernard
  - **Second:** Kevin Keto
  - **Voting in Favor:** Kevin Keto, Sarah Zosel, Megan Cina-Bernard, Teresa Vazquez de Nilsson, Orobosa Ero, Greg Buckner, Maggie Elenz
  - **Abstain:** N/A
- **Recommendation #8: Authorize Tim McGowan to prepare and submit the Title I,II and III applications on behalf of Community of Peace Academy.**
  - **Recommended:** Sarah Zosel
  - **Second:** Orobosa Ero
  - **Voting in Favor:** Kevin Keto, Sarah Zosel, Megan Cina-Bernard, Teresa Vazquez de Nilsson, Orobosa Ero, Greg Buckner, Maggie Elenz
  - **Abstain:** N/A
- **Recommendation #9: Accept Proposed Board Governance and Committee Structure for 2023-2024 (Attachment D3)**
  - **Recommended:** Sarah Zosel
  - **Second:** Teresa Vazquez de Nilsson
  - **Voting in Favor:** Kevin Keto, Sarah Zosel, Megan Cina-Bernard, Teresa Vazquez de Nilsson, Orobosa Ero, Greg Buckner, Maggie Elenz
  - **Abstain:** N/A
- **Recommendation #10: Approve the Proposed stipend for the CPA Food Service Director for the 2023-2024 school year. (Attachment D7)**
  - **Recommended:** Kevin Keto
  - **Second:** Megan Cina-Bernard
  - **Voting in Favor:** Kevin Keto, Sarah Zosel, Megan Cina-Bernard, Teresa Vazquez de Nilsson, Orobosa Ero, Greg Buckner, Maggie Elenz
  - **Abstain:** N/A
- **Recommendation #11: Accept the Proposed transportation contract with 4MATIV for the 2023-2024 school year. (Attachment D8)**
  - **Recommended:** Maggie Elenz
  - **Second:** Teresa Vazquez de Nilsson
  - **Voting in Favor:** Kevin Keto, Sarah Zosel, Megan Cina-Bernard, Teresa Vazquez de Nilsson, Orobosa Ero, Greg Buckner, Maggie Elenz
  - **Abstain:** N/A

Closed session:

- Confidential Personnel Review pursuant to The Open Meeting Law, Minnesota Statute section 13D.05, subdivision 3(a)."

- **Recommendation #12: Close the meeting**
  - **Recommended:** Sarah Zosel
  - **Second:** Teresa Vazquez de Nilsson
  - **Voting in Favor:** Kevin Keto, Sarah Zosel, Megan Cina-Bernard, Teresa Vazquez de Nilsson, Orobosa Ero, Greg Buckner, Maggie Elenz
  - **Abstain:** N/A
- **Recommendation #13: Reopen the meeting**

- **Recommended:** Sarah Zosel
- **Second:** Teresa Vazquez de Nilsson
- **Voting in Favor:** Kevin Keto, Sarah Zosel, Megan Cina-Bernard, Teresa Vazquez de Nilsson, Orobosa Ero, Greg Buckner, Maggie Elenz
- **Abstain:** N/A

#### 2023-2024 Family Handbook (**Attachment E**)-Tim McGowan

- **Recommendation #14: Approve the 2023-2024 Family Handbook**
  - **Recommended:** Orobosa Ero
  - **Second:** Teresa vazquez de Nilsson
  - **Voting in Favor:** Kevin Keto, Sarah Zosel, Megan Cina-Bernard, Teresa Vazquez de Nilsson, Orobosa Ero, Greg Buckner, Maggie Elenz
  - **Abstain:** N/A

#### 2023-2024 Staff Handbook (**Attachment F**)-Tim McGowan

- **Recommendation #15: Approve the 2023-2024 Staff Handbook**
  - **Recommended:** Megan Cina-Bernard
  - **Second:** Kevin Keto
  - **Voting in Favor:** Kevin Keto, Sarah Zosel, Megan Cina-Bernard, Teresa Vazquez de Nilsson, Orobosa Ero, Greg Buckner, Maggie Elenz
  - **Abstain:** N/A

#### Approve the Home/School Compact (**Attachment G**)-Tim McGowan

- **Recommendation #16: Approve the Home/School Compact**
  - **Recommended:** Sarah Zosel
  - **Second:** Teresa Vazquez de Nilsson
  - **Voting in Favor:** Kevin Keto, Sarah Zosel, Megan Cina-Bernard, Teresa Vazquez de Nilsson, Orobosa Ero, Greg Buckner, Maggie Elenz
  - **Abstain:** N/A

#### 2023-2024 Parent & Family Engagement Plan (**Attachment H**) -Tim McGowan

- **Recommendation #17: Approve the 2023-2024 Parent & Family Engagement Plan**
  - **Recommended:** Teresa Vazquez de Nilssa
  - **Second:** Orobosa Ero
  - **Voting in Favor:** Kevin Keto, Sarah Zosel, Megan Cina-Bernard, Teresa Vazquez de Nilsson, Orobosa Ero, Greg Buckner, Maggie Elenz
  - **Abstain:** N/A
  -

#### Adjourn

- **Recommendation #18: Adjourn the meeting**
  - **Recommended:** Maggie Elenz
  - **Second:** Greg Buckner
  - **Voting in Favor:** Kevin Keto, Sarah Zosel, Megan Cina-Bernard, Teresa Vazquez de Nilsson, Orobosa Ero, Greg Buckner, Maggie Elenz
  - **Abstain:** N/A

#### Next Month

- Results of Family Survey
- UST Authorizer Final Contract Review