



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

General Business:

Call to order: 6:07 PM

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)	P
Yao Hsia (Teacher)	Arrived at 7:00
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:

name	position/role

Conflict of Interest:

We'll be discussing the budget, it's a first read, no decision will be made and there are no salary changes.

Review of Agenda:

Remove donations from the Consent Agenda and move to action

Scheduled Visitors:

name	position/role
Charles (Chuck) Speiker	VOA-MN evaluator, here to observe governance He came to our annual meeting and board meeting and wanted to start by thanking us for all the years he has worked with us. He is impressed and humbled by what we do here. He will be leaving VOA June 30th of this year.

Affirmations:

Chair Norcross thanked the annual meeting committee for putting together the annual meeting and the very comprehensive presentation.

Vice Chair Callahan affirmed Member Rodriguez for all her hard work and time with helping to put together the pieces of the election.

Action Item: Treasurer's report

Explanation	Dashboard enrollment in February was 1006, it dropped to 995 in March due especially to one large family leaving to homeschool. It is now up to 998. The committee touched a bit on what other expenses will be coming up this spring and some unexpected construction costs. More detailed notes are in the finance committee minutes.
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Motion	To accept the treasurer's report.
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Made by	Member Rodriguez	Seconded by	Member Ebben
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Discussion	none
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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: Request from the LILA Foundation for the Gala

Explanation	The LILA Foundation requests to serve wine at the annual gala. This needs a board approval because it will be held on campus.
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Motion	To allow wine to be served at the Gala which will be held in the LILA Headwaters Campus Cafeteria.
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Made by	Member Delbene	Seconded by	Vice Chair Callahan
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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: Donations

Explanation	See listing in board folder.
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Motion	To accept the donations
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Made by	Member Green	Seconded by	Vice Chair Callahan
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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	<p>First Read of RY17 Budget revision 2</p> <ul style="list-style-type: none">● Revenue side didn't change much<ul style="list-style-type: none">○ Looked at the average enrollment through the year and it has slowly been going down. We are still meeting the pupil units we had in budget revision 1.○ Updated awards and aide● Expense side was updating staff changes since budget revision 1. It resulted in needing to find about \$35,000 to cut.<ul style="list-style-type: none">○ She went through to make a few cuts in curriculum for now○ Will go back to look at budget and actuals for different areas to see where best to make cuts and that will be brought back next month.○ She has carefully laid out the differences in each budget revision to see where the changes occurred.● 1.1 debt service ratio will be met with this proposed budget (this follows a covenant in the loan agreement for the 2014 facilities bonds)
Discussion	<p>Member Rodriguez asked about the new staffing changes:</p> <ul style="list-style-type: none">● 3rd grade had two teacher changes● Pu Xu moved from lower school to upper school● Hired a new Special Education teacher and a new Science teacher● A couple teachers moved to other positions

Subject	<p>Set date for Maguire Agency Insurance agent to present 2017-2018 insurance coverage</p>
Discussion	<p>We will plan on the May 9th, 2017 meeting at 6:00pm</p>

Subject	<p>Capital campaign consultant meeting</p>
Discussion	<p>We are looking at enrollment to drive our construction needs and ability. We will need to add classrooms to the Main Campus and the Headwaters campus. We need more classrooms, a regulation size upper school gymnasium, more cafeteria space, locker rooms, and a science lab. We will fit in our space in 2017-18, but we don't anticipate that we will the following year. We have around 120 6th graders moving up with us next fall and the next, which greatly adds to our Upper School numbers.</p> <p>Due to these needs, we have talked with Dick Ward at Dougherty (bond</p>

	<p>underwriter) to discuss construction funding possibilities. He is urging us to move quickly on it because interest rates are only rising.</p> <p>We have the need for additional funding (outside of bonds) and have looked into a capital campaign. We are interviewing and many of these vendors recommend a feasibility assessment first.</p> <p>If we start it now, we could more than likely be in a building by the fall of 2018 and that's when we'll need it.</p> <p>Chair Norcross shared and reminded us that we haven't updated our strategic plan since 2014. We have traditionally done a retreat to meet together for an extended amount of time dedicated to looking at our current strategic plan and refreshing it. We are looking at a date in May to mix the current board and incoming board to work on a new strategic plan.</p>
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Reports:

Subject	Executive Director's Report
Discussion	<p>Facilities:</p> <ul style="list-style-type: none"> ● Have a general contractor hired for the ambulance wing remodel ● Though we aren't adding any plumbing, the SAC charges are high. The Met Council is trying to charge us for former remodels. We are appealing the decision. <p>Staffing:</p> <ul style="list-style-type: none"> ● A few staff members have received letters about their visa applications. The government has come up with new criteria for schools and businesses who have had a cap exemption. They have gotten tight and have new specific criteria for our H1B visa recipients. They must be actively promoting and supporting St. Cloud's mission statement as they sponsor them. Our holders could go into a lottery due to this change. <ul style="list-style-type: none"> ○ Our lawyer thinks that we should be able to remain being cap exempt and renewals should be easier, this is just not a guarantee. <p>Model United Nations</p> <ul style="list-style-type: none"> ● Parents Jennifer May and Erin Turner took a middle school team to the Model United Nations this past month. The students who went represented Russia, Lebanon, and Iran, and noted that though it was challenging to represent these countries, it expanded their knowledge and perspectives. ● They discussed issues such as weaponizing space and water, reducing sex trafficking, and much more. They learned about these topics and also had to become informed about them from their country's view. Ms.

	<p>May shared that she and others were very impressed with the confidence and eloquence of our students representing these countries on these global issues.</p> <p>Upper School</p> <ul style="list-style-type: none"> Students are excited about their activities, classes, and sports teams. <p>Cam and Shannon went to a meeting with the PTO and Foundation and affirmed Kelly Farrell and Jennifer May, who were here in our audience today, for all their hard work with the PTO and all they do to support LILA through it.</p>
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Subject	Finance Committee Minutes Filed
Discussion	No new updates, report above.

Subject	Election Committee minutes
Discussion	<p>Minutes filed.</p> <p>They used Election Buddy, a product which allows online voting and limits who can vote to only our constituents. We received 20.6% of voters to vote. Bylaw change passed with 90.1% in favor of the change.</p>

Action Item: Election results

Explanation	<p>3 teachers were elected: Angie Ebben, Anna Taddei, Maria Velasco-Ranz</p> <p>2 parents were elected: John Bodine and Randall Bergman</p> <p>1 community member Jenny Matute Riley</p>
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Motion	To accept the election results
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Made by	Member Green	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: Bylaw Change for composition of the board

Explanation	VOA gave their approval of the bylaw change at the meeting.
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Motion	To ratify the bylaw change
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Made by	Vice Chair Callahan	Seconded by	Member Delbene
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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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Subject	Policy Committee
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Discussion	There was no meeting this month
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Action Item: Consent Agenda including the March Minutes

Motion	To accept the consent agenda
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Made by	Member Ebben	Seconded by	Vice Chair Callahan
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Vote	7	Yea	7	Nay	0	Abstain	0
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Decision	Motion carries.
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Announcements:

FLASB: no report

PTO: Jennifer May shared an update

Flowers Fundraiser just finished.

FunRun this fall was a lot of work, but very successful. They learned a lot about how to do it better. They decided not to do the coffee fundraiser because of this and didn't do much of a push for the LACE fund/cash donations for the language ambassador program. It will be

stronger than previous years, but not as strong as they had hoped. Hope to do more community events and not only fundraisers, hoping that might have a residual effect. The money from the FunRun was marketed to give towards the art studio and it will, but it will go towards Upper School art and some other curriculum needs. The other fundraisers will be able to support their budget for the language ambassadors and teacher funds.

FLASB next meeting: May 4th

PTO next meeting:

Board Training Updates:

Julie Lundgren went to a workshop on Title Funding on March 31st and MDE

Cam Hedlund and Jocelyn Hylden went to the Confucius Administrators conference at the U of M on March 24th

Other Business:

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

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Adjourn: 7:16pm