

**COMMUNITY OF PEACE ACADEMY**  
**Board Minutes: February 13<sup>th</sup>, 2023**

**Members Present:** Kevin Keto, Sarah Zosel, Orobosa Ero, Megan Cina-Bernard, Anna Schick, Ker Zeng Moua, Daysi Rivas, Shawn Nilsson

**Members Absent:** Maggie Elenz

**Ex-Officio Members Present:** Tim McGowan, Executive Director

**Guests Present:** Erin Fiege, Teacher; Brenda Kes, Bergen KDV; Jason Carver, High School Principal; Bryan Farkas, Special Education Coordinator; Molly Huml, Elementary School Principal; Joe Doll, Middle School Principal; Shina Moua, Student Council President; La Xiong, Student Council Vice President; Youa Lee, Student Council Secretary; Michelle Hoffman, CliftonLarsonAllen LLP

**Peace Circle.**

**Recommendation #1: Acceptance of the Agenda**

- **Recommended:** Ker Zeng Moua
- **Second:** Orobosa Ero
- **Voting in Favor:** Kevin Keto, Sarah Zosel, Orobosa Ero, Megan Cina-Bernard, Anna Schick, Ker Zeng Moua, Daysi Rivas, Shawn Nilsson
- **Abstain:** N/A

**Recommendation #2: Acceptance of the Minutes: January 9th, 2023. (Attachment A)**

- **Recommended:** Kevin Keto
- **Second:** Shawn Nilsson
- **Voting in Favor:** Kevin Keto, Sarah Zosel, Orobosa Ero, Anna Schick, Ker Zeng Moua, Daysi Rivas, Shawn Nilsson
- **Abstain:** Megan Cina-Bernard
- **Post-Meeting:** Updated the header of the January minutes to reflect the correct year.

**Community Comments**

- The Student Council representatives who were in attendance are all in Model UN and asked about a scholarship to help make attending the MUN Conference much more financially attainable. Tim McGowan told them that this scholarship would go through him and that this is something the Board has funded in the past.

**Fiscal Year 2022 Audit Report - Michelle Hoffman, CliftonLarsonAllen LLP (Attachment B)**

**Executive Director's Report (Attachment C1-C2) - Tim McGowan**

- Winter concert had a greater than anticipated turnout!
- Two travel opportunities have been proposed— a summer trip to the boundary waters and a spring break trip to New York next school year. Information is still being gathered at this time, but Tim wanted the Board to be aware of these developments.
- COVID cases have increased in the last couple weeks, but it's remained centered in the 8th grade. Everyone is back at school at this point. There was concern about having a community spike and needing to take up contact tracing, required masking, distancing learning, etc. Those conditions are no longer required by the state. Those who test positive must be away for five days and then return while wearing a mask.
- We are adding a third pre-k classroom! Some classrooms will be shifting around when the time comes to better accommodate space needs.

**Recommendation #2: Accept the February 2023 Personnel Report.**

- **Recommended:** Anna Schick

- **Second:** Shawn Nilsson
- **Voting in Favor:** Kevin Keto, Sarah Zosel, Orobosa Ero, Megan Cina-Bernard, Anna Schick, Ker Zeng Moua, Daysi Rivas, Shawn Nilsson
- **Abstain:** N/A

## Executive Director's Report Attachment February 13th, 2023

### I. PERSONNEL REPORT

- A. Leaves
  - There are no leaves to report
- B. Separations
  - Omie Spielman is no longer a CPA employee as of 1/20/23
  - Julie Landsverk is no longer a CPA employee as of 1/23/23
- C. New Hires
  - We have hired Violetta Morelos Gomez to be a Special Education Paraprofessional starting 1/13/23
  - We have hired Chengla Xiong to be a Special Education Paraprofessional starting 2/6/23
- D. Reassignments
  - There are no reassignments to report

**Recommendation: Accept the February 2023 Personnel Report.**

### II. ACADEMIC PROGRAM

#### A. Elementary School (Molly Huml)

##### Happenings

- The School Carnival had a great turnout!
- Elementary Game Night happening on March 1
- Gearing up to expand our PreK to 3 sections for 23-24

##### Teaching & Learning

- **FASTBridge**
  - Winter Window: January 30-February 10
  - The week of 2/13, we will be meeting with grade level teams to review data and make plans for classwide interventions
  - Our next round of Tier 2 interventions will aim to start the week of 2/21 or 2/27
- **Lesson Planning**
  - Working to support teachers in assessing their objectives

##### Building Activities and Staff Development

- **Professional Learning Community (PLC) Updates**
  - Recent PLCs have focused on: lesson planning and Guided Math
  - Upcoming PLCs will focus on the areas of: lesson planning, strategies to support the 10%, responding to data

##### On the Radar

- **Hiring**
  - Open positions:
    - ELD

- Monitoring applicants
- SPED
  - Monitoring applicants
- Academic Interventionist
  - Monitoring applicants

### B. Middle School (Joe Doll)

Second semester is off to a strong start. Our students just took their FAST assessments which will provide us data to inform instruction and necessary interventions. We have not been able to review the data deeply as the testing window remains open through the end of the week, but preliminary results suggest some positive trends for our reading instruction. Math tests are ongoing, but are also looking strong.

Students are also studying responsible activism and learning about the history of Civil Rights and the Black Lives Matter movement during ethics. Our fifth graders will also be starting up their work with Dancing Classrooms – a program we're excited for to help kids build community and get out of their comfort zones. We're excited that we've managed to get this implemented into our music curriculum.

Lastly, we have students applying to join the leadership club. This will be akin to a middle school student council, with the goal of lifting up student voice and engaging them in a variety of leadership learning activities and initiatives. Here's an excerpt from a seventh grader's application to join the club: "I don't always make good choices but i've been trying. Now that this club is involved, I'm gonna try and lead my friends that wanna be in it the right way."

### C. High School (Jason Carver)

High School students are already going into their third week of Semester 2. Students have been very welcoming to our new incoming students, giving tours around the school and introducing them to their teachers.

Here are some highlights since the January board meeting:

- Seniors in Public Speaking class have been doing an awesome job debating and presenting their side of chosen topics. Students put a great deal of effort into researching, collaborating and speaking in front of their peers to make this project come to life.
- Juniors ended the first semester with the Active Citizenship Project. They researched an issue impacting our society, reached out to local and national politicians, and shared their learning with the community on the evening of January 18th. They did a spectacular job! Thank you to Sarah Han and supporting staff for coordinating this event.
- College Knowledge Night was held in conjunction with the Active Citizenship Project presentations. Representatives from area colleges, the National Guard, TRIO and College Possible helped students and families learn about post-secondary options. Thank you to Carmita Hall for coordinating this event. - The Student Council put together a High School Hangout after school on January 20th . They set up a movie, basketball games in the MPR, many board games, and a snack table including popcorn and cotton candy. We have started this new year focusing on strengthening teacher to student relationships and also establishing courageous conversations in our Ethics circles.

### D. Schoolwide

- Our Annual Winter Concert was held Tuesday, January 11 with tremendous performances by our Kindergarten, 1st,

2nd Graders and our Academy Choir. Staff, Parents and Community members filled the RGA. Fantastic night all around!  
 - Student Travel/Overnight/Flights - Two requests have been made for High School students to travel both in and out of state.

- COVID cases had been very low and non-existent at times throughout the school until the last 2 weeks when several staff reported that they were positive. On Tuesday, February 7 we had 7 staff out in accordance with our Safe Learning Plan. 6 of those staff served the Middle School in some capacity. Due to shortages the 8th Grade students were moved to E-learning days for three days, February 8-10. - *Covid cases week of 1/30-2/3:*

*3 Staff, 3 students*

Covid cases week of 2/5-2/10:

6 staff and 13 students: 2 elementary, 6 middle and 5 high school.

### III. FINANCE

COMMUNITY OF PEACE ACADEMY – 2022-2023 ENROLLMENT 2/10/2023				
Grade	Waiting	Enrollment 22-23	Capacity	Grade
PreK	46	34	34	PreK
KNDG	0	59	75	KNDG
1	11	53	50	1
2	4	50	50	2
3	7	51	50	3
4	4	75	75	4
5	0	55	75	5
6	3	73	75	6
7	9	69	75	7
8	30	79	75	8
9	1	73	75	9
10	0	59	75	10
11	1	52	75	11
12	0	56	75	12
	116	838	934	

A.

B. 2023-2024 Student Lottery was held on Wednesday, February 8. \*Note - 3rd Section of PreK to be added - Finance Committee Meeting 1/27/2023

COMMUNITY OF PEACE ACADEMY – 2023-2024 ENROLLMENT 2/10/2023				
Grade	Waiting	Enrollment 22-23	Capacity	Grade
PreK	0	48	54	PreK
KNDG	0	59	75	KNDG
1	0	64	75	1
2	8	54	50	2
3	3	54	50	3
4	7	75	75	4
5	9	76	75	5
6	0	62	75	6
7	7	80	75	7
8	0	77	75	8
9	17	82	75	9
10	0	73	75	10
11	0	60	75	11
12	0	53	75	12
	51	917	979	

D. Brenda Kes has announced that she will be retiring May 31. A meeting has been scheduled with BerganKDV on February 13 to discuss a transition plan. An update will be provided at the Board Meeting.

#### IV. STATE REPORTING AND COMPLIANCE

A. Fiscal Year 2024 Voluntary Prekindergarten and School Readiness Plus application was submitted on January 24, 2023.

#### V. AUTHORIZER

A. UST Renewal submission was submitted Thursday, February 2 (**Attachment C2**)

#### VI. Other Business

A. **MARK YOUR CALENDARS:** Our Strategic Planning April 15, 8:30am - 2:30pm Location TBD

#### 2023/2024 & 2024/2025 School Calendar (**Attachment D1-D2**) - Tim McGowan

- Some questions about Early Release days. They are set in stone for the next couple calendar years but will be a topic of discussion when we discuss any potential changes to the next set of academic years.

#### Committee Updates (**Attachments E1-E13**)

*Finance Committee: Minutes, November/December Financials, November/December*

#### Recommendation #: Approve the November/December Financials

- Recommended:** Kevin Keto
- Second:** Orobosa Ero
- Voting in Favor:** Kevin Keto, Sarah Zosel, Orobosa Ero, Megan Cina-Bernard, Anna Schick, Ker Zeng Moua, Daysi Rivas, Shawn Nilsson
- Abstain:** N/A

*Supplemental Report, Retention Payment Table (**E1-E4**)*

**Recommendation #: Approve the Supplemental Report**

- **Recommended:** Anna Schick
- **Second:** Ker Zeng Moua
- **Voting in Favor:** Kevin Keto, Sarah Zosel, Orobosa Ero, Megan Cina-Bernard, Anna Schick, Ker Zeng Moua, Daysi Rivas, Shawn Nilsson
- **Abstain:** N/A

**Recommendation #: Approve Retention Payments to staff that return for the 2023-2024 school year and remain contracted through October 27, 2023.**

- **Recommended:** Orobosa Ero
- **Second:** Shawn Nilsson
- **Voting in Favor:** Kevin Keto, Sarah Zosel, Orobosa Ero, Megan Cina-Bernard, Anna Schick, Ker Zeng Moua, Daysi Rivas, Shawn Nilsson
- **Abstain:** N/A

*Facility/Health and Safety Committee Minutes (E5)*

- A meeting with the building firm for the Multipurpose Room was specifically referenced. The floor in that room is faulty and CPA and the firm is working out how this problem will be fixed.
- A new door will be put in at the main entrance of CPA as at the moment, someone could be allowed entry and could very easily bypass the office if they wanted to. This is in the process of being resolved.
- Working on even heat distribution issues caused by boiler issues

*Mission and Policy Committee Minutes (E6-E13)*

**Recommendation: Approve the reviewal and updates to policies 1.1, 2.3, 2.4, 4.3.1, 4.3.2, 4.4.1, and BYLAWS**

- **Recommended:** Megan Cina-Bernard
- **Second:** Kevin Keto
- **Voting in Favor:** Kevin Keto, Sarah Zosel, Orobosa Ero, Megan Cina-Bernard, Anna Schick, Ker Zeng Moua, Daysi Rivas, Shawn Nilsson
- **Abstain:** N/A

**Board Goals/Training and Begin Board Annual Self-Review/Board Membership 2023-2024 - Sarah Zosel**

**Community Engagement Update (Attachment F) - Sadie Fischer**

**Adjourn.**

- **Recommended:** Anna Schick
- **Second:** Sarah Zosel
- **Voting in Favor:** Kevin Keto, Sarah Zosel, Orobosa Ero, Megan Cina-Bernard, Anna Schick, Ker Zeng Moua, Daysi Rivas, Shawn Nilsson
- **Abstain:** N/A

**Next Meeting:** Monday, March 13th at 6:00 p.m.

- Board Self Review Results and Goal Update
- Executive Director Evaluation
- Data/Testing Coordinator Report