

DRAFT



The monthly meeting of the Board of Directors was held on June 12, 2017
at the Lakes International Language Academy's Main Campus Library,
246 11th Ave SE, Forest Lake, MN

MINUTES

General Business:

Call to order: 6:02pm

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)	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

DRAFT

Unscheduled Visitors:

name	position/role

Conflict of Interest:

We will be approving the FY17 Budget revision and FY18 Budget, any changes to FY17 revision do not involve pay increases for anyone on the board. FY18 Budget has 2.5% increase to salaried non-teaching staff, all others will be according to the matrix

Review of Agenda:

--Add to Action Items: approval of Dance Without Barriers Program grant from The Cowles Center for a dance residency (9 sessions from a dance education professional to LILA, valued at \$2,250).

--Move Donations from Consent Agenda to Action Items (loaded into board folder on 6/12/17)

--Move QComp Report from Action Items to Reports

--Add Policies 302, 308, 312, 328, 332 to action items

Scheduled Visitors:

name	position/role
none	

Affirmations:

Member Green affirmed the 5th grade teachers for the 5th grade graduation

Vice Chair Callahan affirmed everyone who made it to the strategic planning meeting on Saturday

Member Delbene affirmed the board members who completed their term after tonight.

Action Item: 2nd read of FY17 Budget revision 2

Explanation	Budget revision in the board folder. Includes the history of the year. Column T shows the changes from the approved budget and the suggested changes. We have received some additional federal and state dollars on the revenue side. We've had some staffing changes through the year and have made a few cuts in some departments due to those.
-------------	---

DRAFT

Motion	To accept the FY17 Budget Revision 2						
--------	--------------------------------------	--	--	--	--	--	--

Made by	Member Green			Seconded by	Secretary Hylden		
---------	--------------	--	--	-------------	------------------	--	--

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

Vote	6	Yea	6	Nay	0	Abstain	0
------	---	-----	---	-----	---	---------	---

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

Action Item: FY18 Budget

Explanation	We have a few salary adjustments and just hired an EL teacher at the Upper School. This is our best estimate for next fall and we have some room for additional hires we may need. We were conservative on enrollment projections. This is our first year over 10 million dollars.						
-------------	--	--	--	--	--	--	--

Motion	To approve FY18 Budget						
--------	------------------------	--	--	--	--	--	--

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

Discussion	Member Rodriguez asked what were the most difficult staffing projections due to partial positions. Executive Director Hedlund shared a few of the positions and reasons. There is a lot of discussion with the leadership team involved to make those decisions.						
------------	--	--	--	--	--	--	--

Vote	6	Yea	6	Nay	0	Abstain	0
------	---	-----	---	-----	---	---------	---

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

Action Item: FY18 Lease Aid Application

Explanation	In the folder. Same format as other years as it is a structured application. Recently every board member signed a certification for the application.						
-------------	--	--	--	--	--	--	--

Motion	To approve the FY18 Lease Aid application						
--------	---	--	--	--	--	--	--

Made by	Member Rodriguez			Seconded by	Member Green		
---------	------------------	--	--	-------------	--------------	--	--

DRAFT

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

Vote	6	Yea	6	Nay	0	Abstain	0
------	---	-----	---	-----	---	---------	---

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

Action Item: Executive Director contract, starts July 1, 2017

Explanation	<p>The Executive Director Evaluation Committee has met twice to go over the survey done by staff and board members. The Executive Director's contract is also up for renewal this year. They are proposing that the new strategic plan will be addressed in his new goals. They are also proposing a close look at the succession plan to make sure that is a goal as well. The committee is also proposing a new 3 year contract with a 10% salary increase due to the addition of 6 grades, a new building, and the potential of another new building as well as international students.</p> <p>The committee did not have an editable version of the contract, so they will write up the contract for the July meeting that will include a 10% increase for the 2017-2018 school year and the following years to be kept the same pending a succession plan with a potential mentorship of a new executive director. At that point, a new contract will come into effect.</p>
-------------	--

Motion	To extend the current Executive Director contract one month through July 31. The new contract will be effective August 1.
--------	---

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

Discussion	There was discussion around possibly extending the current contract 1-2 months to finalize the new contact due to the strategic plan not being finalized.
------------	---

Vote	6	Yea	6	Nay	0	Abstain	0
------	---	-----	---	-----	---	---------	---

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

Action Item: Donations

Explanation	
-------------	--

Motion	To accept the donations as presented in the report in the board folder
--------	--

DRAFT

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

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

Vote	6	Yea	6	Nay	0	Abstain	0
------	---	-----	---	-----	---	---------	---

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

Action Item: Dance without Barriers Program grant

Explanation	Dance Without Barriers Program grant from The Cowles Center for a dance residency (9 sessions from a dance education professional to LILA, valued at \$2,250).
-------------	--

Motion	To accept the The Cowles Center grant
--------	---------------------------------------

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

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

Vote	6	Yea	6	Nay	0	Abstain	0
------	---	-----	---	-----	---	---------	---

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

Action Item: Policy 302 Anti-Bullying

Explanation	Changed some wording of the school name and who to whom a student or teacher should report the bullying.
-------------	--

Motion	Accept changes to Policy 302
--------	------------------------------

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

Discussion	The Executive Director had a question about the wording of the definition of bullying in the policy and part V. School Action under part A., because sometimes parents and students don't know the definition of bullying. There was some ambiguity in the wording that was discussed. There was much discussion in connection to Policy 312 on Harassment as well. Policy committee will review again and check to see if there is a conflict in wording between policy 302 (bullying) and 312 (harassment) policies. For now, we are going through with
------------	---

DRAFT

	approving the changes to the policy as of now.						
--	--	--	--	--	--	--	--

Vote	6	Yea	6	Nay	0	Abstain	0
------	---	-----	---	-----	---	---------	---

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

Action Item: 312 Harassment and Violence

Explanation	Table this policy to bring back to the July meeting. The committee will take a closer look at the law to see if there is conflict between this policy and policy 302.						
-------------	---	--	--	--	--	--	--

Motion							
--------	--	--	--	--	--	--	--

Made by				Seconded by			
---------	--	--	--	-------------	--	--	--

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

Vote		Yea		Nay		Abstain	
------	--	-----	--	-----	--	---------	--

Decision							
----------	--	--	--	--	--	--	--

Action Item: 308 Student Discipline

Explanation	Formal changes to names. They added the emotional curriculum to all places that had "social". III Part I. was added to be more descriptive.						
-------------	---	--	--	--	--	--	--

Motion	To accept changes to policy 308						
--------	---------------------------------	--	--	--	--	--	--

Made by	Secretary Hylden			Seconded by	Member Rodriguez		
---------	------------------	--	--	-------------	------------------	--	--

Discussion	Discussion of dress code policy to make sure we felt it was appropriate for all ages and to make sure it and other policies and language match these guidelines. This will be part of the MYP and DP handbook for next year.						
------------	--	--	--	--	--	--	--

Vote	6	Yea	6	Nay	0	Abstain	0
------	---	-----	---	-----	---	---------	---

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

DRAFT

Action Item: 328 Transportation of Pupils

Explanation	No changes made. No approval needed.						
Motion							
Made by				Seconded by			
Discussion							
Vote		Yea		Nay		Abstain	
Decision							

Action Item: 332 Student attendance

Explanation	Shannon Peterson was consulted on this policy for the consequences especially due to situations at the Upper School.						
Motion	To accept the proposed changes to policy 332						
Made by	Member Rodriguez			Seconded by	Member Hsia		
Discussion	Executive Director Hedlund mentioned that the sections II 3 and 4 seemed to conflict. Suggested removing the line that said it was the teacher's responsibility to solve attendance problems. That line was removed and II #4 remains stating it is the administrator's responsibility Clarifying B. Absences II. Unexcused absences and a. viii. - the school must agree with the parents that this is an excused or unexcused absence						
Vote	6	Yea	6	Nay	0	Abstain	0
Decision	Motion carries						

Discussion/Dialog: none

DRAFT

Reports:

Subject	<p>Executive Director Report</p> <ul style="list-style-type: none">● School has accomplished a lot at both schools this year.● There will be very minor changes to staffing for next year.● Leadership will be discussing what to do next fall and next year for the retreat and community building between both campuses.● Facilities: the art studio is underway, the new classroom by the front office is under construction, three walls will go up again to make three special education rooms or offices by the cafeteria. Construction is also underway at the green house across the street● Camp Dragon will be combining with the St. Cloud camp from St. Cloud's high school Chinese immersion school. They will be staying at the house during the camp. It may be used for incoming staff who may need housing in the fall or next year.● Still need to look at additional facilities for the Upper School for the 2018-2019 school year.● Exec. Director Hedlund will be heading to China on Wednesday to meet with potential language ambassadors and make connections for the Upper School <p>Upper School Report</p> <ul style="list-style-type: none">● Three will be going to a conference at St. Croix Lutheran to learn about bringing in international students as the number of K-12 international students is growing.● The exchange to Spain is ramping up. The school in Spain has 18 students who want to come in the fall. We have had 18, but may be down to 17. They will go to Spain after the Spanish students come here. This starts the Friday of the first week of school for 6 weeks in each place.
Discussion	<p>Member Rodriguez asked about enrollment at the Upper School as we limited it and how it could affect international students. There may be options to reserve some of the spaces for international students and we are still thinking about having a private school connected to LILA that would allow international students to stay more than one year.</p>

Subject	Executive Director Review Committee minutes
Discussion	Minutes filed from both meetings and the committee will be talking with the Executive Director when he gets back from China.

Subject	Finance committee minutes
Discussion	Minutes filed.

DRAFT

Subject	Policy Review Committee Report
Discussion	Two meetings this month as well. Most notes were highlighted during the policies. Secretary Hylden asked if there were any more concerns as we lose members and move on to the next. They have notes and Member Delbene will continue on to the next committee. Executive Director Hedlund affirmed the committee for their diligence in formalizing what is expected of this committee.

Subject	QComp Annual Report
Discussion	Report is in the board folder. Members reviewed it and had not questions or comments.

Action Item: Consent Agenda - Secretary's Report and Treasurer's Report

Motion	To accept the consent agenda with the Secretary's Report and Treasurer's Report
--------	---

Made by	Secretary Hylden	Seconded by	Member Ebben
---------	------------------	-------------	--------------

Vote	6	Yea	6	Nay	0	Abstain	0
------	---	-----	---	-----	---	---------	---

Decision	Motion accepted.
----------	------------------

Announcements:

FLASB: We do feel it is important to have someone attend their meeting on a regular basis, but not necessarily a monthly basis. Volunteers could get the minutes to the meeting. Exec. Director Hedlund considered adding it to his report at the beginning of the year and possibly all year. Will be discussed at the first board meeting with new members in July.

PTO: Family Fun Night was a huge success again.

Board Training Updates:

- a. Secretary Jocelyn Hylden - "Spanish Text Complexity" Webinar by

DRAFT

the American Reading Company

Other Business:

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

0 -

1 -

2 -

3 -

4 - 8

5 -

Adjourn: 8:10pm