



The monthly meeting of the Board of Directors was held Tuesday, September 10, 2024 at LILA Upper School, 19850 Fenway Ave N, Forest Lake, MN 55025.

### MEETING MINUTES

#### General Business

Call to order 6:00 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)	Absent
Jonell Pacyga (Parent)	Present
Corey Purkat (Treasurer - At Large)	Present
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)	Present

#### Community Input:

Name	Position/Role	Discussion
Kristina Satkevicius	Parent	Kristina brought up the issue of de Archery team gym time and would least keep the amount of practice same as prior years. Archery is im LILA as a sport the school excels be a great marketing tool. The spo develops lifelong skills in students

**Review of Agenda:**

- Remove from Action Items:
  - Staff Social Media Policy
- Remove from Consent Agenda
  - Approval of Recent New Hires/Terminations
- Add to Action Items:
  - Approval of Recent New Hires/Terminations
  - Treasurer’s Report (July 2024 financial reports; investment information)
  - Policy 236 - Anti-Nepotism
  - Policy 306 - Student Disability Nondiscrimination Section 504 Policy
  - Policy 330 - Use of Student Records
  - Policy 302 - Anti-Bullying

**Conflict of Interest Disclosure:** None

**School/Community Presentations:** None

Name	Position/Role
1.	
2.	

**Celebrate LILA:**

- Start of new school year

**School Update**

Executive Director Report: Shannon Peterson, Executive Director

Strategic Plan Pillar 1 Dynamic Student Experience:

- Cell Phone Policy in place and having positive impact - success to be measured via student and teacher surveys multiple times throughout the year. Parent comments documented - 3 of 4 parents who had to pick up student’s phones from school thanked the school for its policy. Will also assess Policy’s effect on tardies.

Strategic Plan Pillar 2 Collaborative Community:

- CASVI program underway.
- First exchange student from Mongolia will start mid-month at the Upper School.
- School Climate Survey documents increased satisfaction across all questions from 2023 to 2024.

Strategic Plan Pillar 3 Professional Excellence:

- All teachers are at the school and teaching.
- Enrollment situation contributed to large class sizes in 1st and 5th grade - positions posted for classroom assistants.
- Only 8 Spanish and 2 Chinese Language Ambassadors this year - interest is waning.
- Shannon attended a Title IX training - update to rules: school no longer has to proactively offer the accused details of the accuser’s complaint. Additionally, the investigation of the complaint can be the same person deciding the outcome of the investigation.

Strategic Plan Pillar 4 Advancing LILA’s Future:

- New Hire report now includes highlighted fields for new hires that have relatives working at the schools
- Enrollment for Kindergarten up 1 from last month. Preschool enrollment is up 2 from last month.
- All 30 VPK seats have been filled.
- Busing contract update: discussed the two new routes funded by LILA and family fees, the financial impact, and the number of retained and new students who are enrolled due to the new busing.

**Action Items**

**Action Item:** Approve Bylaws Changes for LILA Community Vote

Explanation	The Bylaws changes approved by the Board last month need to be voted on by the community.
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Motion	Motion to Approve Bylaws Changes for LILA Community Vote
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Made by	Jonell Pacyga	Seconded by	Corey Purkat
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Discussion	None
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Vote		Yea	7 May Rynders Schaumann Gockowski Pacyga Purkat Chapman	Nay	0	Abstain	1 Feagan
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Decision	Motion carries.
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**Action Item:** Approve Recent New Hires/Terminations

Explanation	Approval needed.
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Motion	Motion to Approve Recent New Hires/Terminations
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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 Gockowski 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 (July 2024 financial reports; investment information)

Explanation	Approval of the Treasurer's Report is required.
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Motion	Motion to Approve Treasurer's Report (July 2024 financial reports; investment report)
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Made by	Karl Schaumann	Seconded by	Jennifer May
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Discussion	CFO Lundgren gave a presentation on investments and investment planning during the September Finance Committee Meeting. See info and report in the board folder.
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Vote		Yea	7 May Rynders Schaumann Gockowski Pacyga Purkat	Nay	0	Abstain	1 Feagan
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			Chapman				
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<b>Decision</b>	Motion carries.
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**Action Item:** Approve Policy 236 - Anti-Nepotism

<b>Explanation</b>	Policy revised.
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<b>Motion</b>	Motion to Approve Policy 236 - Anti-Nepotism
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<b>Made by</b>	Michael Rynders	<b>Seconded by</b>	Corey Purkat
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<b>Discussion</b>	Changes are required per new MN rules.
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<b>Vote</b>		<b>Yea</b>	7 May Rynders Schaumann Gockowski Pacyga Purkat Chapman	<b>Nay</b>	0	<b>Abstain</b>	1 Feagan
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<b>Decision</b>	Motion carries.
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**Action Item:** Approve Policy 306 - Student Disability Nondiscrimination Section 504 Policy

<b>Explanation</b>	Policy reviewed per schedule.
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<b>Motion</b>	Motion to Approve Policy 306 - Student Disability Nondiscrimination Section 504 Policy
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<b>Made by</b>	Corey Purkat	<b>Seconded by</b>	Michael Rynders
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<b>Discussion</b>	No changes.
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<b>Vote</b>		<b>Yea</b>	7 May Rynders Schaumann Gockowski Pacyga	<b>Nay</b>	0	<b>Abstain</b>	1 Feagan
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			Purkat Chapman				
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<b>Decision</b>	Motion carries.
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**Action Item:** Approve Policy 330 - Use of Student Records

<b>Explanation</b>	Policy revised.
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<b>Motion</b>	Motion to Approve Policy 330 - Use of Student Records
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<b>Made by</b>	Karl Schaumann	<b>Seconded by</b>	Jennifer May
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<b>Discussion</b>	Formatting changes.
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<b>Vote</b>		<b>Yea</b>	7 May Rynders Schaumann Gockowski Pacyga Purkat Chapman	<b>Nay</b>	0	<b>Abstain</b>	1 Feagan
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<b>Decision</b>	Motion carries.
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**Action Item:** Approve Policy 302 - Anti-Bullying

<b>Explanation</b>	Policy revised.
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<b>Motion</b>	Motion to Approve of Policy 302 - Anti-Bullying
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<b>Made by</b>	Jennifer May	<b>Seconded by</b>	Karl Schaumann
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<b>Discussion</b>	More formatting/consistency changes needed. Will table until next meeting.
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<b>Vote</b>		<b>Yea</b>	0	<b>Nay</b>	7 May Rynders Schaumann	<b>Abstain</b>	1 Feagan
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					Gockowski Pacyga Purkat Chapman		
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Decision	Motion tabled.
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**Dialog/Discussion Items**

None

**Reports**

Subject	Finance Committee meeting Minutes 9/9/2024 (for review and file)
Discussion	Reports are filed.

Subject	Executive Committee meeting Minutes 8/13/2024 (for review and file)
Discussion	Reports are filed.

Subject	Policy Committee meeting Minutes 9/6/2024 (for 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 (8/13/2024 Board Meeting Minutes, Waiver of Anti-Nepotism Policy for Related New Hires, Donations Report)
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Made by	Jennifer May	Seconded by	Corey Purkat
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Vote		Yea	7 May Rynders Schaumann Gockowski	Nay	0	Abstain	0
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			Pacyga Purkat Chapman				
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Decision	Motion carries.
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**Announcements**

- Community Updates:
  - None
  
- Board Training
  - Karl Schaumann - Negotiate a charter contract, Develop and Use Policies, Evaluate the Leaders, Look Out for Conflicts of Interest, Respond to Data Requests, Retain and Maintain Records, Adopt a Budget, Conduct Financial Oversight of Fund Balance, Conduct Financial Oversight of Pupil Units, Oversee Proper Use of Public Funds
  - CFO Julie Lundgren: MN READ Act Literacy Aid webinar, 8/29/24, MDE. Food service meal counts and claims process Aug 26-27 4 session course online, MDE.
  - ED Shannon Peterson: Ratwik, Roszak & Maloney: 2024 Revisions to Title IX Regulations [Certificate attached.](#)
  - Renee Feagan: 10/10/23 Health Care Fraud Waste and Abuse; 10/10/23 Workplace Violence Prevention and Response; 3/6/24 Mental Health Parity; 5/14/24 Safe and Secure With Me – Information Privacy; 7/15/24 Health Care Fraud, Waste and Abuse and Code of Conduct; 8/26/24 Telephone Consumer Protection Act; 8/8/24 Leading with Integrity; 9/10/24 Antitrust Compliance Refresher; September 2023: Abide by the Bylaws; Conduct Open Meetings; Create a Board Development Plan; Evaluate Progress Towards Contract Goals; Adopt a World’s Best Workforce Strategic Plan; Negotiate the Charter Contract; Adopt a Budget; Conduct Financial Oversight by Cash Flow; Conduct Financial Oversight of Fund Balance; Conduct Financial Oversight of Pupil Units; Oversee Proper Use of Public Funds; Develop and Use Policies; Evaluate leaders; Respond to Data Requests; Retain and Maintain Records; Safeguard Personal Data

**Reflection on Board Performance**

- Board Chair led activity

**Adjourn:**

Motion	Motion to adjourn at 7:04pm
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