



The monthly meeting of the Board of Directors was held Tuesday, August 13, 2024 at LILA Upper School, 19850 Fenway Ave N, Forest Lake, MN 55025.

MEETING MINUTES

General Business

Call to order 6:01 pm

Roll Call:

Board Members/Director Present or Absent

Name	Present/Absent
Renee Feagan (Chair - Parent)	Present
Jennifer May (Vice Chair - Parent)	Present
Michael Rynders (Secretary - At Large)	Present
Karl Schaumann (Teacher)	Present
Cam Hedlund (Community Member)	Present (Absent at 7:15)
Jonell Pacyga (Parent)	Present
Corey Purkat (Treasurer - At Large)	Present (Absent at 7:25)
Shannon Peterson (Executive Director, <i>ex officio member</i>)	Present
Julie Lundgren (CFO, <i>ex officio member</i>)	Present
Erin Chapman (Teacher)	Present
Matt Gockowski (Teacher)	Absent

Community Input: None

Name	Position/Role

Review of Agenda: No changes

Conflict of Interest Disclosure: None

School/Community Presentations: None

Name	Position/Role
1.	
2.	

Celebrate LILA:

- New teachers start tomorrow
- Potluck for staff and board on 8/20/2024 at 11:30

School Update

Executive Director Report: Shannon Peterson, Executive Director

Strategic Plan Pillar 1 Dynamic Student Experience:

- Summer camps underway
- CASVI kids coming soon

Strategic Plan Pillar 2 Collaborative Community:

- Scott (IS) updated legislative map of families and districts
- Signed bus contracts for Ham Lake/Blaine and White Bear Lake/Hugo and bus stops solidified
- Bids for gender neutral bathroom came in higher than expected - may need to refuse grant funding if price can't be brought down. *State officials indicated our proposal was one of the best in the state
- Sorting through proposals from 12 general contractors for gender-neutral bathroom construction

Strategic Plan Pillar 3 Professional Excellence:

- New teachers start tomorrow - nearly fully staffed, need one P.E. teacher
- Potluck on 8/20/2024
- Matt McCabe introduced in person (virtually) - new AAA Director
- Shannon indicated she is receiving a small stipend for agreeing to interview 2 VOA authorized schools requesting to expand their site and grade level (required disclosure)
- Jennifer Richert, Dean of Students, attended safety training and needs one more class to be a Certified District Emergency Coordinator - she also recently was trained in the updated Title 9 process
- Jennifer Richert is also working on 2 new policies regarding school-based journalism and library materials and prohibition of book burning

- Shannon will be attending a law conference

Strategic Plan Pillar 4 Advancing LILA's Future:

- Current Kinder enrollment up!: 106 now in spanish, 19 chinese - goal still 150 total
- Current Pre-K enrollment up!: 134
 - 22 Voluntary Pre-K Program seats being utilized - 6 of those students brand new to LILA

Action Items

Action Item: Approve Slips and Falls Prevention Grant

Explanation	Need approval of Slips and Falls Prevention Grant for \$2000 for Lower School parking lot repairs
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Motion	Motion to appoint approve Slips and Falls Prevention Grant
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Made by	Corey Purkat	Seconded by	Karl Schaumann
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Discussion	None
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Vote		Yea	7 May Rynders Schaumann Hedlund Pacyga Purkat Chapman	Nay	0	Abstain	1 Feagan
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Decision	Motion carries.
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Action Item: Approve Treasurer's Report

Explanation	Need to approve Treasurer's Report - June 2024 cash flow, summary and detailed income and expense statements, disbursement register, balance sheet, dashboard, narrative of highlights
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Motion	Motion to approve Treasurer's Report
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Made by	Corey Purkat	Seconded by	Jonell Pacyga
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Discussion	None						
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Vote		Yea	7	Nay	0	Abstain	1
			May Rynders Schaumann Hedlund Pacyga Purkat Chapman				Feagan

Decision	Motion carries.						
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Action Item: Approve Policy 110 Internal Controls

Explanation	Need to approve Policy 110 Internal Controls before school year						
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Motion	Motion to approve Policy 110 Internal Controls						
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Made by	Michael Rynders			Seconded by	Corey Purkat		
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Discussion	None						
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Vote		Yea	6	Nay	0	Abstain	1
			May Rynders Schaumann Hedlund Pacyga Purkat				Feagan

Decision	Motion carries.						
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Action Item: Approve Policy 116 Depository and Fund Transfers Authority

Explanation	Need to approve Policy 116 Depository and Fund Transfers Authority before school year						
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Motion	Motion to approve Policy 116 Depository and Fund Transfers Authority						
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Made by	Jennifer May			Seconded by	Renee Feagan		
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Discussion	None
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Vote		Yea	6 May Rynders Schaumann Hedlund Pacyga Purkat	Nay	0	Abstain	1 Feagan
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Decision	Motion carries.
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Action Item: Review and approve new policy, Personal Electronic Devices

Explanation	Request by Shannon to review and approve new policy, Personal Electronic Devices prior to start of school year
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Motion	Motion to review and approve new policy, Personal Electronic Devices
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Made by	Michael Rynders	Seconded by	Erin Chapman
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Discussion	Discussed merits of both options listed in MDE's Cell Phone Toolkit - proposal policy is hybrid of options
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Vote		Yea	5 May Rynders Schaumann Pacyga Purkat	Nay	0	Abstain	1 Feagan
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Decision	Motion carries.
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Dialog/Discussion Items

- Executive Committee reporting requirements to the Board - Committee reporting requirements were discussed and it was decided that reporting for Committees will be via Minute approvals during Consent Agenda
 - Executive Committee meeting Minutes will be on Board Meeting Agenda for the following Board Meeting given lack of time to prepare (Executive Committee

Meeting occurs just before Board Meeting for the month)

- Bylaws vote preparation - a discussion on how to proceed with needed Bylaws changes:
 - Length of Term of Community Member (2 years)
 - Defined Structure: No Clear Majority
 - Process for changing Defined Structure
 - Board Membership Criteria

It was decided that the Board will vote on changes at September Board Meeting and the changes will be brought to the LILA community for a vote in late September

Reports

Subject	Finance Committee meeting Minutes 08/12/2024 (review and file)
Discussion	Reports are filed.

Consent Agenda

Action Item: Approve Consent Agenda (Board folder)

Motion	Motion to approve Consent Agenda - Secretary's Reports (7/9/2024 Board Meeting Minutes and 7/31/2024 Board Special Meeting Minutes), recent New Hires/Terminations & Donations
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Made by	Jennifer May	Seconded by	Jonell Pacyga
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Vote	Yea	5 May Rynders Schaumann Pacyga Feagan	Nay	0	Abstain	0
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Decision	Motion carries.
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Announcements

- Community Updates:
 - None

- Board Training
 - Erin Chapman: Finance: Adopt a Budget, Conduct Financial Oversight of Cash Flow, Conduct Financial Oversight of Fund Balance, Conduct Financial Oversight of Pupil Units, Oversee Proper Use of Public Funds; Employment Law: Develop and Use Policies, Evaluate the Leaders, Look Out for Conflicts of Interest, Respond to Data Requests, Retain and Maintain Records
 - Jonell Pacyga, Cam Hedlund, Matt Gockowski: New board member orientation 7/19/24, given by CFO Lundgren and Alli Williams - included review of board handbook, financial reports, governance, bylaws, policies, code of ethics, and conflict of interest

Reflection on Board Performance

- Board Chair led activity

Adjourn:

Motion	Motion to adjourn at 7:33pm
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