

**Independent School District 4015  
Community of Peace Academy  
Board of Directors Meeting  
Minutes: December 14, 2020**

**Attachment A**

**Members Present:** Maggie Elenz, Orobosa Ero, Erin Fiege, Kevin Keto, Ker Zeng Moua, Shawn Nilsson, Anna Schick, Sarah Zosel

**Members Absent:** Lilian Sanchez

**Ex-Officio Members Present:** David Núñez

**Guests Present:** Molly Huml, Elementary Principal; Shannon Karkula, CPA Literacy Coach; Brenda Kes, CPA Financial Manager; Caleea Kidder, Middle School Principal; Tim McGowan, High School Principal; Katie Miskowic, 3<sup>rd</sup> grade teacher; Michelle Hoffman, CliftonLarsonAllen LLP.

**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 Zoom (online) at 6:00 p.m. with a Peace Circle.

**II. Acceptance of Minutes**

*(Board Packet Attachment A)*

**Recommendation #1:** Acceptance of the Minutes of the CPA Board Meeting: November 9, 2020.

**Ms. Schick moved the Board approve Recommendation #1. Motion seconded by Mr. Keto.** The following voted in favor: Maggie Elenz, Orobosa Ero, Erin Fiege, Kevin Keto, Ker Zeng Moua, Shawn Nilsson, Anna Schick, Sarah Zosel. **Motion passed.**

**III. Acceptance of the Agenda**

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

**Ms. Zosel moved the Board approve Recommendation #2. Motion seconded by Ms. Fiege.** The following voted in favor: Maggie Elenz, Orobosa Ero, Erin Fiege, Kevin Keto, Ker Zeng Moua, Shawn Nilsson, Anna Schick, Sarah Zosel. **Motion passed.**

**IV. Fiscal Year 2020 Audit Report**

*(Attachment B1 – B2)*

Michelle Hoffman, CliftonLarsonAllen LLP.

**V. Treasurer's Report**

*(Attachment C)*

**Recommendation #3:** Approve the October 2020 Financial Statements.

**Mr. Nilsson moved the Board approve Recommendation #3. Motion seconded by Mr. Keto.** The following voted in favor: Maggie Elenz, Orobosa Ero, Erin Fiege, Kevin Keto, Ker Zeng Moua, Shawn Nilsson, Anna Schick, Sarah Zosel. **Motion passed.**

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

**Mr. Nilsson moved the Board approve Recommendation #4. Motion seconded by Ms. Fiege.** The following voted in favor: Maggie Elenz, Orobosa Ero, Erin Fiege, Kevin Keto, Ker Zeng Moua, Shawn Nilsson, Anna Schick, Sarah Zosel. **Motion passed.**

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

**Recommendation #5:** Approve marketing costs to Matterlab.

**Ms. Fiege moved the Board approve Recommendation #5. Motion seconded by Mr. Moua.** The following voted in favor: Maggie Elenz, Orobosa Ero, Erin Fiege, Kevin Keto, Ker Zeng Moua, Shawn Nilsson, Anna Schick, Sarah Zosel. **Motion passed.**

**VII. Executive Director’s Report December 14, 2020 (Attachment E)**

**I. PERSONNEL REPORT**

A. Leaves

- There are no leaves to report.

B. Separations

- 3<sup>rd</sup> Grade Teacher Katie Miskowic’s last day at CPA will be December 18<sup>th</sup>.

C. New Hires

- We have hired Amy Jo Willman to work in our essential worker’s childcare program. She started on December 7<sup>th</sup>.
- We have hired Francesca Kiewel to work in our essential worker’s childcare program. She started on December 9<sup>th</sup>.
- We have hired Molly Mahoney to be our new 3<sup>rd</sup> Grade Teacher starting on January 4<sup>th</sup>.

D. Reassignments

- There are no reassignments to report

**Recommendation #6:** Accept the October 2020 Personnel Report.

**Ms. Zosel moved the Board approve Recommendation #6. Motion seconded by Mr. Keto.** The following voted in favor: Maggie Elenz, Orobosa Ero, Erin Fiege, Kevin Keto, Ker Zeng Moua, Shawn Nilsson, Lilian Sanchez, Anna Schick, Sarah Zosel. **Motion passed.**

**II. ACADEMIC PROGRAM**

**III. FINANCE**

**A. Enrollment**

Grade	Waiting	Enrolled	Capacity
-1	3	33	34
0	0	48	75
1	0	48	50
2	5	52	50
3	3	53	50
4	0	54	50
5	0	60	75
6	0	74	75

7	0	67	75	
8	5	79	75	2 siblings waiting of the 5
9	0	73	75	
10	0	63	75	
11	0	67	75	
12	0	55	75	
	<b>16</b>	<b>826</b>	<b>909</b>	

**IV. STATE REPORTING AND COMPLIANCE**

- A. Updates to Title I, II, and III
- B. The World’s Best Workforce Report

**V. AUTHORIZER**

- A. St Thomas 2020 Leadership Fall Forum.

**VI. Other Business**

- A. Increase to insurance Rates

\*\*\*End of Executive Director’s Report

**VIII. Middle School Principal’s Update, Caleea Kidder**

**IX. Committee Updates**

*(Attachments F1-F4)*

- Finance Committee Minutes (F1)
- Schoolwide Program Oversight Committee Minutes (F2)
- Facility/Health and Safety Committee Minutes (F3)
- Mission and Policy Committee Minutes (F4)

**X. Community Engagement Update**

*(Attachment G)*

**XI. Closed session**

**Recommendation #7:** Close the session

Closed Session of the Board to discuss the on-going Executive Director Review pursuant to The Open Meeting Law, Minn. Stat. 13D.05 subd. 3(a) (employee performance evaluation).

**Ms. Zosel moved the Board approve Recommendation #7. Motion seconded by Mr. Nilsson.** The following voted in favor: Maggie Elenz, Orobosa Ero, Erin Fiege, Kevin Keto, Ker Zeng Moua, Shawn Nilsson, Anna Schick, Sarah Zosel. **Motion passed.**

**Recommendation #8:** Sarah Zosel, Kevin Keto, Erin Fiege, and Anna Schick serve as a board-appointed task force to oversee ED performance evaluation."

**Ms. Zosel moved the Board approve Recommendation #8. Motion seconded by Mr. Keto.** The following voted in favor: Maggie Elenz, Orobosa Ero, Erin Fiege, Kevin Keto, Ker Zeng Moua, Shawn Nilsson, Anna Schick, Sarah Zosel. **Motion passed.**

**XII. Re-open Meeting**

**Recommendation #9:** Re-open the meeting.

**Ms. Schick moved the Board approve Recommendation #9. Motion seconded by Mr. Ero.** The following voted in favor: Maggie Elenz, Orobosa Ero, Erin Fiege, Kevin Keto, Ker Zeng Moua, Shawn Nilsson, Anna Schick, Sarah Zosel. **Motion passed.**

**XIV. Adjourn**

**Ms. Schick moved for adjournment. Motion seconded by Mr. Nilsson.** Everyone voted in favor. **Motion passed.**

Respectfully Submitted,

Sarah Zosel  
Board Secretary

**Next Meeting: Monday, January 11th at 6:00 pm**

Agenda Items:

- Update on Board goals
- UST Quarter 2 Report
- Strategic Plan Update
- Training from Social Workers
- Annual Report/WBWF report
- HS Principal Board Report