



The monthly meeting of the Board of Directors was held on Tuesday, July 12, 2016
at the Lakes International Language Academy's Main Campus Library,
246 11th Ave SE, Forest Lake, MN

General Business:

Call to order: 6:00 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)	Via Skype
Roberto Izquierdo (Teacher)	A
Yao Hsia (Teacher)	A
Kaari Rodriguez (Teacher)	P
Dwayne Green (Parent)	P
Angie Ebben (Teacher)	Via Skype (joined at 6:34)
Cam Hedlund (Director, Ex Officio Member)	P
Julie Lundgren (CFO, Ex Officio Member)	P

Unscheduled Visitors: none

Conflict of Interest Disclosures: none

Review of Agenda:

Table Donations from consent agenda

Postpone until August meeting: Policy 114 General Accounting Principles and Policy 116 Depository and Electronic Transfers Authority so finance committee can review.

Scheduled Visitors: none

Affirmations:

Affirm all members for coming in on a beautiful night.

Affirmation for Jocelyn for getting the new year's board folder and documents ready for the new year.

Welcome to Dwayne Green, one of our new board members.

Members introduced themselves to our new member.

Action Item: Appoint executive officers

Explanation	Chair
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Motion	Nominate Mira Norcross as chair.
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Made by	Member Rodriguez	Seconded by	Member Callahan
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Discussion	
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Vote	5	Yea	5	Nay	0	Abstain	0
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Decision	Motion carried
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Action Item: Executive Officers

Explanation	Vice Chair
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Motion	Nominate Member Callahan as vice chair.
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Made by	Chair Norcross	Seconded by	Member Schipper
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Discussion	
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Vote	5	Yea	5	Nay	0	Abstain	0
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Decision	Motion carries
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Action Item: Executive Officers

Explanation	Secretary
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Motion	Nominate Jocelyn Hylden as secretary
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Made by	Vice Chair Callahan	Seconded by	Member Rodriguez
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Discussion	
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Vote	5	Yea	5	Nay	0	Abstain	0
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Decision	Motion carries
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Action Item: Executive Officers

Explanation	Treasurer
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Motion	Nominate Jeff Schipper
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Made by	Vice Chair Callahan	Seconded by	Member Green
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Discussion							
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Vote	5	Yea	5	Nay	0	Abstain	0
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Decision	Motion carries
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Action Item: Committee memberships

Explanation	Members chose committees to join and added to LILA School Board Committees 2016-2017 document
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Motion	No vote necessary
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Action Item: Designate FY17 Identified Official With Authority (IOWA) for MDE secure websites

Explanation	This person approves all LILA staff member access to MDE secure websites. Recommend renewing Executive Director as IOWA.
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Motion	Motion to designate Executive Director Hedlund as the FY17 Identified Official With Authority for MDE secure websites.
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Made by	Member Rodriguez	Seconded by	Treasurer Schipper
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Discussion							
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Vote	5	Yea	5	Nay	0	Abstain	
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Decision	Motion carries
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Action Item:

Explanation	School Board Meeting Calendar - set to be the second Tuesday of every month at 6:00pm - no motion needed.
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Action Item: Write offs for FY16

Explanation	Tabled until next month to give program directors more time to tie out their year end data.
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Angie Ebben joined the meeting via Skype at 6:34 pm

Action Item: FY17 Explorer Club Handbook review and approval

Explanation	<p>Changes this year include:</p> <p>Page 8 under Additional Fees and Food Program</p> <p>EC will be contracting out for there food service for our summer program through ISD#831 PayPams account. This will offer our EC families to use the free and reduced options throughout the summer.</p> <p>With this change, EC and LE will no longer be including milk at (no charge) during our snack times. Students will be able to purchase additional milk through their PayPams account if they would like milk after school and during summer snack times. EC and LE will continue to offer water and on occasions juice or lemonade at no charge to families.</p> <p>The switch day fee of \$5 will change to \$7. This is due to the increase in switch days after the calendars have been turned in. This increase will offset the admin cost as well as still give a reduced price rather than have to pay for a new day at full cost per session.</p>
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Motion	Accept the FY17 Explorer Club Handbook & Little Explorers Club Handbooks
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Made by	Member Callahan	Seconded by	Member Schipper
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Discussion	none
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Vote		Yea	6	Nay	0	Abstain	
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Decision	Motion carries
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Action Item: Policy 116 Depository and Electronic Transfers Authority

Explanation	Tabled until August, will be reviewed by finance committee
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Action Item: Marcott house purchase agreement (LILA Building Company is buyer)

Explanation	<p>CFO Lundgren: In the board folder is the purchase agreement and addendum that is on the table. It is the property adjacent to the Annex directly to the west. It is a half acre that is zoned for mixed use. The idea was that it would allow a place right away for pre-K outdoor play space and we could rent out the house to teachers, long-term school visitors or staff who need a place to stay or temporary housing. The eventual plan would be to take down the house and build townhomes for international students.</p> <p>We have several things going on with the building company including the remodel of the Annex, the desired expansion of the main campus and the remodel of the ambulance area. The agreement was to include a scholarship for international study to be started with \$5000 from the building company and then funded by \$2000 from the LILA Foundation each year for 20 years. The initial offer was rejected, the seller's counter offer was too high and the building company felt that \$165,000 was the highest possible price the building company could offer. The seller has asked that the offer be contingent on her attorney reviewing the documents, in addition to the offer contingent on school board approval. The seller seems favorable to the current purchase agreement. The building company can afford it if nothing unexpected occurs in terms of capital improvements at our three buildings. For example if the roof on the Annex fails, we will need to replace it. We will have the ambulance service moving out in December and will have modest expenses for remodeling that space. We have already taken out plans to add a staff bathroom at the Annex due to financial constraints. If the property is still on the market in 6 months the building company may be in a better position.</p> <p>Executive Director Hedlund: The advantage is the property is adjacent to the Annex. When we expand the high school and attract high school students, having housing in town is much more attractive than out at Headwaters. The prediction is we could put 6 townhome units on the property to house up to 48 students. It could be very useful to the school. The Foundation scholarship piece was because education is important to the current owner and was a way to try to bridge the gap between asking price and our offer. We need to keep in mind our tight budget with the new high school program and with the concerns of bondholders.</p> <p>There were more questions around the affordability and options if we don't get the property. In 2-4 years we will likely have international students who will need housing. For the first year or two we could do host families, but once we have 25 students, that would not be realistic.</p>
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Motion	To approve the offer of \$165,000 for the Marcott Property
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Made by	Member Hylden	Seconded by	Member Green
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Discussion	<p>Member Rodriguez asked if we purchase it and the roof fails, what happens? If the building company could not meet the expense, the burden could fall on the school. It is important to meet the loan covenants. We are already close to the margin, it won't bankrupt the school but it will not look like a good faith effort to the bondholders. Everything would have to go perfectly to get through the next year without problems.</p> <p>There was also clarification for our new Member, Dwayne Green, about what we had to do with our budget last year.</p> <p>Discussion about if it would be easier to find host families for high school students than adult ambassadors. A couple years ago the school started including a stipend for host families because it was such a struggle to find families.</p> <p>Not approving the purchase would allow the building company to take care of other capital improvement projects it has delayed in order to afford the Marcott purchase.</p>
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Vote	6	Yea	0	Nay	6	Abstain	0
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Decision	Motion was not approved.
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Action Item: Early entrance policy exception request

Explanation	We have an early entrant for Chinese kindergarten program. Administration requests a waiver of one portion of assessment where we observe a student in a classroom, since we don't have a class right now for them to be observed in.
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Motion	Motion to waive the classroom observation component of the early entrance procedures to accommodate a recently enrolled early entrant.
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Made by	Member Ebben	Seconded by	Member Green
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Discussion	Discussion included considering if we are setting a precedent for waiving portions of the policy.
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Vote	6	Yea	6	Nay	0	Abstain	
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Decision	Motion carries.
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Action Item: First Grade Class Size

Explanation	We chose to have 5 first grade Spanish classes at 19. Right now we have 98 students in Spanish first grade. That would put us at 3 classes at 20. We have 2 students requesting first grade Spanish with background in Spanish and one unknown, open to either program. Requesting to up all classes to 20 for the 2016-2017 school year.
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Motion	To allow class size in Spanish to be 20 students for the 2016-2017 school year.
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Made by	Member Rodriguez	Seconded by	Vice-Chair Callahan
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Discussion	
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Vote	6	Yea	6	Nay	0	Abstain	
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Decision	Motion carries
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Discussion/Dialog:

Subject	Policy 124 School Director Succession
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Discussion	Only changes were in wording from Director to Executive Director. Will be in consent agenda to approve next month.
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Subject	Policy 216 Multicultural, Gender-Fair Disability
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Discussion	Small changes in wording Director to Executive Director and "handicapped persons" to "individuals with disabilities".
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Subject	Policy 302 Anti-Bullying
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Discussion	Discussion of how this policy overlaps or is connected to mandated reporting laws. Reviewed the safe schools statute and feel the policy covers the requirements and is acceptable.
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Action Item: Policy 344 Administering and Storing Medication

Explanation	There are a few parts to this policy that have changes requested. There is a policy and two forms for parents and/or physicians to fill out. One is the authorization for administration of medication at school. The other is the authorization for self-administration of non-prescription medication at school. These forms match the policy 334. The school nurse has recommended these changes.
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Motion	To approve Policy 344 Administering and Storing Medication
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Made by	Member Rodriguez	Seconded by	Treasurer Schipper
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Discussion	Discussion on whether or not we need a definition or reference list for controlled substances (such as Sudafed). School nurse can supply list to parents/families separate from the policy, as it may change from time to time.
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Vote	6	Yea	6	Nay	0	Abstain	
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Decision	Motion carries
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Subject	Set calendar for PTO and FLASB meetings - template in board folder
Discussion	Typically PTO 3rd Tuesday and FLASB 1st Thursday. Member Rodriguez will attend the FLASB meeting on August 4th and the rest will be assigned at the August meeting when we know for sure the dates of these meetings.

Subject	Set board meeting calendar - template in board folder
Discussion	Second Tuesday of every month at 6:00 pm, except August meeting will begin at 6:30 pm. We will change dates of future meetings due to conflicts when they come closer.

Reports:

Subject	Executive Director's Report
Discussion	<p>Staffing is very close to filled. We have a couple partial positions yet open. Some things might change as we finalize specialist needs.</p> <p>In our first year with sports and activities we learned about the fact that all schools who provide sports and activities lose money on them. We are trying to figure out how ease that financial loss. One idea is to allow parents with businesses to promote their business as a sponsor for activities and athletics programs. An idea would be to create a LILA webpage available for parents to promote businesses for a monthly fee as a sponsor. We may allow businesses to sponsor teams by buying jerseys and having their logo or name on the jersey.</p> <p>Scrip is another way to fundraise; parents and staff can buy qualifying gift cards and the vendor will give a certain set % of the gift card purchase to the school. We can keep it all as a general donation, or divide it to use some of it to make an account for students so that they can use those funds to go on trips during their time in secondary school.</p> <p>Before the start of the August meeting we are all encouraged to go the Annex to see the updates that are being done for this year's classrooms. Contact Executive Director Hedlund.</p> <p>Minneapolis Academy is a closing charter school. They put up the entire school's contents for sale in large lots: tech, furniture, and curriculum. We won everything in our bid. We picked the amount for the bid by looking at our budget and how much we would have spent and we got even more than we would have been able to with that money. We will also be able to sell some of the pieces we don't need. We bought nice chairs, nice bookcases, a lot of technology, a chromebook lab, an iPad lab, some computer carts, brand new microscopes and some scales, science supplies, 5 Smartboards, book sets, history curriculum, student chairs and tables, teacher desks, filing cabinets, and many, many other items from office supplies to clocks and fans.</p>

Subject	Executive Director's Annual Report on School Discipline
Discussion	<p>Each year the school has to report all expulsions or suspensions. The lower school has two suspensions, one in and one out-of-school. Upper school had 9 reportable suspensions for theft, a little bit of fighting, some threats, and a knife that was seen but not drawn.</p>

Subject	Treasurer's Report/Finance committee minutes
Discussion	The May financial report is in the folder. Treasurer Schipper highlighted CFO Lundgren's narrative report and said reports point to being on track for the budget through May.

Action Item: Financials and Finance Committee Minutes

Motion	To approve the financial report and minutes
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Made by	Vice Chair Callahan	Seconded by	Member Green
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Vote	6	Yea	6	Nay	0	Abstain	
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Decision	Motion carries
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Action Item: Consent Agenda containing:

1. Secretary's Report June Minutes
2. Policy 234 Employee Computer Use
3. Policy 316 Internet Acceptable Use and Safety

Motion	To accept the Consent Agenda
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Made by	Member Rodriguez	Seconded by	Vice Chair Callahan
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Vote		Yea	6	Nay	0	Abstain	
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Decision	Motion carries
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Announcements:

FLASB: Vice Chair Callahan- July and Member Rodriguez-August

PTO: none

Board Training Updates: Member Green attending mandated new board member training on August 9. Member Rodriguez is to attend an August training as well.

Member Ebben attended "Building A Better Budget" from the Nonprofits Assistance Fund on Wednesday, June 29th.

Other Business:

none

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

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Adjourn: 8:33 pm