



The monthly meeting of the Board of Directors was held Tuesday, November 19, 2024 at LILA Upper School, 19850 Fenway Ave N, Forest Lake, MN 55025.

MEETING MINUTES

General Business

Call to order 6:02 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
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: Members of the public are invited to speak to the board for up to 3 minutes by submitting a speaker's card to a board member. Four LILA students spoke during this forum:

Name	Position/Role	Discussion
None		

Review of Agenda:

- Remove “**Andy Grice**, Director at Creative Planning (formerly BerganKDV), to present the FY24 audited financial reports” from School/Community Presentations

Conflict of Interest Disclosure:

- None

School/Community Presentations:

Name	Position/Role	Presentation
None		

Celebrate LILA:

- Frozen production was a success
- Scary Scamper attendance was lower than past years, but the event was amazing as always
- Lower school Boosterthon was a success - kids enjoyed the “Beach Lunch” day

School Update

- Update in Board folder

Action Items

Action Item: Approve FY24 audited financial reports (Financial Statements and Communications Letter)

Explanation	CFO Lundgren requested Board approval of the financial audit reports
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Motion	Motion to Approve FY24 audited financial reports
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Made by	Corey Purkat	Seconded by	Michael Rynders
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Discussion	CFO Lundgren presented the reports - Communications Letter and Basic Financial Statements
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Vote		Yea	8 May	Nay	0	Abstain	1 Feagan
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			Rynders Schaumann Gockowski Pacyga Purkat Hedlund Chapman				
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Decision	Motion carries.
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Action Item: Approve Treasurer’s Report (September 2024 financial reports)

Explanation	Board approval needed.
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Motion	Motion to Approve Approve Treasurer’s Report (September 2024 financial reports)
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Made by	Karl Schaumann	Seconded by	Corey Purkat
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Discussion	Dashboard and district-wide expenses were highlighted
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Vote		Yea	8 May Rynders Schaumann Gockowski Pacyga Purkat Hedlund Chapman	Nay	0	Abstain	1 Feagan
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Decision	Motion carries.
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Action Item: Revise July 2024 disbursement report (includes ck 5456)

Explanation	Check was missing in the disbursement report from July - need revision to already approved report
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Motion	Motion to Approve the Revised July 2024 disbursement report (includes ck 5456)
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Made by	Corey Purkat	Seconded by	Michael Rynders
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Discussion	None
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Vote		Yea	8	Nay	0	Abstain	1
			May Rynders Schaumann Gockowski Pacyga Purkat Hedlund Chapman				Feagan

Decision	Motion carries.
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Action Item: Ratify the LILA community vote on the bylaws amendments

Explanation	Community vote needs ratification
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Motion	Motion to Ratify the LILA community vote on the bylaws amendments
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Made by	Michael Rynders	Seconded by	Karl Schaumann
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Discussion	None
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Vote		Yea	8	Nay	0	Abstain	1
			May Rynders Schaumann Gockowski Pacyga Purkat Hedlund Chapman				Feagan

Decision	Motion carries.
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Action Item: Approve National School Lunch Program equipment grant application \$25K for a walk-in cooler at Lower School

Explanation	CFO Lundgren requested approval to apply for grant
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Motion	Motion to Approve National School Lunch Program equipment grant application \$25K for a walk-in cooler at Lower School
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Made by	Karl Schaumann	Seconded by	Renee Feagan
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Discussion	Discussed need for grant - to replace kitchen office and 8 small milk coolers
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Vote		Yea	8	Nay	0	Abstain	1
			May Rynders Schaumann Gockowski Pacyga Purkat Hedlund Chapman				Feagan

Decision	Motion carries.
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Action Item: Approve pursuit of a federal cybersecurity pilot grant (similar to e-rate program; 50% of cost of eligible items paid for by federal funding)

Explanation	CFO Lundgren requested approval to apply for grant
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Motion	Motion to Approve pursuit of a federal cybersecurity pilot grant (similar to e-rate program; 50% of cost of eligible items paid for by federal funding)
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Made by	Jonell Pacyga	Seconded by	Jennifer May
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Discussion	Discussed need for grant - cybersecurity needs
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Vote		Yea	8	Nay	0	Abstain	1
			May Rynders Schaumann Gockowski Pacyga Purkat				Feagan

			Hedlund Chapman				
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Decision	Motion carries.
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Action Item: Approve FY25 Budget Revision 1 (final draft)

Explanation	CFO Lundgren requested approval of final budget revision
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Motion	Motion to Approve FY25 Budget Revision 1 (final draft)
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Made by	Corey Purkat	Seconded by	Jennifer May
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Discussion	None; summary of changes in board folder
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Vote		Yea	8 May Rynders Schaumann Gockowski Pacyga Purkat Hedlund Chapman	Nay	0	Abstain	1 Feagan
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Decision	Motion carries.
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Action Item: Approve Approve 2024-25 updated iTerm dates from 6/2-6/5 to 2/27-2/28 and 6/3-6/4

Explanation	LILA management requested approval
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Motion	Motion to Approve 2024-25 updated iTerm dates from 6/2-6/5 to 2/27-2/28 and 6/3-6/4
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Made by	Karl Schaumann	Seconded by	Jennifer May
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Discussion	Discussed what iTerm was - all day thematic study
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Vote		Yea	8	Nay	0	Abstain	1
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			May Rynders Schaumann Gockowski Pacyga Purkat Hedlund Chapman				Feagan
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Decision	Motion carries.
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Action Item: Approve 2025-2026 Spring Break and Winter Break days

Explanation	LILA management requested approval
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Motion	Motion to Approve 2025-2026 Spring Break and Winter Break days
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Made by	Jonell Pacyga	Seconded by	Michael Rynders
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Discussion	Wrong dates requested - decision to table until December meeting
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Vote		Yea	0	Nay	0	Abstain	0
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Decision	Motion tabled.
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Action Item: Approve Policy 104: Gifts to Employees

Explanation	Required review of policy
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Motion	Motion to Approve Policy 104: Gifts to Employees
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Made by	Jonell Pacyga	Seconded by	Corey Purkat
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Discussion	No changes
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Vote		Yea	8 May Rynders Schaumann	Nay	0	Abstain	1 Feagan
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			Gockowski Pacyga Purkat Hedlund Chapman				
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Decision	Motion carries.
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Action Item: Approve Policy 302: Anti-bullying

Explanation	Required review of policy
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Motion	Motion to Approve Policy 302: Anti-bullying
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Made by	Michael Rynders	Seconded by	Matt Gockowski
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Discussion	One small formatting change
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Vote		Yea	8 May Rynders Schaumann Gockowski Pacyga Purkat Hedlund Chapman	Nay	0	Abstain	1 Feagan
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Decision	Motion carries.
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Action Item: Approve Policy 312: Harassment and Violence

Explanation	Required review of policy
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Motion	Motion to Approve Policy 312: Harassment and Violence
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Made by	Corey Purkat	Seconded by	Michael Rynders
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Discussion	No changes
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Vote		Yea	8 May Rynders Schaumann Gockowski Pacyga Purkat Hedlund Chapman	Nay	0	Abstain	1 Feagan
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Decision	Motion carries.
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Action Item: Approve Model Policy: District 4116 Academic Recognition

Explanation	Required new policy
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Motion	Motion to Approve Model Policy: District 4116 Academic Recognition
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Made by	Jonell Pacyga	Seconded by	Karl Schaumann
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Discussion	Clarified the terminology "A" and "B" honor roll to align with grading system at LILA
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Vote		Yea	8 May Rynders Schaumann Gockowski Pacyga Purkat Hedlund Chapman	Nay	0	Abstain	1 Feagan
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Decision	Motion carries.
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Action Item: Approve Model Policy: Employee Use of Social Media

Explanation	Required new policy
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Motion	Motion to Approve Model Policy: Employee Use of Social Media
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Made by	Michael Rynders	Seconded by	Jonell Pacyga
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Discussion	Discussed the merits of IV. (C) and (O) in the policy - decision to table
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Vote		Yea	0	Nay	0	Abstain	0
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Decision	Motion tabled.
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Action Item: Approve Model Policy: Library Materials

Explanation	Required new policy
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Motion	Motion to Approve Model Policy: Library Materials
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Made by	Jonell Pacyga	Seconded by	Karl Schaumann
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Discussion	Lowered the # of requests/year down to 3 from 9; discussed potential for purposefully damaging materials
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Vote		Yea	8 May Rynders Schaumann Gockowski Pacyga Purkat Hedlund Chapman	Nay	0	Abstain	1 Feagan
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Decision	Motion carries.
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Action Item: Approve Model Policy: Student Journalism

Explanation	Required for new policy
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Motion	Motion to Approve Model Policy: Student Journalism
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Made by	Jonell Pacyga	Seconded by	Michael Rynders
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Discussion	None						
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Vote		Yea	8 May Rynders Schaumann Gockowski Pacyga Purkat Hedlund Chapman	Nay	0	Abstain	1 Feagan
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Decision	Motion carries.						
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Action Item: Approve Model Policy: Teacher and Administrator Qualifications and Requirements

Explanation	Required new policy						
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Motion	Motion to Approve Model Policy: Teacher and Administrator Qualifications and Requirements						
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Made by	Jonell Pacyga			Seconded by	Michael Rynders		
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Discussion	None						
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Vote		Yea	8 May Rynders Schaumann Gockowski Pacyga Purkat Hedlund Chapman	Nay	0	Abstain	1 Feagan
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Decision	Motion carries.						
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Action Item: Approve Policy 362: Student Use of Personal Electronic Devices

Explanation	Reviewed policy						
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Motion	Motion to Approve Policy 362: Student Use of Personal Electronic Devices						
Made by	Michael Rynders			Seconded by	Jonell Pacyga		
Discussion	Change to policy to include use of wired headphones at discretion of teacher per requests from community						
Vote		Yea	8 May Rynders Schaumann Gockowski Pacyga Purkat Hedlund Chapman	Nay	0	Abstain	1 Feagan
Decision	Motion carries.						

Dialog/Discussion Items

- Committees and open meeting law
 - Question was raised on Board guidance to give 7 days notice of Committee Meetings - not required however agreed that posting regardless of how far in advance is good practice. Member Rynders will review and draft new language for Board guidance.

Reports

Subject	Finance Committee meeting Minutes 11/18/2024 (for review and file)
Discussion	Reports are filed.

Subject	Executive Committee meeting Minutes 10/8/2024 (for review and file)
Discussion	Reports are filed.

Subject	Policy Committee meeting Minutes 11/4/2024 (for review and file)
Discussion	Reports are filed.

Subject	Audit Committee meeting Minutes 11/8/24 (for review and file)
Discussion	Reports are filed.

Subject	Audit Committee meeting Minutes 11/12/24 (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 (10/8/2024 Board Meeting Minutes, Approval of Recent New Hires/Terminations, Waiver of Anti-Nepotism Policy for Related New Hires, Donations Report)
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Made by	Jennifer May	Seconded by	Karl Schaumann
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Vote		Yea	8	Nay	0	Abstain	1
			May Rynders Schaumann Gockowski Pacyga Purkat Hedlund Chapman				Feagan

Discussion	Questions about need/want for discussion during Consent Agenda - a discussion is always a potential/available to be had prior to vote
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Decision	Motion carries.
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Announcements

- Community Updates:
 - None
- Board Training

- Erin Chapman: Wolf Ridge ELC = Voyageur Life, Wolves, Rock Climbing, Orienteering, Bats, Planetarium, and Adventure Ropes 14.75 hours, Facilitating Meaningful Feedback MDE 6 hours, IB Workshop = Creativity, Activity, Service (category 2) 20 hours, Infinite Campus 15 minutes, Mental Health First Aid 1.5 hours, Special Education/MDE 1.5 hours
- CFO Lundgren: 11/12/24 MASBO Essential Briefing on Roberts’ Rules of Order, 1 hour; 10/29/24 MASBO virtual conference session UFARS Hot Topics, 50 min; 10.24.24 MDE Charter Leader cohort–Culturally Responsive Leadership, 1 hour
- Jonell Pacyga: 11/15/25 MDE “Data Practices & Open Meeting Law” (1.5 hours). 10/26/24 MCTLC (8 hours) “ Unity in Diversity” Conference = Creating "The Advocates": One School's Story of Community Engagement for Legislative Action (*presenter*), Live in the Language and Learning: Global Perspectives from Concordia STARTALK, Dr. Mary Hermes’ Waabishkiimiigwan Beyond Words: Why All Language Teachers Should Care About Indigenous Languages, Understanding the Educational Pathways of the Third Young Hmong Generation: Insights for Educators, Create a Space of Belonging for BIPOC Teachers, Exploring and Expanding Linguistic Ideologies Through Metaphor (*presenter*), PELSB's Heritage Language Cohort Program – A New Pathway for Licensure, Parental Involvement in School-Family-Community Partnership for Language and Culture Learning.
- Corey Purkat: MDE “Data Practices & Open Meeting Law” 11/15/2024 (1.5 hours)

Reflection on Board Performance

- Board Chair led activity

Adjourn:

Motion	Motion to adjourn at 7:55pm
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