



The monthly meeting of the Board of Directors was held Tuesday, August 16, 2022 at LILA Upper School, 19850 Fenway Ave N, Forest Lake, MN 55025.

### MEETING MINUTES

#### General Business:

Call to order: 6:01 pm

#### Roll Call:

Board Members/Director Present or Absent:

name	present/absent
Lindsay Schipper (Parent)	Present
Jennifer May (Chair and Parent)	Present
Jessie Sheldon (Secretary and Teacher)	Present
Erin Ribar (Vice-Chair and Parent)	Absent
Diane Rohan (Community Member)	Present
Jean Woodberry (Teacher)	Present
JoDell Saint James (Teacher)	Present
Kaari Rodriguez (Teacher)	Absent
Corey Purkat (Treasurer and Parent)	Present
Shannon Peterson (Executive Director, <i>ex officio member</i> )	Present
Julie Lundgren (CFO, <i>ex officio member</i> )	Present

#### Community Input: None

name	position/role

**Review of Agenda:** Tabel Action item C 4 and scratch Finance committee minutes.  
Add under discussion board communication information and board committee logistics.

**Conflict of Interest Disclosure:** None

**School/Community Presentations:**

name	position/role

**Celebrate LILA:** Upper School Dragon Academy went well in July, students were also able to do credit recovery during this time. 6th Grade Dragon Camp started today! New teachers start tomorrow and buildings are buzzing with fall sports starting. Enjoyed getting Nancy and Kathy's emails over the summer. Students are looking forward to getting their schedules and finding out their teacher at lower school.

**School Update:**Executive Director Report in Board Folder.

Shannon Peterson, Executive Director: Reported on the 4 Strategic Planning Pillars (in board folder. Strategic Plan Pillar 1: Dynamic Student Experience: preparing students for success in life after LILA, Strategic Plan Pillar 2: Collaborative Community, Strategic Plan Pillar 3: Professional Excellence, Strategic Plan Pillar 4: Advancing LILA's Future.

**Action Item:** Treasurer's Report (June 2022 financials)

Explanation	
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Motion	Motion to approve Treasurer's Report
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Made by	Member Woodberry	Seconded by	Treasurer Purkat
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Discussion	
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Vote		Yea	6 St. James Purkat Rohan Sheldon Schipper Woodberry	Nay		Abstain	1 May
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Decision	Motion carries
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**Action Item:** Grant application (submitted): SFM Winter Slips and Falls, for \$2000 for sidewalk repair work. Requires school match.

Explanation	
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Motion	Motion to approve the grant application: SFM Winter Slips and Falls, for \$2000 for sidewalk repair work.
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Made by	Secretary Sheldon	Seconded by	Member Rohan
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Discussion	Requires school match.
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Vote		Yea	6 St. James Purkat Rohan Sheldon Schipper Woodberry	Nay		Abstain	1 May
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**Action Item:** Policy 108 *Fixed Assets*

Explanation	
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Motion	Motion to approve the Policy 108 <i>Fixed Assets</i> with 2 year review cycle
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Made by	Treasurer Purkat	Seconded by	Member Woodberry
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Discussion	
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Vote		Yea	6 St. James Purkat Rohan Sheldon Schipper Woodberry	Nay		Abstain	1 May
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**Action Item:** Policy 114 *General Accounting Principles*

Explanation						
Motion	Motion to approve Policy 114 <i>General Accounting Principles</i>					
Made by	Member St. James		Seconded by		Member Schipper	
Discussion						
Vote		Yea	6 St. James Purkat Rohan Sheldon Schipper Woodberry	Nay		Abstain  1 May
Decision	Motion carries					

**Action Item:** Policy 116 *Depository Designation and Electronic Funds Transfers*

Explanation							
Motion	Motion to approve Policy 116 <i>Depository Designation and Electronic Funds Transfers</i>						
Made by	Member St. James	Seconded by	Treasurer Purkat				
Discussion							
Vote		Yea	6 St. James Purkat Rohan Sheldon Schipper Woodberry	Nay		Abstain	1 May

Decision	Motion carries
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**Action Item:** Additional Recommended write-offs of uncollectible debt (FY22)

Explanation	
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Motion	Motion to approve Additional Recommended write-offs of uncollectible debt (FY22)
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Made by	Treasurer Purkat	Seconded by	Secretary Sheldon
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Discussion	
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Vote		Yea	6 St. James Purkat Rohan Sheldon Schipper Woodberry	Nay		Abstain	1 May
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Decision	Motion carries.
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**Dialog/Discussion Items**

1. **Board Communication Information-** School attorney has emphasized the importance of board members to not engage in controversial conversations on social media. When talking to community members in person, remind them to talk to the person/department involved (teacher, building principal, executive director), do not feel obligated to have all the answers.
2. **Board Committee Logistics-**
  - a. All agendas need to be posted (physically at lower school and online) 1 week in advance of the meeting. Send to [Jessie Rieck](#) to post online and [Jessie Sheldon](#) or [Front desk ladies](#) to post physically.
  - b. You can add an item to the agenda by adding it to the agenda prior to being posted, email Jessie or Jen to add, and lastly add to the agenda when we review the agenda at the beginning of the board meeting.

**Reports:**

Subject	Executive Committee Minutes for 8/16/22 meeting (review and file)
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Discussion	
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Subject	Policy Committee Minutes for 8/3/22 meeting (review and file)
Discussion	

**Action Item:** Consent Agenda (Secretary's Reports and Donations report, are in the board folder)

Motion	Motion to approve Consent Agenda
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Made by	Treasurer Purkat	Seconded by	Member Woodberry
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Vote		Yea	6 St. James Purkat Rohan Sheldon Schipper Woodberry	Nay		Abstain	1 May
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Decision	Motion carries
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**Announcements:**

- Community Updates: Marching band is going to be performing at the State Fair, Scary Scamper in October.
- Board Member Training Updates:

**Other Business: None**

**Reflection on Board Performance:** Fist of 5, did you know more about LILA after this board meeting?

**Adjourn:**

Motion	Motion to adjourn at 6:56 pm
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Made by	Treasurer Purkat	Seconded by	Secretary Sheldon
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Vote		Yea	6 St. James Purkat Rohan Sheldon Schipper Woodberry			Abstain	1 May
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Decision	Motion carries
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