



The monthly meeting of the Board of Directors was held Monday, June 5, 2023 at
LILA Upper School, 19850 Fenway Ave N, Forest Lake, MN 55025.

MEETING MINUTES

General Business:

Call to order: 6:02pm

Roll Call:

Board Members/Director Present or Absent:

name	present/absent
Lindsay Schipper (Parent)	Present left at 7:57 pm
Jennifer May (Chair and Parent)	Present
Jessie Sheldon (Secretary and Teacher)	Present
Erin Ribar (Vice-Chair and Parent)	Absent
Diane Rohan (Community Member)	Present
Jean Woodberry (Teacher)	Present
Kaari Rodriguez (Teacher)	Present
Corey Purkat (Treasurer and Parent)	Present
Shannon Peterson (Executive Director, <i>ex officio member</i>)	Present
Julie Lundgren (CFO, <i>ex officio member</i>)	Present

Community Input: None

name	position/role

Review of Agenda: Agenda action items #6-10 will be pushed to the August board meeting. Donations report will move from Consent Agenda to action item 8. Add approval of IOwa/EDIAM resolution to Action Items.

Conflict of Interest Disclosure: None

School/Community Presentations: None

name	position/role

Celebrate LILA: Kudos to DLT and HR department during the last few months of figuring out budget reductions; Gratitude for the fantastic celebration at Lower School last Friday by the PTO for a successful Family Fun Night. A large percentage of the graduating seniors will earn bilingual seals and are also awarded \$1.7 million in scholarships.

School Update: Executive Director Report in Board Folder.

Shannon Peterson, Executive Director: Reported on the 4 Strategic Planning Pillars (in board folder. Strategic Plan Pillar 1: Dynamic Student Experience: preparing students for success in life after LILA, Strategic Plan Pillar 2: Collaborative Community, Strategic Plan Pillar 3: Professional Excellence, Strategic Plan Pillar 4: Advancing LILA's Future. Executive Director Peterson also gave a summary of the teacher survey results about the potential budget adjustments.

Action Item: Treasurer's Report (April 2023 financials)

Explanation	
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Motion	Motion to approve Treasurer's Report (April 2023 financials)
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Made by	Treasurer Purkat	Seconded by	Member Rodriguez
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Discussion	
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Vote		Yea	6 Purkat Rodriguez Rohan Sheldon Schipper	Nay		Abstain	1 May
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			Woodberry			
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Decision	Motion carries
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Action Item: FY24 Budget

Explanation	
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Motion	Motion to approve FY24 Budget
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Made by	Member Rohan	Seconded by	Treasurer Purkat
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Discussion	Director Peterson gave background about the process DLT took in preparing the new budget which would allow for teacher and staff salary and hourly increases.
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Vote		Yea	6 Purkat Rodriguez Rohan Sheldon Schipper Woodberry	Nay		Abstain	1 May
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Decision	Motion carries
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Action Item: Audit and tax services agreement for FY23 audit

Explanation	
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Motion	Motion to approve audit and tax services agreement for FY23 audit (BerganKDV)
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Made by	Treasurer Purkat	Seconded by	Member Schipper
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Discussion	See narrative in board folder.
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Vote		Yea	6 Purkat	Nay		Abstain	1 May
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			Rodriguez Rohan Sheldon Schipper Woodberry				
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Decision	Motion carries
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Action Item: Business services agreement for FY24

Explanation	
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Motion	Motion to approve Business services agreement for FY24 (Stenmark Financial)
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Made by	Treasurer Purkat	Seconded by	Member Woodberry
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Discussion	
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Vote		Yea	6 Purkat Rodriguez Rohan Sheldon Schipper Woodberry	Nay		Abstain	1 May
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Decision	Motion carries
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Action Item: Resolution of MSHSL membership 2023-2024

Explanation	
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Motion	Motion to approve Resolution of MSHSL membership 2023-2024
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Made by	Secretary Sheldon	Seconded by	Treasurer Purkat
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Discussion	Annual renewal.
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Vote		Yea	6 Purkat	Nay		Abstain	1 May
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			Rodriguez Rohan Sheldon Schipper Woodberry				
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Decision	Motion carries
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Action Item: Policy 138: Code of Ethics for School Board Members

Explanation	
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Motion	Motion to Policy 138: Code of Ethics for School Board Members
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Made by		Seconded by	
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Discussion	Policy was tabled last month for further updating.
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Vote		Yea	6 Purakt Rodriguez Rohan Sheldon Schipper Woodberry	Nay		Abstain	1 May
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Decision	Motion carries
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Action Item: Executive Director Contract

Explanation	
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Motion	Motion to approve Executive Director Contract with HR review for Section 1 compensation clause if ended prior to three year contract.
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Made by	Secretary Sheldon	Seconded by	Member Rohan
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Discussion	Three year contract beginning 7/1/2023.
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Vote		Yea	6	Nay		Abstain	1
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			Purkat Rodriguez Rohan Sheldon Schipper Woodberry				May
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Decision	Motion carries
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Action Item: Close open meeting for closed discussion about Executive Director contract.

Explanation	
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Motion	Motion to close open meeting at 7:16 pm to discuss Executive Director Contract
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Made by	Member Rohan	Seconded by	Member Rodriguez
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Discussion	
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Vote		Yea	6 Purkat Rodriguez Rohan Sheldon Schipper Woodberry	Nay		Abstain	1 May
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Decision	Motion carries
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Action Item: Open closed meeting to vote on Executive Director contract

Explanation	
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Motion	Motion to open the closed meeting at 7:52 pm after discussion of Executive Director Contract
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Made by	Secretary Sheldon	Seconded by	Treasurer Purkat
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Discussion	
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Vote		Yea	6 Purkat Rodriguez Rohan Sheldon Schipper Woodberry	Nay		Abstain	1 May
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Decision	Motion carries
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Action Item: Donations Approval

Explanation	
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Motion	Motion to approve Donations Approval
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Made by	Member Rodriguez	Seconded by	Member Schipper
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Discussion	Listing in board folder.
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Vote		Yea	6 Purkat Rodriguez Rohan Sheldon Schipper Woodberry	Nay		Abstain	1 May
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Decision	Motion carries
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Action Item:

Explanation	Designates Executive Director Shannon Peterson as the IOwA and CFO Julie Lundgren as the proxy IOwA. Commences upon board approval, through FY24. Resolution language is below in Discussion section, as required by MDE.
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Motion	Motion to approve Education Identity and Access Management (EDIAM) Board Resolution
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Made by	Member Rodriguez	Seconded by	Member Woodberry
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Discussion	<p>The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local education agency that uses the Education Identity Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local education agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will authorize user access to State of Minnesota Education secure systems in accordance with the user’s assigned job duties, and will revoke that user’s access when it is no longer needed to perform their job duties.</p> <p>The Director recommends the Board authorize Executive Director Shannon Peterson, (speterson@mylila.org, EDIAM user ID ShannonPeterson) to act as the Identified Official with Authority (IOwA) for Lakes International Language Academy 4116-07. The Director further recommends the Board authorize Chief Financial Officer Julie Lundgren (jlundgren@mylila.org, EDIAM user ID jlundgren) to act as the Proxy Identified Official with Authority (proxy IOwA) for Lakes International Language Academy 4116-07, in the absence of the primary IOwA.</p>
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Vote		Yea	5 Purkat Rodriguez Rohan Sheldon Woodberry	Nay		Abstain	1 May
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Decision	Motion carries
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Dialog/Discussion Items:

- 1. Follow up teacher input/surveys/budget

Reports:

Subject	Policy Committee Minutes for 6/1/23 meeting (review and file)
Discussion	

Subject	Finance Committee meeting Minutes, 6/5/23 (review and file)
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Discussion	
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Subject	Executive Committee Minutes for 6/5/23 meeting (review and file)
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Discussion	
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Subject	Executive Director Evaluation Committee Minutes for 5/9/23 and 5/31/23 meeting (review and file)
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Discussion	
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Action Item: Consent Agenda (Secretary's Reports is in the board folder)

Motion	Motion to approve Consent Agenda (Secretary's Reports are in the board folder).
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Made by	Secretary Sheldon	Seconded by	Treasurer Purkat
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Vote		Yea	5 Purkat Rodriguez Rohan Sheldon Woodberry	Nay		Abstain	1 May
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Decision	Motion carries
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Announcements:

Community: Had a site visit at Lower School from the MDE assistant commissioner last week that went really well. Rep. Nolan West also visited Lower School.

Board Training:

- a. CFO Lundgren: Minnesota Education Grant System (MEGS) training sessions on 5/16/23 (Central Data Collection) and 5/24/23 (ESEA Applications), delivered by MDE via webex.
- b. Member Ribar: The IRIS Center Peabody College Vanderbilt University - IEPs: Developing High-Quality Individualized Education Programs 6/2/23
- c. Mike Rynders, Renee Feagan, Karl Schaumann met with Member Rodriguez and

Member Schipper for new board member onboarding on 5/31/23.

Other Business: None

Reflection on Board Performance: Heartfelt thanks to all of our board members exiting the board (Jennifer May, Jessie Sheldon, and Kaari Rodriguez).

Adjourn:

Motion	Motion to adjourn at 8:04 pm
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Made by	Treasurer Purkat	Seconded by	Secretary Sheldon
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Vote		Yea	5 Purkat Rodriguez Rohan Sheldon Woodberry			Abstain	1 May
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Decision	Motion carries
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