



The monthly meeting of the Board of Directors held on Tuesday, November 15, 2016
at 6:45pm in the Lakes International Language Academy's Main Campus Library,
246 11th Ave SE, Forest Lake, MN

General Business:

Call to order: 6:45pm

Roll Call:

Board Members/Director Present or Absent:

name	present/absent
Mira Norcross (Chair and Parent)	P
Jeanie Callahan (Vice- Chair and Community Member)	7:16pm
Jeff Schipper (Treasurer and Parent)	6:54pm
Jocelyn Hylden (Secretary and Teacher)	P
Cecilia Delbene (Teacher)	P
Yao Hsia (Teacher)	P
Kaari Rodriguez (Teacher)	A
Dwayne Green (Parent)	A
Angie Ebben (Teacher)	P
Cam Hedlund (Director, Ex Officio Member)	P
Julie Lundgren (CFO, Ex Officio Member)	6:50pm

Unscheduled Visitors: none

name	position/role

Conflict of Interest:

We will be approving the first revision of the FY17 Budget, all salary wages are per the matrix.

Review of Agenda:

Add PTO request for their upcoming Paint a Pallet event to Action Items (JMH)

Add approval of application for SHIP 4 Worksite Wellness grant to Action Items (JKL)

Scheduled Visitors:

name	position/role
Jenni Muras	LILA Athletic and Activities Director

Affirmations:

Ex. Director Hedlund affirmed LILA Athletic and Activities Director

Cecilia Delbene affirmed the board for all of their hard work and shared that she is looking forward to joining us.

Angie Ebben affirmed Kaari and Dwayne for being risk takers by traveling to China to represent the board.

Action Item: Ratify Election Result for vacant teacher seat

Explanation	Cecilia Delbene was elected into the vacant teacher seat during our October elections.
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Motion	To Ratify Election Result for vacant teacher seat
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Made by	Treasurer Schipper	Seconded by	Yao Hsia
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Discussion	
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Vote	5	Yea	5	Nay	0	Abstain	0
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Decision	Motion accepted
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Action Item: Membership in the Minnesota State High School League

Explanation	Application to MN state High School League - as our athletic program grows it seems to be something the LILA community would like to be a part of. \$100 registration fee, plus a \$90 activity fee. Currently we aren't allowed to play against other teams in this league unless they fill out a form and many choose not to do so. Would mean eligibility for lettering and state competitions.
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Motion	To approve the application for membership into the MSHSL
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Made by	Yao Hsia	Seconded by	Cecilia Delbene
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Discussion	<p>Ex. Director Hedlund asked which sports she was thinking of starting with. Jenni Muras shared that our girl's swim coach has already asked, so next fall we would be considering that. Boys soccer numbers seem to be strong enough. When you become a member and then we can add the teams as we go. Volleyball also is a probable one as well.</p> <p>Angie Ebben asked if there were any fine arts or other activities could be a part of it. We aren't positive yet, but definitely will be considering that in the near future.</p> <p>Angie also asked if this would be for next year or if it could apply for this year. Jenni shared that we would be eligible to participate immediately.</p>
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Vote	5	Yea	5	Nay	0	Abstain	0
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Decision	Motion carries.
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Action Item: Instead of archery with North Lakes, now it will be a LILA activity. The board supports this decision.

Action Item: Application to join the Twin Cities Athletic Conference

Explanation	22 teams in the area (40 minute radius) we currently play against many of them. North Lakes Academy and some other smaller charter and private schools are a part of this. Pending board approval Jenni Muras will go to their board in 2017 to apply for membership. This would open up possibilities for competition and provide a community for our athletic program. Their board meets quarterly, so some time between January and March.
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Motion	To approve the application to join the Twin Cities Athletic Conference
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Made by	Treasurer Schipper	Seconded by	Angie Ebben				
Discussion							
Vote	5	Yea	5	Nay	0	Abstain	0
Decision	Motion carries.						

Action Item: FY17 Budget, Revision 1 (second read)

Explanation	<p>Updates due to enrollment changes and staffing changes for the most part. State per pupil aid is based on revised enrollment, 1040.2 pupil units. Overall general education staff salaries and wages are up \$52,665 from the original budget passed last June (a tiny change compared to the whole, so we did a great job estimating our needs here). It is up about 30% from last year (FY16 budget revision 2, spring 2016). Admin: added front desk staff person at Lower School; added part-time finance person to assist with HR and payroll duties.</p> <p>Other changes are highlighted in the Finance Committee minutes and FY17 budget revision notes in the board folder.</p> <p>Ex. Director Hedlund also shared that there is some extra weight on the leadership team due to Stefanie McAlpine's resignation at the end of the year. The leadership team is looking at options and he just wanted to board to be aware of this. There is a balancing between paying our current staff more for what they are doing and adding more staff. They are thinking of making a task force hopefully with some board members to look at wages and compare with other schools.</p> <p>New coding strings in UFARS per MDE this year for technology-related expenses like software, hardware, supplies, licenses. These are things that were incorporated in other lines and now have their own lines in various departments.</p> <p>SpEd staffing adjusted to match student needs. The SpEd administrative assistant was moved out of state funding (FIN 740) and into federal (FIN 419) as those are reimbursed differently.</p> <p>We have some expensive programs in fund 04, meaning they are not breaking even and the fund 04 fund balance is being drawn down. We will need to</p>
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	address this at some point over the next year or so. Ms. Lundgren spoke with the Director of the after school program (Explorer Club/Amigos) and made changes, showing a net income of around \$16,000.
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Motion	To accept FY17 Budget, Revision 1
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Made by	Secretary Hylden	Seconded by	Member Ebben
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Discussion	Treasurer Schipper mentioned that he really likes the summary that she shared at the end which really paints a nice picture for anyone looking.
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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	
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Motion	To approve Policy 328 as amended by the policy committee
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Made by	Member Hsia	Seconded by	Treasurer Schipper
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Discussion	Ex. Director Hedlund noticed that Director should be changed to Ex. Director twice. Then they noticed that the policy in the folder was different than the one they had worked on. We found the policy and decided to make our policy refer to their policy because we have to follow theirs.
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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 104 Gifts to employees

Explanation	No changes aside from dates
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Motion	To approve policy 104
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Made by	Member Ebben	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: Policy 312 Harassment and violence

Explanation	Formatting changes.
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Motion	To approve policy 312 as amended.
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Made by	Secretary Hylden	Seconded by	Member Delbene
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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: FY16 Audited Financial Reports for LILA and LILA Building Company (combined)

Explanation	<p>Executive Audit Summary (EAS) specifically for board members. Broad view and highlights in narrative form. Shares the audit opinion. They issued a clean audit. They didn't find any significant compliance issues and no material weaknesses notes in FY16 financials. Talks about fund balance and budget. Also audits the LILA building company as they are a component unit with overlapping board members. Debt covenant compliance, they didn't do a calculation, however Ms. Lundgren did. We are suppose to hit a 1.1 Debt Service Ratio, and ours was 1.08, we will have to follow through with an independent entity to look over our operations. CliftonLarsonAllen may do that for us to satisfy the covenant of the loan agreement.</p> <p>Financial Statements (FS) Affirmed Jeff Moore for his input in the audit. Goes into the audit report and financial highlights. Highlights in audit committee minutes. Management discussion and analysis does have some narratives to help understand.</p>
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Motion	To accept FY16 Audited Financial Reports for LILA and LILA Building Company
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Made by	Treasurer Schipper	Seconded by	Member Ebben
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Discussion	Chair Norcross asked what we are looking for in having an independent entity looking at the DSR. They recalculate and give their opinion and can give recommendations. It is required in this case. CliftonLarsonAllen will send someone to the board to share more in the near future.
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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: Amended Explorer Club Parent Handbook for FY17

Explanation	Main piece she wanted added is a clause “hours and rates subject to change”for slight changes. Housing keeping updates. Clarifies payment options more clearly.
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Motion	To approve the amended Explorer Club Parent Handbook for FY17
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Made by	Vice Chair Callahan	Seconded by	Member Ebben
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Discussion	The calendar is a part of the handbook, she would also like to be able to switch the calendar out at the beginning of each new year.
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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: Approval of alcohol on school premises for PTO fundraiser event

Explanation	
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Motion	Approval of alcohol on school premises for PTO fundraiser event
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Made by	Vice Chair Callahan	Seconded by	Member Delbene
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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: Approval of application for SHIP 4 Worksite Wellness grant to Action Items

Explanation	Swellness committee would like to apply for a grant to Washington County. This one is focused on healthy eating, providing healthy snacks in a creative way.
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Motion	Approval of application for SHIP 4 Worksite Wellness grant to Action Items
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Made by	Member Hsia	Seconded by	Treasurer Schipper
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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 Items: Donations

Explanation	
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Motion	Approval the donations
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Made by	Vice Chair Callahan	Seconded by	Member Delbene
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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	Facilities Planning - merged to Director's report
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Discussion	
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Reports:

Subject	Executive Director's Report
Discussion	<p>Facilities: Renovation of ambulance area for art and other pieces. Green house at the annex CUP needed even for a playground for the annex. Need one more Chinese classroom for next year. Headwaters will be tight next year, but can handle it for one more year. Possibly moving 6th grade back to PYP instead of with MYP; which would be helpful for the immersion model. Crouse Anderson has a plan for 6 more rooms added to Headwaters building, we could maybe stretch that to 8. Long-term plan will probably need a subcommittee to look at facilities for this next year and the next.</p> <p>Finances: The substitute issues is an issue everywhere. It is affecting our programing because we can't get subs. We've hired one full-time sub and considering a second. We will look at getting the word out to our parent population and elsewhere and let them know they do not need to be native Spanish or Mandarin speakers.</p> <p>Staffing: Nuriman's health concern has pushed her out until December. She has asked to be in a less demanding role for awhile. We are looking at hiring another teacher. Chair Norcross is a parent in this room and shared that a message from administration needs to go out to parents to inform them soon about what will be happening.</p> <p>Cam and Shannon will share about their two China trips next month.</p>

Subject	Treasurer's report - minutes filed
Discussion	<p>Talked about the budget, high level summary of no findings in the audit.</p> <p>The dashboard is a very nice tool to look at.</p> <p>Planning for classes, and wanting to watch or keep an eye on upper school numbers.</p> <p>Language ambassadors need to be looked at in the near future, as a pretty big drain on Fund 04.</p>

Action Item: Financials

Motion	To approve the Treasurer's Report - including the September financials						
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Made by	Member Delbene	Seconded by	Vice Chair Callahan			
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Vote	6	Yea	6	Nay	0	Abstain	0
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Decision	Motion carries.						
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Subject	Election Committee Report (no minutes)						
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Discussion							
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Subject	Audit committee report - minutes filed						
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Discussion	Shared updates during the explanation of the audit for approval						
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Subject	Policy Committee report - minutes filed						
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Discussion	Policy 506 Community Use of School Facilities, looking to have the person in charge of the contract writing the contract since it has been taken out of the policy.						
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Action Item: Consent Agenda

Motion	To accept the consent agenda with the October Minutes						
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Made by	Member Hsia	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: Hsia, construction mentioned. No major updates.

PTO: Turkey Bingo coming up this Friday, moving Coffee fundraisers to February instead of December, considering dropping the Flowers Fundraiser because of the word it takes and the FunRun went so well.

Board Training Updates: Mira Norcross: Board on Track for Running Great Meetings and Franklin Covey, Unleashing your team's talent

Grant awarded: Target Music Grant, \$1460, for purchase of xylophones as part of the music department's "Music for All!" initiative

Other Business:

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

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Adjourn: 8:50pm