

**Independent School District 4015
Community of Peace Academy
Board of Directors Meeting
Minutes: February 8, 2021**

Attachment A

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

Members Absent: Kevin Keto, Lilian Sanchez

Ex-Officio Members Present: David Núñez

Guests Present: Molly Huml, Elementary Principal; Shannon Karkula, CPA Literacy Coach; Caleea Kidder, Middle School Principal.

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. Shawn Nilsson shared about the non-profit where he works.

II. Acceptance of Minutes

(Board Packet Attachment A)

Recommendation #1: Acceptance of the Minutes of the CPA Board Meeting: January 11, 2021.

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

III. Report on Closed Session during January 11, 2020 Board Meeting.

Closed Session of the Board pursuant to the Minn. Stat. 13D.05 subd. 3(b), to discuss litigation brought on behalf of a minor student, case 62-CV-20-4777 in Ramsey County district court, relating to a student incident. David Núñez reported that all parties have come to a mutually agreeable arrangement. CPA and its employees were not held responsible for the incident.

IV. Acceptance of the Agenda

Recommendation #2: Acceptance of the Agenda.

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

V. Treasurer's Report

(Attachment B)

Recommendation #3: Approve the December 2020 Financial Statements.

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

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

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

VI. Approval of Contracts and Purchases

(Attachments C1-3)

Recommendation #5: Approve the purchase of a new iPads for the students.

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

Recommendation #6: Approve the ionization upgrade to the HS HVAC system

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

Recommendation #7: Approve the repair and upgrade of our PA system.

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

VII. Executive Director's Report

February 8, 2021

(Attachment D)

I. PERSONNEL REPORT

A. Leaves

- No new Leaves to report

B. Separations

- Traci Hangen's last day at CPA is February 12th, 2021
- Melissa Jackson's last day at CPA was January 21st, 2021

C. New Hires

- No new hires to report

D. Reassignments

- Katie Beth Strand has been offered and accepted the 4th grade classroom teacher position.

Recommendation #8: Accept the February 2021 Personnel Report.

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

II. ACADEMIC PROGRAM

A. Updates to COVID plan

III. FINANCE

A. Enrollment

Grade	Waiting	Enrolled	Capacity
-1	2	34	34
0	0	50	75
1	0	48	50
2	6	52	50
3	4	51	50
4	0	54	50
5	0	60	75
6	0	78	75
7	0	68	75
8	2	82	75
9	0	72	75
10	0	63	75
11	0	66	75
12	0	55	75
	15	833	909

B. Updates to CARES Funds over the next two years.

C. Timeline to bring Budget revision and FY22 Budget to the board.

IV. STATE REPORTING AND COMPLIANCE

A. 2019-2020 Annual report (Attachment D1)

Recommendation #9: Accept the 2019-2020 Annual Report.

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

V. AUTHORIZER

A. CPA’s evaluation rubric (Attachment D2) and narrative evaluation for the 19/20 school year (Attachment D3)

B. UST’s Fall site visit letter (Attachment D4)

VI. Other Business

A. Updates to COVID Leave

***End of Executive Director’s Report

VIII. 2021/2022 School Calendar (Attachment E)

Recommendation #10: Approve the 2021/2022 School Calendar.

Ms. Fiege moved the Board approve Recommendation #10. Motion seconded by Mr. Nilsson. The following voted in favor: Maggie Elenz, Orobosa Ero, Erin Fiege, Ker Zeng Moua, Shawn Nilsson, Anna Schick, Sarah Zosel. **Motion passed.**

IX. Board Goals and begin Board Annual Self-Review

Survey will go out to Board members next week. We use the survey to create Board goals and plans for Board training.

X. Committee Updates

(Attachments F1-F7)

Finance Committee Minutes (F1)

Schoolwide Program Oversight Committee Minutes (F2)

Facility/Health and Safety Committee Minutes (F3)

Mission and Policy Committee Minutes (F4)

Recommendation #11: Approve updates to policies 5.8.1, 5.8.2, and 5.8.3.

Ms. Schick moved the Board approve Recommendation #11. Motion seconded by Mr. Nilsson.

The following voted in favor: Maggie Elenz, Orobosa Ero, Erin Fiege, Ker Zeng Moua, Shawn Nilsson, Anna Schick, Sarah Zosel. **Motion passed.**

XI. Community Engagement Update

(Attachment G)

XII. Adjourn

Ms. Schick moved for adjournment. Motion seconded by Mr. Ero. Everyone voted in favor.

Motion passed.

Respectfully Submitted,

Sarah Zosel

Board Secretary

Next Meeting: Monday, March 8th at 6:00 pm

Agenda Items:

- Board Self-Review Results and Goal Update
- Updates from ED Evaluation Taskforce
- Budget Revision