



The monthly meeting of the Board of Directors held on Tuesday, August 16, 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 Vice Chair Callahan

Roll Call:

Board Members/Director Present or Absent:

name	present/absent
Mira Norcross (Chair and Parent)	absent
Jeanie Callahan (Vice- Chair and Community Member)	present
Jeff Schipper (Treasurer and Parent)	present
Jocelyn Hylden (Secretary and Teacher)	Arrived at 6:15 pm
Roberto Izquierdo (Teacher)	absent
Yao Hsia (Teacher)	present
Kaari Rodriguez (Teacher)	present
Dwayne Greene (Parent)	present
Angie Ebben (Teacher)	present
Cam Hedlund (Director, Ex Officio Member)	present
Julie Lundgren (CFO, Ex Officio Member)	present

Unscheduled Visitors: None

Conflict of Interest disclosures:  
None

Review of Agenda:  
Add policy 126 to Dialog/discussion  
Add policy review schedule to Dialog/discussion  
Add to action policies 124, 302, 216  
Add Marcott property to Discussion items

Strike B.8 Donations  
Strike Kinder Prep Handbook

Scheduled Visitors:  
None

Affirmations:  
Vice Chair Callahan affirmed Chair Norcross for updated policies while on vacation.  
Executive Director Hedlund affirmed Member Yao Hsia and teacher Erin Voss for running a successful and well-received Camp Dragon.  
Member Rodriguez affirmed Vice Chair Callahan for keeping the policies and the policy committee organized.  
Secretary Hylden affirmed Members Ebben and Rodriguez for their help in setting up the secretary duties because of her tardiness this evening.

**Action Item:**  
**Policy 110 Internal Controls**

Explanation	Updates were related to updating titles and employee numbers. Internal controls help reduce the risk of fraud and this policy sets out the checks and balances for how we handle financial processes with regard to internal controls. The appendix of staff positions referred to in the policy is updated every year.
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Motion	Motion to approve policy 110.
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Made by	Treasurer Schipper	Seconded by	Member Green
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Discussion	none
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Vote	5	Yea	5	Nay	0	Abstain	
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Decision	Motion carries.
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**Action Item: Policy 116 Depository and Electronic Transfers Authority**

Explanation	The name of our bank changed and the year was updated.
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Motion	To approve policy 116 with these changes.
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Made by	Member Hsia	Seconded by	Member Ebben
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Discussion	
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Vote	5	Yea	5	Nay		Abstain	
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Decision	Motion carries.
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**Action Item: Policy 140 Investments and Deposits**

Explanation	No changes were suggested
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Motion	No vote needed since no changes
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**Action Item: Policy 508 Enrollment of Out of State Students**

Explanation	The policy for enrollment of out-of-state students. State aid components used in the calculation of tuition have changed and the policy was updated to reflect this. It also clarifies that out-of-state employees pay 25% of the tuition; this is not a change, just highlighted during the meeting for the board's awareness.
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Motion	Motion to approve policy 508
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Made by	Member Rodriguez	Seconded by	Treasurer Schipper
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Discussion	Transportation aid is not included
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Vote	5	Yea	5	Nay	0	Abstain	
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Decision	Motion carries.
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**Action Item: Policy 108 Fixed Assets**

Explanation	No changes recommended. No vote required.
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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	Motion carries.
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**Action Item: Policy 124 School Director Succession**

Explanation	Was reviewed last month.
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Motion	Approve policy 124
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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	
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Decision	Motion carries.
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**Action Item: Policy 216 Multicultural Gender-Fair Disability-Sensitive Policy**

Explanation	Was reviewed last month and had some minor wording changes.
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Motion	
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Made by	Member Rodriguez	Seconded by	Secretary Hylden
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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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**Action Item: Policy 302 Anti-Bullying**

Explanation	Was reviewed last month
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Motion	
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Made by	Secretary Hylden	Seconded by	Member Hsia
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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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**Action Item: FY16 write-offs of uncollectible debt**

Explanation	No write-offs for FY16.
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Motion	No vote required
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**Action Item: First & Second Grade capacity**

Explanation	<p>Looking to enroll more first and second graders. We previously allowed first grade Spanish to have up to 20 students instead of 19. A previous class of 19 students was changed to 20 students in first grade because the child of a new staff member is enrolling. We acknowledged that last month we had upped all 5 first grade classrooms to 20 not just that class and this still fits under that decision.</p> <p>Second grade Spanish are also over the standard limit of 23 with a possibility of 3 more enrolling. If so we will have classes of 25 and 26 with a language ambassador in each room. We approved that class size for this year with the support of a language ambassador in each room.</p>
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**Discussion/Dialog:**

Subject	Policy 126 <i>Public School Fees</i> - Changed a few titles. One added recommendation.
Discussion	<p>Member Izquierdo made a recommendation to add one more section that states:</p> <p>I. Students may be asked to furnish personal or consumable items including pencils, paper, pens, erasers, notebooks, computers and/or tablets</p> <p>Secretary Hylden and Member Rodriguez weren't sure this would be needed and questioned what legality would say. Members suggested that the committee look back at the statute to see if this is needed or if it is addressed in another section of the policy and to ask Member Izquierdo to elaborate on his reasoning to add this to the policy. This policy will be brought back to the board for a vote next month.</p>

Subject	Policy Review System - Should we bring each policy first for discussion and then again for approval the next month or should we bring them one month at a time and voted on in the month that we look at them?
Discussion	<p>There was a lot of discussion around this and reminders that we can always table a policy to vote on for the next month and that we can also always bring a policy back up for review. There was a reminder that one of our board trainings shared that it was good practice to not vote on policies in the same month they were brought up. With these other reminders and the work that goes into</p>

	organizing the policies into each month's folder, it was suggest that we go back to the former way of bringing policies month by month and voting on them then.
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Subject	Marcott Property
Discussion	<p>We made the right decision not to go through with it last month, due to possible upcoming expenses. The owner recently expressed interest in selling to the school again, that she would be willing to do a contract for deed if our reasoning really came down to cash flow. An expected roof replacement is now not expected to be needed. The board is invited to do a walk through of the property at 9:00 a.m. on Friday, August 19.</p> <p>Estimates for the Annex roof were revised from \$100,000 to \$12,000 for a roof that would last five years. That makes cash flow for the next few years is less tight than expected.</p> <p>Not looking at a vote, but wanting to go forward at writing up a purchase agreement and going forward with pursuing this more. There was a question regarding the Annex remodel costs, and in the long range cash flow projection we can see the breakdown month by month of expected income and expenses for the building company for FY17. We are on target for the projection of the annex project. The board was favorable toward looking at this purchase further.</p> <p>The contract for deed is being explored with our lawyer.</p>

**Reports:**

Subject	<p>Executive Director's Report</p> <ul style="list-style-type: none"> <li>a. Staffing - 15 new to upper school and 8 new to lower school. All classroom teachers are here and two people (specialist and preschool) on their way. Looking for how to fill enrichment position.</li> <li>b. Enrollment - We are still gaining more for the upper school still and a few more for the lower school. (enrollment spreadsheet in board folder)</li> <li>c. Affirmed LILA Lead Building Engineer Steve Benson and the custodial crew for all of their hard work this summer. Especially taking on the new purchases from the school we bought from at auction.</li> </ul>
Discussion	none

Subject	Treasurer's Report
Discussion	On the 31st the audit will be starting. All looks ready and this is due to CFO Lundgren's work with the budget. She is still working with expenses that can

	<p>take the pressure off this year and the school net income may reach Debt Service Coverage ratio.</p> <p>Also wanted to highlight that our purchase of the Minneapolis Academy auction lots was a huge gain to LILA.</p> <p>Will do quarterly updates with Executive Director Hedlund.</p> <p>Reached out to Scott Holland (LILA IT Director) for updating the volunteer section of the dashboard.</p>
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Subject	June financials and Finance Committee Minutes
	Filed.

**Action Item:** Consent Agenda - containing July board meeting minutes and policy review committee minutes

Motion	To approve the consent agenda
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Made by	Member Ebben	Seconded by	Member Hsia
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Vote	6	Yea	6	Nay	0	Abstain	0
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Decision	Motion carries
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**Announcements:**

FLASB: Member Rodriguez reported on their minutes. Shared they will be starting 2 weeks early for the [2017-2018 school year](#) to start construction early. This will affect our bussing the last two weeks of school in 2018.

FLASB September 1st at 7:00pm: Executive Director Hedlund

PTO: starting a booster-thon at the beginning of the year and hoping to back off on other fundraisers if they have a good turn out.

PTO September 20th meeting: Member Ebben will attend

Board Training Updates:

- Member Green attended a Charter School Board Training on August 9th at St. Thomas, Member Ebben attended a webinar on “Powerful Strategies for Building

Math.Vocabulary,” and “Building a Better Budget” webinar.

- Member Rodriguez attended an all-day training by PACER Center on students with mental health needs and disabilities.
- CFO Lundgren attended CliftonLarsonAllen’s charter school conference on July 27.
- Member Hsia attended a Chinese Teacher Cultural Training on 7/28-8/1 by the Taiwanese government

**Other Business:**

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

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**Adjourn:** 7:50 pm