



MINUTES

The monthly meeting of the Board of Directors was held on December 8, 2020 virtually

General Business:

Call to order: 6:01 pm

Roll Call:

Board Members/Director Present or Absent:

| name | present/absent |
|---|-------------------|
| Mira Norcross (Chair and Parent) | Present Virtually |
| Jennifer May (Vice- Chair and Teacher) | Present Virtually |
| Alex Treanor (Treasurer and Parent) | Present Virtually |
| Teng Xu (Teacher) | Present Virtually |
| Erin Maher (Teacher) | Present Virtually |
| Erin Ribar (Parent) | Present Virtually |
| Jim Redfield (Community Member) | Present Virtually |
| Jessie Sheldon (Secretary and Teacher) | Present Virtually |
| Cesca Massana (Teacher) | Present Virtually |
| Shannon Peterson (Executive Director, ex officio) | Present Virtually |
| Julie Lundgren (CFO, ex officio) | Present Virtually |

Unscheduled Visitors: None

| name | position/role |
|------|---------------|
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Review of Agenda: No Changes

Conflict of Interest: None

Scheduled Visitors:

| name | position/role |
|-----------------|------------------------|
| Kathy Griebel | Lower School Principal |
| Nancy Hawkinson | Upper School Principal |
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Affirmations: Huge thanks to building principals and their team for helping us transition to full distance learning, echo affirmations to teachers for their creativity and hard work with moving to distance learning, affirm Principal Nancy Hawkinson, Principal Kathy Griebel, ED Shannon Peterson, and Board Chair Mira Norcross for helping with the policy committee’s policy work, affirm everyone who participated in Dragon Run and Giving Tuesday.

School Update- Executive Director Shannon Peterson

- **Strategic Plan #1-** Already starting to prepare for next year by recruiting new families, with a virtual open house, virtual tours, in-house socially distanced tours after school hours, and other promotions. Registrations for kindergarten and Kinder Prep Preschool are in process.
- **Strategic Plan #2-** Still have some staff in Spain and will stay until March. Will encourage staff, families, and students to test frequently to be able to better monitor spread in our school. Job openings will be posted this month.
- **Strategic Plan #3:** CFO Lundgren will apply for PPP loan forgiveness when the lender opens the application process.
- **Strategic Plan #4:** Kinder Center will receive some updates through the LILA Refresh Boosterthon and Main Campus planning continues for entryway construction this summer.

Action Item: Learning Model Plan

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| Explanation | Propose transition from hybrid learning model to distance learning model. |
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| Motion | Motion to Approve change to full Distance Learning Model |
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| Made by | Erin Ribar | Seconded by | Alex Treanor |
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| Discussion | |
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| Vote | | Yea | 8 | Nay | | Abstain | 1 |
| | | Treanor Ribar Massana Maher Xu Redfield May Sheldon | | | | | Norcross |

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| Decision | Motion carries |
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Action Item: Policy 344: Administering Medication

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| Explanation | |
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| Motion | Motion to Approve Policy 344: Administering Medication |
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| Made by | Cesca Massana | Seconded by | Teng Xu |
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| Discussion | |
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| Vote | | Yea | 8 | Nay | | Abstain | 1 |
| | | Treanor Ribar Massana Maher Xu Redfield May Sheldon | | | | | Norcross |

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| Decision | Motion carries |
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Action Item: New Policy: Sex Nondiscrimination

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| Explanation | |
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| Motion | Motion to approve New Policy: Sex Nondiscrimination Policy |
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| Made by | Erin Maher | Seconded by | Erin Ribar |
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| Discussion | |
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| Vote | | Yea | 8 | Nay | | Abstain | 1 Norcross |
| | | Treanor Ribar Massana Maher Xu Redfield May Sheldon | | | | | |

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| Decision | Motion carries |
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Action Item: Title IX Coordinator Change

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| Explanation | |
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| Motion | Motion to change from board chair to Executive Director Peterson as Title IX Coordinator |
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| Made by | Jim Redfield | Seconded by | Erin Maher |
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| Discussion | |
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| Vote | | Yea Treanor Ribar Massana Maher Xu Redfield May Sheldon | 8 | Nay | | Abstain | 1 Norcross |
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| Decision | Motion carries |
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Action Item: Policy 312: Harassment and Violence

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| Explanation | |
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| Motion | Motion to approve Policy 312: Harassment and Violence |
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| Made by | Cesca Massana | Seconded by | Erin Ribar |
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| Discussion | |
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| Vote | | Yea Treanor Ribar Massana Maher Xu Redfield May Sheldon | 8 | Nay | | Abstain | 1 Norcross |
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| Decision | Motion carries |
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Action Item: Policy 308: Student Discipline Policy

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| Explanation | |
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| Motion | Motion to approve Policy 308: Student Discipline Policy |
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| Made by | Teng Xu | Seconded by | Cesca Massana |
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| Discussion | |
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| Vote | | Yea | 8 | Nay | | Abstain | 1 |
| | | Treanor Ribar Massana Maher Xu Redfield May Sheldon | | | | | Norcross |

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| Decision | Motion carries |
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Action Item: Policy 310: Equal Educational Opportunity

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| Explanation | |
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| Motion | Motion to approve Policy 310: Equal Educational Opportunity |
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| Made by | Jim Redfield | Seconded by | Jennifer May |
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| Discussion | |
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| Vote | | Yea | 8 | Nay | | Abstain | 1 |
| | | Treanor Ribar Massana Maher Xu Redfield May | | | | | Norcross |

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| | | Sheldon | | | | |
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| Decision | Motion carries |
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Action Item: Policy 240: National Emergency Sick Leave Donation

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| Explanation | Time extension of policy proposed |
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| Motion | Motion to approve Policy 240: National Emergency Sick Leave Donation |
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| Made by | Jessie Sheldon | Seconded by | Teng Xu |
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| Discussion | |
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| Vote | | Yea Trenor Ribar Massana Maher Xu Redfield May Sheldon | 8 | Nay | | Abstain | 1 Norcross |
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| Decision | Motion carries |
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Action Item: Treasurer's Report

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| Explanation | October financial reports |
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| Motion | Motion to approve the Treasurer's Report |
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| Made by | Alex Trenor | Seconded by | Jennifer May |
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| Discussion | |
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| Vote | | Yea Trenor | 8 | Nay | | Abstain | 1 Norcross |
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| | | Ribar Massana Maher Xu Redfield May Sheldon | | | | | |
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| Decision | Motion carries |
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Dialog/Discussion Items:

- **Board Meeting Format-** Continue through virtual Zoom format for the safety and health of our community.

Reports:

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| Subject | Finance Committee Minutes from 12/8/2020 meeting (review and file) |
| Discussion | Reviewed and filed |

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| Subject | Executive Committee Meeting Minutes from 12/8/2020 (review and file) |
| Discussion | Reviewed and filed |

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| Subject | Policy Committee Meeting Minutes from 12/3/2020 (review and file) |
| Discussion | Reviewed and filed |

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| Subject | Audit Committee Meeting Minutes from 11/6/2020 (review and file) |
| Discussion | Reviewed and filed |

Action Item: Consent Agenda Secretary’s Report, 11/10/2020

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| Motion | Motion to approve the Consent Agenda |
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| Made by | Jennifer May | Seconded by | Cesca Massana |
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| Vote | | Yea Treanor Ribar Massana Maher Xu Redfield May Sheldon | 8 | Nay | | Abstain | 1 Norcross |
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| Decision | Motion carries |
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Announcements:

- 1) Community involvement- School was able to raise close to \$40,000 for the Dragon Dance and then on Giving Tuesday school was able to raise \$8,000 with a match
- 2) PTO-. Last meeting reviewed change to distance learning, reflected on Boosterthon Dragon Dance, Extreme Rock Paper Scissors Challenge was a success!
- 3) Board Training-. Board member Maher attended, *Going Deeper into Distance Learning Playbook Institute* on Nov. 18, 2020, ED Peterson attended 12/8 Return to Civility Webinar, Member Maher attended full day "Distance Learning Playbook" training on 11/18.
- 4) Board Representation- Director Peterson represented LILA virtually at MACS and VOA Leaders.

Other Business: None

Reflection on Board Performance: Chair Norcross challenges everyone to think and share their board new year resolution:

- Shannon Peterson- work on strategic planning and look at different people and approaches for these strategic planning sessions.
- Jennifer May- Take advantage of Zoom board training.
- Julie Lundgren- Have been working on opening email communications with a gratitude statement and plan to continue to expand this with board members.
- Jim Redfield- Continue to provide anything he can from his background and expertise.
- Erin Ribar- Looking forward and hoping to be more involved in person.
- Cesca Massana- Have more conversations and connections with board members.
- Jessie Sheldon- continue working on being able to be a bridge between staff and the school board.

- Alex Treanor- learn more about financial reports and aspects of finance at LILA.
- Erin Maher- excited and willing to help with strategic planning.
- Teng Xu- get a better understanding of school finance.
- Mira Norcross- looking for ways to have more informal conversations over a virtual format.

Adjourn:

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| Motion | Motion to Adjourn at 7:09 pm |
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| Made by | Erin Ribar | Seconded by | Erin Maher |
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| Vote | | Yea | 8 | Nay | | Abstain | 1 |
| | | Treanor Ribar Massana Maher Xu Redfield May Sheldon | | | | | Norcross |

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| Decision | Motion carries |
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