



The monthly meeting of the Board of Directors was held on Tuesday, January 10, 2016
at the Lakes International Language Academy's Main Campus,
246 11th Ave SE, Forest Lake, MN 55025

General Business:

Call to order: 6:01

Roll Call:

Board Members/Director Present or Absent:

name	present/absent
Mira Norcross (Chair and Parent)	P
Jeanie Callahan (Vice- Chair and Community Member)	A
Jeff Schipper (Treasurer and Parent)	P
Jocelyn Hylden (Secretary and Teacher)	P
Cecilia Delbene (Teacher)	P
Yao Hsia (Teacher)	P
Kaari Rodriguez (Teacher)	P
Dwayne Green (Parent)	P
Angie Ebben (Teacher)	P
Cam Hedlund (Director, Ex Officio Member)	A
Julie Lundgren (CFO, Ex Officio Member)	P

Unscheduled Visitors: none

name	position/role

Conflict of Interest: none

Review of Agenda:

Action Item: Add CenturyLink Teachers and Technology grant, permission for Music department to apply. (Board gave permission for PE department to apply in December.)

Add action Item in closed session

Scheduled Visitors: none

name	position/role

Affirmations:

Chair Norcross affirmed upper school for plowing the new ground with all their new students.

Member Rodriguez affirmed the members for making it out on a snowy night.

Action Item: Policy 132 Data Practices Requesting Public Information

Explanation	Took the form off the end of the policy and made it a separate form. Only changes made from previous policy.
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Motion	To accept changes to Policy 132 Data Practices Requesting Public Information
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Made by	Treasurer Schipper	Seconded by	Member Rodriguez
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Discussion	Just shared that people have the right to request records and this lays out what is allowed and how to request records.
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Vote	7	Yea	7	Nay	0	Abstain	0
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Decision	Motion carries
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Action Item: Policy 134 Data Practices Requesting Subject Information

Explanation	Took the form off the end of the policy and made it a separate form. Only changes made from previous policy.
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Motion	To accept changes to Policy 134 Data Practices Requesting Subject Information
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Made by	Member Delbene	Seconded by	Member Ebben
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Discussion	
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Vote	7	Yea	7	Nay	0	Abstain	0
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Decision	Motion carries.
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Action Item: Policy 308 Student Discipline

Explanation	Tabled so that we could take a closer look at this for Upper School students. This will be brought to the February meeting again.
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Action Item: Policy 340 Field Trips

Explanation	<p>Bottom of page one changed because we don't collect written permission. Payment is permission. We cannot have a blanket permission form for all field trips.</p> <p>3B vii Changed because if a student doesn't pay, they don't go. At the end of viii it states that the child will not attend the field trip.</p> <p>Refunds have been requested and we have stated in the policy that we will give refunds less the service fee.</p> <p>Under III C iii Extended trips: add "All fundraising activities must be approved by the executive director or director."</p>
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Motion	To accept changes to policy 340 Field Trips
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Made by	Member Green	Seconded by	Treasurer Schipper
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Discussion	If there are more thoughts, this can be taken back to the committee for further
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	changes.
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Vote	7	Yea	7	Nay	0	Abstain	0
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Decision	Motion carries
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Action Item: Treasurer's Report: November 2016 Financials

Explanation	Census (enrollment) is looking good. CFO Lundgren's notes in the folder were very explicit. The Dashboard paints a nice picture of financial status through November 2016. We are 42% of the way through the fiscal year and this shows that well. Finance committee meeting minutes are in the folder, and there were not many comments or questions.
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Motion	To accept the November 2016 Financials
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Made by	Member Green	Seconded by	Member Hsia
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Discussion	Member Delbene asked about the payment to LILA. It's a money trail. In our accounting software, if there is a payroll deduction made before we pay the tax we notice a mistake and don't dedux, we have to make that change through a payment to LILA.
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Vote	7	Yea	7	Nay	0	Abstain	0
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Decision	Motion carries.
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Action Item: CenturyLink Teachers and Technology grant, permission for the music department to apply

Explanation	Permission for music department to apply for a CenturyLink Teachers and Technology grant up to \$5000. Jody Eggen is the lead teacher on the application. The application will be reviewed prior to awards and board updated as to content.
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Motion	To accept the CenturyLink Teachers and Technology grant
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Made by	Member Eggen	Seconded by	Member Delbene
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Discussion	
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Vote	7	Yea	7	Nay	0	Abstain	0
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Decision	Motion carries.
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Action Item: Expulsion Hearing

Explanation	Suggesting setting the expulsion hearing for January 16, 2017 at 5:30 pm. A Special Meeting of the board needs to happen within 48 hours of that meeting for a decision. Set the special meeting for January 18, 2017 at 4:30 pm. Suggest we appoint Chair Mira Norcross as the hearing officer for the expulsion hearing.
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Motion	To appoint Mira Norcross as the hearing officer at the expulsion hearing
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Made by	Member Rodriguez	Seconded by	Member Delbene
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Discussion	None.
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Vote	7	Yea	7	Nay	0	Abstain	0
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Decision	Motion carries.
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Action Item: Special Meeting

Explanation	Suggest holding a special meeting for January 18, 2017 at 4:30 pm in order to meet the 48-hour requirement of the expulsion hearing.
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Motion	To hold the special meeting on January 18, 2017 at 4:30 pm
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Made by	Member Hsia	Seconded by	Member Ebben
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Discussion	None. Chair Norcross will send the meeting notice to the absent board member, Jeanie Callahan.
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Vote	7	Yea	7	Nay	0	Abstain	0
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Decision	Motion carries.
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Discussion/Dialog:
None

Reports:

Subject	Executive Director’s Report (Director Shannon Peterson)
Discussion	<ol style="list-style-type: none"> 1. Staffing <ol style="list-style-type: none"> a. Hired Yingyi Wu to take the place of teacher Nuriman Mamat who has been on extended sick leave in the 3rd grade Chinese classroom. Yingyi studied at the U of M, Hamline and other Chinese Immersion schools in our area. b. Nuriman Mamat has returned to work in other teaching capacities. c. Four language ambassadors are scheduled to return to China at the end of the month and school is preparing solutions. d. Looking for an assistant for the Preschool program. e. Staffing for substitute teachers has been difficult. We have hired two full time subs to be at LILA every day and they are busy every day. f. Need a bus driver for field trips and athletic events and will be offering \$17 per hour, to be competitive in local market. <ol style="list-style-type: none"> i. There are two staff members who have shown interest in pursuing their bus driver licenses. g. Chinese and Spanish Immersion teacher openings are posted and we have many applicants. Upper School positions will also be posted soon. 2. Enrollment <ol style="list-style-type: none"> a. Have lost a few students this month. b. A couple students have signed up for fall enrollment, first grade. We will let them know they can start this year in Kindergarten for guaranteed placement. c. The enrollment lottery for the 2017-2018 school year will be held this Sunday, January 15. We have 176 applicants, 146 for Kindergarten (full at 150). The other 30 students are applicants for other grades.

	<p>3. Facilities</p> <ul style="list-style-type: none"> a. Tentatively, we are looking to have funding in place by spring 2019 for new construction and move into the space in fall 2019. b. The ambulance has moved out and we have architectural plans for remodeling that space this spring. The plan is to have an art studio, staff break room, offices/smaller educational spaces. c. Parent, DJ Gregory, has donated labor and materials for a storage shed at the Headwaters campus. d. Parents Dan Martin through Medtronic, and the Loose family have donated furniture. <p>4. Headwaters update</p> <ul style="list-style-type: none"> a. Member Delbene has finished the application packet for handling student visas for international students b. There is a semi-formal school dance on January 20th.
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Subject	Finance Committee Report - minutes filed
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Subject	Policy Committee Report - minutes filed
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Action Item: Consent Agenda - includes December Minutes and Donations

Motion	To approve the consent agenda
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Made by	Member Rodriguez	Seconded by	Treasurer Schipper
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Vote	7	Yea	7	Nay	0	Abstain	0
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Decision	Motion carries.
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Announcements:

FLASB: Dwayne Green

Discussed their building project. Swore in the new board members and gave a plaque to the outgoing board member.

PTO: They are having a Paint Your Pallet event coming up soon.

FLASB in February 2nd: Member Ebben
PTO February meeting: Secretary Hylden

Board Training Updates: none

February Meeting: Monday, February 13, 2017 at 6:00 pm

Other Business:

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

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Adjourn: 7:08 pm