

## COMMUNITY OF PEACE ACADEMY

### Board Minutes: December 4th, 2023

**Members Present:** Maggie Elenz, Teresa Vazquez de Nilsson, Tom Ciaccio, Kevin Keto, Orobosa Ero, Megan Cina-Bernard, Lydia Schultz

**Members Absent:** Sarah Zosel, Greg Buckner

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

**Guests Present:** Jason Carver, High School Principal; Molly Huml, Elementary School Principal; Bryan Farkas, Special Education Coordinator; Trinity Moore, High School Student Council Co-President; Sadie Fischer, Community Engagement Specialist; Ann Ericson, High School Instructional Coach; Erin Fiege, Elementary Instructional Coach

Peace Circle.

Acceptance of the Minutes: November 13th, 2023. (Attachment A)

- **Recommendation #1: Accept the Minutes from November 13, 2023.**
  - **Recommended:** Orobosa Ero
  - **Second:** Teresa Vazquez de Nilsson
  - **Voting in Favor:** Maggie Elenz, Teresa Vazquez de Nilsson, Tom Ciaccio, Kevin Keto, Orobosa Ero, Lydia Schultz
  - **Abstain:** Megan Cina-Bernard

Acceptance of the Agenda

- **Recommendation #2: Accept the Agenda for December 4, 2023.**
  - **Recommended:** Maggie Elenz
  - **Second:** Tom Ciaccio
  - **Voting in Favor:** Maggie Elenz, Teresa Vazquez de Nilsson, Tom Ciaccio, Kevin Keto, Orobosa Ero, Megan Cina-Bernard, Lydia Schultz
  - **Abstain:** N/A

Community Comments

International School of Character Forum - Tim McGowan, Ann Ericson, Sadie Fischer

- CPA is a School of Character. Usually representatives are sent to this conference when we receive a reward, but this year, since we're already a School of Character, the purpose was to give a presentation.
- Important that we connect with other schools and share what is really working for us— lift as we climb.
- Presentation was centered around secondary staff development, classroom procedures, and curriculum
- Our presenters were asked to give this same presentation again on a more local level! This conference was national (and there were even some people from other countries as well).
- Attendees also had the opportunity to go to other breakout sessions so we can learn from other schools as well and get ideas:
  - Monthly ethical challenges (that we can incorporate with our monthly themes)

- Book clubs about ethical concepts (not academic related, kind of fun). This school found success doing these book clubs in the winter when we're all stuck inside anyway!
- Using early release days to meet in "Families," which is a way to have cross-grade collaboration and bond. Person-to-person rather than grade-to-grade. They do service projects.
- Getting alumni involved as guest speakers, etc. Keeping them connected to the community.

#### Executive Director's Report (Attachment B1)

- **Recommendation #3: Accept the December 2023 Personnel Report.**
  - **Recommended:** Megan Cina-Bernard
  - **Second:** Teresa Vazquez de Nilsson
  - **Voting in Favor:** Maggie Elenz, Teresa Vazquez de Nilsson, Tom Ciaccio, Kevin Keto, Orobosa Ero, Megan Cina-Bernard, Lydia Schultz
  - **Abstain:** N/A

#### Executive Director's Report Attachment B1 December 4th, 2023

##### I. PERSONNEL REPORT

###### A. Leaves

- Jen Drier, High School Special Education Teacher, went on leave November 16, 2023

###### B. Separations

- 7/8 Special Education Teacher, Stephanie Kaltenbrun, is no longer an employee as of November 9, 2023.
- Special Education Paraprofessional, Mikel Smallwood, is no longer an employee as of November 20, 2023
- Special Education Paraprofessional, Monique Williams, is no longer an employee as of November 20, 2023

###### C. New Hires

- We have hired Ronnie Yang as the In-House Guest teacher beginning 12/4/23.
- We have hired Ramona Weller as the Middle School Special Education Teacher beginning 12/4/23.
- We have hired Tyler Kazlow as a Middle School Special Education Paraprofessional beginning 12/4/23.

###### D. Reassignments

- There are no reassignments to report

**Recommendation: Accept the December 2023 Personnel Report.**

##### II. ACADEMIC PROGRAM

###### A. Elementary (Molly Huml):

84% conference attendance

Peace Skills December Curriculum

- a. PeaceBuilder Focus: Notice and speak up about hurts I have caused
- b. SEL Focus: Responsibility

November Progress Monitoring showed a lot of growth! The next round is the week of December 11.

Recent PLCs

- a. Math Centers
- b. Revisiting behavior management and progress monitoring

Upcoming PLCs:

- a. ELD Key Strategies
- b. Behavior Management PD

Other happenings:

- a. Again this year, Sarah Zosel is running book groups for our 4th grade students. Thanks, Sarah! Kim Michalak is doing groups with 3rd grade this year, too!
- b. We will be relaunching the Teaching & Learning Team in January
  - i. Purpose: Support the Elementary school wide goals by providing input around initiatives, response to data and professional development/PLCs.
  - ii. 1st task: Analyze and respond to Winter FAST data

### **B. Middle School (Joe Doll):**

It's hard to believe we're already heading into the winter break! Our student leadership club planned a dance that they are super excited about. The kids took the lead on planning, decorating, and even set expectations for how students would earn the ability to participate (no failing classes, less than 15 tardies in November).

In ELA, older students are reading *Number the Stars*, and our 5th and 6th teachers are implementing paired reading – a proven instructional strategy that has resulted in strong growth in our students. If you were around the science room recently, you might have noticed a strange odor – students were learning about osmosis with Ms. Collins. Do you know what happens if you submerge an egg in vinegar overnight? It's wild!

### **C. High School (Jason Carver):**

I am pleased to provide an overview of our recent initiatives and activities as of December.

Collaboration and Student Support: Our dedicated staff has been actively fostering collaboration, emphasizing the importance of working together to achieve optimal outcomes. A notable area of focus has been our collaboration with the Special Education (SPED) department. This partnership has allowed us to modify assignment and testing accommodations effectively, ensuring a more inclusive learning environment. Staff members are leveraging each other as valuable resources to gain deeper insights into the needs of individual students.

TRIO Partnerships at St. Olaf College: On November 30th, our TRIO partners organized a visit to St. Olaf College for approximately 35 freshmen and sophomores. The students had the unique opportunity to engage with Physics projects designed for college-level education. The positive feedback from participants reflects their enthusiasm for

the experience, and they are eagerly anticipating future opportunities.

Junior Day of Service: Our junior class recently participated in a Day of Service on December 1st, contributing to various impactful initiatives. Nineteen students from each of the two groups collaborated with Habitat for Humanity, with one group focusing on North Minneapolis and the other on rejuvenating land in Saint Paul Park. Additionally, a group of 17 students engaged in a service project with fourth-grade students before volunteering at Feed My Starving Children. This multifaceted approach to community service not only benefits those in need but also instills a sense of social responsibility in our students.

We look forward to providing further updates on our ongoing efforts and achievements in our future board meetings.

#### **D. Schoolwide:**

- We were notified on November 16 from MDE's applications team that our sponsor and site applications have been approved in CLICS and we are now submitting claims for reimbursement.
- On November 20 Identitysis installed a new fob entry at Door A which is also managed by the front desk.
- On November 27 MDE sent a letter informing us that there were no findings from the MDE school finance division that conducted a targeted fiscal review of CPA's special education Coordinated Early Intervening Services (CEIS) (**Attachment B2**)
- The attached notice was sent to all non-certified staff and supervisors regarding updated procedures related to attendance procedures. (**Attachment B3**)
- *On Tuesday, Nov 28th CPA's Multicultural Celebration took place. During the day, students at CPA were encouraged to wear clothes that are special to their families or cultures. The event took place in the evening. It took the structure of Multilingual Family Nights in the past and added programming elements headed by Xiong Lor, including a student fashion show and talent show. The event was a great success! It is estimated that over 200 people were in attendance! There were many community organizations present; such as St Paul Public Library, Afghan Cultural Society, and St Paul Parks and Recreation. ELD Teachers and other volunteers ran activity centers and offered family resources. Families and students were engaged and building connections and I am excited to see where this event may go in the future! I will be partnering with wise people to begin a committee around this event and I plan on tapping into our parent resources as well.*  
--Megan Olsen - ELD Coordinator
- Staff Winter Party will be held Thursday, December 14 from 3-4pm. Appetizers will be served in the School's Cafeteria accompanied by music and an activity in the MPR for staff to participate in.
- A Winter Music & Arts Concert will be held from 6-7pm Thursday, December 14. Students in Kindergarten through 2nd Grade will sing several songs followed by the MS and HS Choirs. Various art displays will also be on display at the concert.

### **III. FINANCE**

**COMMUNITY OF PEACE ACADEMY – 2023-2024** ENROLLMENT 12/1/2023

| Grade | Waiting | Enrollment 23-24 | Capacity | Grade |
|-------|---------|------------------|----------|-------|
| PreK  | 17      | 50               | 54       | PreK  |
| KNDG  | 0       | 66               | 75       | KNDG  |
| 1     | 0       | 62               | 75       | 1     |
| 2     | 8       | 49               | 50       | 2     |
| 3     | 5       | 51               | 50       | 3     |
| 4     | 12      | 50               | 50       | 4     |
| 5     | 2       | 74               | 75       | 5     |
| 6     | 0       | 68               | 75       | 6     |
| 7     | 6       | 77               | 75       | 7     |
| 8     | 1       | 69               | 75       | 8     |
| 9     | 25      | 74               | 75       | 9     |
| 10    | 0       | 59               | 75       | 10    |
| 11    | 0       | 55               | 75       | 11    |
| 12    | 1       | 46               | 75       | 12    |
|       | 77      | 850              | 954      |       |

**IV. STATE REPORTING AND COMPLIANCE**

- On November 30, 2023 MDE approved CPA's 2022-2023 Transportation Report. Transportation costs for CPA out of the General Fund were \$711,000, which was a 19% increase from the prior two school years. If a District has a greater than 15% increase from year to year a warning is issued and an explanation requested before final approval. In our explanation we identified several items contributing to the significant increase; significant increase (9%) in our contractual agreement and more notably that during FY23 CPA had returned to providing additional transportation of students for Field Trips and Athletics.

**V. AUTHORIZER**

**VI. Other Business**

A. A Charter School Fair will be held in the Spring in collaboration with St. Paul/Minneapolis charter schools. Time/Date/Location TBD.

**Committee Updates**

- Finance Committee Minutes (Attachment C1)
  - **Recommendation #4: Approve the October Finance Committee Minutes**
    - **Recommended:** Tom Ciaccio
    - **Second:** Kevin Keto

- **Voting in Favor:** Maggie Elenz, Teresa Vazquez de Nilsson, Tom Ciaccio, Kevin Keto, Orobosa Ero, Megan Cina-Bernard, Lydia Schultz
  - **Abstain:** N/A
- Facility/Health and Safety Committee Update
  - Meeting to come this Thursday, no minutes available at this time
- Mission and Policy Committee Minutes (Attachment C2)
  - **Recommendation #5: Approve the October Mission and Policy Committee Minutes**
    - **Recommended:** Orobosa Ero
    - **Second:** Teresa Vazquez de Nilsson
    - **Voting in Favor:** Maggie Elenz, Teresa Vazquez de Nilsson, Tom Ciaccio, Kevin Keto, Orobosa Ero, Megan Cina-Bernard, Lydia Schultz
    - **Abstain:** N/A

Board Training: Conflict of Interest - Kevin Keto

Community Engagement Update (Attachment D1)

- **Recommendation #6: Approve the school marketing purchase of \$16,455.14 from Allegra. (Attachment D2)**
  - **Recommended:** Tom Ciaccio
  - **Second:** Kevin Keto
  - **Voting in Favor:** Maggie Elenz, Teresa Vazquez de Nilsson, Tom Ciaccio, Kevin Keto, Orobosa Ero, Megan Cina-Bernard, Lydia Schultz
  - **Abstain:** N/A
- **Recommendation #7: Approve the school marketing purchase from Niche (\$6,990). (Added late to the agenda)**
  - **Recommended:** Teresa Vazquez de Nilsson
  - **Second:** Maggie Elenz
  - **Voting in Favor:** Maggie Elenz, Teresa Vazquez de Nilsson, Tom Ciaccio, Kevin Keto, Orobosa Ero, Megan Cina-Bernard, Lydia Schultz
  - **Abstain:** N/A

Adjourn

- **Recommendation #7: Adjourn the Meeting.**
  - **Recommended:** Maggie Elenz
  - **Second:** Orobosa Ero
  - **Voting in Favor:** Maggie Elenz, Teresa Vazquez de Nilsson, Tom Ciaccio, Kevin Keto, Orobosa Ero, Megan Cina-Bernard, Lydia Schultz
  - **Abstain:** N/A

Next Meeting: Monday, January 8th at 6:00 p.m.

- Update on Board Goals
- UST Quarter 2 Report
- Special Education Update
- Middle School Director's Update









