



MINUTES

The monthly meeting of the Board of Directors was held on Tuesday, September 12, 2017 at the Lakes International Language Academy's Main Campus Library, 246 11th Ave SE, Forest Lake, MN

General Business:

Call to order: 6:09 pm (Vice Chair Delbene)

Roll Call:

Board Members/Director Present or Absent:

name	present/absent
Dwayne Green (Chair and Parent)	Absent
Cecilia Delbene (Vice- Chair and Teacher)	Present
Randall Bergman (Treasurer and Parent)	Present
Anna Taddei (Secretary and Teacher)	Present
Maria Velasco (Teacher)	Present
Yao Hsia (Teacher)	Present
Jenny M. Riley (Community Member)	Present
John Bodine (Parent)	Arrived at 6:12 pm
Angie Ebben (Teacher)	Present
Cam Hedlund (Director, Ex Officio Member)	Present
Julie Lundgren (CFO, Ex Officio Member)	Present

Unscheduled Visitors:

name	position/role
Rochel Manders	VOA financial analyst

Conflict of Interest: None

Review of Agenda:

- Request change to Check Signer in Action Items
- No grant applications: Cancel/Remove B.4 in Action Items
- Add from consent agenda Finance Committee minutes
- Discussion Item: Increase Credit Card limit

Scheduled Visitors:

name	position/role
Shannon Peterson	Director

Affirmations:

- Exec. Director Cam Hedlund thanks Member John Bodine and Chair Dwayne Green who donated time to renovation of the green house.
- Condolence for former employee Pat Steichen and affirm her work at LILA. The memorial service will be in Forest Lake at Roberts Funeral Home on Saturday, Sept 23 at 11 am. Family asks that any memorials go towards the library at LILA.

Action Item: 205 Employee Disability Nondiscrimination 504 plan (in folder "Policy Review")

Explanation	Policy was reviewed with some small editing in format. Policy involved statutes that are all up to date.
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Motion	Approve Policy 205 <i>Employee Disability Nondiscrimination 504 Plan</i> as amended
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Made by	Member Ebben	Seconded by	Member Riley
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Discussion	3c: the word "grades" does not apply to employees; the wording is also the same in the Student version of this Policy. Change the wording to "evaluation". 7c: "Student Conduct Code" which again does not apply. Delete both 7b and c. 8b: Summary of policy in Employee handbook--check to make sure it is there before it is published.
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Vote		Yea	8	Nay	0	Abstain	0
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Decision	Motion carried.
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Action Item: 306: Student Disability Nondiscrimination Under Section 504

Explanation	Review changes to formatting and wording of the policy.
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Motion	Approve Policy 306 <i>Student Disability Nondiscrimination Under Section 504</i> as Amended
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Made by	Member Velasco	Seconded by	Member Hsia
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Discussion	3c: change “employment” and “work assignments” to “enrollment eligibility”. 5c: Add “or complainant guardian, or if minor parent or guardian.” 8b: No summary actually typed into Handbook, just a link. Change wording in Policy to “a link to this policy” from “summary”. 8c: “employees” change to “employees and students”, and change “method for discussing” to “method of sharing”.
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Vote		Yea	8	Nay	0	Abstain	0
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Decision	Motion carried.
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Action Item: Enrollment cap: adjustment request (Director Peterson)

Explanation	Our numbers this year are not as high as we hoped for K-12. We will contact those on the first grade waiting list. Also, lift the enrollment cap for grades 9-12 at Upper School.
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Motion	Approve adjustment to Enrollment Cap: Opening 9-12 enrollment for waitlisted students at Upper School.
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Made by	Member Bodine	Seconded by	Member Bergman
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Discussion	Through a combination of filling empty seats and adding aides/language ambassadors, the school administration recommends offering seats to those on the first grade waitlist. At Upper School, administration recommends offering seats to those on the waiting list for grades 9-12, the grades that have smaller cohorts than grades 6-8. School admin will be looking at ways to improve the enrollment process for next year, particularly in grades K and 1. Added
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	enrollment will help the school financially.
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Vote		Yea	8	Nay	0	Abstain	0
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Decision	Motion carried.
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Action Item: Treasurer's Report (July financials)

Explanation	Finance committee met yesterday to review reports from July.
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Motion	Accept reports from Finance Committee
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Made by	Treasurer Bergman	Seconded by	Member Riley
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Discussion	<p>Balance sheet, summary and detail IS, cash flow, disbursement register, dashboard report to be reviewed in the Board of Directors folder in Drive. Pg. 2 of dashboard: Possible discussion items for upcoming strategic planning meeting.</p> <p>The finance committee/treasurer reviews the bank statement and as part of that checks for proper countersignatures. They are in place.</p> <p>Reimbursement: increase credit card limit made a discussion item for today.</p> <p>Narrative highlights different aspects of the reports and how you can connect them and see how the school uses its resources to accomplish its mission.</p>
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Vote		Yea	8	Nay	0	Abstain	0
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Decision	Motion carried.
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Action Item: Changing Check Signers

Explanation	Currently, it is Kim Paugel, Julie Lundgren, and Melissa Bent. Request to remove Kim Paugel and add Tami Cummings.
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Motion	Accept change of check signers
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Made by	Member Ebben	Seconded by	Member Velasco
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Discussion	2 people must sign all checks \$500 and over, per policy.
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Vote		Yea	8	Nay	0	Abstain	0
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Decision	Motion carried.
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Discussion/Dialog:

Subject	Increasing Credit Card Limit
Discussion	<p>CFO Lundgren would like to increase the school credit card limit, currently at \$20,000. End of year purchases in June were not able to be put on the school card because they would put the balance over the limit. Personal credit cards were used instead. The purchases were monitored carefully from order to receipt to make sure all supporting documentation is in place. The board should consider that when we have a larger limit, the risk is higher, and we have canceled the card several times in the last five years due to hacking. The school's Credit Card User policy has increased card security. To avoid having staff use their personal cards, I would like to increase the limit. We will bring this back as an Action Item.</p>

Reports:

Subject	Executive Director's Report
Discussion	<p>a. Staffing: Smaller number of new teachers at Lower School, but top notch. Larger number of new teachers are Upper School. Usually, staff leaving is mutual. Upper School has hired additions and replacements. Team Leaders and PLC facilitators are in place as modeled from Lower School.</p> <p>b. Facilities: The facilities are pretty full this year, we will probably need more space next year. We are trying to figure out when is the best time to do a big addition. We are looking at interim options.</p> <p>Health center on I-35. -pros: could be expanded -cons: it would be a third campus.</p> <p>We are charting a course for the long-term this fall and winter. Question we are considering for interim options: How much money do we want to spend if it is only going to be for a year or two?</p> <p>c. Students: 17 students from a school in Madrid are attending Upper School for 6 weeks. Students are staying with host families. Member Delbene and Teacher Pedro Reyes are serving as resources for these students. The PTO Boosterthon fundraiser is starting slowly at Upper School, but making good progress at Lower School.</p>

Subject	Finance Committee Minutes, 9/11/17
Discussion	In the folder for filing.

Action Item: Consent Agenda - Secretary Report

Motion	Approve Consent Agenda: including Secretary's Report (September Minutes)
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Made by	Member Hsia	Seconded by	Member Bodine
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Vote		Yea	8	Nay	0	Abstain	0
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Decision	Motion carried.
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Announcements:

FLASB: Major drive to get funding referendum to pass (\$1,000 per student in funding)

PTO: Recent activities include the annual Ice cream Social and Boosterthon

Board Training Updates: None

Changes to Google Drive Folder: "Board of Directors" Folder found now in "Team Drives" on Google.

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

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Adjourn: by Vice Chair Delbene 7:36 pm