



The monthly meeting of the Board of Directors held on Tuesday, March 14, 2017
 at the Lakes International Language Academy's Main Campus Library,
 246 11th Ave SE, Forest Lake, MN

General Business:

Call to order: 6:03PM

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)	P
Jocelyn Hylden (Secretary and Teacher)	P
Cecilia Delbene (Teacher)	A
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)	A

Unscheduled Visitors: none

name	position/role

Conflict of Interest:

Review of Agenda:

Move IB policies to after affirmations

Remove Finance Committee Minutes from Consent agenda as the meeting was today

Add Inclusion/Special Needs Policy to Action items

Scheduled Visitors:

name	position/role
Sarah Ray and Nancy Hawkinson	

Affirmations:

Chair Norcross affirmed the teachers for the recent conferences that were held a week ago.

Action Item: Grant for approval from University of MN Confucius Institute

Explanation	We received \$1000 from University of MN Confucius Institute to support LILA's Chinese New Year community-wide celebration, to fund lion dancers and student performance outfits.
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Motion	To approve the grant for the approval from the University of MN Confucius Institute
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Made by	Member Green	Seconded by	Treasurer Schipper
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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: Approve grant application for Jeffers Foundation school garden grant for Headwaters campus

Explanation	
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Motion	Approve the Jeffers Foundation landscaping grant.
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Made by	Member Rodriguez	Seconded by	Member Hsia
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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: LILA Statewide Health Improvement Action Plan Grant

Explanation	
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Motion	Approve the SHIP grant.
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Made by	Member Green	Seconded by	Treasurer Schipper
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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: Treasurer's Report: January 2017 financial reports

Explanation	<p>Third month in a row with uneventful finance Cash flow increased in January. Last summary statement in Julie's notes sums everything up well. January was a very busy and eventful month regarding school activities that support our mission and we are in a very good spot in our finances.</p>
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	It would be interesting to see how support for the foundation and the PTO has been over the last few years as that will help us to see another side of our volunteerism.
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Motion	To accept the January financials and Finance Committee Minutes
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Made by	Secretary Hylden	Seconded by	Member Hsia
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Discussion	Member Rodriguez mentioned that we get some extra state aid for 7th - 12th graders. Is this supporting the growth yet? Treasurer Schipper said we don't have a full perspective yet. It will take about another two years to really be able to trust that information.
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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: IB Language Policy, IB Assessment Policy, Letter to confirm board of directors approves of support for applying to become a Diploma program

Explanation	This is a policy required by IB for MYP and/or DP schools. They will look this policy over and let us know if it needs to be revised to include more specific requirements. The LILA Upper School Staff has been a part of the writing of these policies. These are working documents to be approved tonight and allowed revisions without further approval.
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Motion	To accept the IB language, assessment, academic honesty, and inclusion/special needs policies as well as the letter of support to become an IB Diploma Program School.
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Made by	Member Rodriguez	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: IB Assessment Policy

Explanation	This policy has been written already for the Lower School and is pretty set. Policy required by IB for MYP and/or DP schools. They will look these policies over and let us know if they need to be revised to include more specific requirements. The LILA Upper School Staff has been a part of the writing of this policy.
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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	
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Action Item: IB Academic Honesty Policy

Explanation	This is a new policy. Policy required by IB for MYP and/or DP schools. They will look these policies over and let us know if they need to be revised to include more specific requirements. The LILA Upper School Staff has been a part of the writing of this policy.
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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	
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Action Item: LILA Inclusion/Special Needs Policy

Explanation	This was adapted from a description on our Rtl process at the Lower School. Policy required by IB for MYP and/or DP schools. They will look these policies over and let us know if they need to be revised to include more specific requirements. The LILA Upper School Staff has been a part of the writing of this
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	policy.
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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	
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Action Item: Bylaw changes

Explanation	<p>Explanation in discussion and dialog</p> <p>Bylaw change to Section 4.3 Number of Election and Term of Directors to state:</p> <ul style="list-style-type: none">a. kept the same<ul style="list-style-type: none">i. Three (3) parents who have at least one student who is currently enrolled at ... (same)ii . "Three (3) licensed members of the faculty who have taught..." same as before.iii. Same as stated"b. The remaining two (2) positions on the Board shall be at large.""c. In the event that there are fewer candidates than open positions the at large positions may remain vacant." Keep the last sentence the same.
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Motion	To approve Bylaw change to Section 4.3 Number of Election and Term of Directors as stated above.
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Made by	Member Green	Seconded by	Treasurer Schipper
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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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Discussion/Dialog:

Subject	Amending Bylaws
Discussion	Proposing to change the bylaws for board members to be stated: One community member, three teachers, three parents and the two remaining seats at large seats to be decided by popular vote.

Subject	
Discussion	

Reports:

Subject	Executive Director's Report <ul style="list-style-type: none"> a. Staff b. Facilities c. Enrollment d. Diploma Program Overview
Discussion	<ol style="list-style-type: none"> 1. Staff: <ul style="list-style-type: none"> a. Third grade teacher has moved to pre-k and Kelly Ramsey has been hired as a new third grade teacher. b. Pu Xu has started at the middle school in the Chinese class c. We have just hired a former volunteer from our Chinese camp many years ago to teach Math in Chinese at the middle school. d. We have four visiting teachers for next year and hoping to get three from amity for Chinese speaking language ambassadors. e. Visa's could be an issue again this year. f. Two content classes will be offered in both Chinese and Spanish next year 2. Facilities: <ul style="list-style-type: none"> a. Green House: The four teachers coming from China next year could rent this house next year with some renovations. b. Upper School needs to have science labs, computer labs, locker rooms, dance room. 3. Enrollment: <ul style="list-style-type: none"> a. We have received permission for high school students to come through tuition next year, although they are only able to be here for one year according to laws for public school foreign

	<p>exchange.</p> <ul style="list-style-type: none"> b. The group that has done Camp Dragon with us has agreed to market for us in their schools in China. c. How has the decision about moving 6th grade back to PYP gone? Is this for a facilities purpose or an academic purpose? <ul style="list-style-type: none"> i. The answer is both and we do not have to make this decision before MYP authorization. <p>4. Diploma Program Overview:</p> <ul style="list-style-type: none"> a. This is an expensive program and we will need to consider this as we continue to pursue this route. b. Student/Parent handbook is in progress
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Subject	Election Committee
Discussion	We have a community member application and one parent application. There are three open teacher positions and two parent positions. The applications were due tomorrow, but we will be extending applications to be due Wednesday, March 22nd and voting opens on Wednesday, March 29th and closes on Friday, April 7th. Results will be shared at the annual meeting on Tuesday, April 11th at 5:00pm

Subject	MYP and DP updates
Discussion	<p>We have been approved as an MYP candidate school and have been assigned a consultant with MN International Baccalaureate. Our next step is a site visit in April and then he will let us know if we should request for authorization or if we need more time. We have set up our middle school with an expectation on ourselves to be ready for this visit. If he gives us the go-ahead, on October 1st we will be able to apply and then next spring we could know if we are authorized for MYP.</p> <p>The DP program is for 11th and 12th grade only. The main goal is a concurrency of learning, the learning of the subjects (within them and across them) to span the two years. There are three parts to the Diploma program: 1. CAS - creativity, action, and service 2. Extended Essay - research guided 4000 word essay and 3. Theory of Knowledge - how do we know what we know and how do we articulate that. This really facilitates a well-rounded student and their growth as a responsible citizens.</p> <p>For DP students would take 3-4 course at a high level and 2-3 at the standard level; there are based on rigor and depth. Students aren't required to do a full Diploma Program, they can take one high level or standard level DP class and receive a Certificate.</p>

	<p>We will request candidacy on April 1st and next application to request authorization. Our goal is to have our 8th graders (2019-2020) to be able to start this their junior year. IB does not require a full 11th and 12th grade school to be only IB.</p> <p>There is a slideshow that shares more in-depth description of the MYP and IB and what LILA's needs are to provide these programs. These include curriculum, staffing, labs, facilities, ...</p>
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Action Item: Consent Agenda - including Secretary's Report, Donations, Policy Review
Committee Minutes

Motion	To accept the consent agenda
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Made by	Secretary Hylden	Seconded by	Member Green
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Vote	7	Yea	7	Nay	0	Abstain	0
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Decision	Motion carries.
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Announcements:

PTO:

Flowers Fundraiser is starting this week and will extend into May.

We surpassed our goal for the plunge, raising over \$6000.

Board Training Updates:

- a. CFO Lundgren attended a facilities financing webinar by Charter School Capital and Charter School Property Solutions on Feb 16.

Other Business: none

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

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- 1 -
- 2 -
- 3 -
- 4 - 5
- 5 - 5

Adjourn: 8:04pm