



The monthly meeting of the Board of Directors held on Tuesday,
March 16, 2021 via Zoom

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
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 (Interim Executive Director)	Present Virtually
Julie Lundgren (CFO, Ex Officio Member)	Present Virtually

Unscheduled Visitors: None

name	position/role
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Review of Agenda: Action item #4 off agenda and move to the next board meeting. Create action item to acceptance to the lottery policy.

Conflict of Interest: None

Scheduled Visitors: None

name	position/role

Affirmations: Affirmation for the election committee with a smooth election. Affirmation to the finance committee for getting the 100% of loan forgiveness. Affirmation to the audit committee for hard work in reviewing audit.

School Update: Executive Director Report

1. Strategic Plan #1- Kindergarten enrollment 109 in Spanish with 11 on the waiting list. Executive Director Peterson would like to accept all 11 on the waiting list. At this time there are 24 for the Chinese Kinder class. Continue to look for more ways to attract students through PR practices.
2. Strategic Plan #2- Looking at changing the salary scale in order to give more compensation to teachers who have been at LILA for longer. Unfortunately, there is no more money coming in so money will need to be moved from one area of the salary plan to another. A tentative timeline is in place to bring it to mini and medium leadership to get feedback and then present it to staff in April, and bring it to May Board meeting for approval.
3. Strategic Plan #3- PPE Loan was 100% forgiven! There may be some funding for summer programming through Covid relief.
4. Strategic Plan #4- The Upper School has gotten blinds and improvements for the library, signage for the Kinder-Center is in place, performing arts center is installing the rest of the AV and lightning as well as the pitt cover for orchestra. The safety grant construction for the lower school new entryway will begin this summer
- 5.

Action Item: Treasurer's Report

Explanation	
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Motion	Motion to approve Treasurer's Report
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Made by	Teng Xu	Seconded by	Erin Maher
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Discussion	
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Vote		Yea	8	Nay		Abstain	1
			Xu Massana Maher May Redfield Ribar Treanor Sheldon				Norcross

Decision	Motion carries
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Action Item: 2020-2021 Election Results

Explanation	
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Motion	Motion to approve Election Results
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Made by	Cesca Massana	Seconded by	Teng Xu
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Discussion	Teacher candidates: Maggie Chen, Jessie Sheldon and Kaari
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Vote		Yea	8	Nay		Abstain	1
			Xu Massana Maher May Redfield Ribar Treanor Sheldon				Norcross

Decision	Motion carries
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Action Item: Policy Employee Health Insurance

Explanation	
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Motion	Motion to approve Policy Employee Health Insurance
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Made by	Teng Xu	Seconded by	Alex Treanor
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Discussion	
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Vote		Yea	8 Xu Massana May Maher Redfield Ribar Treanor Sheldon	Nay		Abstain	1 Norcross
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Decision	Motion carries
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Action Item: Policy 354: Service Animal Policy

Explanation	
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Motion	Motion to approve Policy 354: Service Animal Policy
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Made by	Alex Treanor	Seconded by	Jennifer May
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Discussion	
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Vote		Yea	8 Xu Massana Maher May Redfield Ribar Treanor	Nay		Abstain	1 Norcross
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			Sheldon			
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Decision	Motion carries
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Action Item: Form 990 tax filings for LILA and LILA Building Company

Explanation	
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Motion	Motion to approve Form 990 tax filings for LILA and LILA Building Company
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Made by	Alex Treanor	Seconded by	Jim Redfield
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Discussion	
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Vote		Yea	8 Xu Massana Maher May Redfield Ribar Treanor Sheldon	Nay		Abstain	1 Norcross
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Decision	Motion carries
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Action Item: Approval: Apply for ECMC Go! Grant for \$20,000 for Equity PD on site for staff

Explanation	
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Motion	Motion to Approval: Apply for ECMC Go! Grant for \$20,000 for Equity PD on site for staff
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Made by	Teng Xu	Seconded by	Erin Ribar
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Discussion	
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Vote		Yea	8	Nay		Abstain	1
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			Xu Massana Maher May Redfield Ribar Treanor Sheldon				Norcross
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Decision	Motion carries
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Action Item: Select Audit and tax services firm for FY21 audit

Motion	Motion to select MMKR as our audit and tax services firm for FY21 audit
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Made by	Alex Treanor	Seconded by	Cesca Massana
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Discussion	CFO Lundgren recommends a 1 year contract with MMKR.
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Vote		Yea	8 Xu Massana Maher May Redfield Ribar Treanor Sheldon	Nay		Abstain	1 Norcross
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Decision	Motion carries
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Action Item: Allow acceptance of kindergarten students on the waiting list for 21-22 school year.

Explanation	
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Motion	Motion to allow acceptance of kindergarten students on the waiting list for the 21-22 school year.
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Made by	Jessie Sheldon	Seconded by	Jennifer May
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Discussion	
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Vote		Yea	8 Xu Massana Maher May Redfield Ribar Treasnor Sheldon	Nay		Abstain	1 Norcross
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Decision	Motion carries
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Dialog/Discussion Items

- 1. Board meeting format-** We are getting close to being able to hopefully go back to meeting in person possibly by May. We will also still have a live stream meeting in order to allow for more community members to attend. Possible relocation to upper school auditorium to allow for social distancing.
- 2. Strategic Planning-** Looking at having both old and new board members and community stakeholders to meet for strategic planning in an outdoor setting for early summer.

Reports:

Subject	Finance Committee Minutes, 16 March 2021 (review and file)
Discussion	

Subject	Executive Committee Minutes, 16 March 2021 (review and file)
Discussion	

Subject	Policy Review Committee Minutes, 4 March 2021 (review and file)
Discussion	

Subject	Election Committee Minutes, 26 February 2021 (review and file)
Discussion	

Subject	Annual Meeting Committee Minutes, 2/11/2021 (review and file)
Discussion	

Subject	Audit Committee Minutes, 4 March 2021 (review and file)
Discussion	

Action Item: Consent Agenda Secretary's Report 2/8/ 2021

Motion	Motion to approve the Consent Agenda
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Made by	Alex Treanor	Seconded by	Jim Redfield
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Vote		Yea	8 Xu Massana Maher May Redfield Ribar Treanor Sheldon	Nay		Abstain	1 Norcross
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Decision	Motion carries
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Action Item: Donations Report

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

1. Community Updates- None
2. PTO Meeting- Lots of activities over Winter Spirit Week and Simpls Soup Fundraiser
3. Upper School Booster Club- They will be coordinating the 2021 fall discount card fundraiser and looking at creating a formal process for funding requests.
4. VOA Board member collaboration meeting
5. Board Member Training Updates
 - a. CFO Lundgren attended MASBO conference (virtual sessions), Feb 4-5; attended CLA's Top 10 Risk Areas for K-12 Schools on Feb 24, a session about Enterprise Risk Management.

Other Business: None

Reflection on Board Performance:

Adjourn:

Motion	Motion to Adjourn at 6:51 pm
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Made by	Jennifer May	Seconded by	Erin Ribar

Vote		Yea	8 Xu			Abstain	1 Norcross
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			Massana Maher May Redfield Ribar Treanor Sheldon				
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Decision	Motion carries
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