The monthly meeting of the Board of Directors held on July 9, 2019 at the Lakes International Language Academy’s Main Campus Library, 246 11th Ave SE, Forest Lake, MN

**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>Mira Norcross (Chair and Parent)</td>
<td>present</td>
</tr>
<tr>
<td>Cecilia Delbene (Vice-Chair and Teacher)</td>
<td>present</td>
</tr>
<tr>
<td>Dwayne Green (Treasurer and Parent)</td>
<td>present</td>
</tr>
<tr>
<td>Teng Xu (Teacher)</td>
<td>present</td>
</tr>
<tr>
<td>Erin Maher (Teacher)</td>
<td>present</td>
</tr>
<tr>
<td>Alex Treanor (Parent)</td>
<td>Absent (notice given)</td>
</tr>
<tr>
<td>Cory Voss (Community Member)</td>
<td>present</td>
</tr>
<tr>
<td>Jennifer May (Secretary and Parent)</td>
<td>present</td>
</tr>
<tr>
<td>Jessie Sheldon (Teacher)</td>
<td>present</td>
</tr>
<tr>
<td>Cam Hedlund (Director, Ex Officio Member)</td>
<td>present</td>
</tr>
<tr>
<td>Julie Lundgren (CFO, Ex Officio Member)</td>
<td>present</td>
</tr>
</tbody>
</table>

Unscheduled Visitors: none
Review of Agenda: no changes

Conflict of Interest: none

Scheduled Visitors:

<table>
<thead>
<tr>
<th>name</th>
<th>position/role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shannon Peterson</td>
<td>Director</td>
</tr>
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</table>

Affirmations: Member Norcross affirmed new members for joining the board. Member Voss affirmed the LILA Marching Band for their performance in the Forest Lake July 4th parade.

Board members introduced themselves.

**Action Item:**

**Explanation**  
Elect board chair

**Motion**  
Nominate chair: Member Norcross

**Made by**  
Member Green  
**Seconded by**  
Member Maher

**Discussion**

**Vote**  
Yea 7  
Nay 0  
Abstain 0

**Decision**  
Nomination carries.

**Action Item:**

**Explanation**  
Elect Vice Chair

**Motion**  
Nominate Vice Chair: Member Delbene
Made by Member Green  
Seconded by Member May

**Discussion**

| Vote | Yea | 7 | Nay | 0 | Abstain | 0 |

**Decision** Nomination carries.

**Action Item:** Elect Board Treasurer

**Motion** Nominate Dwayne Green for Treasurer

Made by Vice Chair Delbene  
Seconded by Member Xu

**Discussion**

| Vote | Yea | 7 | Nay | 0 | Abstain | 0 |

**Decision** Nomination carries.

**Action Item:** Elect board secretary

**Motion** Nominate Jennifer May as Secretary

Made by Vice Chair Delbene  
Seconded by Member Sheldon

**Discussion**

| Vote | Yea | 7 | Nay | 0 | Abstain | 0 |

**Decision** Nomination carries.

**Action Item:** Treasurer's Report

**Explanation** Review May 2019 financial reports
## Motion
Approve the May 2019 financial reports

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

### Discussion

### Vote
- **Yea**: 7  
- **Nay**: 0  
- **Abstain**: 0

### Decision
Motion carries

### Action Item: Annual Designation Identified Official with Authority

**Explanation**: Annually the board must designate an Identified Official with Authority (IOwA). Recommendation is to appoint Executive Director and CFO for FY20.

**Motion**: Motion to Designate the Executive Director (Cam Hedlund until Aug 1, then Shannon Peterson) and CFO (Julie Lundgren) as the Identified Official with Authority for Lakes International Language Academy 4116-07.

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

### Discussion

### Vote
- **Yea**: 7  
- **Nay**: 0  
- **Abstain**: 0

### Decision
Motion carries.

### Action Item: Set FY20 calendar for board meetings

**Explanation**: Set the schedule for the board’s regular meetings.

**Motion**: To set the calendar for the 2nd Tuesday of each month at 6 pm

**Made by**: Member Voss  
**Seconded by**: VC Delbene

### Discussion

### Vote
- **Yea**: 7  
- **Nay**: 0  
- **Abstain**: 0

### Decision
Motion carries
### Action Item: Approve Interim Executive Director’s Agreement

**Explanation**
Director Shannon Peterson was appointed Interim Executive Director at the June 2019 board meeting, to begin 8/1/19.

**Motion**
To approve the Interim Executive Director’s Agreement as presented

**Made by** Treasurer Green  
**Seconded by** Member Maher

**Discussion**

**Vote**
| Yea | 7 | Nay | 0 | Abstain | 0 |

**Decision**
Motion carries

### Action Item: Appoint LILA Building Company board members

**Explanation**
Three people must be appointed to the LBC board annually (non school board members)

**Motion**
To accept recommendation for Jeff Schipper, Jeanie Callahan, and Julie Lundgren to serve on LBC board

**Made by** VC Delbene  
**Seconded by** Treasurer Green

**Discussion**

**Vote**
| Yea | 7 | Nay | 0 | Abstain | 0 |

**Decision**
Motion carries

### Action Item: Policy 114: General Accounting Principles

**Explanation**
Policy is on annual review rotation.

**Motion**
To approve Policy 114 *General Accounting Principles*

**Made by** Member Voss  
**Seconded by** VC Delbene

**Discussion**
Policy was reviewed by CFO Lundgren, not the Policy Review Committee.
Formatting changes accepted.

<table>
<thead>
<tr>
<th>Vote</th>
<th>Yea</th>
<th>7</th>
<th>Nay</th>
<th>0</th>
<th>Abstain</th>
<th>0</th>
</tr>
</thead>
</table>

Decision: Motion carries

**Action Item: 116 Depository and Electronic Transfers Authority**

- **Explanation**: Policy is on annual review rotation.

- **Motion**: To approve Policy 116 *Depository and Electronic Transfers Authority*
  
  - Made by: Treasurer Green
  - Seconded by: Member Voss

- **Discussion**: Policy was reviewed by CFO Lundgren, not the Policy Review Committee.

<table>
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<tr>
<th>Vote</th>
<th>Yea</th>
<th>7</th>
<th>Nay</th>
<th>0</th>
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<th>0</th>
</tr>
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Decision: Motion carries

**Action Item: Affirm Class Sizes for 2019-20 school year by grade**

- **Explanation**: Class sizes presented in board folder

- **Motion**: Motion to approve class sizes for 2019-20 school year
  
  - Made by: Vice Chair Delbene
  - Seconded by: Member Voss

- **Discussion**

<table>
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<th>Nay</th>
<th>0</th>
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Decision: Motion carries

**Action Item: E-Learning days for 2019-20 school year**

- **Explanation**: E-Learning is one way to reduce impact of weather-related school closings. Charter schools must have a minimum number of hours of instruction annually.
Motion

Motion to approve the use of E-Learning days for the 2019-20 school year

Made by VC Delbene
Seconded by Member Voss

Discussion
District 831 recently approved an E-Learning Plan. They provide bus transportation to LILA--if ISD 831 cancels school, we must also.

Vote
Yea 7
Nay 0
Abstain 0

Decision Motion carries

Action Item: FY19 write offs

Explanation Annually the board approves write offs of unpaid, uncollectible debt.

Motion
Motion to approve FY19 write offs

Made by VC Delbene
Seconded by Member Maher

Discussion As presented in board folder. One is no longer in business and the other has returned to her home country.

Vote
Yea 7
Nay 0
Abstain 0

Decision Motion carries

Discussion/Dialog:

Subject Executive Director goals for 2019-20
Discussion Postpone until August meeting so interim director can provide input

Subject Committee Assignments for 2019-20
Discussion Members selected committees for 2019-20; roster in board folder

Reports:

Subject Executive Director’s Report
<table>
<thead>
<tr>
<th>Subject</th>
<th>Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director’s Report</td>
<td>Staffing and enrollment update by Director Peterson. June leadership retreat.</td>
</tr>
</tbody>
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<tbody>
<tr>
<td>Finance committee minutes, 7/9/19 meeting</td>
<td>(review and file)</td>
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<tr>
<td>Executive Committee minutes, 6/13/19 meeting</td>
<td>(review and file)</td>
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</table>

**Action Item:** Consent Agenda

**Motion**: To approve the Consent Agenda (Secretary’s report for 6/11/19 and monthly donations)

**Made by**: VC Delbene   **Seconded by**: Member Voss

**Vote**

<table>
<thead>
<tr>
<th></th>
<th>Yea</th>
<th>Nay</th>
<th>Abstain</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>7</td>
<td>0</td>
<td>0</td>
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**Decision**: Motion carries

**Announcements:**
- FLASB: no report
- PTO: no meeting
- PTO next meeting: Board Training Updates: CFO Lundgren provided board orientation to new member Teng Xu on 7/9/19.

**Other Business**: None

**Reflection on Board Performance**: tabled for this evening; Chair called for members to email her with questions and requests for background information.
### Adjourn:

<table>
<thead>
<tr>
<th>Motion</th>
<th>To adjourn at 7:33 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Made by</td>
<td>Member Voss</td>
</tr>
<tr>
<td>Seconded by</td>
<td>Member Sheldon</td>
</tr>
<tr>
<td>Vote</td>
<td>Yea 7</td>
</tr>
<tr>
<td></td>
<td>Nay 0</td>
</tr>
<tr>
<td></td>
<td>Abstain 0</td>
</tr>
<tr>
<td>Decision</td>
<td>Motion carries.</td>
</tr>
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