



MINUTES

The monthly meeting of the Board of Directors was held on Tuesday, May 9, 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)	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)	A
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 disclosures: Upon review of the agenda, the board chair asked if any member had a conflict of interest to disclose.

No disclosures.

Review of Agenda:

Add Donations to Action Items

Add grant: James Patterson/Scholastic

Add: reschedule date for the June meeting, under Action Items

Remove Second read of FY17 Budget Revision 2 from Action Items and move to June

Remove First Read of FY18 Budget from Dialog/Discussion Items and move to June meeting

Add Salary Task Force to Dialog/Discussion Items

Add Engagement Letters for FY17 audit to Action Items

Scheduled Visitors:

name	position/role
Jeff Erager	Maguire Agency, our insurance company for LILA, LILA Building Company, LILA PTO and LILA Foundation <ul style="list-style-type: none">● First page of handout shares the synopsis of coverage<ul style="list-style-type: none">○ Property○ General Liability○ Auto Liability○ Crime○ Workers' Comp: SFM○ Excess Liability○ Cyber/Privacy Liability

Affirmations:

Member Delbene affirmed Vice Chair Callahan for all her work for the policy committee with review of new policies.

Action Item: Treasurer's Report including March 2017 financials

Explanation	Dashboard there now. Budget review tabled. Census (enrollment) is in good shape and fall looks good. Expenses are under budget, but Ms. Lundgren shared a few expenses yet to be made.
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Motion	To accept the Treasurer's report with March financials
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Made by	Member Green	Seconded by	Member Delbene
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Discussion	Ms. Lundgren called our attention to the enrollment document in the larger board folder. April numbers are in there and very preliminary fall numbers, which will change some, but they look strong. We have had contact with families who have confirmed, especially for Upper School. They seem stronger than projected.
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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: CliftonLarsonAllen engagement letters for FY17 audit and tax services

Explanation	Documents in the folder laying out cost for LILA and the LILA Building Company. LILA's will go up \$70 and LBC will go up \$135. The rise has to do with new accounting rules and Ms. Lundgren saw that it was a lot more work and worth the cost.
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Motion	To accept the CliftonLarsonAllen engagement letters for FY17 audit and tax services
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Made by	Secretary Hylden	Seconded by	Member Hsia
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Discussion	If the board does want to do a request for proposals next year, we should do that in December to select in March or April and we could get on their calendar early.
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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: Dollar General literacy grant application

Explanation	Application in board folder - basic skills team put this together to support literacy. This grant would support the American Reading Company and Read Naturally with \$4000 worth of literacy materials.
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Motion	To accept Dollar General Literacy grant application
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Made by	Member Ebben	Seconded by	Secretary Hylden
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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 Items:

Explanation	An Upper School teacher would like permission to apply for classroom books with a value of \$500. Grant partnership with James Patterson and Scholastic.
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Motion	To accept a proposal for permission to apply for a the James Patterson/Scholastic grant for classroom books
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Made by	Member Delbene	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 Items: Donation

Explanation	donations
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Motion	To accept donations
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Made by	Member Callahan	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 Items: Upper School Enrollment

Explanation	Cap enrollment of the Upper School to its current status
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Motion	To cap enrollment of the Upper School as it stands today.
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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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Discussion/Dialog:

Subject	Reschedule June date for board meeting
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Discussion	Monday, June 12, 2017 at 6:00 pm
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Subject	Policy Committee
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Discussion	The committee feels there needs to be someone on staff responsible to post and upkeep the policies on the website. The role of keeping track of the policies, upkeep, formatting, and posting to the website. Member Delbene, a teacher, will try taking on this role.
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Subject	Salary Task Force
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Discussion	Who would be interested in joining this task force that will be looking at salary criteria and comparisons?
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	Member Ceci Delbene (teacher) Member Angie Ebben (teacher) Member Randy Bergman (parent) Assistant Director Shannon Peterson
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Reports:

Subject	Executive Director's Report
Discussion	<p>Enrollment</p> <ul style="list-style-type: none"> We would like to cap Upper School Enrollment as it stands today. Motion made and put in action items. Slowing down marketing for exchange students until next January. <p>Upper School Report</p> <ul style="list-style-type: none"> We had students who took place in a "Walk Out" to support the FLPD, they had parent permission and will be held accountable for classwork missed Will have the final student handbook up by the fall Teacher hires are going well, we won't need many new teachers. Currently, all of our 5th graders report they are electing to enroll in 6th grade at Upper School for fall. We are going to be teaching sexuality education for 6th - 12th graders in their Physical Health Education class. The exchange program with Spain currently has 18 or 19 students from LILA in 8th and 9th grade who will go to Spain for 6 weeks after students from Spain attend LILA for 6 weeks.

Subject	Finance Committee Report - Minutes Filed
Discussion	

Action Item: Consent Agenda: Secretary's Report April Minutes

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

Motion carries.

Announcements:

FLASB: Have moved summer school to Southwest

PTO: Hard work for Family Fun Night is underway

FLASB next meeting:

PTO next meeting:

Board Training Updates:

- a. CFO Lundgren attended MDE's Title I, II, & III Workshop on 3/31/17 at MDE and Direct Reporters Workshop 4/19/17 (day-long via MDE webinar). She also attended an introductory webinar by MDE on SSDC reporting (immigrant youth, SLIFE students, and international travel incident reporting) on 4/27/17.

Other Business:

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

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Adjourn: 7:17pm