

*Approved*



The monthly meeting of the Board of Directors held on Tuesday, October 10th at 6:00 pm  
at the Lakes International Language Academy's Main Campus Library,  
246 11th Ave SE, Forest Lake, MN

**MINUTES**

**General Business:**

Call to order: 6:01 PM

Roll Call:

Board Members/Director Present or Absent:

| <b>name</b>                               | <b>present/absent</b> |
|---|-----------------------|
| Dwayne Green (Chair and Parent)           | Present               |
| Cecilia Delbene (Vice- Chair and Teacher) | Present               |
| Randall Bergman (Treasurer and Parent)    | Present               |
| Anna Taddei (Secretary and Teacher)       | Absent                |
| Maria Velasco-Ranz (Teacher)              | Present               |
| Yao Hsia (Teacher)                        | Present               |
| Jenny M. Riley (Community Member)         | Absent                |
| John Bodine (Parent)                      | Arrived at 6:05 PM    |
| Angie Ebben (Teacher)                     | Present               |
| Cam Hedlund (Director, Ex Officio Member) | Present               |
| Julie Lundgren (CFO, Ex Officio Member)   | Present               |

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Unscheduled Visitors:

| name | position/role |
|------|---------------|
|      |               |

Conflict of Interest disclosures: None

Review of Agenda:

Reschedule Strategic Planning Meeting: Add to Dialogue/Discussion Items. Donations from consent agenda to action items.

Scheduled Visitors:

| name              | position/role              |
|-------------------|----------------------------|
| Stefanie McAlpine | Presentation of VOA Report |

Affirmations:

Chair Green affirms the group of people who worked to finish the playground.

**Action Item:** Revised IOwA resolution

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| Explanation | See the attached document. |
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| Motion | Approve the Revised IOwA |
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| Made by | Vice Chair Delbene | Seconded by | Member Hsia |
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| Discussion | Add a secondary person in case primary IOwA is not available. |
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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:** Policy 214: Mandated Reporting of Child Neglect or Physical or Sexual Abuse

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| Explanation | The committee had questions regarding the wording of the document. Questions brought to the board for clarification. |
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| Motion | Accept changes made to Policy 214: Mandated Reporting of Child Neglect or Physical or Sexual Abuse |
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| Made by | Member Velasco-Ranz | Seconded by | Chair Green |
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| Discussion | <p>No major changes made. Most of the items are up to date. The statute shown under definitions "D.4. is repealed. We removed reference to the repealed statute.</p> <p>Changes in the numbering updated. Wording changed in regards to sharing the policy with school personnel.</p> |
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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: Policy 218: Public and Private Data

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| Explanation | The committee had questions regarding the wording of the document. Questions brought to the board for clarification. |
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| Motion | Approve the changes to Policy 218: Public and Private Data |
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| Made by | Vice Chair Delbene | Seconded by | Member Hsia |
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| Discussion | <p>Discussion regarding taking the definition of the term "finalist" and making it broader or to rework the policy. Discussion about the formality of keeping records of applicants and interviews for every position. The idea is to maintain the current policy (limits the position to the Executive Director position.)</p> <p>Question regarding whether or not home addresses of board members are public information. In a traditional school setting addresses are public in order to ensure that the board member lives in the district. Decision made to keep the wording as is.</p> |
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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: Policy 226: Employee Policies

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| Explanation | The Policy Committee reviewed the policy. No needed changes or updates were found. |
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| Motion     | Approve Policy 226: Employee Policies |     |   |             |                     |         |   |
| Made by    | Chair Green                           |     |   | Seconded by | Member Velasco-Ranz |         |   |
| Discussion | None.                                 |     |   |             |                     |         |   |
| Vote       | 7                                     | Yea | 7 | Nay         | 0                   | Abstain | 0 |
| Decision   | Motion carried.                       |     |   |             |                     |         |   |

**Action Item:** Treasurer's Report: August 2017 Financials

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| Explanation | Treasurer presented the August 2017 financial reports. Treasurer Bergman also recapped the finance committee meeting.   |     |   |             |             |         |   |
| Motion      | To accept August 2017 financials and Treasurer's Report   |     |   |             |             |         |   |
| Made by     | Vice Chair Delbene  |     |   | Seconded by | Member Hsia |         |   |
| Discussion  | MidwestOne Bank is unable to honor a "void after xx days" statement if it was printed on checks. The committee is satisfied with current process of following up on outstanding check transactions. Increasing the credit card limit is tabled to the November Finance Committee Meeting. |     |   |             |             |         |   |
| Vote        | 7   | Yea | 7 | Nay         | 0           | Abstain | 0 |
| Decision    | Motion carried.   |     |   |             |             |         |   |

**Action Item:** 2016-2017 Annual Report, including World's Best Workforce Report

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| Explanation | <p>Stefanie McAlpine and Director Shannon Peterson presented the 2016-2017 annual report that MDE requires of all charter schools. World's Best Workforce and VOA have guidelines that are both included. Also includes a synopsis of future plans, innovative practices, school finances, board governance and management, staffing and professional development, academic performance, school enrollment and student attrition.</p> <p>World's Best Workforce:</p> <ul style="list-style-type: none"> <li>● We had to create a plan outlining the systems we have in place at LILA in order to help improve our goals:             <ul style="list-style-type: none"> <li>○ All students are ready for school</li> <li>○ Close the achievement gap among all groups</li> <li>○ Read at grade level by third grade</li> <li>○ All students are career and college ready by graduation</li> </ul> </li> </ul> |  |  |  |  |  |  |
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|  | <ul style="list-style-type: none"> <li>○ All students graduate</li> <li>● Next steps include: to have an annual public meeting to present the report to stakeholders. Idea: Hold an open meeting a half an hour prior to the November Board Meeting.</li> <li>● Met all goals. The only notable section is the Achievement Gap.             <ul style="list-style-type: none"> <li>○ Close the achievement gap. Stefanie is working with MDE to ensure that we have the correct data to evaluate this goal. Our populations are so small that data is difficult to analyze.</li> </ul> </li> <li>● See the report for more details.</li> <li>● Note the district reporting requirements:             <ul style="list-style-type: none"> <li>○ October the report will be approved.</li> <li>○ November the meeting will be held to present it to stakeholders.</li> <li>○ By December 15th items need to be published to the website.</li> <li>○ In Spring 2018 we will revisit the report and plan upon receiving the feedback from the MDE</li> </ul> </li> </ul> |
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| Motion | To approve the 2016-2017 Annual Report, including World's Best Workforce Report |
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| Made by | Member Bodine | Seconded by | Member Velasco-Ranz |
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| Discussion | Questions regarding the decision of what scores in math are included in the report. |
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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:

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| Explanation | Accept the items in the donation list in the board's October meeting folder. |
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| Motion | To accept the donations |
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| Made by | Vice Chair Delbene | Seconded by | Member Hsia |
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| Discussion | None |
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| Vote | 7 | Yea | 7 | Nay | 0 | Abstain | 0 |
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## Discussion/Dialog:

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| Subject    | FY18 Budget, revision 1 DRAFT (First Read)   |
| Discussion | Discussed enrollment, staffing, revenue and expenditure changes that impacted the budget. The budget will return as an agenda item next month, for approval. |

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| Subject    | Facilities Needs and Expansion Discussion   |
| Discussion | <p>Executive Director Hedlund, Director Peterson and CFO Lundgren have been working on various options for interim and long-term expansion.</p> <p>Long-term: We need space for about 100 students per grade for grades 6-12. We also need additional space at lower school for growing Chinese programs, music programs, Chinese and Spanish FLES programs. We need to have the ability to expand the preschool for a larger feeder program. Possibility of looking into dormitories for exchange students. The Marcott House is being used as visiting teacher housing currently.</p> <p>In the meantime: We need to determine what to do next year (2018-2019) at upper school. We have looked at shifting grades and utilizing other spaces in Forest Lake including nearby former health club building, learning centers, former bank building, and churches. We have also looked into portable classrooms and structures. Strongest option is portable classrooms at the Headwaters campus due to not adding a separate site and accompanying overhead.</p> <p>Next Steps: Meet with Dougherty about facility funding, the City of Forest Lake, and representatives of rental facilities.</p> |

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| Subject    | Reschedule the Strategic Planning Meeting           |
| Discussion | Monday, October 30th from 4:00-6:00 at Main Campus. |

## Reports:

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| Subject    | Executive Director's Report   |
| Discussion | <p>Facilities update given previously.</p> <p>Staffing updates: Trying to get another assistant due to increased class sizes.</p> <p>Enrollment: We are under our projected enrollment. We have gained a few more students. We will continue looking into boosting enrollment.</p> <p>We have a matching grant for outdoor classrooms and playground development.</p> |

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|  | Marcott House: The Chinese teachers enjoy living in the house. Thanks to Chair Green and Member Bodine for all of their help with the house. |
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| Subject    | Finance Committee Minutes (File) |
| Discussion | Minutes Filed                    |

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| Subject    | Policy Review Committee minutes (file) |
| Discussion | Minutes filed.                         |

**Action Item:** Consent Agenda (Secretary's Report)

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| Motion | To approve the consent agenda |
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| Made by | Vice Chair Delbene | Seconded by | Member Hsia |
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| Vote | 7 | Yea | 7 | Nay | 0 | Abstain | 0 |
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| Decision | Motion carried. |
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**Announcements:** none

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

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- 1 -
- 2 -
- 3 -
- 4 - Four
- 5 - Five

**Adjourn:** 7:59 PM