

## Board of Director's Meeting August 28, 2018 -- 4:30 pm to 6:00 pm

**Mission: Cyber Village Academy prepares students to meet the challenge of a rapidly changing world with confidence by helping them to become knowledgeable, caring, and active citizens who value academic rigor, integrity, self-reliance and compassion.**

Board members: Robyn Consoer, Lauren Odle, Cherie Neima, Beth Samy, Dave Barcus, Nicole Rasmussen (ex officio), Joe Aliperto (ex officio)

1. Approval of Agenda
2. Approval of Minutes (5-29-18)
3. Public Comment
4. Board Business
  - a. Installation of new members
    - i. Jim Morse
    - ii. Emily Eggers
  - b. Election of vacant seat(s)
  - c. Election of officers
    - i. Chair
    - ii. Vice Chair
    - iii. Secretary
    - iv. Treasurer
  - d. Background check form for new member, IQS and Conflict of Interest form
5. Financial report (Joe Aliperto)
  - a. Monthly report
6. Administrators' reports
  - a. Director
  - b. Assistant Director of Teaching & Learning
  - c. Special Education Director
7. Contracts and employment agreements
  - a. Staffing
    - i. Joanna Weber – Middle School Special Education
    - ii. Laurie Aaronson – Middle School Math & Technology
    - iii. Allison Pint – Grade 2/3 Classroom teacher
    - iv. Open – Special Education
    - v. Lynnae Thompson – Social Worker - Right Response Contract (60%)
    - vi. Paraprofessionals – Julie Swanson, Greg Bringgold, Joshua Bauer, Kelly Velleux
  - b. LOE approvals
  - c. Service provider contracts
8. Designation of Identified Official with Authority for the MDE External User Access Recertification System. The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with State Access Control Security Standard 1.0 which states that all user

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access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA). The Director recommends the Board authorize Nicole Rasmussen to act as the Identified Official with Authority (IOwA) for the [Cyber Village Academy 4025-07](#).

9. Handbook approval
  - a. Student/Parent Handbook
  - b. Employee Handbook
10. Board Policy
  - a. New policy review
    - i. Transportation
    - ii. Grade Acceleration
    - iii. Record Retention

11. Other business

12. Adjournment

Next meeting: September 25, 2018

October 30, 2018  
November 27, 2018  
December 18, 2018  
January 29, 2019  
February 26, 2019

March 26, 2019  
April 30, 2019  
May 28, 2019  
June 25, 2019 (if necessary)

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**Mission: Cyber Village Academy prepares students to meet the challenge of a rapidly changing world with confidence by helping them to become knowledgeable, caring, and active citizens who value academic rigor, integrity, self-reliance and compassion.**

Board members present: Robyn Consoer, Lauren Odle, Emily Eggers, Jim Morse, Beth Samy, Frank Leo  
Also in attendance: Nicole Rasmussen (ex officio), Joe Aliperto (ex officio), Melissa Onyango-Robshaw, Andrew Notaras, Rebecca Main  
Absent: Cherie Neima

Meeting called to order by the reading of the Mission Statement at 4:35 by Beth Samy, President

1. Approval of Agenda – Robyn Consoer moved to approve the agenda, 2<sup>nd</sup> by Frank Leo  
Unanimously Approved
2. Approval of Minutes (5-29-18) Robyn Consoer moved to approve with minor changes 2<sup>nd</sup> by Frank Leo, Unanimously Approved
3. Public Comment – clarification of areas of interest during the meeting
4. Board Business
  - a. Installation of new members
    - i. Robyn Consoer moved to install Jim Morse as a board member, 2<sup>nd</sup> by Frank Leo, Unanimously Approved
    - ii. Robyn Consoer moved to install Emily Eggers as a board member, 2<sup>nd</sup> by Frank Leo, Unanimously Approved
  - b. Election of vacant seat(s) Lauren Odle moved to appoint Melissa Onyango-Robshaw as a board member for the remainder of Cassie Lepp's term, 2<sup>nd</sup> by Emily Eggers, Unanimously Approved
  - c. One seat (parent) remains open for a 2 year term – Robyn Consoer moved to leave the vacant seat open, 2<sup>nd</sup> by Emily Eggers, Unanimously Approved
  - d. Election of officers
    - i. Chair – Robyn Consoer nominated Beth Samy for Board chair, 2<sup>nd</sup> by Lauren Odle, Unanimously Approved
    - ii. Vice Chair – Lauren Odle nominated Frank Leo for Vice Chair, 2<sup>nd</sup> by Emily Eggers, Unanimously Approved
    - iii. Secretary - Frank Leo nominated Emily Eggers for Secretary, 2<sup>nd</sup> by Robyn Consoer, Unanimously Approved
    - iv. Treasurer – Emily Eggers nominated Melissa Onyango-Robshaw for treasurer, 2<sup>nd</sup> by Robyn Consoer, Unanimously Approved
  - e. Background check form for new member, IQS and Conflict of Interest form – Nicole Rasmussen will send them out and will update returning members' forms as necessary
5. Financial report (Joe Aliperto)
  - a. Monthly report – 245 current enrollment, we are in a time of flux – we will ask for ADM each month for better financial projections. End of last year's ADM was lower than expected. Our budget was based on an ADM of 250, but the final ACM was 241.

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- b. Fund balance is currently just under 18%, needs to be 20% in order to buy a building
    - c. Approval delayed until board can review the paperwork.
    - d. Robyn Consoer moved to approval of July financials to the September meeting. 2<sup>nd</sup> by Emily Eggers, Unanimously approved
  6. Administrators' reports
    - a. Director – see attached
    - b. Assistant Director of Teaching & Learning
      - i. 25 students currently being supported with a 504
      - ii. Title 1 students will be designated for services (25% or lower, younger students highest priority) after MAP scores become available
      - iii. ELL – 2 students currently qualify
    - c. Special Education Director
      - i. 85 students currently receiving services
      - ii. Also Lynnea Thompson new 25 hour/week social worker added.
      - iii. 1 more paraprofessional may be hired as needed and/or required
  7. Contracts and employment agreements
    - a. Staffing
      - i. Joanna Weber – Middle School Special Education
      - ii. Laurie Aaronson – Middle School Math & Technology
      - iii. Allison Pint – Grade 2/3 Classroom teacher
      - iv. Lynnea Thompson – Social Worker - Right Response Contract
      - v. Paraprofessionals – Julie Swanson, Greg Bringgold
    - b. LOE approvals – Robyn Consoer moved to postpone approvals of LOEs and Service providers to September
  8. Designation of Identified Official with Authority for the MDE External User Access Recertification System.  
The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with State Access Control Security Standard 1.0 which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA). The Director recommends the Board authorize Nicole Rasmussen to act as the Identified Official with Authority (IOWA) for the [Cyber Village Academy 4025-07](#)
    - a. Robyn Consoer moved to authorize Nicole Rasmussen to act as the IOWA, 2<sup>nd</sup> by Melissa Onyango-Robshaw, Unanimously Approved.
  9. Handbook approval
    - a. Student/Parent Handbook –
      - i. Changes – HS Study center, handling of suspensions changed to occur M-W during in-school days for on campus issues. Th-F students may lose study center privileges, but still have access to all educational materials.
      - ii. Robyn Consoer moved to approve the student handbook changes, 2<sup>nd</sup> by Frank Leo, Unanimously Approved
    - b. Employee Handbook – no changes except those that were made in the student/parent handbook.
      - i. Emily Eggers moved to approve the employee handbook changes, 2<sup>nd</sup> by Frank Leo, Unanimously Approved
  10. Board Policy
    - a. New policy review – 1<sup>st</sup> reading
      - i. Transportation - 790
      - ii. Grade Acceleration - 650

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iii. Record Retention - 799

11. Other business – discussion of pay and benefits for hourly staff that has been employed at Cyber Village Academy for more than 3 years. A committee is being formed to look at equitable and sustainable wage and benefits packages for all employees. Appropriate PTO for all hourly staff will be considered.
  - a. Robyn Consoer moved to give hourly employees who have worked at CVA for more than 3 years 35 hours of PTO per year, prorated based on their percentage of employment. 2<sup>nd</sup> by Frank Leo. Unanimously Approved

12. Adjournment at 6:30

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