



The monthly meeting of the Board of Directors held on Tuesday, October 11, 2016 at 6:00pm
 at the Lakes International Language Academy's Main Campus Library,
 246 11th Ave SE, Forest Lake, MN

General Business:

Call to order: 6:02 pm by Treasurer Schipper

Roll Call:

Board Members/Director Present or Absent:

name	present/absent
Mira Norcross (Chair and Parent)	6:03
Jeanie Callahan (Vice- Chair and Community Member)	A
Jeff Schipper (Treasurer and Parent)	P
Jocelyn Hylden (Secretary and Teacher)	P
Vacant(Teacher)	
Yao Hsia (Teacher)	P
Kaari Rodriguez (Teacher)	P
Dwayne Green (Parent)	P
Angie Ebben (Teacher)	P
Cam Hedlund (Director, Ex Officio Member)	P
Julie Lundgren (CFO, Ex Officio Member)	P

Unscheduled Visitors: none

name	position/role

Review of Agenda:

Add Policy 328 Transportation of Pupils to Action Items

Conflict of Interest: We will be discussing the Budget revision, but no voting will take place tonight. Teacher increases are per the matrix.

Scheduled Visitors: none

name	position/role

Affirmations:

Member Rodriguez affirmed Secretary Hylden for keeping us organized.

Secretary Hylden affirmed the Policy Committee for setting up their November Agenda already so she prepared the November folder already.

Action Item: 2016 Annual Report, including World's Best Workforce Report

Explanation	<p>Shannon Peterson, upper school director shared both reports</p> <ul style="list-style-type: none">- 75-90% retention of teachers- Much of the report is similar to last year's report- In Reading state tests we have a generally upward trend of growth as the grades go up as is typical of immersion schools, although we are lower than the state- In Math state tests, we did well aside from one grade level and were higher than the state average on all except one grade level- I-Terms was new for Upper School- Service learning is a required part for VOA and fits well with IB <p>World's Best Workforce</p> <ul style="list-style-type: none">- We will have to set goals in the next couple months for this year's goal.- Stefanie McAlpine has agreed to come back to help write the report and suggest goals for this year as she worked on it last year and knows us well having been here since our beginning.- All categories in this report are those required by the state. The only one
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	we didn't meet was the number of pre-schoolers who didn't enroll in kinder. The rest of the goals were met.
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Motion	To accept the annual report including the World's Best Workforce
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Made by	Member Green	Seconded by	Member Rodriguez
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Discussion	Member Rodriguez asked why there was a blue flag under Third Grade Achieving Grade-Level Literacy. This has been a topic of discussion since we are an immersion school.
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Vote	6	Yea	6	Nay	0	Abstain	0
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Decision	Motion carries.
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Action Item: August 2016 Financials

Explanation	August Financials and Bank Statements
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Motion	To accept August Financials
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Made by	Member Ebben	Seconded by	Member Hsia
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Discussion	Notes from Treasurer Schipper are explained under Treasurer's Report below.
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Vote	6	Yea	6	Nay	0	Abstain	0
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Decision	Motion carries
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Action Item: Policy 214 *Mandated Reporting of Child Neglect or Physical or Sexual Abuse*

Explanation	The committee noticed it references a lot of laws and didn't feel they should change anything to ensure that we are following the law. They wondered if we are updated on law changes.
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Motion	To accept changes to Policy 214 <i>Mandated Reporting of Child Neglect or Physical or Sexual Abuse</i>
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Made by	Treasurer Schipper	Seconded by	Member Ebben
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Discussion	<p>-The committee wanted to make sure of how and that we are updated on changes to the laws since this policy is so heavy on following the law.</p> <p>-Executive Director Hedlund shared that MACS does share legislative updates and can be very helpful when we have questions. He and CFO Lundgren go to the meetings to hear updates and always pass that on to the board.</p> <p>-It could be a good idea for a member or members of the policy committee to go to the MACS meeting on updates as well.</p> <p>-It would also be good to check on policies in larger districts to see how closely our policy matches those that are heavy on law.</p>
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Vote	6	Yea	6	Nay	0	Abstain	0
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Decision	
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Action Item: Policy 232 *Conflict of Interest*

Explanation	Very few changes. Removed “the policy shall be reviewed every two years” as that is described in our policy schedule.
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Motion	Accept changes to Policy 232 Conflict of Interest
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Made by	Member Rodriguez	Seconded by	Member Green
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Discussion	They had a question about “Related Party Questionnaire” and CFO Lundgren shared that that is from the audit process, the auditor’s test for conflict of interest of board members.
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Vote	6	Yea	6	Nay	0	Abstain	0
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Decision	Motion carries.
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Action Item: Policy 328 Transportation of Pupils

Explanation	We brought this back to this month’s meeting after checking with Forest Lake’s
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	<p>Policy to make sure there were no changes and found they had not changed their policy. This policy follows theirs because we use their busing. One member of the policy committee was absent today and so we decided to table this one more month until we are sure of all the changes.</p> <p>Exec. Director Hedlund mention that Under C where you added Executive Director, add "and designee"</p>
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Motion	
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Made by		Seconded by	
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Discussion	
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Vote		Yea		Nay		Abstain	
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Decision	Tabled until November
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Action Item: Grant application: St. Croix Valley Foundation grant for Music Department

Explanation	Ken Schuster, the orchestra teacher at the Upper School, wrote this grant for \$1268 for music department to commission a composer to write two pieces for the Upper School and engage the students in the composing process and meet a composer. Original compositions would generate high interest in our students.
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Motion	To accept the grant application to the St. Croix Valley Foundation grant for Music Department
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Made by	Secretary Hylden	Seconded by	Member Hsia
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Discussion	Seems like a very interesting grant idea
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Vote	6	Yea	6	Nay	0	Abstain	0
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Decision	Motion carries.
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Action Item: Approve new calendar for 2017-2018 school year

Explanation	<p>Early start calendar due to Forest Lake needing to change their calendar because of construction that will go underway in 2018.</p> <p>The 2017-2018 calendar will start August 21st so that school can end May 23rd. We have decided, with an international staff, to keep a 2 week December/January break and Forest Lake has added 4 more days to their professional development calendar which means we have a low number of student contact days.</p> <p>Conferences will be on Wednesday evening and Thursday daytime. This is one day later than before. The weekend will be as long though because the following Monday Forest Lake does not have school, so we cannot have school, due to busing.</p>
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Motion	Motion to approve the 2017-2018 proposed calendar
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Made by	Member Rodriguez	Seconded by	Member Hsia
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Discussion	
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Vote	6	Yea	6	Nay	0	Abstain	0
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Decision	Motion carries.
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Action Item: Approve new calendar for 2017-2018 school year

Explanation	The 2018-2019 calendar will be about the same as always starting after Labor Day.
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Motion	Motion to approve the 2018-2019 proposed calendar
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Made by	Member Green	Seconded by	Member Ebben
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Discussion	
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Vote	6	Yea	6	Nay	0	Abstain	0
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Decision	Motion carries.
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Discussion/Dialog:

Subject	First Read: FY17 Budget Revision 1
Discussion	<p>There is also a “staffing comparison” note in the folder as well.</p> <ul style="list-style-type: none"> -There have been so many different staffing changes this year that came up after we approved this budget last. This now reflects those changes. -MDE just came out with their projections so those will be added, our numbers were quite accurate, but will be solidified. There could be new revenue coming. -There were some new needs in curriculum and staffing after adding 9-12 this fall. -Plan going forward is to get expenses to date report from StenMark to look at supplies and materials and purchased services to make everything up to date. -Our goal is to reach the Debt Service Coverage. <p>Staffing comparison notes:</p> <ul style="list-style-type: none"> -As you can see the line to line increases and decreases in the budget, she wanted to point out what we had last spring and have now in the fall. -We increased 10 teachers. -Administration went up a bit. -A bit of a drop in instructional support as Stephanie McAlpine left and those who picked up her roles were compensated, but it didn’t fully equal her salary. -other changes in the notes in the folder.

Subject	Journal of Board Votes - how to keep a log to record members’ votes on action items
Discussion	We need a binder of a record of all of our votes. It’s part of the open meeting law and our authorizer has brought to attention that we have not had this and need to do so. We agreed that the Secretary would make the template and keep the binder updated and have another member type in the votes during the meeting.

Subject	Reschedule November board meeting date (2nd Tuesday lands on election day)
Discussion	November 15th at 6:45 pm

Reports:

Subject	Executive Director’s Report
Discussion	<p>Facilities:</p> <ul style="list-style-type: none"> - Future plans - have been looking at a building for the DP/high school

- program as we will need more capacity in facilities in one or two years.
- Dialoguing about different grade configurations that we can have that will impact facilities as well.

Staffing:

- We have a teacher who is quite ill and has been out for a few weeks. We have a long-term substitute who will be the assistant to the co-teacher in this classroom.
- The summer of 2017 being short will affect our Visa process. It will have an impact on the Language Ambassadors that we hire because they have to go home before coming back. New hires could be affected if they get hired later and any visas who are expiring, although we are going to get them started as soon as possible.

Program:

- He and Shannon Peterson will be going to China at the end of the month. They will be visiting one of the schools that was here this summer. They are looking at secondary schools that would like to see us as a viable school where their students could study abroad.
 - Changchun is asking them to visit November 19-20 as they are having Principals come from all over China who are very interested in global connections. So they will be returning in November to present at this conference.
- There are schools in China working with schools in the US to provide English instruction online. We could be teaching English to students who would like to come here.
- Looking for someone who would bring student to Concordia Language Villages for French, Spanish, and Chinese.
- Nancy Hawkinson and Shannon visited a school in Spain. Their principal want to start with some exchanges and will be coming to visit us on November 14th.
 - They could already start a short exchange over I-Terms and it could include 5th graders.
- There is also a plan to send students to China in June from a connection to Camp Dragon. This could include 5th grade.
- We have also found that Duke University takes students to Guatemala on a medical mission trip. They would learn basic nursing skills, we would have to train them here. Then live with host families in groups of 2-3 speaking Spanish.

Upper School:

- Recently had a meeting with teachers about conferences coming up this next week.
- The new staff is adjusting
- Administration is planning some meetings with parents to have a blunt conversation about how their child is doing.

	<ul style="list-style-type: none"> - We won an award from the Forest Lake Chamber of Commerce for innovation.
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Subject	Treasurer's Report and Finance Committee Minutes (file)
Discussion	<p>-All normal, front loaded a bit because of buying school materials for this year.</p> <p>-Census looks good, but the target for Kinder has been 150 and since we have been behind that for awhile we might want to consider backing that up for budget planning or make a plan to close the gap.</p> <p>-Dashboard is working well and he will be talking to our tech support to mine data for the second page.</p> <p>-He took a fraud prevention webinar and we are on track and following their suggestions. LILA has a lot of checks and balances in place. There was a video section added that showed good examples of what to be aware of and we could use it for future training.</p> <p>-Future planning, long-term big and small picture. Keep looking at the target sizes for upper school and kinder/lower school as we think about these different plans as enrollment affects those plans.</p> <p>-CFO Lundgren shared that if we continually miss the target for Kinder, it may send the wrong message. It's better to have full capacity and have a waiting list, than be short.</p> <p style="padding-left: 40px;">-Director Hedlund also shared that may impact class sizes and configuration and that would be part of the larger discussion about this.</p> <p style="padding-left: 40px;">-Member Rodriguez asked if we change our goal does that mean we change our class sizes or our number of classes. That will be discussed further as that is a main question in readjusting sizes.</p> <p>-Minutes filed.</p>

Subject	Election Committee Report and minutes (file)
Discussion	<ul style="list-style-type: none"> - We have two teacher candidates: Cecilia Delbene (Upper School Spanish teacher) and Maria Velasco-Ranz (Lower School 3rd grade Spanish immersion teacher) - Election opened today - It closes on October 20th and parents will be reminded to vote during

	<p>conferences on the 18th and 19th; however we are not planning on voting at conferences because you have to do it through your email.</p> <ul style="list-style-type: none"> - Minutes filed.
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Subject	Policy Review Committee minutes (file)
Discussion	<ul style="list-style-type: none"> - Minutes filed.

Action Item: Consent Agenda - containing the Secretary's report 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	6	Yea	6	Nay	0	Abstain	0
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Decision	Motion carries.
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Announcements:

FLASB: Exec. Director Hedlund:

- High School presented their best of the year. They have done a lot with technology.
- They have done 'bring your own device' and it's going very well.
- Their Biology class has jumped their MCA's from low 50's to high 80's in Science and Math. CK12 is being used to focus on the individual components to share resources and questions.
- They are doing modified flipped classrooms, giving students some front end teaching at home as homework before students come to class. Then teaching a bit more at the beginning of class and allowing them to have more time at the end to touch base with students as they do their homework.
- Animal Science FFA program shared how they are using technology as well.
- Bond rates are very good right now that they were able to add \$9 million worth of equipment and costing \$25 less a year
- They are down over 200 students than projected.

Next time: Yao Hsia

PTO: Angie

- \$53-\$55,000 raised by the FunRun through Booster-thon. Still collecting pledges.
- Teachers gave presentations about their year
- PTO shared to the public about what they do and where
- Angie shared about the board and elections coming up

Next time: November 15th during our meeting - Angie will attend for the first 15 minutes, Jocelyn will get updates from them.

Board Training Updates:

1. Jeff Schipper, CliftonLarsonAllen seminar, Minneapolis: Risks of Occupational Fraud: Roundtable Series for Nonprofits and Government Agencies, 9/22/16

Other Business:

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

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Adjourn: 8:16 pm