The monthly meeting of the Board of Directors held on Tuesday, April 10th 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: 6:13 PM

Roll Call:

<table>
<thead>
<tr>
<th>name</th>
<th>present/absent</th>
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<tbody>
<tr>
<td>Dwayne Green (Chair and Parent)</td>
<td>Present</td>
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<tr>
<td>Cecilia Delbene (Vice-Chair and Teacher)</td>
<td>Present</td>
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<tr>
<td>Randall Bergman (Treasurer and Parent)</td>
<td>Present</td>
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<tr>
<td>Anna Taddei (Secretary and Teacher)</td>
<td>Absent (emailed)</td>
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<tr>
<td>Maria Velasco (Teacher)</td>
<td>Present</td>
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<td>Yao Hsia (Teacher)</td>
<td>Present at 7:12</td>
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<td>Cory Voss (Community Member)</td>
<td>Present</td>
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<tr>
<td>John Bodine (Parent)</td>
<td>Present</td>
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<tr>
<td>Angie Ebben (Teacher)</td>
<td>Present</td>
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<tr>
<td>Cam Hedlund (Director, Ex Officio Member)</td>
<td>Present</td>
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<tr>
<td>Julie Lundgren (CFO, Ex Officio Member)</td>
<td>Present</td>
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 Unscheduled Visitors:
Jenna Mensen  
**English Teacher: Upper School**

Looking at Policy 234 “Employee computer use” - Staff responsible for damage done to staff issued laptops. Her laptop was damaged before Christmas break. She was unsure what happened and immediately brought it to the IT director. After a few weeks she heard it was liquid damage and that it needed to be sent in for repairs. She heard back last week it was repaired and that she would be contacted for payment. Her focus was on building her curriculum, not the computer use policy. Her main concerns include communication, not knowing she needed to pay for it, and the amount of time that passed during the incident. She recommends that the policy is looked at again and that the communication is addressed.

Conflict of Interest: None reported.

Review of Agenda: Completed.

Scheduled Visitors:

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<th>position/role</th>
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<tr>
<td>Jenni Muras</td>
<td>Athletics and Activities Director</td>
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| Shannon Peterson | Director                      |

Affirmations: CFO Lundgren affirms the board for the work they do, the time they spend, and what they bring to their positions. Member Bergman affirms the Upper School team for helping his daughter with her transition back to school after an absence. Director Hedlund affirms Julie as she works through the complex financing involving bonds and her attention to detail and diligence throughout the process.
**Action Item:** Approval of MSHSL sponsorship: Jenni Muras

**Explanation**
The Minnesota State High School League requires that the approval of the MSHSL sponsorship is approved on a yearly basis. She is seeking approval and requests board member signatures. Benefits include opening up our ability to compete with a variety of schools. We are involved in a variety of co-ops including basketball, soccer, track and field, and baseball. We are looking to provide our current offerings again next year as well as potentially add activities and sports pending student interest.

**Motion**
To approve the application of the MSHSL sponsorship for the 2018-2019 school year.

**Made by** Treasurer Bergman  
**Seconded by** Vice Chair Delbene

**Discussion**
Questions regarding the revenue involved with the co-ops. If there is any financial obligation to our school, those fees go to our school. In the future, pending numbers, the goal is to field teams with full LILA students and discontinue the partnerships. There is no official word whether or not archery will be adopted by the Minnesota State High School League.

**Vote**
6 Yea 6 Nay 0 Abstain 0

**Decision** Motion Carried

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**Action Item:** Treasurer’s Report (financial reports for February 2018)

**Explanation**
Treasurer’s Report, including financials.

**Motion**
To approve the Treasurer’s Report, including financials

**Made by** Vice Chair Delbene  
**Seconded by** Chair Green

**Discussion**
None

**Vote**
6 Yea 6 Nay 0 Abstain 0

**Decision** Motion Carried
**Action Item:** Facilities: Ratify Selection of Phase II GC

| Explanation | Three different contractors were invited to submit proposals. Two companies are larger and one is a rather small company. Due to the fact we are having them design and build, the financials are played out as the designs come together. All three shared their estimated fees and all three would sub bid the work, ranging from 2.5%-5%. Their per square foot cost varied greatly but as we talked to them it was most likely their estimate at finishes and type of construction. The final decision came down to who they thought could get it done in a timely fashion, the facility we are looking for, at a price we could afford. McGough was chosen and the Building Company went to observe some of the buildings they have designed and built. Director Hedlund is comfortable with the choice and notes that the architect has taken this on as a special project and that he is very committed to the project. Director Hedlund concludes by asking the board to empower the Building Company to proceed with the contract and building process. McGough is trying to be proactive and responsive to our financing needs. Building company board members were invited to attend interviews and visit sites. Both Chair Green and Member Bodine took part in some of the interviews. The entire process a balancing act of taking actions that may default our bonds yet trying to manage the process so we are poised to begin construction as soon as we are able. |

| Motion | To Direct the LILA Building Company to enter into a contract with McGough Construction to begin Phase II contingent on financing. |

| Made by | Vice Chair Delbene | Seconded by | Chair Green |

| Discussion | Comments on the amount of enthusiasm by the contractors is impressive. Questions include notes on our past experiences with using McGough for past projects and how we are moving forward. Director Hedlund spoke to how McGough has instilled in him confidence in their work, which is one of the reasons we chose them. There are multiple facets that occurred in Phase I that will save cost in Phase II. In addition, McGough has found multiple areas in which we can save cost. Our architect has commented that any changes needed in the future will cost for the materials but will not include any additional charges. Phase II is considered a 12 month project. We have time to make a plan for temporary space if needed. However, if Phase I is completed CFO Lundgren noted we will be able to make due if needed while waiting for Phase II to be completed. Two of the companies have a website where photos are posted almost daily to include and display construction updates. |

| Vote | 6 Yea | 6 Nay | 6 Abstain | 0 |
### Action Item: FY19 Lease Aid Application

**Explanation:** We apply for Lease Aid to the state annually through a very structured application including copies of leases and a preliminary budget for the year. We update our enrollment and our dollars. CFO Lundgren is presenting the Lease Aid to the Board early this year. We count on the Lease Aid for our facilities. As part of the Lease Aid application each board member must sign a page containing a certification denying a conflict of interest with the LILA Building Company. We are open and transparent of the two members of the Board of Directors that are on the Building Company board.

**Motion:** To Approve the FY19 Lease Aid Application as presented

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<th>Made by</th>
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<td>Treasurer Bergman</td>
<td>Member Velasco-Ranz</td>
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**Discussion:** Kinder Prep does not receive Lease Aid as it is a For-fee program. CFO Lundgren notes that mid-year next year when facilities change the Building Company will be in contact with the state regarding the transition and an update to the Lease Aid.

**Vote:**

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<th>Nay</th>
<th>Abstain</th>
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<td>6</td>
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**Decision:** Motion Carried

### Discussion/Dialog:

**Subject:** Strategic plan development

To finalize the approval of the Strategic Plan and an additional meeting is needed.

**Discussion:** Suggestion to adjust the May board meeting to include approval of the Strategic Plan Meeting at 5:00 on May 8th.

### Reports:

**Subject:** Executive Director's Report

a. Staffing
   i. Both Upper and Lower School are in the middle of interviewing for 6-10 positions that will need to be filled between the buildings. Some positions are new positions
and others are due to staff leaving. Leadership is in the midst of looking at restructuring Leadership responsibilities. Director Hedlund mentioned the difficulties of hiring and maintaining staff due to lower salaries than the groups around them.

b. Enrollment (see updated numbers in worksheet in school board folder)
   i. Our enrollment has increased slightly as the Forest Lake School District is making significant cuts. CFO Lundgren noted we added seven students throughout the school year.

c. Facilities
   i. We are waiting to see if the financing goes through to see if we are able to go through with the facilities.
   ii. Part of the financing is based on their recommendation that we should not consider any administrative changes. With that, Director Hedlund is rescinding his plan to slowly move towards retirement. He has a three year contract and is still in his first year. He plans to fulfill his contract and see the facilities to completion. He believes he can participate in the facility completion while fulfilling his duties as the executive director. He mentions his need for a director but not immediately. He wants to relook at Leadership roles within the buildings and notes his preparedness to see the construction plan to completion.

| Discussion | Concerns that we are not filling class sizes in our Chinese program. Questions regarding upcoming classes moving through the program and adjusting class sizes as needed. Financing will impact the construction of the additional facility plans. |

| Subject | Finance committee minutes (acknowledge and file) |
| Discussion | Located in the folder. |
| Subject | Annual meeting committee (acknowledge and file minutes) |
Discussion
Located in the folder. Comments on the benefit of the Diploma program and how it stands out to colleges, especially the complete K-12 IB continuum. Director Hedlund affirms the MYP and DP coordinators for their work.

Subject
Election committee

Discussion
We have reached the 20% of needed voters for the election. When the election closes it will be sent out to the Board. The election results will be accepted in the May meeting. Chair Green mentioned we can

Subject
Succession Planning committee

Discussion
The Succession Planning committee has been meeting with Leadership Groups. Questions regarding the upcoming plan for the succession planning committee and the upcoming process. The Committee will meet and determine future steps. Seeing as LILA is looking at increased enrollment in the upcoming years, the Succession Planning committee should look into structuring of leadership roles of larger charter schools. The Director Review committee needs to be reinstituted.

Action Item: Consent Agenda: Secretary’s Report (March 6, 2018 minutes from regular meeting), Donations listing

Motion
To Approve the Consent Agenda

Made by Vice Chair Delbene Seconded by Member Hsia

Vote 6 Yea 6 Nay 0 Abstain 0

Decision Motion Carried

Announcements:
FLASB: Approximately 200 people in attendance. Budget cuts include music program in the elementary level. Presentation of the construction projects going on throughout the district. Public Hearings regarding the closing of the Montessori Elementary School as well as the formation of the middle school. The discipline policy was looked at as well.
PTO: None reported
Board Training Updates: CFO Lundgren attended a workshop “Communications and Marketing for Student Retention & Recruitment” on 3/15/18, for charter schools. Member Voss attended the first piece of the state statute required training for governance, a webinar regarding cash
flow, and lease aid.

**Other Business:**

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

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4 - Nine
5 -

Question regarding the June meeting of the Board of Directors. Add the scheduling question as a discussion item in May.

**Adjourn:** 7:40 pm