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The monthly meeting of the Board of Directors held on Monday, February 13, 2017
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)	A
Jeanie Callahan (Vice- Chair and Community Member)	P
Jeff Schipper (Treasurer and Parent)	P
Jocelyn Hylden (Secretary and Teacher)	P
Cecilia Delbene (Teacher)	P
Yao Hsia (Teacher)	6:06pm
Kaari Rodriguez (Teacher)	6:40pm
Dwayne Green (Parent)	A
Angie Ebben (Teacher)	P
Cam Hedlund (Director, Ex Officio Member)	P
Julie Lundgren (CFO, Ex Officio Member)	P

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Unscheduled Visitors: none

name	position/role

Conflict of Interest: none

Review of Agenda:

Remove Donations from the Consent Agenda and add to Action Items

Move Actions Items 8, 9, 10 to the top of the list

Add Shannon Peterson to Reports for an update on the Upper School

Scheduled Visitors: none

name	position/role

Affirmations:

CFO Lundgren affirmed the Finance Committee for being attentive during meetings and asking good questions which is beneficial to the school and her work.

Member Delbene affirmed CFO Lundgren for coming to the board meeting when she wasn't feeling well today.

Action Item: Policy 308 Student Discipline

Explanation	Differentiated the two buildings as it was mostly focused on the lower school before. We consulted with Nancy Hawkinson, the MYP Coordinator and Building Instructional Leader at the Upper School and Jennifer Wurscher, the Dean of Students at the Upper school for this policy. Added pieces on how students arrive to school. Item F discussion resulted in shortening up the wording to best reflect our procedures. Item J addresses Dress Code which has not been established. Decided that the Upper School may need a student handbook to address certain issues that may arise. We also need one for the Diploma Program for IB and this needs to happen by April.
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Motion	To approve Policy 308 Student Discipline as amended
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Made by	Member Delbene	Seconded by	Treasurer Schipper
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Discussion							
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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: Policy 312 Harassment and Violence

Explanation	<p>Nancy Hawkinson and Jennifer Wurscher also had input on this policy for the Upper School. They will also include pieces of this in the handbook. No major changes were made to the previous policy.</p> <p>There is a form for harassment reporting which will be left here for now, but we have been taking forms out of the policies so they wanted us to be aware of a potential need to look at the form. Or this might be a good form to keep included. It was also mentioned that we could have a link in the policy that would go to the form.</p>
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Motion	To approve Policy 312 Harassment and Violence with the reporting form until there is a place to move the form onto the school's website; at which point it will be removed and linked to the policy.
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Made by	Member Ebben	Seconded by	Member Hsia
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Discussion							
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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: Treasurer's Report

Explanation	<p>Notes in the board finance folder.</p> <p>Note that a few of the language ambassador host payments went out in December and the most of the remaining will go out in January.</p> <p>If you look at student enrollment file in the board folder, there is a drop this month. We were above the budget at the beginning of the year and now below. Nothing concerning yet because of that difference, but we need to keep an eye on this.</p> <p>Cash on hand looks healthy as you can see on the Dashboard.</p> <p>Deci report is in there as well. This report was required as a result of the 1.08 DSC ratio for FY16 instead of 1.1. Bondholder call was held to discuss the report and they said, next time we can ask them sooner and they would give us</p>
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	a waiver as they know us and how well we have done. The shortfall was not concerning to them, but the call did give them the opportunity to check in.
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Motion	To accept the treasurer's report with the December financial reports and bank statement.
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Made by	Member Delbene	Seconded by	Member Rodriguez
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Discussion	Vice Chair Callahan asked about State Third Party Billing on the summary income and expense statement. We will look into that. Executive Director Hedlund shared that there is connection to our Special Education Department.
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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: Third Grade Class Size

Explanation	<p>Last year we altered second grade to keep four sections instead of 5 sections like they had in 1st grade. Each teacher received a language ambassador. Recommending to keep it at four due to facility needs and budget needs. Each class is around 23. It is being discussed with the leadership team to find two language ambassadors for third grade instead of just one.</p> <p>First grade to second grade: there are around 100 Spanish First Graders this year again and might suggest to keep 2nd grade at 4 sections again next year. In the Chinese classrooms; next year's grades 4 and 5 will be at 27 or near there. Those two grade class sizes can be 26. Suggesting that we have one teacher for each of those grades instead of the co-teachers like we have this year. Third grade will be split into two classes instead of one next year.</p> <p>No decision needs to be made tonight regarding any other grades than third, but Executive Director Hedlund will be bringing these pieces to the board soon.</p>
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Motion	To approve third grade to having four classes of Spanish.
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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: Review of LILA Bylaws

Explanation	<p>Note if any changes are to be enacted, it must go to constituent vote; bylaws state the board must review them every two years. If no changes, vote today.</p> <p>Chair Norcross was suggesting that we change the bylaws concerning board members to have three teacher members, three parent members, and 1 community member which would mean that the two other positions could be any mix of the three. The bylaws currently state that we have 5 teacher members, 3 parent members and 1 community member. Both options follow the law.</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	No decision made tonight. Teachers will bring this proposal to the teachers and this will be brought back next month.
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Action Item: Policy 232 Conflict of Interest

Explanation	There are notes in the folder with suggestions from MDE to improve this policy. Those are the only changes that were made. MDE approved of what we added.
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Motion	Approve the changes to Policy 232 Conflict of Interest
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Made by	Member Hsia	Seconded by	Member Ebben
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Discussion	
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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: Federal Procurement

Explanation	MDE sent a list of requirements for this policy. It is a new policy. CFO Lundgren drafted the policy based on MDE's requirements.
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Motion	To accept the new policy on Federal Procurement
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Made by	Treasurer Schipper	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: SHIP grant application, for student wellness

Explanation	Total of \$10,000 for the whole school. Covering health and wellness for students regarding healthy food choices and being active. There are a lot of items for Upper School but also for recess at the Lower School; specifically soccer nets. We will have to update our wellness policy and have a committee of students, board members, and teachers.
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Motion	To approve the application for the SHIP grant
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Made by	Treasurer Schipper	Seconded by	Member Delbene
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Discussion	They have already contacted us about this. We are very hopeful. There have been SHIP grants for staff wellness so when money for student wellness came up, they reached out to us to apply.
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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: Insurance proposal for Feb 2017-Feb 2018

Explanation	There is a copy in the board folder. If you go the page 22, reports page, it
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	shares the pricing. It went up basically due to our enrollment rising. When we reach the 1000 student mark it impacts insurance. Automobile went down because the ambulance is gone. Workers Comp went down because we have been keeping those costs controlled. Those two going down offset the pricing going way up. \$67,800 for property, liability, cyber and workers comp.
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Motion	To accept the insurance proposal for February 2017 - February 2018
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Made by	Member Delbene	Seconded by	Treasurer Schipper
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Discussion	Vice Chair Callahan thought it may have gone up because of the green house purchase. CFO Lundgren shared that that was very minimal. They did go to market to see if we could get anything lower. We are still going to stay with Hanover for property and liability and SFM for work comp.
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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: IRS Form 990 for the school

Explanation	Audit committee met last week. Jeff Moore was traveling and didn't respond with comments. They walked through the school's and building company's tax forms. This document serves two major purposes: reports on financials and answers question "do we fulfill our tax exempt mission?". They look at our operations, they ask specific questions to get at that. They look at how we are following laws.
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Motion	Motion to accept LILA's IRS Form 990
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Made by	Member Ebben	Seconded by	Member Hsia
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Discussion	The form often does not allow room for the full answer; Schedule O is where those narratives continue. Vice Chair Callahan asked questions regarding the LILA Building Company IRS Form 990 and was wondering about the house purchase. It is not a part of this one because the purchase occurred in September 2016. The LILA Building Company will approve their form during their meeting.
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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: Policy 142 Early Entrance Procedures for Kinder and First Grade

Explanation	<p>Stefanie McAlpine shared just a few changes in procedure to be approved before they start screening students. She noticed some formatting changes that could be made for clarity.</p> <p>There was some discussion in the policy committee meeting surrounding the test that was used; therefore tests were mentioned and it was written to allow the school to change the test without having to change the policy.</p>
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Motion	To approve the changes to Policy 142 Early Entrance Procedures for Kinder and First Grade
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Made by	Member Rodriguez	Seconded by	Member Delbene
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Discussion	<p>Removed the language that stated that “the only acceptable test will be...” to make it more general on which test would be used. It still states that the school will make the decision, not parents.</p> <p>There was discussion around which psychologist would be used. We also discussed having a percentile score rather than a cutoff score so that it could be applied to any test given.</p> <p>Changed the wording under part 2 number 4 “parents may choose one of the psychologists contracted by the school” to “parents must choose licensed psychologist contracted or approved by LILA.”</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: Donations

Explanation	
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Motion	To accept the donations
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Made by	Member Ebben	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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Discussion/Dialog: none

Reports:

Subject	Executive Director's Report - Cam Hedlund
Discussion	<ol style="list-style-type: none">1. Staff -<ol style="list-style-type: none">a. We are looking at a Special Education teacher who would be ½ time at both schools.b. We have asked staff to let us know if they are leaving or not leaving and would like to know this month.c. Pu Xu, fourth grade Chinese co-teacher, will be moving to the Upper School to teach Chinese. Nuriman Mamat who was out on disability is back, but not quite strong enough to be full time teacher. She will be moved to hourly staff and will be an assistant in the fourth grade room in Pu Xu's place. There has already been a new teacher hired to replace Nuriman Mamat in the third grade co-teacher position. Both classes also have a full time language ambassador. Rei Wang, the current Upper School Chinese teacher will be coming to the Lower School to assist in 3rd grade.d. The leadership team would like members or a member from the board to join a task force that will take a look at teacher salaries. The board has decided that they are interested in this and the leadership team can start creating this task force and we will provide members to join the task force.2. Enrollment -<ol style="list-style-type: none">a. Kindergarten round-up is on the morning of February 20th.3. Facilities -<ol style="list-style-type: none">a. We have moved a Special Education room to the former ambulance area. It will be a resource room for them. This would become a room where students to go that will be staffed by a Special Education teacher. This will be a place where students can go to calm down, take a break, or be in a small group environment.b. The renovation of the former ambulance garage into an art classroom has gone out for proposals.

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	<ul style="list-style-type: none">c. PTO has agreed to buy a kiln for the Lower and Upper School projects, to be part of the new art classroom.d. There are two other offices in the hallway of the former ambulance area; the art teacher will get one of them as Explorer Club will probably get to use the art room for after school activities.e. Current thinking is that the other office would be for Explorer Club.f. We are going to lease classrooms and cafeteria to the YMCA summer program. There are many potential benefits for them and us with this partnership.
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Subject	Director's Report - Shannon Peterson
Discussion	<p>Upper School Report:</p> <ol style="list-style-type: none">1. We are very excited to be welcoming the new Chinese teacher to the Upper School, Pu Xu, who will be starting on Thursday and joining their trainings on Friday and Monday.2. I-Terms (innovative, inquiry-based, investigatory) classes (session 1 for this school year) are done. They are 6 days of intense interaction with teachers and students in classes of their choosing and interest. Entertaining on a budget, theater behind the scenes, get out and get going, Storytelling, Math in Sports, and many, many more.3. School Dance last month was a success with Upper School students.4. Basketball, Anime club, Destination Imagination, History Day, National Honor Society and Junior NHS, the Musical, and many more sports and activities happening right now.5. Nancy Hawkinson just got back from Houston, Texas for a conference on the IB Diploma Program for 11th and 12th grade. We are confident that our current 8th graders and younger students should be able to complete the DP program and we are working toward that goal.6. Student Travel is coming up - end of May - beginning of June students will be able to go to China and an opportunity for 12 and 13 year old students from Spain to come here in September and stay here with families and host students will be able to go back to Spain with them on October 2nd to attend school there for the month of October.7. Signing a memorandum of understanding for a Guatemala I-Term next year.8. Hosting a parent meeting for next year's high school students.

Action Item: Consent Agenda

Motion	To accept the consent agenda with the Secretary's Report and the Policy
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	Review Committee Minutes						
Made by	Member Delbene			Seconded by	Member Ebben		
Vote	6	Yea	6	Nay	0	Abstain	0
Decision	Motion carries.						

Announcements:

FLASB: notes in the February folder

PTO:

- Approved the purchase of a kiln for the art room from funds raised through the Boosterthon.
- Paint and Pallet community building event went well. They receive ½ of the proceeds from each pallet.
- Won't be doing the coffee fundraiser this year in an effort to reduce fundraising after the Boosterthon this year.
- Winter Plunge will take place on February 25th, we are invited to plunge with the teachers, students, and language ambassadors.

FLASB next meeting: March 2nd, possibly no one as it's during conferences

PTO next meeting: February 21st at 6:30pm - Jocelyn

Board Training Updates:

- a. CFO Lundgren attended a webcast by Standard & Poor's rating agency, 2017 Not-for-Profit Charter School Outlook on 1/24/17
- b. Vice Chair Callahan - Personal Identity on 12/5/16 and Emotional IQ Training on 12/2/16 taken at her place of employment

Other Business: none

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

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Adjourn: 8:18pm