

**Independent School District 4015  
Community of Peace Academy  
Board of Directors Meeting  
Minutes: January 10, 2022**

**Attachment A**

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

**Members Absent:** Orobosa Ero, Edmund Negron, Anna Schick

**Ex-Officio Members Present:** Tim McGowan

**Guests Present:** Joe Doll, Middle School Principal; Ann Ericson, High School Principal; Bonnie Johnson, District Business Manager; Shannon Karkula, CPA Literacy Coach; Brenda Kes, CPA Financial Manager, BergenKDV.

**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 in person and online at 6:00 p.m. with a Peace Circle.

**II. Acceptance of Minutes**

*(Board Packet Attachment A)*

**Recommendation #1:** Approve the December 13, 2021 Meeting Minutes.

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

**III. Acceptance of the Agenda**

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

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

**IV. Fiscal Year 2021 Audit Report – Michelle Hoffman, auditor, CliftonLarsonAllen LLP**

Year-End Financial Statements - June 30, 2021 *(Attachment B1)*

Executive Audit Summary - June 30, 2021 *(Attachment B2)*

**V. Executive Director's Report**

**January 10th, 2021**

*(Attachment C)*

**I. PERSONNEL REPORT**

**A. Leaves**

- There are no leaves to report

**B. Separations**

- Ana Thao is no longer a CPA employee as of 12/17/21
- Claire Rohweder is no longer a CPA employee as of 1/7/22

**C. New Hires**

- We have hired Lauren Laughlin to be a new Special Education Paraprofessional (1/4/22).

**D. Reassignments**

- There are no reassignments to report

**Recommendation #3:** Accept the January 2022 Personnel Report.

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

## II. ACADEMIC PROGRAM

### A. Elementary School (Shannon Karkula)

#### Teaching & Learning

- **Character Education: Uplifting PeaceBuilders**  
1 Goal: Uplift, teach, and affirm the core principles of our PeaceBuilders character education curriculum to engender an increasingly positive school climate and culture, and to support our students in demonstrating PeaceBuilder mindsets and behaviors.
  - What did we see as we emphasized “Praise People” in November and December?
    - Students demonstrated lots of pride in both receiving and giving praise
    - Increased peer-to-peer praise was especially noted in 2nd Grade
    - Bibishe began sharing recent Praise Notes in our daily announcements. This was well received and we plan to continue.
  - What will we emphasize next?
    - We will begin emphasizing “Give Up Put-Downs” in mid-January.
    - Lessons and resources to model, teach, and encourage this principle will be included as a touchpoint in each of our weekly PLCs.
- **Ongoing Assessment and Performance Reporting**  
1 Universal screening with FASTBridge assessments will take place from January 24 through February 4th. We’ll share data with the board after the assessment window.
  - What screening assessments are administered in the elementary school?
    - Reading Screeners
- PreK-Grade 1
  - [earlyReading](#): assessments of essential early reading skills such as concepts of print, phonemic awareness, phonics, and fluency measures. The components assessed vary by grade level, and this assessment is administered 1:1 with each child.
- Grades 2-4
  - [aReading](#): a computer-administered adaptive screener that measures broad reading ability and predicts overall reading. Items include concepts of print, phonological awareness, phonics, vocabulary, and comprehension.
  - [CBMreading-English](#): administered 1:1 with each child, this is a measure of oral reading fluency.

- Math Screeners
  - PreK-Grade 1
    - [earlyMath](#): assessments of developing early reading skills in three mathematics domains (number, relations, and operations). The components assessed vary by grade level, and this assessment is administered 1:1 with each child.
  - Grades 2-4
    - [aMath](#): a computer-administered adaptive screener that measures broad mathematics skills. Items include counting & cardinality, operations & algebraic thinking, number & operations in base 10, number & operations, and measurement & data, and geometry.
    - [CBMmath Automaticity](#): administered 1:1 with each child, this measures the degree basic math facts and operations are accurate and automatic (fluent).

## Staff Activities and Development

### ***Professional Learning Community (PLC) Updates***

- a. We continue to allocate PLC time to both SEL (Social Emotional Learning) and academics with a particular focus on ELA (English Language Arts) and our use of the new Houghton Mifflin Harcourt *Into Reading* curricular resources.
- b. ***PLC Feedback***: Teachers shared feedback about the positive impacts and areas for adjustment in our elementary PLCs. This feedback will inform several small adjustments to our approaches and use of time in PLCs during Semester 2.

### ***New Teacher Learning & Collaboration Sessions***

- c. The January new teacher session will address Morning Meetings as a key aspect of Responsive Classroom practice.

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

We're wrapping up the first semester in the middle school. As teachers and kids prepare for the next round of assessments, there's a lot we're excited to work on this winter and spring. At the end of January and into February, our teachers are putting together an ethics unit for our students to learn about the history and activism embodied by the Black Lives Matter movement, studying ideas like restorative justice and empathy. Our teachers will also be offering a new round of elective courses such as Robotics, Jewelry Making, and Creative Expression.

## **C. High School (Ann Ericson)**

We are nearing the end of the first semester of the 21/22 school year. This week students will take final exams or complete final projects to close out a semester of learning. On January 18, new classes will begin with students continuing in their math, English and Ethics classes, swapping their science and social studies classes and beginning new electives.

Here are some highlights of past events and upcoming events:

- Both boys and girls basketball teams began in-person games and have had fun being on the court and meeting opponents this season.
- December 17, the HS Academy Choir performed at the Holidazzle in Loring Park in Minneapolis. Thank you to Ms. Emily Najjar-Field for making this happen.
- January 12, from 5-7 pm, is our annual Active Citizenship and College Knowledge Night. Juniors will share their studies about an issue impacting our society and all who attend will have a chance to learn about different aspects of post-secondary learning.
- January 28, from 5:30-8 pm, is our first high school dance since 2020. Students are excited to have a chance to be together after school hours if COVID restrictions allow this event to take place, if not, we'll reschedule for February.

Students and staff are loving being in-person all year so far. We continue to focus on mask wearing and COVID protocols to keep our community safe and healthy.

**D. Schoolwide**

- Heart of Dance Contract was approved for grades 5 & 6 for the 2020-2021 school year. We did not feel prepared to offer the program in the Fall to grade 6, but we are coordinating a start date for Grade 5 for Semester 2. The remaining balance of the contract will be applied to classes for the 2022-2023 school year.
- TikTok Challenges
- Vaccine Clinic
- Free Dental Care for children Friday February 4th and Saturday February 5th.
- 300 COVID 19 Self-Test Kits are available for staff and student use when exposed or exhibiting symptoms.
- School closure January 7, 2022

**III. FINANCE**

D. Enrollment

**COMMUNITY OF PEACE ACADEMY – 2021-2022** ENROLLMENT 1/7/2022

Grade	Waiting	Enrollment 21-22	Capacity	Grade
PreK	18	34	34	PreK
KNDG	0	55	75	KNDG
1	0	48	50	1
2	3	50	50	2
3	2	75	75	3
4	7	50	50	4
5	0	61	75	5
6	1	71	75	6
7	11	76	75	7
8		74	75	8
9	13	69	75	9
10	0	61	75	10
11	0	51	75	11
12	0	57	75	12
	55	832	934	

**III. STATE REPORTING AND COMPLIANCE**

A. No report this month

**IV. AUTHORIZER**

A. No report this month

**V. Other Business**

--End of Executive Director's Report

**VI. Contract for Services Review from Creatively Focused – Elizabeth Orme/Dave Haveman**

Board approved contract - June 14, 2021 (Attachment D1)

Signed Contract – June 15, 2021 (Attachment D2)

Creatively Focused Revised Contract (Attachment D3)

**Recommendation #4:** Accept the Revised Contract for Services with Creatively Focused

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

**VII. Committee Updates**

Finance Committee Minutes

Schoolwide Oversight Committee Minutes

Facility Health & Safety Committee Minutes (Attachment E)

Mission and Policy Committee Minutes

**VIII. Approval of Contracts and Purchases**

**Recommendation #5:** Accept the Centerline Charter Company Contract for Services (August – December 2021) (Attachment F)

**Ms. Fiege moved the Board approve Recommendation #5. Motion seconded by Mr. Keto.**

The following voted in favor: Maggie Elenz, Erin Fiege, Kevin Keto, Ker Zeng Moua, Shawn Nilsson, Sarah Zosel. **Motion passed.**

**IX. Community Engagement Update (Attachment G)**

**X. Closed Session**

**Recommendation #6:** Close the meeting for the purpose of a Confidential Personnel Review pursuant to The Open Meeting Law, Minnesota Statute section 13D05, subdivision 3(a).

**Mr. Keto moved that the Board approve Recommendation #6. Motion seconded by Mr. Nilsson.**

The following voted in favor: Maggie Elenz, Erin Fiege, Kevin Keto, Ker Zeng Moua, Shawn Nilsson, Sarah Zosel. **Motion passed.**

**Recommendation #7:** Re-open the Meeting

**Ms. Zosel moved that the Board approve Recommendation #7. Motion seconded by Ms. Elenz.**

The following voted in favor: Maggie Elenz, Erin Fiege, Kevin Keto, Ker Zeng Moua, Shawn Nilsson, Sarah Zosel. **Motion passed.**

**XI. Recommendation #8:** Hire Mr. Tim McGowan to the position of Executive Director of Community of Peace Academy for the 2022-2023 school year.

**Ms. Zosel moved that the Board approve Recommendation #8. Motion seconded by Ms. Fiege.**

The following voted in favor: Maggie Elenz, Erin Fiege, Kevin Keto, Ker Zeng Moua, Shawn Nilsson, Sarah Zosel. **Motion passed.**

**XII. Adjourn**

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

Respectfully Submitted,

Sarah Zosel  
Board Secretary

**Next meeting:** Monday, February 8th, 2022 at 6:00 PM  
Plan to meet in person in Ms. Jehn Baker's classroom.

Agenda Items:

- Update on Board Goals
- Board Self-Review
- UST Quarterly Report 2
- Annual Report
- 2022-2023 Calendar Approval