

**Independent School District 4015
Community of Peace Academy
Board of Directors Meeting
Minutes: August 8, 2022**

Attachment A

Members Present: Megan Cina-Bernard, Maggie Elenz, Orobosa Ero, Kevin Keto, Ker Zeng Moua, Shawn Nilsson, Sarah Zosel

Members Absent: Anna Schick

Ex-Officio Members Present: Tim McGowan

Guests Present: Jason Carver, High School Principal; Joe Doll, Middle School Principal; Bryan Farkas, Special Education Coordinator; Molly Huml, Elementary School Principal; Bonnie Johnson, District Business Manager; Brenda Kes, 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 June 13, 2022 Meeting Minutes.
Mr. Keto moved the Board approve Recommendation #1. Motion seconded by Mr. Moua. The following voted in favor: Megan Cina-Bernard, Maggie Elenz, Orobosa Ero, Kevin Keto, Ker Zeng Moua, Shawn Nilsson, Sarah Zosel. **Motion passed.**
Recommendation #2: Approve the July 21, 2022 Meeting Minutes. *(Attachment A2)*
Ms. Cina-Bernard moved the Board approve Recommendation #2. Motion seconded by Ms. Elenz. The following voted in favor: Megan Cina-Bernard, Maggie Elenz, Orobosa Ero, Kevin Keto, Ker Zeng Moua, Shawn Nilsson, Sarah Zosel. **Motion passed.**
- III. **Acceptance of the Agenda**
Recommendation #3: Accept the Agenda.
Mr. Ero moved the Board approve Recommendation #3. Motion seconded by Mr. Nilsson. The following voted in favor: Megan Cina-Bernard, Maggie Elenz, Orobosa Ero, Kevin Keto, Ker Zeng Moua, Shawn Nilsson, Sarah Zosel. **Motion passed.**
- IV. **Update to the Board on the Annual Meeting and Board Officer Elections** – Sarah Zosel
Megan Cina-Bernard was elected to the Board as a teacher representative for a three-year term. Blanca (Daysi) Rivas has agreed to serve on the Board as a parent representative and she will be seated at the September meeting.
The following members were elected to leadership positions:
Board Chair – Sarah Zosel. Recommended by Mr. Nilsson, seconded by Mr. Moua.
Vice Chair – Kevin Keto. Recommended by Ms. Elenz, seconded by Mr. Ero.
Treasurer – Shawn Nilsson. Recommended by Ms. Zosel, seconded by Mr. Keto.
Secretary – Megan Cina-Bernard. Recommended by Ms. Zosel, seconded by Ms. Elenz.
The following voted in favor: Megan Cina-Bernard, Maggie Elenz, Orobosa Ero, Kevin Keto, Ker Zeng Moua, Shawn Nilsson, Sarah Zosel. **Motion passed.**

- V. **Treasurer's Report** – *Brenda Kes* (Attachments B1-B2)
Recommendation #4: Approve the June Preliminary 2022 Financial Statements. (B1)
Mr. Nilsson moved the Board approve Recommendation #4. Motion seconded by Mr. Keto. The following voted in favor: Megan Cina-Bernard, Maggie Elenz, Orobosa Ero, Kevin Keto, Ker Zeng Moua, Shawn Nilsson, Sarah Zosel. **Motion passed.**
Recommendation #5: Approve May/June 2022 Checks and Wire Payments Report. (B2)
Mr. Ero moved the Board approve Recommendation #5. Motion seconded by Ms. Elenz. The following voted in favor: Megan Cina-Bernard, Maggie Elenz, Orobosa Ero, Kevin Keto, Ker Zeng Moua, Shawn Nilsson, Sarah Zosel. **Motion passed.**
- VI. **Approval of Contracts and Purchases** - *Tim McGowan* (Attachments C1-C3)
Recommendation #6: Accept Playworks Contract for Service for 2022-2023 (C1)
Accept SMART panel purchase for 2022-2023 (C2)
Accept the Zoom renewal for service for 2022-2023 (C3)
Accept the Rosetta Stone renewal for service for 2022-2023 (C4)
Ms. Cina-Bernard moved the Board approve Recommendation #6. Motion seconded by Mr. Moua. The following voted in favor: Megan Cina-Bernard, Maggie Elenz, Orobosa Ero, Kevin Keto, Ker Zeng Moua, Shawn Nilsson, Sarah Zosel. **Motion passed.**
- VII. **Executive Director's Report** August 8, 2022 (Attachment ED1-D9)
- I. **Personnel Report**
- A. **Leaves**
1. There are no leaves to report
- B. **Separations**
1. The following staff's employment ended following the conclusion of the 2021-2022 school year:
 - a) Margaret Pitsenbarger, Elementary Teacher
 - b) Molly Mahoney, Elementary Teacher
 - c) Carlie Virkus, MS SpEd Teacher
 - d) Brent Rekstad, In-House Guest Teacher
 - e) Terri Kramar, Elementary Teacher
 - f) Katie Kerrigan, PreK Teacher
 - g) Cheilagh Moua, Elementary Teacher
 - h) Chris Hemstad, HS Science Teacher
 - i) Nick Anderson, HS Science Teacher
 - j) Sue Brennan, HS Math Teacher
 - k) Karissa Crouse, HS English Teacher
 - l) Anna Eilbert, HS Social Studies Teacher
 - m) Carlos Rivera, HS SpEd Teacher
 - n) Kaitlin Vang, HS SpEd Teacher
 - o) Laura Hegrenes, Elementary ELD Teacher
 - p) Kirstin Maslowski, HS Guidance Counselor

- q) Reece Sever, HS SpEd Paraprofessional
- r) Chris McElroy, HS Dean
- s) Hillary Dunn, Elementary
- t) Jennifer Purdy, MS SpEd Teacher
- u) Lauren Hillman, MS English Teacher
- v) Jasmine Bolden, MS Social Studies Teacher
- w) Libby Anderson, MS English Teacher
- x) Anna Gergely, MS Social Studies Teacher
- y) Madison Armstrong, Elementary Academic Interventionist

C. New Hires

1. **Tricia Acers**, High School English/Language Arts
2. **Adrianna Almsted**, High School English/Language Arts
3. **Addison Beatty**, 2nd Grade Teacher
4. **Sandra Bennett**, K-1 Special Education Paraprofessional
5. **Brittany Berres**, High School Special Education Teacher
6. **Mackenzie Bishop**, K-5 Art Teacher
7. **Emanuel Calderon**, High School Science Teacher
8. **Jason Carver**, High School Principal
9. **Emily Dech**, 2nd Grade Teacher
10. **Caissa Estrada**, 4th Grade Teacher
11. **Bryan Farkas**, Special Education Coordinator
12. **Carmita Hall**, Guidance Counselor
13. **Karen Hartman**, 7/8 Special Education Teacher
14. **Sara Jensen**, 5th Grade ELA Teacher
15. **Genevieve Kalland**, 6-12 Health Teacher
16. **James Logan**, High School Math Teacher
17. **Julie Lopez**, School Nurse
18. **Eva Mitchell**, 1st Grade Teacher
19. **Emily Murphy**, 5/6 Social Studies Teacher
20. **AddieKay Monroe**, 4th Grade Teacher
21. **Susan Peters**, High School Special Education Paraprofessional
22. **Loren Simonson**, In-House Guest Teacher
23. **Emma Singer**, High School Science Teacher
24. **Omie Spielman**, High School Special Education Paraprofessional
25. **Ethan Thao**, Elementary Special Education Paraprofessional
26. **Richard Torres Jr.**, High School Dean

D. Reassignments

1. **Lia Ray**, PreK Teacher
2. **Maylee Her**, PreK Teacher
3. **Meaghan O'Rourke**, Kindergarten Teacher
4. **Mary Clemence**, First Grade Teacher
5. **Colleen Straiton**, 3rd Grade ELD Teacher

6. **Maggie Elenz**, K-4 Academic Intervention Specialist
7. **Erin Fiege**, PreK-4 Instructional Coach
8. **David Lee**, PreK-4 Behavior Specialist Teacher
9. **Ann Evans**, 7/8 Special Education Paraprofessional
10. **Katie Beth Carlson**, MS Literacy Interventionist
11. **Tasha Bokman**, HS Social Studies Teacher
12. **Kirk Livesay**, High School Math Teacher (Interim)

E. Still Hiring

1. Kindergarten Teacher
2. Kindergarten ELD
3. 2nd Grade Teacher
4. 2nd Grade ELD
5. 4th Grade Teacher
6. Elementary SpEd
7. Elementary SpEd Paraprofessional
8. Middle School ELD Teacher
9. Middle School SpEd
10. Grade 6 ELA Teacher
11. 7/8 Social Studies Teacher
12. High School Social Studies Teacher
13. High School Special Education Teachers (3)
14. High School Math Teacher

Recommendation #7: Accept the August 2022 Personnel Report

Mr. Keto moved the Board approve Recommendation #7. Motion seconded by Ms. Cina-Bernard. The following voted in favor: Megan Cina-Bernard, Maggie Elenz, Orobosa Ero, Kevin Keto, Ker Zeng Moua, Shawn Nilsson, Sarah Zosel.
Motion passed.

II. Academic Program

A. CPA's Safe Learning Plan (Attachment D2)

Safe Learning Plans are required for 2022-2023 as plans are a federal requirement in the American Recovery Act for school districts/schools to receive ESSR funding. The good news will be no new directives from MDE about the plans. In fact, all a school needs to do is update the dates and post it for the public comment period that is required.

Recommendation #8: Accept CPA's 2022-2023 Safe Learning Plan

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

B. ONLINE LEARNING PROGRAMS – PROVISIONAL APPROVALS

The provisional approval of online learning programs that existed for the 2021-2022 school year expired at the end of June. There will be NO provisional programs for 2022-2023.

C. FEDERAL MEAL PROGRAM WAIVER

The federal meal program waivers also end at the end of June. The waivers were contained in federal laws dealing with the pandemic – and so federal agencies, nor states have authority to continue those waivers. This means that for the 2022-2023 major effort is going to need to be made to encourage parents to fill-out the required paperwork to qualify for free and reduced meals.

III. Finance A. Enrollment:

B. S&P Global Rating (Attachment D3)

C. Tech Department

The Tech Department will apply for funds in a newly announced window for reimbursement of the Chromebook order we placed on July 1st (\$5,668 and \$280 shipping). CPA will need to pay \$806 for licenses and \$1025 for a cart.

COMMUNITY OF PEACE ACADEMY – 2022-2023

ENROLLMENT 8/5/2022

Grade	Waiting	Enrollment 22-23	Capacity	Grade
<u>PreK</u>	33	36	34	<u>PreK</u>
KNDG	0	72	75	KNDG
1	4	54	50	1
2	2	54	50	2
3	3	54	50	3
4	2	76	75	4
5	0	52	75	5
6	0	75	75	6
7	2	80	75	7
8	24	83	75	8
9	1	81	75	9
10	0	77	75	10
11	0	62	75	11
12	0	51	75	12
	71	907	934	

IV. STATE REPORTING AND COMPLIANCE

A. Title I, II, and III applications are due by August 31, 2022

Recommendation #9: Authorize Tim McGowan to prepare and submit the Title I, II, and III applications on behalf of Community of Peace Academy.

Ms. Zosel moved the Board approve Recommendation #9. Motion seconded by Mr. Ero. The following voted in favor: Megan Cina-Bernard, Maggie Elenz,

Orobosa Ero, Kevin Keto, Ker Zeng Moua, Shawn Nilsson, Sarah Zosel. **Motion passed.**

B. PELSB Submissions

1. TIER 1 APPLICATIONS

- a) **Addison Beaty**, 2nd Grade Teacher
- b) **Katrin Mattson**, K-5 Music Teacher

2. TIER 2 APPLICATIONS

- a) **Bethany Berres**, Special Education Teacher
- b) **David Lee**, Elementary Special Education Teacher
- c) **Caitie Ryan-Norton**, Middle School Special education teacher

3. TIER 3 APPLICATIONS

a)

4. Out of Field APPLICATIONS

- a) **Lia Ray**, PreK Teacher
- b) **Kim Michalak**, Media Specialist
- c) **Jason Eldridge**, Middle School Science Teacher

V. AUTHORIZER

A. Quarterly Reports IV (Attachment D4)

VI. OTHER BUSINESS

A. Administrative Team Update

B. Proposed CPA Board Committee Structure (Attachment D5)

Recommendation #10: Accept the Proposed Board Committee Structure for 2022-2023.

Ms. Cina-Bernard moved the Board approve Recommendation #10. Motion seconded by Mr. Moua. The following voted in favor: Megan Cina-Bernard, Maggie Elenz, Orobosa Ero, Kevin Keto, Ker Zeng Moua, Shawn Nilsson, Sarah Zosel. **Motion passed.**

C. August Staff Letter (Attachment D6)

D. Food Service (Attachment D7)

E. Special Education Update

F. Facilities Management Update

G. Transportation Update (Attachment D8)

H. There is a new Government accounting standards (GASB 87) pertaining to capital leases that will require additional disclosures under GASB 87. For now, BKDV has crafted the attached GASB 87 policy which should be adopted by CPA in preparation for GASB 87. (Attachment D9)

Recommendation #11: Accept Policy GASB 87.

Mr. Nilsson moved the Board approve Recommendation #11. Motion seconded by Ms. Elenz. The following voted in favor: Megan Cina-Bernard, Maggie Elenz, Orobosa Ero, Kevin Keto, Ker Zeng Moua, Shawn Nilsson, Sarah Zosel. **Motion passed.**

*End of Executive Director's Report

- VIII. 2022-2023 Family Handbook – *Tim McGowan* (Attachment E)
Recommendation #12: Approve the 2022-2023 Family Handbook.
Mr. Keto moved the Board approve Recommendation #12. Motion seconded by Mr. Moua. The following voted in favor: Megan Cina-Bernard, Maggie Elenz, Orobosa Ero, Kevin Keto, Ker Zeng Moua, Shawn Nilsson, Sarah Zosel. **Motion passed.**
- IX. 2022-2023 Staff Handbook – *Tim McGowan* (Attachment F)
Recommendation #13: Approve the 2022-2023 Staff Handbook.
Ms. Elenz moved the Board approve Recommendation #13. Motion seconded by Mr. Moua. The following voted in favor: Megan Cina-Bernard, Maggie Elenz, Orobosa Ero, Kevin Keto, Ker Zeng Moua, Shawn Nilsson, Sarah Zosel. **Motion passed.**
- X. 2022-2023 Home/School Compact – *Tim McGowan* (Attachment G)
Recommendation #14: Approve the Home/School Compact.
Ms. Cina-Bernard moved the Board approve Recommendation #14. Motion seconded by Mr. Ero. The following voted in favor: Megan Cina-Bernard, Maggie Elenz, Orobosa Ero, Kevin Keto, Ker Zeng Moua, Shawn Nilsson, Sarah Zosel. **Motion passed.**
- XI. 2022-2023 Parent Involvement Plan – *Tim McGowan* (Attachment H)
Recommendation #15: Approve the 2022-2023 Family Handbook.
Mr. Ero moved the Board approve Recommendation #15. Motion seconded by Mr. Nilsson. The following voted in favor: Megan Cina-Bernard, Maggie Elenz, Orobosa Ero, Kevin Keto, Ker Zeng Moua, Shawn Nilsson, Sarah Zosel. **Motion passed.**

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, September 12, 2022 at 6:00 PM
Plan to meet in person.

Agenda Items:

- Elect new parent member to the Board
- Results of Family Survey
- Elementary Principal Report
- Title I Application Review
- QComp update
- Board Goal Review