The monthly meeting of the Board of Directors was held on Tuesday, June 12 at the Lakes International Language Academy Main Campus Library, 246 11th Ave SE, Forest Lake, MN 55025

MINUTES

General Business:
Call to order: 6:01 pm

Roll Call:

<table>
<thead>
<tr>
<th>name</th>
<th>present/absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dwayne Green (Chair and Parent)</td>
<td>Present</td>
</tr>
<tr>
<td>Cecilia Delbene (Vice-Chair and Teacher)</td>
<td>Present</td>
</tr>
<tr>
<td>Randall Bergman (Treasurer and Parent)</td>
<td>Present</td>
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<tr>
<td>Anna Taddei (Secretary and Teacher)</td>
<td>Present</td>
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<tr>
<td>Maria Velasco (Teacher)</td>
<td>Absent</td>
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<tr>
<td>Yao Hsia (Teacher)</td>
<td>Absent</td>
</tr>
<tr>
<td>Cory Voss (Community Member)</td>
<td>Present</td>
</tr>
<tr>
<td>John Bodine (Parent)</td>
<td>Present at 6:10 pm</td>
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<tr>
<td>Angie Ebben (Teacher)</td>
<td>Absent (resigned May 23)</td>
</tr>
<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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</tbody>
</table>
Unscheduled Visitors:

<table>
<thead>
<tr>
<th>name</th>
<th>position/role</th>
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</thead>
<tbody>
<tr>
<td>Amy Mueller</td>
<td>PYP Coordinator</td>
</tr>
<tr>
<td>Katie Henry</td>
<td>LILA Teacher</td>
</tr>
<tr>
<td>Stefanie McAlpine</td>
<td>Contracted employee</td>
</tr>
</tbody>
</table>

Conflict of Interest: Reviewing FY19 budget in Action items and we do have staff on the board, but increases follow the matrix. Board determined this is not a conflict.

Review of Agenda:
Add Annual Q Comp Report presentation to D1.
Add Action item to approve temporary classroom lease between Satellite and LILA

Scheduled Visitors: None

Affirmations:
-CFO Lundgren affirmed the finance committee and staff who have helped her to estimate expense and department activities at year end.
-Affirming Member Yao and Member Voss for their time on the board as they end their terms June 30.

Action Item:

<table>
<thead>
<tr>
<th>Explanation</th>
<th>Treasurer’s Report (financials)</th>
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</thead>
</table>

Motion | Approve the Treasurer’s Report and Financials

Made by | Vice Chair Delbene | Seconded by | Member Voss

Discussion | -CFO highlights and April 2018 reports in folder.
            | -Assistance to departments with end of the year spending.
            | -Continuing to make the budgets work through the construction.
**Vote:**

- **6** Yea
- **6** Nay
- **0** Abstain

**Decision:** Motion carried

**Action Item:**

**Explanation:** FY19 Budget, second read

**Motion:** To approve the FY19 budget

**Made by:** Treasurer Bergman  
**Seconded by:** Member Bodine

**Discussion:**
- The board must approve the budget for the next fiscal year by the end of June; this is the second read of this budget by the board.
- This afternoon there was a change in the budget for health insurance expense for next year—meeting about the PreferredOne proposal (employer cost estimated to increase, reductions in facilities and maintenance projects balanced those numbers)
- Hiring is close to being done for next year, but CFO Lundgren feels the placeholder cost estimates are good (75% of the budget is staffing)
- Question: PreferredOne only cost will rise for employer, not to employees.
- Keep premiums level; school will bear burden of risk for possible health insurance claims costs. Our experience has been very stable the last couple of years.
- CFO Lundgren answered a question about how to read Line 120: School admin salaries. Staff salaries can be split between positions, which splits them to different lines on the budget. Column R is the proposed budget, column S is the difference from this year and last year’s budget.

**Vote:**

- **6** Yea
- **6** Nay
- **0** Abstain

**Decision:** Motion carried

**Action Item:**

**Explanation:** FY18 Budget, Revision 2

**Motion:** To Approve FY18 Budget Revision 2
**Discussion**

- CFO Lundgren felt there have been enough shifts in our budget to warrant a budget revision 2. The net income does not change much, but we did have less mid-year student attrition than budgeted, which increased revenue; there was some additional spending possible, too.
- We were able to restore some of the lines to meet more needs, add more student and teacher technology purchases, and make sure that staffing was correct with any changes from November 2017 until now (last time the budget was revised). Also able to add lines for things we did not have like coaching positions, new UFARS codes.

**Vote**

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<tr>
<th></th>
<th>Yea</th>
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<th>Abstain</th>
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<tbody>
<tr>
<td>Vote</td>
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**Decision**

Motion carried

**Action Item:**

**Explanation**

Model Plan for Assessing for Lead in Drinking Water

**Motion**

To approve the adoption of the Model Plan for Assessing for Lead in Drinking Water

**Made by**

Member Bodine  
Seconded by Chair Green

**Discussion**

- The state has passed a mandate for schools to have a comprehensive lead testing plan (over 5 years) to check water taps in the school that might be used for drinking.
- The state has a model plan which appears to be fairly reasonable for their expectations.
- By the recommendations in this plan, we will identify priority taps and fountains, testing them first, then others in order of importance over the five years allowed. The testing then repeats every 5 years.
- We still have some questions to ask about necessity to test each part of paired drinking fountains, how to handle testing in buildings of new construction to ask the state. The City of Forest Lake regularly tests for lead to ensure a clean supply.
- The school has tested for lead prior to being required; levels have always been excellent.
- The plan that is in the board folder has the required steps, but there is also a plan for what is optional to do. We are focusing on the required steps now.
- Question: Any reverse osmosis within fountains can be covered by grants; do
those fountains still need to be tested? Also, why would the city not be culpable within this plan? The state is making a blanket statement and not looking at differences between cities. -If our tests are going well, we can assume that the water is coming in clean from the city. For now, it is the school responsibility to test. -Are there state funding options? No, it is unfunded.

Vote | 6 | Yea | 6 | Nay | 0 | Abstain | 0

Decision: Motion Carried

Action Item:

**Explanation**: VOA contract renewal, 7/1/18 to 6/30/23

**Motion**: Approve the contract with VOA

Made by: Vice Chair Delbene
Seconded by: Member Voss

**Discussion**: Contract comes from VOA. We have had good school evaluations, and they have chosen to renew us for 5 years (the options are 3 to 5 years). The rate is statute-based on a formula that includes an enrollment component. LILA was first authorized by the state of MN, but VOA has been LILA’s authorizer since 2010.

Vote | 6 | Yea | 6 | Nay | 0 | Abstain | 0

Decision: Motion carried

Action Item:

**Explanation**: Appointment of board member for vacant seat

**Motion**: To approve teacher Natalie Kainz to fill the vacant seat for the remainder of the term

Made by: Secretary Taddei
Seconded by: Member Bodine
**Discussion**

- Angie Ebben is ineligible to continue her term due to her resignation from LILA's employ.
- No special election needed; per bylaws, a seat vacated after the first 6 months can be filled by board appointment.
- Nominations: Natalie Kainz (Upper school teacher)

**Vote**

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**Decision**

Motion carried

**Action Item:**

**Explanation**

Recommend Temporary Classroom Lease Agreement with Satellite

**Motion**

Approve the lease agreement between Satellite and LILA

**Made by**

Treasurer Bergman

**Seconded by**

Vice Chair Delbene

**Discussion**

- There has been no change since the last proposal

**Vote**

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**Decision**

Motion carried

**Discussion/Dialog:**

**Subject**

Discussion of Review and Comment Letter from MDE regarding facilities projects (required by state law)

**Discussion**

- The process is that whenever there is a facility expansion it must be approved by the state. We prepare a report packet for MDE review; they have 60 days to respond. After approval, the MDE response is required to be shared with the board.
- Is this faster than normal? They began their review close to the 60 days, and within a couple weeks we had approval. It went well.
- This work was done internally, which is a cost savings.
- Our CUP amendment application is to be heard by the city planning commission at the end of this month.
### Reports:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Report: Principal for Lower School Interview Committee: Mira Norcross</th>
</tr>
</thead>
</table>
| Discussion | -Narrowed initial 10 candidates to 4 and will add one more candidate.  
-Second-round interviews next week--offer to be made out of those interviews.  
-LILA Director Shannon Peterson is currently acting as Upper School Principal; Nancy Hawkinson is also a part of that process, but it is not yet formally set-up. The school is prioritizing Lower School Principal hiring and plans and budget exist for an Upper School Principal.  
-Multiple language knowledge is not something the committee was looking for in their search. Some criteria: style, leadership experience, social curriculum experience, responsive classroom, IB knowledge (not required by must be open to), mission statement, safety and security. |

<table>
<thead>
<tr>
<th>Subject</th>
<th>Annual Q-Comp: Stefanie McAlpine</th>
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</thead>
</table>
| Discussion | -Something that is annually reviewed by the board. No big changes from the last review.  
-Q Comp program establishes our coaching and observation of teachers based on growth and support.  
-Program has not changed much over the last few years within our school, besides the expansion for the Upper School.  
-Ms. McAlpine reports a need for a more comprehensive review of the Q-Comp program, to make sure the original plan is still fitting all needs.  
-Ms. McAlpine highlighted successes, test scores.  
-MDE trainings about Q Comp are helpful.  
-Schools can choose Q Comp goal by grade level  
-A board member commented that MDE has an opportunity open to teachers to serve in a paid capacity on the MCA data review committee to have some involvement in the testing process and what students are tested on. Possible professional development opportunity. |

<table>
<thead>
<tr>
<th>Subject</th>
<th>Executive Director’s Report</th>
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<tbody>
<tr>
<td>Discussion</td>
<td>a. Staff: Exec. Director Hedlund addressed concerns expressed by teachers attending the meeting. Hiring process continues for Lower School Principal. Executive Director Hedlund spoke to staff changes and the engagement of a facilitator to assist with opening communications</td>
</tr>
</tbody>
</table>
between school leadership and teachers, to begin this summer.

b. Enrollment: Waiting list in Spanish kindergarten. 37 for Chinese track K including those on the waiting list for Spanish. 24/25 per class for 1st grade, and they will have an added language ambassador. Grade 5 will have 3 Spanish classrooms. We usually have some summer attrition that will impact class sizes.

c. Facilities: Headwaters expansion planning and budgeting continues. Financing is in process, we hope to have more news soon.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Director Evaluation Committee Report</th>
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</table>
| Discussion | -Launched LILA climate survey, but have not yet met to review the results.  
- 106 responses in total, out of about 140 surveys at LILA.  
-Next steps: Schedule another meeting in June, meet with Executive Director Hedlund, review evaluation.  
-Results of the climate survey and the meeting with Cam will be posted. |

<table>
<thead>
<tr>
<th>Subject</th>
<th>Finance committee minutes, 6/11/18 (acknowledge and file)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion</td>
<td>-They met yesterday, minutes are in the Board folder.</td>
</tr>
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**Action Item:** Consent Agenda

<table>
<thead>
<tr>
<th>Motion</th>
<th>Approve Consent Agenda</th>
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<tbody>
<tr>
<td>Made by</td>
<td>Member Bodine</td>
</tr>
<tr>
<td>Seconded by</td>
<td>Chair Green</td>
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<table>
<thead>
<tr>
<th>Vote</th>
<th>Yea</th>
<th>Nay</th>
<th>Abstain</th>
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<tbody>
<tr>
<td>6</td>
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</table>

**Decision:** Motion carried

**Announcements:**
FLASB: Member Bodine: Attended the meeting for the Montessori Elementary School closing. State funding and local funding is not where it needs to be. They have cut funding for each year. There is also talk about combining schools. District 831 will ask voters for an approximately $800 levy this November. Programs like STEM and IB may be discontinued.
PTO: No reports.
FLASB next meeting:
PTO next meeting:
Board Training Updates: No training updates:
-Note to remember: All board members must complete some training each year of their term.

**Other Business:** none

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


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1 -
2 -
3 - 1
4 - 6
5 - 1

**Adjourn:** 7:30 pm