



The monthly meeting of the Board of Directors held on December 12th 2017 at 6:00 pm
 at the Lakes International Language Academy's Main Campus Library,
 246 11th Ave SE, Forest Lake, MN

General Business:

Call to order: 6:03 pm

Roll Call:

Board Members/Director Present or Absent:

name	present/absent
Dwayne Green (Chair and Parent)	Present
Cecilia Delbene (Vice- Chair and Teacher)	Present
Randall Bergman (Treasurer and Parent)	Present
Anna Taddei (Secretary and Teacher)	Present
Maria Velasco-Ranz (Teacher)	Present
Yao Hsia (Teacher)	Present
Jenny M. Riley (Teacher)	Absent
John Bodine (Parent)	Absent
Angie Ebben (Teacher)	Present
Cam Hedlund (Director, Ex Officio Member)	Present
Julie Lundgren (CFO, Ex Officio Member)	Present

Unscheduled Visitors: None

name	position/role

Conflict of Interest: none

Review of Agenda:

Additions: B4: Donations, and B5: Architect proposal

Scheduled Visitors:

name	position/role
Shannon Peterson	Director

Affirmations:

- Affirming the LILA Foundation for the Grandparents breakfast events in the last week.
- The PTO for the fundraising for the playground improvements
- Band/Orchestra Concert at the Upper School--Music Department
- Shannon Peterson affirms the 9th grade boys basketball team for their win

Action Item: Grade level enrollment caps (Director Peterson)

Explanation	Upper School would like to lift the enrollment cap for 6th, 7th and 8th grade.
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Motion	To remove the grade level enrollment cap for 6th, 7th, and 8th grades.
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Made by	Vice Chair Delbene	Seconded by	Member Hsia
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Discussion	<p>We would like to fill the classes that are not yet full. We have four students who are currently attending the Upper school (pending approval from the board). There are 15 students still on the waiting list. There is a returning student who would like to return to LILA after being gone for a year. Upper school would like to not only approve those 15, but to re-open enrollment. The largest class at Upper School is currently 31 students, but many classes are currently at much lower numbers.</p> <p>1,058 students (ADM) are currently budgeted for this year at Upper School. Option to open enrollment for up to the end of this semester and then closing enrollment again.</p>
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Vote	7	Yea	7	Nay	0	Abstain	
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Decision	Motion Carried
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Action Item: Treasurer's report (October financial reports)

Explanation	Treasurer Bergman presented the October financial reports. The board passed the revised budget in the November meeting.
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Motion	To approve the Treasurer's Report and October Financials
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Made by	Member Bergman	Seconded by	Member Velasco-Ranz
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Discussion	Equity looks good. The revised budget is working well. The cashflow is good due to the holdback from last year and August, the end of September and October. We will be reinvesting in CDs which are maturing this month. These items are available electronically in the board folder for this month. 3rd party health care billing is funding our school which is great to see (for special education services).
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Vote	7	Yea	7	Nay	0	Abstain	0
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Decision	Motion Carried
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Action Item: 2017-18 SHIP grant for Healthy Schools & Worksite Wellness

Explanation	Review the draft for the renewal of a Grant we received last year for student and staff wellness.
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Motion	To approve the submittal of the application for the 2017-18 SHIP grant for Healthy Schools & Worksite Wellness
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Made by	Member Ebben	Seconded by	Vice Chair Delbene
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Discussion	The MN Department of Health has specific ideas for physical activity and nutrition for students, and nutrition, physical activity, breastfeeding stations, walking meetings, etc. for staff. New soccer goals were purchased with last year's grant which made a vast improvement to our school's activity equipment,
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	as well as fitness bands. This year we would like more agility supplies, which we would not be able to afford otherwise. The Wellness Committee meets regularly to discuss these ideas and uses for the grant. Washington County has to approve each aspect of the requests in the grant before it goes to the Department of Health for another approval process.
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Vote	7	Yea	7	Nay	0	Abstain	0
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Decision	Motion Carried
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Action Item: Donations

Explanation	We have looked through and reviewed the Donations.
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Motion	Motion to Accept the Donations
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Made by	Member Hsia	Seconded by	Chair Green
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Discussion	
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Vote	7	Yea	7	Nay	0	Abstain	0
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Decision	Motion Carried
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Action Item: Architect Proposal

Explanation	Plans to Expand the Headwaters Upper School Campus
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Motion	Direct the LILA Building Co. To Sign and approve the letter of agreement
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Made by	Vice Chair Delbene	Seconded by	Chair Green
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Discussion	Looking for a funding source other than bonds. Rather than look for an additional site to rent, we could add a small addition of 8 classrooms to the Headwaters building to open next fall. A much larger addition would follow the next school year in the fall. As long as the CUP amendment application is approved by the Planning Commission, we should be able to make the small addition of 8 classrooms. We are looking for a way to expand in a way that we can accommodate the larger expansion later on (including a media center, a
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	<p>gymnasium, etc.). The vision for Upper School is to expand rather than do several other steps like renting or using portable classrooms.</p> <p>We have an excellent architect with whom we believe we can finish this smaller addition in the scheduled timeframe.</p> <p>As an aside, Director Peterson also presented the PTO's ideas for use of the PTO fundraising for outdoor classrooms for both campuses. This would be incorporated in future facility planning.</p>
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Vote	7	Yea	7	Nay	0	Abstain	
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Decision	Motion carries.
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Discussion/Dialog:

Subject	Strategic plan, next steps
Discussion	<p>-Facilities: The expansion of the Upper School Campus is the main goal so far, especially short-term.</p> <p>-Marketing: Cher Wang from Fan Fan has given us information about marketing internationally for Chinese students has produced hesitation. Our focus is to bring students for just one year, which is possible for students from Spain more often than it is for the families of Chinese students who would like to have the entire high school experience. The competition is also greater, especially for a school without a track record of international exchange programs. Tracy Maurer, our communications director, has pointed out our marketable expertise through our teachers and staff, but we have less to offer from the student body standpoint. Our sister schools may send students through dual enrollment so that it does not affect the students negatively. This information has led the board to the conclusion that we will need to rethink our exchange program from a marketing perspective. This also changes the plan for the "Green House" being used for reasonable housing or part of the First Year Package for our International Teachers and Staff members. It could also be marketed as a housing development rather than dorms for exchange students. It is still a very valuable resource to LILA.</p> <p>-Marketing and Facilities have been the main focuses in strategic planning for the board so far.</p>

Subject	Succession planning
Discussion	<p>Resource related to this:</p> <p>http://www.mylila.org/images/Policies/2016_Policy_Updates/2016_-_PDF_124SchoolDir</p>

	<p>ectorSuccessionPolicy-AMENDED12Jul16.pdf</p> <p>-Executive Director Hedlund would like to discuss his retirement at the end of next year after the 2nd phase of building at the Headwaters Campus. Our authorizer has suggested to discuss succession for this transition time in LILA administration. Overseeing any building expansion can be a very difficult aspect for a new executive director. The policy in the link attached goes through the different scenarios for changes to the administration and leadership of a school. It is recommended to consider choosing someone from inside LILA for this position and not focusing on any outside hiring. “Developing Leadership Capacity” mentioned within this policy provides good information for the consideration of the board. A year of transition is suggested. The board will need to put together a committee for appointing a new executive director. More discussion on this at later board meetings with a focus on a transition plan.</p>
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Reports:

Subject	Executive Director’s Report
Discussion	Facilities and Enrollment and Transition Plan discussion.

Subject	Election committee
Discussion	There are 5 applicants, but the information seems to be jumbled in 3 (possible spam). There are 2 applications that are complete and the committee is confirming eligibility of these two applicants. Applications are open until December 19th, so the opening will be posted again before that deadline. The election itself will take place between January 10-17.

Action Item: Consent Agenda

Motion	Approve the Consent Agenda
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Made by	Treasurer Bergman	Seconded by	Member Ebben
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Vote	7	Yea	7	Nay	0	Abstain	
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Decision	Motion Carried
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Announcements:

FLASB: No update

PTO: Vending machine has been ordered and are now working on who will be stocking it etc. The vending machine will be located at Headwaters Campus and stocked with healthy choices. Upper School graduation day is the same day as the 4th grade concert. The polar plunge will also take place this year. The roller skating night was a great experience for the community. The turf for the Lower School field is also upcoming from PTO.

FLASB next meeting:

PTO next meeting:

Board Training Updates:

- Member Velasco-Ranz attended a training in responsive classroom on November 17, 2017
- CFO Lundgren attended a webinar on cyber security hosted by CliftonLarsonAllen on Dec. 7.

Other Business: None

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

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Adjourn: 7:41pm