



MINUTES

The monthly meeting of the Board of Directors was held  
 Tuesday, December 13, 2016  
 at the Lakes International Language Academy's Main Campus Library,  
 246 11th Ave SE, Forest Lake, MN

**General Business:**

Call to order: 6:00PM

Roll Call:

Board Members/Director Present or Absent:

name	present/absent
Mira Norcross (Chair and Parent)	P
Jeanie Callahan (Vice- Chair and Community Member)	P
Jeff Schipper (Treasurer and Parent)	A
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)	P
Julie Lundgren (CFO, Ex Officio Member)	P

Unscheduled Visitors: none

name	position/role

Conflict of Interest:

None

Guest Performance:

One of our Chinese Language Ambassadors performed a saxophone solo for the board.

Review of Agenda:

Add guest performer Michael, who is a language ambassador in Hsia Lao shi's room

Add Pay Matrix (Task Force) to dialogue and discussion

Add Member Delbene to committee roster under Dialogue and Discussion section of agenda

To Action Items: Add approval for administrative changes to FY17 budget revision 1, to remove duplicate line (line 511) and include line 1001 in the section sum (\$5000 listed but not in sum formula for section total). CFO Lundgren

To Action Items: Request approval of SHIP grant for worksite wellness, \$1786.30, to launch healthy snack stations and provide nutrition education for staff. Awarded 07Dec2016.

Add China report to reports

Scheduled Visitors:

name	position/role
Michelle Hoffman from CliftonLarsonAllen	FY16 Audit report presentation Here to answer questions about the audit. An auditor gives an unmodified opinion about the financials. Management's Discussion and Analysis (MD&A) is the nice short summary to read a snapshot of the overall results. On pages 16 and 17 we have government wide financial statement. All long-term assets and liabilities; and after, they have the fund activity laid out. Current assets and liabilities shown.  Pages 22 & 23 budgets and actuals listed. Pages 47-48 has notes to the financial

	<p>statements</p> <p>Balance sheet for general fund and more details located in the back.</p> <p>Contains a UFARS compliance table; and we are in full compliance.</p> <p>Findings and results, clean/unmodified opinion. Look at internal controls to make sure segregation of duties and controls are in place. There were no material weaknesses found. Fund balance ended almost 1.9 million. Compared with expenditures, we should be within 20-25%, and we were at 24.1%. Good budgeting and monitoring of the budget as well.</p> <p>CLA suggested a best practice: Monitor PERA exclusion report (take a close look) for employees that are not under TRA or PERA. There was some discussion around this to clarify what would cause an exclusion. Our J1 Visa teachers are on the exclusion report, for example.</p> <p>Summarize Legislation that could potentially affect Charter schools.</p> <p>No significant findings.</p>
--	---

**Affirmations:**

Member Rodriguez thanked Member Green for going to China with her on the Bridge Delegation.

**Action Item:** Policy 506 - Community Use of Facilities

Explanation	Pulled information that looked more contract related and made a new contract, called "School Facilities Use Terms". This will now be the contract that will be sent to people and groups who want to use the facilities.
-------------	--

Motion	To accept policy 506 as amended.
--------	----------------------------------

Made by	Member Rodriguez	Seconded by	Member Delbene
---------	------------------	-------------	----------------

Discussion	It does talk about III B and C regarding the school and the board imposing reasonable regulations and conditions on who can rent the facilities.
------------	--

Vote	7	Yea	7	Nay	0	Abstain	0
------	---	-----	---	-----	---	---------	---

Decision	Motion carried.
----------	-----------------

**Action Item:** Policy 220 - Purchasing Guide

Explanation	In summer of 2015, the Uniform Grant Guidance became effective and are the rules and guidelines around using federal funds. It has several areas of focus, tracking time and effort and other parts deal with inventory and the stewardship of what we buy with our funds. Other areas of focus have to do with purchasing. CFO Lundgren went through the purchasing policy to bring it into alignment with new changes. Clarifies what we already do and shores up what areas needed a bit more support. Added definitions. State funding is the main part that we are funded by and MDE is holding us accountable with our state funds according to Uniform Grant Guidance.
-------------	---

Motion	To accept revisions to policy 220
--------	-----------------------------------

Made by	Member Green	Seconded by	Member Ebben
---------	--------------	-------------	--------------

Discussion	Chair Norcross thanked CFO Lundgren for her support in revising this policy and CFO Lundgren also thanked the policy review committee for their questions and input during the revision. It's a dual system based on the federal register and Uniform Grant Guidance. MDE gave a thorough training that helps us maintain compliance. Vice Chair Callahan asked if we should continue to carry the sample copies of the forms referenced in the policy; they aren't necessary as appendices so will take that out of the policy.
------------	--

Vote	7	Yea	7	Nay	0	Abstain	0
------	---	-----	---	-----	---	---------	---

Decision	Motion carries.
----------	-----------------

**Action Item:** FY18 Class sizes and/or grade level caps

Explanation	Need to review this before next month because of our annual enrollment lottery
-------------	--

	coming up. Continue to take in upper school students at all grades ready to come. Was considering capping at 100, but decided to keep it open to as many as want to come in order to hit our enrollment targets that impact funding and facilities.
--	---

Motion	No action taken at this time.
--------	-------------------------------

Discussion	Member Rodriguez also shared that we want to be careful not to overextend our staff and resources when thinking about numbers. Administration has been discussing this and are looking at numbers and resources closely. They understand that there is a balance between enrollment and our capacity.
------------	---

**Action Item:** Overnight trip to Concordia Language Villages

Explanation	Request approval of extended field trip: overnight trip to Concordia Language Villages Jan 25-26 for Upper School I-Term. Under the policy for field trips, we state that overnight trips will be approved by the board.
-------------	--

Motion	Approve the overnight trip to Concordia Language Village on January 25-26, 2017.
--------	--

Made by	Member Delbene	Seconded by	Member Hsia
---------	----------------	-------------	-------------

Discussion	There are other teachers and parents who are chaperoning. It looks like a Wednesday/Thursday during I-Terms.
------------	--

Vote	7	Yea	7	Nay	0	Abstain	0
------	---	-----	---	-----	---	---------	---

Decision	Motion carries.
----------	-----------------

**Action Item:** Approval to apply for CenturyLink Teachers and Technology grant

Explanation	Request approval to apply for a grant which would supplement curriculum for Physical Education/Health tech supplies (<\$5000) Since we are a CenturyLink customer we are eligible to apply. CFO Lundgren connected with the PE teacher and she offered to work with her on the grant application. If awarded tech supplies can be used in many different classes, such as health, science, math as they use the data collected with a set of devices like FitBits.
-------------	---

Motion	Motion to approve applying for the CenturyLink Teachers and Technology Grant.
--------	---

Made by	Member Ebben	Seconded by	Member Rodriguez
---------	--------------	-------------	------------------

Discussion	
------------	--

Vote	7	Yea	7	Nay	0	Abstain	0
------	---	-----	---	-----	---	---------	---

Decision	Motion carries.
----------	-----------------

**Action Item:** Approval for administrative changes to FY17 budget revision 1

Explanation	To remove duplicate line (line 511) and include line 1001 in the section sum (\$5000 listed but not in sum formula for section total). Kinder state testing was in there twice and line 1001 was not included in the sum for that section. It ends up being about a \$2,000 net negative change (decreases net income).
-------------	--

Motion	To approve the administrative changes to FY17 budget revision 1
--------	---

Made by	Member Callahan	Seconded by	Member Green
---------	-----------------	-------------	--------------

Discussion	
------------	--

Vote	7	Yea	7	Nay	0	Abstain	0
------	---	-----	---	-----	---	---------	---

Decision	Motion carries
----------	----------------

**Action Items:** Request approval of SHIP grant for worksite wellness, a grant from Washington County

Explanation	\$1786.30, to launch healthy snack stations and provide nutrition education for staff. Awarded 07Dec2016.
-------------	---

Motion	To approve the SHIP grant
--------	---------------------------

Made by	Member Rodriguez	Seconded by	Vice Chair Callahan
---------	------------------	-------------	---------------------

Discussion	
------------	--

Vote	7	Yea	7	Nay	0	Abstain	0
------	---	-----	---	-----	---	---------	---

Decision	Motion carries.
----------	-----------------

**Discussion/Dialog:**

Subject	Fundraising Management -
Discussion	<p>There was an individual who came to Chair Norcross to share with the board coordination between PTO and Foundation fundraising.</p> <p>Ex. Director Hedlund shared that PTO and Foundation has always asked, what do you need? And his answer has always been, what would you be willing to give? We have a long list of things that we need, but aren't able to put in the budget right now, so those things have been added when the ability for funds comes up. It's something that they can market. They feel that parents don't want to give towards shoveling snow and buying papers, which are a part of the general budget, but are motivated for other specific goals.</p> <p>The PTO and Foundation are trying hard to be in communication to not overlap. It just may not always be capable. There is consistency on both boards and they are such hard working volunteers who are motivated to giving so much of their time and energy to support the school.</p>

Subject	Grant award update: Orchestra teacher Ken Schuster received partial funding for his grant application to fund the commission of original music for orchestra at Upper School.
Discussion	We approved his application and he was awarded 50% funding for commissioning original music. He is still able to do what he had hoped to accomplish, even without full funding. It will be debuted by the LILA orchestra at a concert in May 2017.

Subject	Cecilia Delbene committee assignments
Discussion	She was curious about the details of the committees. She chose: Annual Meeting, Director Evaluation, and Policy Review Committees

## Reports:

Subject	Executive Director's Report Staff Facilities China Trips
---------	---

Discussion	<ol style="list-style-type: none"><li>1. Staff -<ol style="list-style-type: none"><li>a. We had a teacher resign from the Upper School and we just hired a new teacher this week to replace.</li><li>b. We have struggled filling the need for Special Education paras and have done some shifting of employees. We will be losing our Special Education Director next year. We have tried many different models with our Special Education Directors, we have gone to a service agency who provides directors. With the current director leaving next year, we'll be looking at what we want to do again for support and supervision.</li></ol></li><li>2. Facilities -<ol style="list-style-type: none"><li>a. We have started to narrow the possibilities for future facilities. We are planning for new buildings on property and additions to current facilities and have taken plans to the city, to see their response. Their response was favorable to continue with our plans in this direction.</li></ol></li><li>3. China Trips -<ol style="list-style-type: none"><li>a. Members Rodriguez and Green both went to China in November as well as part of the China Bridge program.<ol style="list-style-type: none"><li>i. Construction was happening everywhere, schools and buildings</li><li>ii. Saw many schools that were very impressive and very disciplined. They were model schools implementing practices they have seen in other countries.</li><li>iii. People very friendly and accommodations were very nice.</li><li>iv. They really saw economic policies in effect</li><li>v. Students learn English from 3rd grade on</li><li>vi. Class sizes were averaging 40 with very little discipline problems and were implementing group work and collaboration.</li></ol></li><li>b. Executive Director Hedlund and Director Peterson went to China twice in October/November</li></ol></li></ol>
------------	--



	<ul style="list-style-type: none"> <li>i. They want to start travel for secondary students and have gone to China separately, but wanted to go together this year to continue to solidify these programs.</li> <li>ii. We want to bring international students for language connections, relationships, and cultural understanding</li> <li>iii. We are planning a trip to China spring 2017, to Spain in summer of 2017, Guatemala the spring of 2018, and others that teachers are dreaming about.</li> <li>iv. October - Sister School Tour <ul style="list-style-type: none"> <li>1. Changchun - where Michael King and Peter (our former staff and ambassadors) are teaching. They are bringing LILA strategies back to their amazing school. They want relationships here because they want the small class sizes, they want the cultural experience, they want the relationship built. They were so curious about inquiry and behavior issues and wanted to hear our ideas because of what Michael and Peter had been sharing with them.</li> </ul> </li> <li>v. They saw 8 different schools in 8 days with all potential connections for international exchange.</li> </ul> <p>c. November - Beijing Conference</p> <ul style="list-style-type: none"> <li>i. International Conference on Educational Innovation</li> <li>ii. Our Directors presented at this conference</li> <li>iii. Other opportunities that happened on this trip: they made connections with sister schools, discussed international teacher training, they were also attracting investors to LILA and they were interested in opening overseas branches of LILA</li> </ul>
--	---

Subject	Treasurer’s Report/Finance Committee Report (minutes to file)
Discussion	No discussion. Minutes are in the folder.

**Action Item: October Financials**

Motion	To accept the financial reports
--------	---------------------------------

Made by	Member Green	Seconded by	Vice Chair Callahan
---------	--------------	-------------	---------------------

Vote	7	Yea	7	Nay	0	Abstain	0
------	---	-----	---	-----	---	---------	---

Decision	Motion carries.
----------	-----------------

Subject	Policy committee minutes (to file)
Discussion	No discussion as they were explained with the motion for approval.

**Action Item:** Consent Agenda - including Secretary's report (November minutes) and Donations

Motion	To accept the consent agenda
--------	------------------------------

Made by	Member Rodriguez	Seconded by	Member Hsia
---------	------------------	-------------	-------------

Vote	7	Yea	7	Nay	0	Abstain	0
------	---	-----	---	-----	---	---------	---

Decision	Motion carries.
----------	-----------------

**Announcements:**

FLASB: Secretary Hylden was sick the night of the meeting and did not attend.

PTO: no December general meeting

Board Training Updates:

- a. Member Delbene attended Dec. 10 mandatory charter school board member training at University of St. Thomas (all components)
- b. Exec. Director Hedlund attended MACS winter meeting and policy forum 12/6/16 in St. Paul

Next Meeting: January 10, 2017 6:00pm

**Other Business:** none

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

- 0 -
- 1 -
- 2 -
- 3 - 1

4 - 4

5 - 5

**Adjourn:** 8:28pm