The monthly meeting of the Board of Directors held on Tuesday, July 10, 2018 at 6:00 pm at the Lakes International Language Academy Main Campus Library, 246 11th Ave SE, Forest Lake, MN 55025

General Business:
Call to order:

Roll Call: 6:00 pm

<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>
</tr>
<tr>
<td>Cecilia Delbene (Vice-Chair and Teacher)</td>
<td>Present</td>
</tr>
<tr>
<td>Randall Bergman (Parent)</td>
<td>Present</td>
</tr>
<tr>
<td>Anna Taddei (Secretary and Teacher)</td>
<td>Present</td>
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<tr>
<td>Mira Norcross (Chair and Parent member)</td>
<td>Present</td>
</tr>
<tr>
<td>Maria Velasco Ranz (Teacher)</td>
<td>Absent</td>
</tr>
<tr>
<td>Jeanie Callahan (Community Member)</td>
<td>Present (6:05)</td>
</tr>
<tr>
<td>John Bodine (Parent)</td>
<td>Present</td>
</tr>
<tr>
<td>Natalie Kainz (Teacher)</td>
<td>Absent</td>
</tr>
<tr>
<td>Cam Hedlund (Director, Ex Officio Member)</td>
<td>Absent</td>
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<tr>
<td>Julie Lundgren (CFO, Ex Officio Member)</td>
<td>Present</td>
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Unscheduled Visitors:

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<tr>
<th>name</th>
<th>position/role</th>
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<tbody>
<tr>
<td>Kathy Griebel</td>
<td>Lower School Principal</td>
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Conflict of Interest: none

Review of Agenda: Pulling B 10 (2018 write-offs) due to any possible upcoming changes.
Scheduled Visitors: None

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Affirmations:
- Everyone working tonight’s events at both campuses for Open House
- LILA Marching Band for the July 4th parade, including the band and the band leader.
- New and former board members for the commitment and work on the LILA school board.
- The Lower School principal search committee for the appointment of the new Lower School Principal.

Action Item:

| Explanation | Elect officers: board chair, vice chair, treasurer, secretary |

Motion

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<tr>
<th>Made by</th>
<th>Seconded by</th>
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Discussion
Board Chair Nominations: Mira Norcross 6-0 vote to appoint
Board Vice Chair Nominations: Cecilia Delbene 6-0 vote to appoint
Board Treasurer: Dwayne Green 6-0 vote
Board Secretary: Anna Taddei 6-0 vote

Vote 6 Yea 6 Nay 0 Abstain 0

Decision All officers elected.

Explanation Treasurer’s Report (May 2018 financial reports)

Motion To approve the Treasurer’s Report form May 2018

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<th>Seconded by</th>
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Discussion Read the summary notes for more details. The write-offs will be reviewed at the next board meeting.

Vote 6 Yea 6 Nay 0 Abstain 0

Decision Motion Carried

Explanation Annual designation of the “Identified Official with Authority” to authorize access to secure MDE websites protected by an MDE User Account.
Recommend to approve two: Exec. Director and CFO for FY19.

Motion To approve the annual designation.
Discussion
This is a yearly authorization. Last year was the first time we had two.

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

Decision | Motion Carried

Explanation | Policy 116 Depository and Electronic Transfers Authority.

Motion | Approve Policy 116 as reviewed

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

Discussion | We must annually designate a primary banking institution.

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

Decision | Motion Carries

Explanation | Policy 114 General Accounting Principles

Motion | To approve Policy 114 as reviewed

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

Discussion | No changes were made to this policy.

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

Decision | Motion Carried

Explanation | Policy 108 Fixed Assets

Motion | To approve Policy 108 as reviewed

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

Discussion | No changes as reviewed.

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

Decision | Motion
Policy 316  *Internet Acceptable Use and Safety*

**Motion**

To approval Policy 316 as reviewed (Tabled)

**Made by** Vice Chair Delbene (withdrawn)  **Seconded by** Secretary Taddei (withdrawn)

**Discussion**

No changes to this policy as reviewed.

**Vote**

Yea 6  Nay 0  Abstain 0

**Decision**

Tabled for next meeting

Policy 102  *Drug Free Workplace*

**Motion**

To approve Policy 102 as reviewed.

**Made by** Member Bodine  **Seconded by** Member Bergman

**Discussion**

No changes. This policy applies to school location, not function (2B). Noting the language used.

**Vote**

Yea 6  Nay 0  Abstain 0

**Decision**

Motion carried

Request approval of grant application: Target Soccer Grant for $1000 for Headwaters soccer program

**Motion**

To approve the grant application

**Made by** Member Callahan  **Seconded by** Vice Chair Delbene

**Discussion**

It is required by policy to approve grant applications through the board.

**Vote**

Yea 6  Nay 0  Abstain 0

**Decision**

Motion Carried

**Discussion/Dialog:**

**Subject** Executive Director goals for 2018-19
### Discussion

As reported by Director Peterson:
- Mentor new Lower School Principal
- Keeping working on recruitment with Tracy and Shannon
- Facilitate construction & finance of Upper School addition
- Support development of staff cohesion and morale at Lower School

### Subject

Committee assignments for 2018-19 (up to 4 members per committee except as noted)

- Finance
- Elections
- Annual Meeting
- Board training (2)
- Exec. Director evaluation
- Policy Review
- Audit
- LILA Building Company (2 only)

### Discussion

If you are a chair of the committee you are on, it is your role as chair to organize meetings, create and post agendas, and share decisions made with the board.

### Subject

Lease aid application amendment, 2018-19

### Discussion

We have received our initial approval of the lease aid, but now we have an additional lease for the extra 6 classrooms arriving July 24th. CFO Lundgren will be turning in an application amendment when all the required pieces are in place. In the meantime, we still have the initial approval for our original lease aid application.

### Reports:

#### Executive Director’s Report (Director Peterson)

- **a. Staffing:** Introduce new Lower School Principal. Lower School has completed the hiring process for teachers for the upcoming year. There are a few leadership positions that are still open. A consultant will be facilitating conversations and workshops about the transitions and changes.

- **b. Facilities:** Still moving forward with financing process. City Planning Commission Meeting on July 25 at 7:00 pm at Forest Lake City Hall: parents, staff and students welcome to attend to show support.

- **c. VOA** requested that the LILA School Board sign a compliance agreement stating that the board agrees to abide by federal and state laws applicable to charter schools.

#### Exec. Director annual report on school discipline

- **Discussion**

  3 out of school suspensions at Headwaters Campus, 0 expulsions. The number of out of school suspensions is down from the previous year. No out of school suspensions or expulsions at Main Campus.

#### Finance committee minutes

- **Discussion**

  acknowledge & file

#### Executive Director evaluation committee report
Discussion
The survey for the staff is a climate survey. 86 staff out of 144 staff total staff responded to the survey. There seemed to be confusion as to what was meant by the term “supervisor”, but other than that, the results will be reviewed with the executive director.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Policy Review Committee minutes</th>
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<tbody>
<tr>
<td>Discussion</td>
<td>(acknowledge &amp; file)</td>
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**Action Item:** Consent Agenda: Secretary Report

**Motion**
To approve the Secretary Report from the June Meeting

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

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

Announcements:
FLASB: Suggested for LILA board members to attend if have not done so previously.
PTO: Add calendar for next week’s meeting.
FLASB next meeting:
PTO next meeting:
Board Training Updates:

Other Business: New board members will attend the training this month.

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

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<th>2 -</th>
<th>3 -</th>
<th>4 - 4</th>
<th>5 - 8</th>
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Adjourn: 7:12 pm