



The monthly meeting of the Board of Directors held on August 14, 2020  
via the Zoom meeting platform

**General Business:**

Call to order: 6:00 pm

Roll Call:

Board Members/Director Present or Absent:

name	present/absent
Mira Norcross (Chair and Parent)	Present Virtually
Jennifer May (Vice- Chair and Parent)	Present Virtually
Alex Treanor (Treasurer and Parent)	Present Virtually
Teng Xu (Teacher)	Present Virtually
Erin Maher (Teacher)	Present Virtually
Cesca Massana (Teacher)	Present Virtually
Jim Redfield (Community Member)	Present Virtually
Erin Ribar (Parent)	Present Virtually
Jessie Sheldon (Secretary and Teacher)	Present via phone for first part of meeting but not voting
Shannon Peterson (Executive Director)	Present Virtually
Julie Lundgren (CFO, Ex Officio Member)	Present Virtually

Unscheduled Visitors: Green Cards

name	position/role
Olivia Wolf Natalie Kainz	Upper school teacher Upper school teacher

Review of Agenda: Move donation report to Action Item; move school board meeting minutes for 7/14/20 and special meeting minutes for 7/31/20 to action items instead of Reports.

Conflict of Interest: none

Scheduled Visitors: None

name	position/role

Affirmations: CFO Lundgren affirmed the two teachers who spoke to the board during the Unscheduled Visitors part of the meeting. Treasurer Treanor affirmed everyone's hard work on hybrid planning. Member Ribar affirmed Executive Director Peterson and the principals for all the information sharing occurring during the Wednesday lunch meetings, Member Teng affirmed Treasurer Treanor for making a motion last meeting, Chair Norcross for communication with the school community and the leadership team for working non-stop to make the hybrid model work well for LILA.

### Action Item: Fall School Hybrid Plan

Explanation	
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Motion	<b>Motion to accept the Hybrid Plan set forth by LILA's Administration with the flexibility for further refinement</b>
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Made by	VC May	Seconded by	Treasurer Treanor
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Discussion	Ex. Director Peterson along with Principals Griebel and Hawkinson shared details of the hybrid plan
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Vote		Yea	6	Nay		Abstain	2
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			Treanor Ribar Redfield Massana Xu May				Norcross Maher
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<b>Decision</b>	Motion carries
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**Action Item: Treasurer's Report**

<b>Explanation</b>	
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<b>Motion</b>	<b>Motion to accept Treasurer's Report</b>
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<b>Made by</b>	VC May	<b>Seconded by</b>	Member Redfield
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<b>Discussion</b>	June 2020 financial reports
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<b>Vote</b>		<b>Yea</b>	7 Treanor Ribar Redfield Massana Xu Maher May	<b>Nay</b>		<b>Abstain</b>	1 Norcross
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<b>Decision</b>	Motion carries
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**Action Item: Fund 01 transfer to Fund 04 for FY20**

Explanation	
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Motion	<b>Motion to approve the Board Resolution Fund 01 transfer to Fund 04 for FY20</b>
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Made by	Member Xu	Seconded by	Treasurer Treanor
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Discussion	One time dispensation allowed through the Governor's Executive Order allowing reallocation of funds. Fund Transfer Form provides detail.
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Vote		Yea	7 Treanor Ribar Redfield Massana Xu Maher May	Nay		Abstain	1 Norcross
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Decision	Motion carries
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**Action Item: Policy 108: Fixed Assets**

Explanation	
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Motion	<b>Motion to approve Policy 108: Fixed Assets as amended</b>
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Made by	Member Xu	Seconded by	Treasurer Treanor
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Discussion	
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Vote		Yea	7 Treanor Ribar Redfield Massana Xu	Nay		Abstain	1 Norcross
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			Maher May				
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<b>Decision</b>	Motion carries
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### Action Item: Policy 110: Internal Control

<b>Explanation</b>	
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<b>Motion</b>	<b>Motion to approve Policy 110: Internal Control as amended</b>
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<b>Made by</b>	Treasurer Treanor	<b>Seconded by</b>	Member Maher
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<b>Discussion</b>	
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<b>Vote</b>		<b>Yea</b>	7 Treanor Ribar Redfield Massana Xu Maher May	<b>Nay</b>		<b>Abstain</b>	1 Norcross
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<b>Decision</b>	Motion carries
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### Action Item: Policy 346: After School Dismissal

<b>Explanation</b>	
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<b>Motion</b>	<b>Motion to eliminate Policy 346: After School Dismissal</b>
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<b>Made by</b>	Member Xu	<b>Seconded by</b>	Member Ribar
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<b>Discussion</b>	The policy was in place due to specific circumstances that were requested many years ago and now is invalid, being taken care of through regular school operations as is
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Vote		Yea	7 Treanor Ribar Redfield Massana Xu Maher May	Nay		Abstain	1 Norcross
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Decision	Motion carries
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**Action Item: Policy 508: Enrollment of Out of State Students**

Explanation	
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Motion	<b>Motion to approve Policy 508: Enrollment of Out of State Students as amended</b>
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Made by	Member Maher	Seconded by	VC May
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Discussion	
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Vote		Yea	7 Treanor Ribar Redfield Massana Xu Maher May	Nay		Abstain	1 Norcross
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Decision	Motion carries
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**Action Item: Policy 122 Proposed Revision: Lakes International Language Academy--District 4116 STUDENT ENROLLMENT 122**

Explanation	
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Motion	<b>Motion to approve Policy 122 Proposed Revision: Lakes International Language Academy--District 4116 STUDENT ENROLLMENT as amended</b>
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Made by	Member Xu	Seconded by	Treasurer Treanor
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Discussion	
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Vote	Absent for Vote Redfield	Yea	6 Treanor Ribar Massana Xu Maher May	Nay		Abstain	1 Norcross
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Decision	Motion carries
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**Action Item: Review Minnesota State High School League Resolution**

Explanation	
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Motion	<b>Motion to approve Minnesota State High School League Resolution</b>
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Made by	VC May	Seconded by	Member Xu
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Discussion	Video was viewed by board members prior to meeting
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Vote		Yea	7 Treanor Ribar Redfield Massana Xu Maher May	Nay		Abstain	1 Norcross
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Decision	Motion carries
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**Action Item: FY20 Write offs of uncollectible revenue**

Explanation							
Motion	<b>To accept the proposed FY20 Write offs of uncollectible revenue</b>						
Made by	VC May			Seconded by	Member Maher		
Discussion							
Vote		Yea	7 Trenor Ribar Redfield Massana Xu Maher May	Nay		Abstain	1 Norcross
Decision	Motion carries						

**Action Item: 2020-21 Kinder Prep Handbook Addendum**

Explanation							
Motion	<b>Motion to approve 2020-21 Kinder Prep Handbook Addendum</b>						
Made by	Member Ribar			Seconded by	Treasurer Trenor		
Discussion							
Vote		Yea	7 Trenor Ribar Redfield Massana Xu	Nay		Abstain	1 Norcross



			Mahe May				
<b>Decision</b>	Motion carries						

**Action Item: 2020-2021 Parent Handbook Addendum for Explorer Club, Little Explorers, and Childcare for Critical Care Workers (Tier 1)**

<b>Explanation</b>							
<b>Motion</b>	<b>Motion to approve 2020-2021 Parent Handbook Addendum for Explorer Club, Little Explorers, and Childcare for Critical Care Workers (Tier 1)</b>						
<b>Made by</b>	VC May			<b>Seconded by</b>	Member Xu		
<b>Discussion</b>							
<b>Vote</b>		<b>Yea</b>	7 Trenor Riba Redfield Massana Xu Mahe May	<b>Nay</b>		<b>Abstain</b>	1 Norcross
<b>Decision</b>	Motion carries						

**Action Item: Donation Report**

<b>Explanation</b>							
<b>Motion</b>	<b>Motion to approve the Donation Report</b>						
<b>Made by</b>	VC May			<b>Seconded by</b>	Member Trenor		

Discussion							
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Vote		Yea	7 Treanor Ribar Redfield Massana Xu Maher May	Nay		Abstain	1 Norcross
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Decision	Motion carries						
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**Action Item: Secretary's Report, Special Meeting 7/31/20**

Explanation							
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Motion	<b>Motion to accept the Secretary's Report, Special Meeting 7/31/20</b>						
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Made by	Member Redfield			Seconded by	Member Maher		
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Discussion							
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Vote		Yea	7 Treanor Ribar Redfield Massana Xu Maher May	Nay		Abstain	1 Norcross
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Decision	Motion carries						
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**Action Item: Secretary's Report, 7/14//2020**

Motion	Motion to approve the Secretary's Report 7/14/20 as amended						
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Made by	Member Xu			Seconded by	Member Ribar		
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Vote		Yea	7 Treanor Ribar Redfield Massana Xu Maher May	Nay		Abstain	1 Norcross
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Decision	Motion carries
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### Reports:

Subject	Executive Director's Report
Discussion	<p>Attract and retain students - Update on enrollment changes at each campus</p> <p>Attract and retain staff - Working to help staff feel safe and successful. Holding staff meetings to communicate plans and meet accommodations as possible.</p> <p>Finances - PPP loan is being finalized, we received Corona Relief funding which helped cover unexpected costs from pandemic</p> <p>Facilities - Kinder center entrance canopy in progress, lower school maintenance projects underway, headwaters campus parking lot lines being painted</p>

Subject	Finance Committee Minutes from 8/11/2020 meeting (review and file)
Discussion	

Subject	Executive Committee Meeting Minutes from 8/10/2020 (review and file)
Discussion	

Subject	Policy Committee Meeting Minutes from 8/5/2020 (review and file)
Discussion	

**Announcements:**

- 1) Community Updates - None
- 2) PTO - None
- 2) Board Training Updates: CFO Lundgren attended 8.6.20 MDE webinar on end of year finance and SpEd topics, and attended a CliftonLarsonAllen Livestream on 8.13.20 about PPP Loan Forgiveness. Member Xu and Executive Director Peterson attended training about the updates in Title IX.
- 3) Board Member Representation of LILA - none stated.

**Other Business: none**

**Reflection on Board Performance:** Chair Norcross - thank you everyone for reading everything in the board folder prior to meetings to facilitate our meetings and allow for deeper discussion when needed.

**Adjourn:**

Motion	Motion to Adjourn at 8:14
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Made by	Treasurer Treanor	Seconded by	Member Ribar

Vote		Yea	7 Treanor Ribar Redfield Massana Xu Maher May	Nay		Abstain	1 Norcross
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Decision	Motion carries
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