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The monthly meeting of the Board of Directors held on November 14, 2017
at the Lakes International Language Academy's Main Campus Library,
246 11th Ave SE, Forest Lake, MN

MINUTES

General Business:

Call to order: 6:02 pm

Roll Call:

Board Members/Director Present or Absent:

name	present/absent
Dwayne Green (Chair and Parent)	P
Cecilia Delbene (Vice-Chair and Teacher)	P
Randall Bergman (Treasurer and Parent)	P
Anna Taddei (Secretary and Teacher)	P
Maria Velasco-Ranz (Teacher)	P
Yao Hsia (Teacher)	P
Jenny M. Riley (Community Member)	A
John Bodine (Parent)	P arrived at 6:10
Angie Ebben (Teacher)	P
Cam Hedlund (Director, Ex Officio Member)	P
Julie Lundgren (CFO, Ex Officio Member)	P

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Unscheduled Visitors:

name	position/role
Dennis Hoogeveen	principal auditor from CliftonLarsonAllen

Conflict of Interest disclosures: FY18 Budget Revision: Staff on the board are listed, but no adjustments were made that differ from the matrix. So no conflict of interest is present.

Review of Agenda:

- Add Policy 132 and 134 to B.6. and B.7.
- Add World's Best Workforce Discussion to C.2.

Scheduled Visitors: None

name	position/role

Affirmations:

- CFO Lundgren affirms the mini-leadership and HR for being essential in the budget revision process; they provided valuable input.

Action Item: FY17 Audited financial reports (FS and EAS)

Explanation	Two reports: FY17 Financial Statements and Executive Audit Summary
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Motion	To Approve the Audit Report as Presented
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Made by	Vice-Chair Delbene	Seconded by	Treasurer Bergman
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Discussion	<p>CliftonLarsonAllen auditor, Dennis Hoogeveen, presented the audited financial statements and executive audit summary report. Issued a clean or unmodified opinion by auditor.</p> <p>Read the Management discussion and analysis. (pg. 15 of report) Auditors pay attention to the fund reports of the school. In 2015, we had to put in the estimated share of the shortfall for TRA and PRA, which were not usual liabilities that factor into the books. It went down to 4.66, which made liability go up. All differences after 2015 are because of that change.</p> <p>It does not affect what we pay out. (pg. 18) Balance Sheet: Strong cash position due to the strength of the state economy. Consistent balance sheet.</p>
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	<p>(pg. 20) Added to fund balance, increased to 26.4%. Advised to have a fund balance that is 20-25% of expenditures. The expenditures are going up with our school's growth. Pretty self-sustaining.</p> <p>(pg. 22) Budget to actual outcomes. Unbudgeted activity is likely due to a conservative estimation. State underbudgeted revenues were mostly for Special Ed. Very good outcomes for 2017.</p> <p>(pg.) November 30th report to MDE. the audit compared to UFARS Compliance Table; the requirement has been met.</p> <p>Opinion on Internal Control for 2017: No comment from auditor.</p> <p>(pg 55) Opinion on Legal Compliance: No findings for 2017.</p> <p>Legislative Activities: Not a lot of legislative activity that affects Charter Schools (one page report)</p> <p>Clean Audit report, clean MN legal compliance, good budget to actual, and a strong balance sheet.</p>
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Vote	7	Yea	7	Nay	0	Abstain	
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Decision	Motion carried
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Action Item: Policy 346: After School Dismissal

Explanation	<p>Policy Committee reviewed the policy. This policy had not been updated for Headwaters Campus or Upper School. Using the handbook from Upper School, we made changes to these policies.</p> <p>Clarification: There is a separate section of the policy for students in Upper School after-school activities.</p> <p>The other dismissal options are addressed by giving options in the policy for what the procedures are on a regular basis, not including other circumstances. This policy acts as a limit or a basis for the school to work from. Each school needs a system for these after school hours.</p>
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Motion	Approve Changes/Revisions made to Policy 346
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Made by	Member Ebben	Seconded by	Member Velasco-Ranz
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Discussion	<p>Questions: Is this information on the website? The handbook for both schools does have the hours of operation for the school. Publishing this policy would help to ensure the procedures are known by parents and staff.</p>
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Vote	7	Yea	7	Nay	0	Abstain	
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Decision	Motion carried
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Action Item: FY18 Budget Revision 1 (second read)

Explanation	<p>Julie Lundgren: Budget Revision 1 in Finance Folder of the School Board. Budget revision summary also in the folder. "Number Grows": Budgets are driven by enrollment. Budget should be passed by July 1st, so estimations are made for the fall enrollment. We dropped 43 pupil units from projected to actual for this year. That drops our state aid for our budget.</p> <p>The enrollment document gives monthly updates on enrollment which directly affects our financial security.</p> <p>When we renegotiate contracts, this reduces our costs per month on things like technology for the school.</p> <p>The budget reduction process is done cooperatively with school leadership. This helps to bring forth a more balanced budget. We also had funds we could spend early so that it would not be part of this year's budget (ex. Large technology purchase from the financial reports). These buys in June (last year's budget) eased the strain of realigning our budget.</p> <p>Fund 1 expenses: changes from the original budget to the budget being reviewed tonight.</p>
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Motion	Approve as Presented
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Made by	Chair Green	Seconded by	Member Delbene
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Discussion	<p>Questions and Comments: Do we contract snow removal monthly or by snowfall? Julie will review this and bring back an answer.</p> <p>Reductions must be made so that we can meet anything that might come up throughout the year.</p> <p>We should not just focus on our new problems--we also need to focus on Kindergarten and make changes to help increase those numbers. This is part of our strategic plan.</p>
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Vote	7	Yea	7	Nay	0	Abstain	
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Decision	Motion carried
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Action Item: Board member resignation

Explanation	Community Member Jenny M. Riley has written her formal resignation to Dwayne.
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Motion	Accept (pending election of a new community member) the resignation of Jenny Riley
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Made by	Member Delbene	Seconded by	Member Hsia
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Discussion	Now we must hold an election for a new community member. Board members are checking the bylaws before making a decision on this action item. A special election also must be held by the election committee.						
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Vote	7	Yea	7	Nay	0	Abstain	0
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Decision	Motion carried						
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Action Item: Treasurer's Report (Sept. financial reports)

Explanation	Member Bergman: reviewed the reports and nothing stood out. Highlights can be found in folder.						
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Motion	Approve Treasurer's Report						
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Made by	Member Ebben			Seconded by	Member Velasco-Ranz		
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Discussion							
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Vote	7	Yea	7	Nay	0	Abstain	
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Decision	Motion Carried						
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Action Item: Policy 132: Data Practices Requesting Public Information

Explanation	Member Delbene: Requested by Julie that the contact information be updated in this policy. No other changes made						
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Motion	Approved revised policy 132						
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Made by	Member Bodine			Seconded by	Vice Chair Delbene		
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Discussion	None						
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Vote	7	Yea	7	Nay	0	Abstain	
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Decision	Motion carried						
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Action Item: Policy 134: Data Practices Requesting Subject Information

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Explanation	Vice Chair Delbene: Requested by CFO Lundgren that the contact information be updated in this policy. No other changes made.
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Motion	Approve revised Policy 134
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Made by	Chair Green	Seconded by	Member Bodine
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Discussion	None
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Vote	7	Yea	7	Nay	0	Abstain	0
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Decision	Motion carried
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Discussion/Dialog: Strategic Plan development

Subject	Materials can be found in the folder labeled “Strategic Planning Materials” in the November folder of the School Board. Went through Sue Fairchild’s suggestions and reviews our objectives and strategies and talked about our next steps. Some tactics were void or missing; board members should go through those and add to them.
Discussion	<p>Question: Distribution of information to parents and the public to be mentioned in our plan.</p> <ul style="list-style-type: none"> -We cover this in our plan under the third strategy (on slide 10 in presentation in the folder mentioned above): “Create a plan for retaining families”. -Idea for Follow-Up: Have a staff or public meeting to invite input and synthesize the information in our plan that we would like to be more actively shared. -From the meetings we have had, we have everything we need. We need to finalize and publish this plan so that we can begin to take steps towards accomplishing our goals and strategies. -Goal for this meeting is to go through the plan and discuss only. -It would be a good idea to get more input and feedback from our community before the plan is approved or finalized. -Board members will read through the plan and bring back questions they have after reading it next meeting. <p>We will set up a staff time sometime before next month to share this with those other groups as well, including PTO.</p>

Discussion/Dialog: World’s Best Workforce

Subject	Stefanie McAlpine led discussion of WBW at 5:30 pm public meeting on November 14.
Discussion	<p>Notes from discussion during the Public 5:30 pm meeting of WBW</p> <ul style="list-style-type: none"> -Closing the achievement gap, small numbers of student make our achievement gap

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	<p>only about 15%, but also harder to close.</p> <p>-Test scores have not had a trend--it seems to fluctuate each year depending on incoming students are immersion.</p> <p>-Literacy Aid dependent on 3rd grade reading scores and growth, which means we are essentially penalized for being immersion.</p> <p>-Our MCA results are good compared to other schools in our state.</p> <p>-Link to Presentation Slides: https://drive.google.com/file/d/1aurdmOE5G9_whapt39UF_tzK8hXX8wIS/view?usp=sharing</p>
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Reports: Executive Director's Report

Subject	Cam Hedlund reports on the PTO Fun Run and Foundation Donations; facilities
Discussion	<p>PTO Fun Run: a family came out to support the boosterthon funds and their foundation contributed to the play fields to make them artificial turf which will remove the mud. They would also like to push our school closer to the outdoor classrooms. The foundation said they would match donations to get us closer to that goal. The PTO talked to the foundation about reaching out to parents and grandparents to get to that goal by Spring. LILA is looking to expand our outdoor play areas in general.</p> <p>The PTO is also funding the travel and the "Greenhouse" expenses.</p>

Action Item: Consent Agenda (Secretary Report--minutes for 10/10/17 meeting; donations list; finance committee minutes; policy review committee minutes; audit committee minutes)

Motion	Approve Consent Agenda						
Made by	Member Ebben			Seconded by	Member Hsia		
Vote	7	Yea	7	Nay	0	Abstain	0
Decision	Motion carried						

Announcements:

FLASB: Not attended. Bond referendum did not pass.

PTO: None

FLASB next meeting:

PTO next meeting:

Board Training Updates:

- a. Treasurer Bergman attended 5 hours continuing education at the 2017 MEA Conference
 - Restorative Practices, Responsive Classroom, Community, and ADHD

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research.

- b. CFO Lundgren attended CEIS webinar by MDE on 10/26/17
- c. Vice Chair Delbene watched MDE webinar: "Longitudinal Reporting Training" on 11/9/17
 - New ways of looking at results and data to benefit our students.

Other Business: None

Reflection on Board Performance: Fist of 5, 5 being an efficient meeting.

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Adjourn: 7:54 pm