

**Independent School District No. 4015
Community of Peace Academy
Board of Directors Meeting
Minutes: August 10, 2020**

Attachment A

Members Present: Jennifer Baker, Kevin Keto, Margaret Pitsenbarger, Lilian Sanchez, Anna Schick, Pamella Stommes, Charley Swanson, Sarah Zosel

Members Absent: Orobosa Ero

Ex-Officio Members Present: David Núñez

Guests Present: Sandra Denno, K-12 Speech/Language Pathologist; Molly Huml, Elementary Principal; Caleea Kidder, Middle School Principal; Brenda Kes, CPA Financial Manager; Tim McGowan, High School Principal; Katie Miskowic, 3rd grade teacher.

Note: A master 3-ring binder of the board packet including all the attachments is kept in the ED office for anyone - teacher, staff or member of the public who wishes to review it.

I. Peace Circle

The Board meeting began on Google Meet (online) at 6:00 p.m. with a Peace Circle.

II. Discussion of protocols for virtual board meetings

III. Acceptance of Minutes (Board Packet Attachment A)

Recommendation #1: Acceptance of the Minutes of the CPA Board Meeting: June 8, 2020.

Mr. Swanson moved the Board approve Recommendation #1. Motion seconded by Ms. Schick.

The following voted in favor: Jennifer Baker, Kevin Keto, Margaret Pitsenbarger, Lilian Sanchez, Anna Schick, Pamella Stommes, Charley Swanson, Sarah Zosel. **Motion passed.**

III. Acceptance of Agenda

Recommendation #2: Acceptance of the agenda.

Ms. Sanchez moved the Board approve Recommendation #2. Motion seconded by Mr. Keto. The following voted in favor: Jennifer Baker, Kevin Keto, Margaret Pitsenbarger, Lilian Sanchez, Anna Schick, Pamella Stommes, Charley Swanson, Sarah Zosel. **Motion passed.**

IV. Update on Annual Meeting and Board Officer Elections

Annual Meeting will be held on October 29th, 2020. Some discussion on how new Board members will be elected. We also need to choose a Community Member of the Year.

V. Establish a Nominating Committee

We will need one faculty member, one parent, and one community member for the 2020-21 School Board. Jennifer Baker, Kevin Keto, and Sarah Zosel will serve on the nominating committee.

VI. Treasurer's Report (Attachment B)

Recommendation #3: Approve the May 2020 Financial Statements.

Ms. Baker moved the Board approve Recommendation #3. Motion seconded by Mr. Swanson.

The following voted in favor: Jennifer Baker, Kevin Keto, Margaret Pitsenbarger, Lilian Sanchez, Anna Schick, Pamella Stommes, Charley Swanson, Sarah Zosel. **Motion passed.**

Recommendation #4: Approve the May 2020 Checks and Wire Payments Report.

Ms. Baker moved the Board approve Recommendation #4. Motion seconded by Ms. Zosel. The following voted in favor: Jennifer Baker, Kevin Keto, Margaret Pitsenbarger, Lilian Sanchez, Anna Schick, Pamella Stommes, Charley Swanson, Sarah Zosel. **Motion passed.**

VII. Approval of Purchases and Contracts *Attachments C1-C4*

Recommendation #5: Approve renewal of Region 1 Contract

Mr. Swanson moved the Board approve Recommendation #5. Motion seconded by Mr. Keto. The following voted in favor: Jennifer Baker, Kevin Keto, Margaret Pitsenbarger, Lilian Sanchez, Anna Schick, Pamella Stommes, Charley Swanson, Sarah Zosel. **Motion passed.**

Recommendation #6: Approve PS454 (smart boards) from the Tech Department

Ms. Zosel moved the Board approve Recommendation #6. Motion seconded by Ms. Schick. The following voted in favor: Jennifer Baker, Kevin Keto, Margaret Pitsenbarger, Lilian Sanchez, Anna Schick, Pamella Stommes, Charley Swanson, Sarah Zosel. **Motion passed.**

Recommendation #7: Approve PS456 (chrome books for MS) from Tech Department

Ms. Pitsenbarger moved the Board approve Recommendation #7. Motion seconded by Ms. Stommes. The following voted in favor: Jennifer Baker, Kevin Keto, Margaret Pitsenbarger, Lilian Sanchez, Anna Schick, Pamella Stommes, Charley Swanson, Sarah Zosel. **Motion passed.**

Recommendation #8: Approve PS458 (Mac books for staff) from Tech Department

Ms. Zosel moved the Board approve Recommendation #8. Motion seconded by Mr. Keto. The following voted in favor: Jennifer Baker, Kevin Keto, Margaret Pitsenbarger, Lilian Sanchez, Anna Schick, Pamella Stommes, Charley Swanson, Sarah Zosel. **Motion passed.**

VIII. Executive Director's Report *(Board Packet Attachment D)* August 10, 2020

I. PERSONNEL REPORT

A. Leaves

B. Separations

- The employment of Bao Vang, Middle School Principal ended following the 2019- 2020 school year.
- The employment of Tammy Vogel, Technology Teacher ended following the 2019- 2020 school year.
- The employment of Gabriel Lopez, Physical Education paraprofessional ended following the 2019-2020 school year.
- The employment of Alison Krueger, Special Education Teacher ended following the 2019-2020 school year.
- The employment of Grant Morris, Math Teacher ended following the 2019-2020 school year.
- The employment of Teresa Vasquez De Nilsson, Transportation coordinator and Middle School Secretary ended following the 2019-2020 school year.
- The employment of Sarah Beam, ELD Teacher ended following the 2019-2020 school year.
- The employment of Nachia Yang, Recess Coach ended following the 2019-2020 school year.

- The employment of Ann Hill Perez, paraprofessional ended following the 2019-2020 school year.
- The employment of Julie Dison, Special Education Teacher ended following the 2019- 2020 school year.

C. New Hires

- We hired Caleea Kidder to be our new Middle School Principal.
- We hired David Lee to be our new Elementary Special Education Teacher.
- We hired Panghoua Thao to be our new Elementary Special Education Teacher.
- We hired Paige Maslyn to be our new Kindergarten Teacher.
- We hired Chuck Harpke to be our new Elementary Music Teacher.
- We hired Barclay Woodbury to be our new High School Language Arts Teacher.
- We hired Susan Brennan to be our new High School Math Teacher.
- We hired Anna Gergely to be our new Middle School Social Studies Teacher.
- We hired Maija Kittleson Wilker to be our new Middle School Social Studies Teacher.
- We hired Latisha Schauer to be our new High School Special Ed Paraprofessional.
- We hired Kelli Reasonerto be our Pre-K Special Education Paraprofessional.
- We hired Kris Leverty to be our new Middle School Science Teacher.
- We hired Meta Nagel to be our new High School ELD Teacher.
- We hired Susan Trimble to be our new Middle School Math Teacher.

D. Internal Hires

- Kaitlin Vang will be our new High School Special Education Teacher
- Lee Her will be our new Pre-School Paraprofessional
- Diane Schaub will be our new Kindergarten Paraprofessional
- Joe Doll will be our new Middle School Instructional Coach.
- David Wallner will be our new Elementary Physical Education Teacher
- Kim Michalak will be our new Technology Integration Specialist and Librarian.

E. Still hiring

- We are still hiring an Elementary Special Education Teacher
- We are still hiring for a Middle School Special Education Teacher
- We are still hiring for a Latino Community and Family Engagement Specialist
- We are still hiring for a Karen Community and Family Engagement Specialist
- We are still hiring for a Middle School Behavior Tech

Recommendation #9: Accept the August 2020 Personnel Report.

Ms. Schick moved the Board approve Recommendation #9. Motion seconded by Ms. Zosel. The following voted in favor: Jennifer Baker, Kevin Keto, Margaret Pitsenbarger, Lilian Sanchez, Anna Schick, Pamela Stommes, Charley Swanson, Sarah Zosel. **Motion passed.**

II. ACADEMIC PROGRAM

A. Read Well by 3rd Grade and Local Literacy Plan

The Read Well by 3rd Grade Data and Local Literacy Plan were submitted to the Minnesota Department of Education by the July 31, 2020 Deadline. The Local Literacy Plan has been posted to the [Outcomes and Plans](#) page of the CPA website.

III. FINANCE

A. Enrollment

Grade	Waiting	Enrolled	Capacity	Column1
-1	4	39	36	1 sibling waiting of the 4
0	0	64	75	
1	0	49	54	
2	4	55	54	
3	4	56	54	2 siblings waiting of the 4
4	0	55	54	
5	0	61	54	
6	5	76	75	3 siblings waiting of the 5
7	0	75	73	
8	5	83	81	2 siblings waiting of the 5
9	0	79	81	
10	0	64	81	
11	0	67	81	
12	0	56	81	
	22	879	934	

B. FY20 Federal Title Fund Allocations

The 2020-2021 Title preliminary awards have made available to districts and charter schools. CPA’s FY21 allocations are as follows:

- Title I: \$291,733.26
- Title II: \$39,863.66
- Title III: \$29,260.65
- Title IV: \$19,033.83

Title applications are due by September 1, 2020.

Recommendation #10: Authorize David Núñez to prepare and submit the Title I, II, III, and IV applications on behalf of Community of Peace Academy.

Ms. Zosel moved the Board approve Recommendation #10. Motion seconded by Ms. Schick. The following voted in favor: Jennifer Baker, Kevin Keto, Margaret Pitsenbarger, Lilian Sanchez, Anna Schick, Pamella Stommes, Charley Swanson, Sarah Zosel. **Motion passed.**

C. ESSER and GEAR money

- COVID relief funds approved, ESSER: \$243,618 and \$5,000, and GEAR: \$35,287

IV. STATE REPORTING AND COMPLIANCE

V. AUTHORIZER

A. Quarterly Reports IV (Attachment D1)

VI. Other Business

A. Leadership Team work with Annie

B. CPA’s Safe Learning Plan (Attachment D2)

Recommended policy options based on 14-day case rate range

Policy Option	Range (14-day case rate per 10,000 people)
In-person learning for all students	0 to less than 10
Elementary in-person, Middle/high school hybrid	10 to less than 20
Both hybrid	20 to less than 30
Elementary hybrid, Middle/high school distance	30 to less than 50
Both distance	50 or more

County Name	5/31 - 6/13	6/7 - 6/20	6/14 - 6/27	6/21 - 7/4	6/28 - 7/11	7/5 - 7/18	7/12-7/25
Ramsey	14.31	12.78	12.24	11.67	13.68	16.99	19.65

Recommendation #11: Accept CPA’s Safe Learning Plan

Ms. Schick moved the Board approve Recommendation #11. Motion seconded by Ms. Zosel. The following voted in favor: Jennifer Baker, Kevin Keto, Margaret Pitsenbarger, Lilian Sanchez, Anna Schick, Pamella Stommes, Charley Swanson, Sarah Zosel. **Motion passed.**

C. Proposed CPA Board Committee Structure (Attachment D3)

Recommendation #12: Accept Proposed Board Committee Structure for 2020/2021

Ms. Zosel moved the Board approve Recommendation #12. Motion seconded by Mr. Keto. The following voted in favor: Jennifer Baker, Orobosa Ero, Kevin Keto, Margaret Pitsenbarger, Lilian Sanchez, Anna Schick, Pamella Stommes, Charley Swanson, Sarah Zosel. **Motion passed.**

**D. My professional Development and my PhD
The Principal’s Professional Development**

IX. Board Policy Updates (Attachments E1-E2)

Recommendation #13: Approve Board Policy 5.4.4 Student Discipline

Mr. Swanson moved the Board approve Recommendation #13. Motion seconded by Ms. Stommes. The following voted in favor: Jennifer Baker, Kevin Keto, Margaret Pitsenbarger, Lilian Sanchez, Anna Schick, Pamella Stommes, Charley Swanson, Sarah Zosel. **Motion passed.**

Recommendation #14: Designate BMO Harris Bank as the depository for Community of Peace Academy funds, in accordance with Board Policy 7.8 Designation of Depositories.

Ms. Zosel moved the Board approve Recommendation #14. Motion seconded by Ms. Sanchez. The following voted in favor: Jennifer Baker, Kevin Keto, Margaret Pitsenbarger, Lilian Sanchez, Anna Schick, Pamella Stommes, Charley Swanson, Sarah Zosel. **Motion passed.**

X. Family Handbook (Attachment F)

Recommendation #15: Approve the 2020-2021 Family Handbook.

Ms. Pitsenbarger moved the Board approve Recommendation #15. Motion seconded by Ms. Schick. The following voted in favor: Jennifer Baker, Kevin Keto, Margaret Pitsenbarger, Lilian Sanchez, Anna Schick, Pamella Stommes, Charley Swanson, Sarah Zosel. **Motion passed.**

- XI. **2020-2021 Staff Handbook** (Attachment G)
Recommendation #16: Approve the 2020-2021 Staff Handbook
Ms. Zosel moved the Board approve Recommendation #16. Motion seconded by Ms. Stommes.
The following voted in favor: Jennifer Baker, Kevin Keto, Margaret Pitsenbarger, Lilian Sanchez, Anna Schick, Pamella Stommes, Charley Swanson, Sarah Zosel. **Motion passed.**
- XII. **Parent Survey Results** (Attachment H)
- XIII. **2020-2021 Parent Involvement Plan** (Attachment I)
Recommendation #17: Approve the 2020-2021 Parent Involvement Plan
Mr. Keto moved the Board approve Recommendation #17. Motion seconded by Ms. Stommes.
The following voted in favor: Jennifer Baker, Kevin Keto, Margaret Pitsenbarger, Lilian Sanchez, Anna Schick, Pamella Stommes, Charley Swanson, Sarah Zosel. **Motion passed.**
- XIV. **Home/School Compact**
Recommendation #18: Approve the Home/School Compact
Ms. Schick moved the Board approve Recommendation #18. Motion seconded by Mr. Swanson.
The following voted in favor: Jennifer Baker, Kevin Keto, Margaret Pitsenbarger, Lilian Sanchez, Anna Schick, Pamella Stommes, Charley Swanson, Sarah Zosel. **Motion passed.**
- XV. **2019-2020 Calendar adjustments from the Pandemic** (Attachment K)
Recommendation #19: Approve the Revised 2019-2020 Calendar
Ms. Baker moved the Board approve Recommendation #19. Motion seconded by Ms. Schick. The following voted in favor: Jennifer Baker, Kevin Keto, Margaret Pitsenbarger, Lilian Sanchez, Anna Schick, Pamella Stommes, Charley Swanson, Sarah Zosel. **Motion passed.**
- XVI. **Sport Recommendations from the MSHSL**
Soccer to start Aug 17 w/practices
Cross Country to start August 17
Volleyball to start in spring
Recommendation #20: Approve MSHSL Recommendations
Ms. Zosel moved the Board approve Recommendation #20. Motion seconded by Mr. Swanson.
The following voted in favor: Jennifer Baker, Kevin Keto, Margaret Pitsenbarger, Lilian Sanchez, Anna Schick, Pamella Stommes, Charley Swanson, Sarah Zosel. **Motion passed.**
- XVII. **Student Engagement Survey created by the Oversight Committee** (Attachment L1-L6)
Survey will be used as part of the teacher evaluation process and is created to match student levels of understanding.
Recommendation #21: Approve the New Student Engagement Survey for 2020-2021.
Ms. Pitsenbarger moved the Board approve Recommendation #21. Motion seconded by Ms. Baker. The following voted in favor: Jennifer Baker, Kevin Keto, Margaret Pitsenbarger, Lilian Sanchez, Anna Schick, Pamella Stommes, Charley Swanson, Sarah Zosel. **Motion passed.**

Mr. Keto recommended that the meeting by extended by 15 minutes. Motion seconded by Ms. Schick. The following voted in favor: Jennifer Baker, Kevin Keto, Margaret Pitsenbarger, Lilian Sanchez, Anna Schick, Pamella Stommes, Charley Swanson, Sarah Zosel. **Motion passed.**

XVIII. Building Company/Facility Expansion Update

XIX. Adjourn

Ms. Schick moved for adjournment. Motion seconded by Ms. Stommes. Everyone voted in favor. Motion passed.

Respectfully Submitted,

Sarah Zosel
Board Secretary

Next Meeting: 6:00 pm, September 14th, 2020

Agenda Items:

- Spring 2019 Achievement Results
- Board Goal Review
- Initial and Ongoing Board Training Plan