



**Circle of Life Academy School Board  
Regular School Board Meeting  
January 14th, 2025 - 5:00 pm-until finished or tabled.**

- 1) **Call to Order: 5:04pm**
- 2) **Roll Call:**
  - a) Board Members Present:
    - i) Mary
    - ii) Patty
    - iii) Lew

(1) Unable to Attend:
  - b) Others Present:
    - i) Seth
    - ii) Carol
    - iii) Dana
    - iv) Laura Lee Erickson
- 3) **Approval of Meeting Agenda:**
  - a) Motion: Patty
  - b) Second: Lew
  - c) In Favor: All
  - d) Opposed: None
- 4) **Approve Minutes of Prior Meeting:** [Regular School Board Meeting 12/10/24](#)
  - a) Motion: Patty
  - b) Second: Lew
  - c) In Favor: All
  - d) Opposed: None
- 5) **Public Wishing to Address the Board (time limit to speak, 3 minutes):**
  - a) None
- 6) **General reports:**
  - a) Administrative report(Seth Houglum)
    - i) Seth joining this meeting remotely
    - ii) Per school board: General reports are due to administration by the first Tuesday of each month so that the working agenda can be shared with the school board a week in advance of each regular board meeting. This will commence with the February 2025 Regular School Board Meeting.
    - iii) Addressed throughout the agenda



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- b) Student Council Report:
  - i) [Link to January report - Counselor notes as well](#)
  
- c) HR Report(Carol Zortman):
  - i) HR Report link
  - ii) Letters of Intent to Return due 1/17/25
  - iii) Postings
  - iv) RFPs in progress for a couple of positions
  - v) 1 applicant for the cook position
  
- d) Facilities reports(Lindsey Loun - Facilities Manager):
  - i) [January Facilities report link](#)
  - ii)
  
- e) Fiscal Leadership Team Report (Landa Moore - Financial Coordinator):
  - i) Initial Fiscal Leadership Team Meeting will be held this week. 1/16/25
  - ii) BIE task of COLA Flow Chart and job description work will be part of this agenda
  
- f) Programmatic Leadership Team Report:
  - i) [Leadership Team notes from 1/9/2025](#)
  - ii) In progress: [Leadership Team Bylaws Document.](#)
  
- g) Athletics reports:
  - i) Spring Athletics
    - (1) Softball
    - (2) Golf
    - (3) Lacrosse
  - ii) [January Athletics Report link](#)
  
- h) Culture and Language report:.
  - i) Ice fishing in full swing - tied to curriculum
  - ii) Art and Fashion show work has commenced. Date 2/28/25
  - iii) Some middle school students have passed tobacco to receive their names
  - iv) Culture team needs to consistently meet.The time has been set aside and should be utilized. This is for clarity for all. School board member to attend.
  - v) **Culture and language continue to be our driving force moving forward while still adhering to BIE and MDE core requirements for graduation.**



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## 7) New Business:

### a) Kitchen Review and Updates:

- i) Carol and Andrea
- ii) Seth will share documentation when received
- iii) Sub: Wellness Committee Update
  - (1) 1 of 5 schools to participate
  - (2) Indigenous meals at COLA and funding may be available
  - (3) Long term goal. This will not happen immediately
  - (4) Brenda's food for thought!!!! email
- iv) Member list will be updated and shared
- v) Meet three time a year
- vi) MDE will set parameters and requirements
- vii) Seed Saving - Susie?
- viii) District scorecard. Andrea and Carol Submitted.
- ix) Kitchen staff needs to adhere to planned menus.

### b) COLA Job Descriptions:

- i) BIE has tasked administration with auditing COLA job descriptions
- ii) This is to provide clarity and tighten up COLA practices
- iii) The process has begun and changes will be rolling out in a timely manner with the projected completion of this task by the beginning of 4th quarter.

### c) 2025-2026 School Year Updates:

- i) Letter of Intent to Return are due by Friday, January 17th
- ii) 25-26 and 26-27 School calendars will be completed and shared before February
- iii) Advertisement, Recruitment, interviews etc. to begin ASAP
- iv) Contracts to be offered as early as March
- v) HR and Finance will have to be thorough, timely and committed
- vi)

### d) Possible/Upcoming Distance Learning/PD Days for COLA Staff and Students:

- i) In the Special School Board Meeting held on 11/27/24, the school board approved the use of the Distance Learning Model to afford staff the time to receive intensive training from BIE and internally.
- ii) Still waiting on the BIE to determine how this will look for us.
- iii) Programmatic Leadership Team will work on this 1/16/25

### e) iObservation:

- i) Seth is receiving training
- ii) Observations and Evaluations to begin the week of February 3rd.
- iii)

### f) Behavior Referrals and consistent adherence to the handbook



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- i) Data to be presented at the February meeting
- ii) Data will be shared with stakeholders (data privacy practices in place)

## **g) Attendance Reports and Issues:**

- i) Staff are required to have both hardcopy and electronic attendance recorded. BIE will be checking this.
- ii) Elementary teachers are doing very well. Some secondary teachers are still not following through with timely attendance taking practices. Official improvement plans for certain individuals may be in order as this is an integral part of their job.
- iii) **Attendance taking will be part of retention bonus!**
- iv) Personal improvement plans

## **h) Technology:**

- i) [One to one devices K-12 policy - link](#) Updated with virtual learning piece requested by BIE.

(1) Computers were inventoried and redistributed (1/14/25).

(2)

## **i) BIE Complete Programmatic and Fiscal Review, Training and Support**

- i) Presentation of Final Review
  - (1) Shared with school board, staff and tribal administration
  - (2)
- ii) Parents Right to Know Letters out
  - (1) One staff member still in progress
  - (2)
- iii) February Deadlines per review

j) Motion to end regular session and enter into Executive:

k) Second:

l) Favor:

m) Opposed:

## **8) Old Business:**

### **i) Selling COLA Buses and repurposing of the bus garage:**

- (1) Working with WE Finance and BIE to sell buses
- (2) School board questioned policy and procedure as tribal finance stated that the school needed approval from the BIE when the buses were purchased with Transportation funds
- (3) Ideas for the bus garage
- (4) Possible generator of funds

## **9) Other business**



a) Other business 1:

i)

ii)

b) Other business 2:

i)

**10) Adjournment:**

a) Motion to adjourn: 7:13pm

i)

ii) Seconded:

b) Adjourned at:

i) 8:20pm

**Next Regular Board Meeting:**

Date: 2/11/2025

Time: 5:00pm

1. Next Meeting Agenda items:

a.

b.

**Commence Executive Session:**

[Redacted text block]

Date: 1/14/25

Begin Time: 7:21pm

End Time: 8:20pm