



The monthly meeting of the Board of Directors held on  
 Tuesday, September 13, 2016 at 6:00pm  
 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)	Arrived at 6:10pm
Jocelyn Hylden (Secretary and Teacher)	P
(Teacher)	vacant
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

Unscheduled Visitors:

name	position/role

Conflict of Interest: none

Review of Agenda:

Add resignation of Roberto Izquierdo to action items

Add Explorer Club write-offs to action items

Add Les Paul music grant application to Action Items

Add Marcott property purchase to Action Items (direct LBC to proceed or not)

Add Finance Committee minutes to Reports (join with Treasurer's Report)

Add Policy Committee minutes to Reports

Scheduled Visitors:

name	position/role
none	

Affirmations:

Chair Norcross affirmed the school for starting off the year well.

**Action Item:** Policy 102 *Drug Free Workplace*

Explanation	Removed district to change to school. Referred to the policy numbers and titles for easier reference. Changed Director to Executive Director. Checked in to see if we needed to include the legal references in the policy and it was advised to take them out. MDE and MACS gives reviews and keeps schools updated on law changes.
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Motion	To accept Policy 102 as amended
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Made by	Member Rodriguez	Seconded by	Member Ebben				
Discussion	none						
Vote	7	Yea	7	Nay	0	Abstain	0
Decision	Motion carries						

**Action Item:** Policy 112 *Purchasing Directive*

Explanation	We have decided to also removed the review record in the policies so that was deleted.						
Motion	To accept policy 112 as amended						
Made by	Member Green	Seconded by	Member Hsia				
Discussion							
Vote	7	Yea	7	Nay	0	Abstain	0
Decision	Motion carries.						

**Action Item:** Policy 114 *General Accounting Principles*

Explanation	Just re-formatting, no changes.						
Motion	To accept re-formatting of Policy 114						
Made by	Vice Chair Callahan	Seconded by	Member Rodriguez				
Discussion							
Vote	7	Yea	7	Nay	0	Abstain	0
Decision	Motion carries.						

**Action Item:** Policy 126 *Public School Fees*

Explanation	Changed LILA to “the school”. This one is being brought back to the board after last month’s questions. Member Izquierdo agreed that the piece he wanted to add is already addressed in another part of the policy and therefore doesn’t need to be added.  Also discussed art that goes home and how to pay for materials. They decided to add “routine art materials” to II a.
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Motion	To accept the changes to Policy 126
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Made by	Member Rodriguez	Seconded by	Member Ebben
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Discussion	More discussion around fees to II a. <i>(include here)</i>
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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:** Policy 328 *Transportation of Students*

Explanation	This is a District 831 Policy since we use their buses so it was left alone. However we didn’t check to see if their policy had changed so we decided to table this policy until next month to compare with Forest Lake’s policy at the next committee meeting.
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**Action Item:** Roberto Izquierdo’s letter of resignation

Explanation	Member Izquierdo just got married last weekend and she is a teacher. This is not prohibited by the bylaws, but by it is by our authorizer.
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Motion	To accept the letter of resignation from Roberto Izquierdo
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Made by	Member Green	Seconded by	Member Hsia
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Discussion	This means we will also need to have an election soon. Planning on an election in October, probably during conferences.
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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 Write Offs

Explanation	There was a \$148 total and there is no activity for payment so to clean up the books, they are asking for these write offs.
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Motion	To accept the Explorer Club Write Offs
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Made by	Vice Chair 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:** Les Paul music grant application

Explanation	Written by Jody Eggen to apply for 30 ukuleles. Needs to look over and approve to check for conflict of interest.
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Motion	To accept the Les Paul music grant application
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Made by	Member Rodriguez	Seconded by	Member Green
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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:** Marcott property purchase

Explanation	Addendum in folder. The seller wanted to add an "as is" addendum. She also didn't want to include an arbitration and we didn't sign that clause. She would also like the plaque to
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	<p>say "Floyd and Jeanette Marcott Family".</p> <p>Chair Norcross shared that the realtor had ideas for the purchase until we know how we will be making full use of the property. We met with the Forest Lake City Planner and City Administrator and they were supportive of our long-term and short-term uses.</p>
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Motion	To direct the LILA building company to proceed with the purchase of the Marcott property
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Made by	Member Rodriguez	Seconded by	Treasurer Schipper
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Discussion	Member Rodriguez asked about remodeling that might need to be done since she didn't see it. There may be electrical work and a little more if we were to rent the property; that has not been decided yet.
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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:** none tonight

**Reports: Executive Director's Report**

Subject	<p>We are off to a good start!</p> <ul style="list-style-type: none"> <li>● PYP Review Year: We will start with this soon. We will have staff from the International Baccalaureate to come and observe and review our program.</li> <li>● MYP Candidacy: This spring or next fall we will have staff from IB visiting the Middle School to officially authorize us. We are a candidate right now.</li> <li>● Bus: In need of major repairs. The school is finding quotes. The bus has run well for us this past year. This purchase has saved the school a lot of money in athletic fees and was very helpful for all the teams we have.</li> <li>● Upper School facilities: Short-term solution (within 1-2 years) and Long-term solution needed to increase capacity <ul style="list-style-type: none"> <li>○ Great option in St. Paul</li> <li>○ Next year we will need to find space for some classes at the Upper School.</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>● Cam and Shannon will be going to China in October with our connection at the Confucius Institute in order to find out more information about the exchange program for the Upper School. <ul style="list-style-type: none"> <li>○ This year we have around 9 interns in the classrooms from the Confucius Institute.</li> <li>○ Member Green and Chair Norcross have been accepted to the Delegation to China in November.</li> </ul> </li> <li>● Director Peterson wanted to make everyone aware that we do have scholarships for field trip fees and class fees, but not for extracurricular fees.</li> <li>● DP Candidacy is underway, we have hired someone who has worked as a DP coordinator.</li> <li>● Our staff at the Upper school is doing well.</li> <li>● We have 39 9th - 12th graders</li> </ul>
Discussion	Member Green asked what our projections are for enrollment. Director Shannon Peterson said that enrollment looks good, but she would like to cap all grades at 100 for the next few years.

**Treasurer’s Report/Finance Committee Minutes**

Subject	<ul style="list-style-type: none"> <li>● The audit lasted two days and it went smoothly. Josh Mahlen and CFO Julie Lundgren did a great job getting things prepared and answering questions.</li> <li>● There are notes in the minutes to reflect a few changes to the budget that we will look at next month. These are mostly regarding some enrollment changes and staff changes.</li> <li>● The Minneapolis Purchase will also be distributed to each appropriate line item.</li> <li>● We also discussed the Marcott Property</li> <li>● Long-range cash flow has also been added to the folder</li> </ul>
Discussion	<p>The audit is done, the lead auditor needs to have a short interview with CFO Lundgren to finalize everything.</p> <p>Finance Committee Minutes are filed.</p>

Motion	To accept the Treasurer’s Report
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Made by	Vice Chair Callahan	Seconded by	Member Green
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Vote	8	Yea	8	Nay	0	Abstain	0
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Decision	Motion carries.
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### Policy Committee Report

Motion	To accept the Policy Committee Report
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Made by	Member Rodriguez	Seconded by	Member Ebben
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Vote	8	Yea	8	Nay	0	Abstain	0
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Decision	Motions carries.
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**Action Item:** Consent Agenda  
Including Secretary's Report from August

Motion	To accept the consent agenda
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Made by	Vice Chair Callahan	Seconded by	Treasurer Schipper
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Vote	8	Yea	8	Nay	0	Abstain	0
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Decision	Motion carries.
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### Announcements:

FLASB: Executive Director Hedlund

They have approved their calendar for next year to start two weeks earlier due to their construction plans for the spring of 2017.

PTO: Member Angie Ebben will be going to their first meeting in two weeks. Their ice cream social went well and was well attended. Member Green affirmed the PTO for the ice cream

social. They are doing a ton of work with the Boosterthon and it has been going well.

Board Training Updates:

**Other Business:**

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

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**Adjourn:** 7:19pm