



# Circle of Life Academy

*"Our Circle of Life Academy is immersed in Anishinaabe Mino-Bimaadiziwin for our children and community while providing the highest quality of education."*

## Circle of Life Academy School Board Regular School Board Meeting August 21st, 2025 - 8:30am - 10:30am or tabled.

- 1) Call to Order: 8:37
- 2) Roll Call:
  - a) Board Members Present:
    - i) Mary
    - ii) Lew
    - iii) Patty
    - iv) Trista
  - b) Others Present:
    - i) Seth
    - ii) Bardie
    - iii) Vince
- 3) Approval of Meeting Agenda:
  - a) Motion: Patty
  - b) Second: Lew
  - c) In Favor: All
  - d) Opposed: zero
  - e) Silent: zero
- 4) Approve Minutes of Prior Meeting: [Regular School Board Meeting - 7/8/25 Link](#)
  - a) Motion: Lew
  - b) Second: Patty
  - c) In Favor: All
  - d) Opposed: Zero
- 5) Public Wishing to Address the Board (time limit to speak, 3 minutes):
  - a) No public wishing to address the School Board as of 8/19/25 at 5:30pm
  - b)
- 6) General reports:
  - a) **Administrative report (Seth Houglum)**
    - i) Addressed throughout the agenda
  - b) **Financial Report (Landa Moore - Financial Coordinator):**



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- i) [Finance Report Link](#)
  - ii) Shared with board
  - iii) Skid Steer:
    - (1) Motion: Lew
    - (2) Second: Patty
    - (3) In favor: All
      - (a) Addition of a sweeper brush
      - (b) Safety Training/Certification - Liz Mertens
  - iv) Mower:
    - (1) Motion: Patty
    - (2) Second: Trista
    - (3) In favor: All
  - v) Outdoor signage and three interior monitor service:
    - (1) Tabled.
- c) HR Report(Carol Zortman):
- i) [Link](#)
  - ii) E-Rate- No motion needed. Seth will approve.
- d) SPED Report (Bardie Skjonsberg):
- i) [SPED Link](#)
  - ii)
- e) Facilities reports(Lindsey Loun - Facilities Manager):
- i) [August Facilities Report - Lindsey](#)
  - ii)
- f) Programmatic Leadership Team Report:
- i) See New Business (a)
  - ii)
- g) Athletics reports:
- i) There is no report for August
  - ii) Volleyball for sure
  - iii) Football is dependent on numbers (doubtfully, but possibly skills training, flag football, rebuilding the program)
  - iv) Some scheduling with other schools has begun with Volleyball.
- h) Culture and Language report:.
- i) Tabled



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ii)

## 7) New Business:

### a) BIE on site Programmatic and Fiscal Review/Rebuild:

- i) BIE will be onsite Monday, October 6th through Thursday, October 9th.
- ii) All inclusive - Board is asked to be available
- iii) BIE Documents to be shared at the September School Board Meeting
- iv)

### b) Continuation of SCAN Training for COLA Employees:

- i) [Link from BIE](#)
- ii) ALL Staff will complete. Not as in the past.
- iii) **Motion:** Patty
  - (1) Second: Lew
  - (2) All

### c) Mobile Classroom Update

- i) All are complete and two are on site. Dave will bring the third next week from Pine River.
- ii) Stored in the bus garage year round
- iii) Options are endless
- iv) Other RBC Entities to use our classrooms:
  - (1) **Motion: Tabled for further discussion and agreement document**

### d) Parking Lots and Driveway Resurfacing:

- i) **Motion: Lew**
- ii) **Second: Patty**
- iii) **Infavor: All**

### e) Testing and Standards:

- i) COLA will continue to use BIE Standards and BIE Standardized Assessments as well as NWEA Assessments
- ii) The only differences come in the math standards and they are minimal and BIE has a higher asking of students on written portions of the assessments compared to MDE.
- iii) Students and staff are getting comfortable with this and we do not want to change things up again. This has been an issue in COLA's history.



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- iv)
- f) Food Service Director:
  - i) Addressed in HR report
  - ii) .5 Cook position to be posted
  - iii) Seth and Heidi to receive ServeSafe Training
  - iv)
- g) SRO - Officer Peter Drift Sr.
  - i) The absolute best fit for COLA
  - ii) Language and culture infused practices (DARE)
  - iii) Continuing to foster a safe environment
  - iv) In second round of SRO trainings this week in Bemidiji
  - v) He was instructed to have our Emergency/Crisis Management document with him as that was one of their focuses.
  - vi) This is a dated document and we will be revising when he returns with his notes and information. (2022 was the last edit)
- h) New Teacher Induction/Mentorship Program
  - i) This is the draft that I created for a previous administrator
  - ii) Vince and I will be working on this to make sure that when it is rolled out, language and culture are paramount in any new hires as we look towards the 26-27 school year.
  - iii) [Document Link](#)
- i) Rosetta Stone:
  - i) We will have licenses for students and staff but who and how many is yet to be determined
  - ii) Seth has an account and feels that there is a lot to be excited about. Vince and Jim U are excited as well
  - iii) It will be rolled out this school year.
- j) Annual Handbook and Student Application Document Review
  - i) A couple of addendums (Admissions and Decendancy)
  - ii) 25-26 [Handbook Link](#)
  - iii) [Intake process draft](#)
  - iv) Letter Link



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- v) Enrollment will remain open throughout the year. No windows.
- k) Safe Routes to School and Bikes
  - i) Bikes, equipment and trailer are ours
  - ii) Look out regional bike trails and COLA Forest! We are coming!
- l) COLA and Nijiji Radio:
  - i) COLA Connections is coming back!
  - ii) Student lead, live broadcasts
  - iii) Vince will be live this afternoon at 3:00
  - iv) Live broadcast at the open house on Wednesday the 27th
  - v)
- m) COLA Forest updates:
  - i) Winter Camp location has been selected
  - ii) Trails need some work still
  - iii) Machinery is needed but is already in the works.
  - iv) We will be finally utilizing our 131 acres this year!
  - v) Tiny houses, skid steer, side by side, etc. much more to come
- n) Substitute and Coverage Plans for 25-26:
  - i) Two gen ed paras in secondary and two gen ed paras in elementary for short term coverage as well as some classes may choose to combine.
  - ii) Any long term would result in a "Parent's Right to Know" Letter that we have had to employ in the past.
  - iii) Positions are extremely hard to fill and we are working with a skeletal staff.
- o) SmartPass:
  - i) [Document link](#)
  - ii) Vince to share
  - iii) Tabled
- p) Student Planners to return to COLA:
  - i) By request! Our students want planners and they will be getting them
- q) COLA Back to School Open House
  - i) Wednesday, August 27th from noon until 6:00pm
  - ii) All are welcome



- iii) Many booths, mobile classroom activities, campus tours, free food, door prizes, etc!
- iv) Applications will be accepted for admissions.

- r) Motion to end regular session and enter into Executive (No Executive Session in August):
- s) Motion: Patty (10:17)
- t) Second: Trista
- u) Favor: All
- v) Opposed: zero
- w) Lew exited the Regular meeting at 9:29am.

**8) Old Business:**

i)

**9) Other business**

a) Other business 1:

i)

**10) Adjournment:**

a) Motion to adjourn:

i) Motion:

ii) Second:

iii) Favor:

iv) Opposed:

v) Silent:

**Next Regular Board Meeting:**

Date: 9/9/25

Time: 5:30pm in COLA's Conference Room (In Person)

Agenda items to be added:

-Professional Development for School Board Members and Administration(Seth)



**Commence Executive Session:**

Board Members Present:

-

Invitees present:

-

Agenda items:

-Memorial:

-Vince and Seth are getting plans in place to support staff and students.

-New and Current Teaching Staff Licensures/Eminence

-Compensation for the following roles/situations:

-K-12 Lead Teacher/Language/Culture Coordinator

-Athletic Coordinator

-Coaches

-Data/Curriculum Coordinator

-Sign on Bonus -

-Retention Bonus determined by performance -

-Teacher Pay Scale:

-Patty and Seth -

End Time: