



The monthly meeting of the Board of Directors was held on June 7, 2016  
at the Lakes International Language Academy's Main Campus Library,  
246 11th Ave SE, Forest Lake, MN 55025

**General Business:**

Call to order: 6:05 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)	A
Hannah Rollwitz (Teacher)	P
Yao Hsia (Teacher)	P
Kaari Rodriguez (Teacher)	P
Melinda Peterson (Parent)	A
Angie Ebben (Teacher)	P
Cam Hedlund (Director, Ex Officio Member)	P
Julie Lundgren (CFO, Ex Officio Member)	P

Unscheduled Visitors:

name	position/role
Member Hylden (joined for a few minutes via phone to share greetings from China)	Secretary and Teacher

Conflict of Interest disclosure:

-The board will be reviewing the FY17 budget draft; those on the board who work for the school have salaries contained in the budget. Any increases in staff salaries are according to the matrix in their terms of employment.

Review of Agenda: Table Explorer Club parent handbook until July meeting.

Scheduled Visitors:

name	position/role
none	

Affirmations:

CFO Lundgren affirmed Chair Norcross for bringing treats in honor and celebration of departing board members whose last official meeting is tonight.

**Action Item:** Approve Forest Lake Lions' grant of \$3600 for 3 AEDs

Explanation	LILA nurse Jill Rosenthal applied for and was awarded this grant to purchase three AEDs.
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Motion	To approve the Forest Lake Lion Club's grant of \$3600 for 3 AEDs
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Made by	Member Rodriguez	Seconded by	Treasurer Schipper
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Discussion	<p>-The money has been received and the AEDs have been ordered.</p> <p>-The devices will be placed in each building.</p>
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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:** FY17 Budget, second read

Explanation	See FY17 Budget Highlights in board folder.
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Motion	Approval of the FY17 Budget and allow reformatting of the UFARS to standard format
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Made by	Member Rodriguez	Seconded by	Member Ebben
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Discussion	<p>Technology equipment budget: what purchases are planned? Executive Director Hedlund said that the focus is classroom technology in the Annex and also computers for the 15 new teachers. Replacing the oldest computers is on the list of priorities. Inviting IT Director Scott Holland to the July meeting will be helpful to update the board on the status of technology. Treasurer Schipper asked about how CFO Lundgren budgeted for the textbooks needed for the upper school. CFO Lundgren said she used numbers from last year, since enrollment growth in each grade was similar. CFO Lundgren brought up that as June closes out there will be a better understanding of what other purchases can be made in the FY16 budget, which might relieve some pressure on the FY17 budget. Member Rodriguez asked for a report on FY16 Upper School athletics and extracurricular activities, since it was the first year offering those. CFO Lundgren agreed that can be analyzed and added that field trip finances will also be reviewed by grade level for FY16.</p>
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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:** Explorer Club Parent Handbook

Explanation	Tabled to the July Meeting
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**Discussion Items:**

Subject	Policy Policy 234: Employee Computer Use
Discussion	-Changes included were adding the school name

Subject	Review Policy 316: Internet Acceptable Use and Safety
Discussion	-This didn't need reviewing since it was reviewed in March of this year. This will be looked at next year.

Subject	Reminder from the Board Training Committee: all board members must have at least one professional development/training each year of their term. Please record your PD on the monthly agenda. It can be anything that strengthens your board work.
Discussion	-Tracking of this is done through the agenda and the information is needed for the annual report and the authorizer to show we meet statutory requirement. -Chair Norcross brought up the point that in the future we could have a spreadsheet to keep this information all in one place.

**Reports:**

Subject	Executive Director's Report <ul style="list-style-type: none"> <li>● Facilities</li> <li>● Staffing</li> <li>● Enrollment</li> </ul>
Discussion	-Stefanie McAlpine is not returning for the 2016-2017 school year. Candidate search underway as well as redefining the position description. -There are 15 new teacher positions and additional new teachers and staff filling established positions for the 2016-2017 school year. Planning as to where each person will fit professionally has been taken into account as positions have been filled. -There will no longer be an overnight school retreat for teaching staff. Staff believes that a retreat is valuable and therefore we will have a one-day retreat. -Facilities update: The Marcott house is still being pursued for possible purchase. Chair Norcross asked if the board would get the opportunity to review and approve a purchase agreement prior to signing. She would like the board to be informed about impacts on the school budget, LILA Building Company budget and cash flow for planned remodels and facility costs. CFO

	<p>Lundgren said that any major additions (like the four-classroom addition at Lower School) will need loans and those loans are based on enrollment. Day-to-day operations and capital improvements of smaller amounts are handled by the LILA Building Company. This includes the proposed purchase of the Marcott property.</p> <ul style="list-style-type: none"> <li>- CUP amendment was approved by the Forest Lake planning commission. The CUP included an increase in total population of the Main Campus and planned renovations and Lower School addition. The Annex will have appropriate elementary and Kinder Prep classrooms for the upcoming school year.</li> <li>-There are Chinese students coming this summer for Camp Dragon and we are still in need of American students to attend the camp. The school is considering a parallel camp for slightly younger U.S. students.</li> <li>-There is a discussion with a school in China to do an exchange with our middle and high school Chinese students during the FY17 school year. Students who participate in the summer program this year will be given priority registration in the school year program.</li> </ul>
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Subject	Treasurer's Report/Finance Committee
Discussion	<ul style="list-style-type: none"> <li>-The committee discussed progress on the Marcott property purchase, and financial impact on the LILA Building Company.</li> <li>-Enrollment was also discussed and there are 9 open seats in Chinese K. Executive Director Hedlund shared discussions that administration has held about marketing strategies for enrollment at Lower School. The school recently sent a letter to current kindergarten enrollees letting them know about open seats and asking these parents to let others know about open seats. Word of mouth has been our best marketing strategy.</li> <li>-There appears to be a 9 student attrition between this year's K and next year's first grade. This will be reviewed for accuracy and to understand why.</li> <li>-Support of clubs is a huge positive for the school experience and it is helpful that they aren't a financial drain on the school. CFO Lundgren would like to note that the ski club and the archery club are run by volunteer parents and encouraged the board to thank these volunteers.</li> <li>-Going forward there needs to be a plan in order to fund the Language Ambassador program. This year the cost is around 90,000 and about 25,000 in support comes from the PTO. The board will need to address the funding gap to ensure its longevity.</li> <li>-The latest version of the dashboard report is located in the board folder. The areas of information contained and analyzed in this report can be changed as the board wishes. Josh Mahlen of Stenmark Financial will be able to make changes when necessary with little or no strain on CFO Lundgren's workload. One current metric reported in the Dashboard is volunteer support; it will be tracked quarterly. The report will show data in order to show progress or alert</li> </ul>

	<p>the board to areas of concern. Two other indicators that can be included in the dashboard are number of tours/tour attendance and also growth in pre-kinder.</p> <p>-Member Ebben asked if summer classes led by LILA teachers are bringing in revenue for the school. Executive Director Hedlund explained that the school would allow teachers to make extra money in the summer by holding classes at school. Registration fees flow to the teachers directly from the students; the school follows the facility use policy in charging for classroom rental.</p> <p>-Analyzing cost of owning and operating a bus for its first year of operation will be done this summer.</p>
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Subject	Q-Comp Report
Discussion	<p>Prepared by Stefanie McAlpine.</p> <p>-See report in the board folder and the email highlights.</p> <p>-Stefanie proposed that this plan be reviewed in 1-2 years in order to reflect our best practices and our growth as a school.</p>

**Action Item:** April Financials and June Finance Committee Minutes

Explanation	This was reviewed in the Treasurer's report and finance committee minutes filed.
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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:** Policy Committee Minutes

Explanation	
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Motion	To accept the policy committee minutes
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Made by	Member Rodriguez	Seconded by	Member Ebben
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Discussion	None
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Vote	7	Yea	7	Nay	0	Abstain	0
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Decision	
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**Report:**

Subject	<p>Executive Director's Annual Survey</p> <p>The committee met in May to go over the results and set up a time for meeting with Executive Director Hedlund. Treasurer Schipper (member of this committee) met with Executive Director Hedlund on May 31st to go over the survey results and pick new goals for next year.</p>
Discussion	<p>-A Survey Monkey went out to staff in April.</p> <p>-Treasurer Schipper discussed that in the future the committee needed to be more proactive rather than reactive.</p> <p>-There is a change in how the survey is sent and will be put into two groups: Direct reports and also indirect reports. This will show how communication is working in the school.</p> <p>-Treasurer Schipper asks that he continues on this committee in the following year.</p>

**Action Item:** Consent Agenda

Motion	<p>To accept the consent agenda which contains:</p> <ol style="list-style-type: none"> <li>1. Secretary's Report</li> <li>2. Donations (see listing in board folder)</li> <li>3. Policy 204 <i>Background Checks</i></li> <li>4. Policy 206 <i>Employee Publications</i> (Tabled to July Meeting)</li> <li>5. Policy 342 <i>Student Participation in Academic Competitions</i></li> <li>6. Policy 506 <i>Community Use of School Facilities</i></li> <li>7. Policy 510 <i>Media Acquisition</i></li> </ol>
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Made by	Member Callahan	Seconded by	Treasurer Schipper
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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:

PTO: Family Fun Night occurred last Friday and was a successful school-wide event. We look forward to learning details about the success of the event.

Board Training Updates: CFO Lundgren attended “Excellence through Equity: Five Principles of Courageous Leadership to Guide Achievement for Every Student”, a webinar about paths to student success through classroom differentiation and administration strategies for handling common problems like truancy or late students. Member Rollwitz will attend “The Role of Mathematics in the PYP” in Madrid, Spain, June 23-25th.

If 1-2 board members would like to attend the CliftonLarsonAllen 4th annual charter school conference on July 27, please let CFO Lundgren know by June 15 and she will register you.

**Other Business:**

Next board meeting will be Tuesday, July 12th at 6 pm.

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

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1 - 0

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3 - 0

4 - 2

5 - 7

**Adjourn:** 7:30 pm