The monthly meeting of the Board of Directors was held Tuesday, August 12, 2025 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 (Parent)	Present
Karl Schaumann (Teacher)	Present
Erin Turner	Absent
Jonell Pacyga (Parent, Secretary - At Large)	Present
Corey Purkat (Parent, Treasurer - At Large)	Present
Shannon Peterson (Executive Director, *ex officio memb*	Present
Julie Lundgren (CFO, *ex officio member*)	Present
Erin Chapman (Teacher)	Present
Kevin Hathaway	Present
Matt Gockowski (Teacher)	Absent

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.

Position/Role	Discussion
None	

Review of Agenda:

- Add Policy 238: Purchasing, Procurement, and Contracting

Conflict of Interest Disclosure:

- None

School/Community Presentations:

Name	Position/Role	Presentation
none		

Celebrate LILA:

- Erin Chapman received a Fulbright Award! She will be participating in the "Teachers as Global Scholars" program, which includes months of study and a 2 week group trip to a region.
- Students back for sports and athletics!
- New format for the Lower School newsletter is great!

School Update

- Strategic Plan Pillar 1: Dynamic Student Experience
  - 9 of 18 DP students passed to receive the full DP Diploma. This is relative to past year.
  - Incoming kindergarten camp finished last week
  - Summer program is wrapped up
- Strategic Plan Pillar 2: Collaborative Community
  - Teachers are invited to the "pillars of business" lunch in FL
  - Lakes United soccer club donated 6 soccer balls
  - Training of Read Act to 2 literacy coordinators is required, but we were able to collaborate to help cover the cost of this training
- Strategic Plan Pillar 3: Professional Excellence
  - New Staff starting, including new administrative staff for the LILA lowerschool
  - New Fulbright Scholar: Erin Chapman!
  - The Board's annual report for our vote in October is being completed
- Strategic Plan Pillar 4: Advancing LILA's Future
  - Lower school food service has new coolers, upper school's outdoor classroom is being completed as we speak.
  - Bus use of Ham Lake & White Bear Lake have continued to increase, with multiple new-to-school students joining us,
  - Marketing continues at Imagine Theater, Gregory Contracting, and Kai-Chi-Chisago days.
  - Total enrollment is overall up ~1-4%

Action Items

Action Item: Approve Treasurer's Report (June 2025 Financial Statements)

Explanation	Board review and approval each month per LILA's internal control practices

Motion	Motion to Approve Treasurer's Report (June 2025 Financial Statements)		
Made by	May	Seconded by	Purkat
Discussion	Prepared reports are worth reading each month.		

Vote		Yea	7 May Rynders Schaumann Hathaway Chapman Pacyga Purkat Rynders	Nay	0	Abstain	1 Feagan

Decision	Motion carries.

Action Item: Policy 110 *Internal Controls*

Explanation	Board review and approval per LILA's internal control practices
Motion	Motion to approve Policy 110 *Internal Controls*
Made by	Purkat
Seconded by	Schaumann
Discussion	Julie Lundgrenshared that most changes are due to transitioning to the digital SMART Finance system and moving away from analog record keeping. Multi-factor authenticator, etc. will be used for further delineation and ensure our audit provider is still involved appropriately as an internal control practice. Possible increase in efficiencies.

Vote		Yea	8 May Rynders Schaumann Hathaway Chapman Pacyga Purkat Rynders	Nay	0	Abstain	1 Feagan

Decision	Motion carries.

Action Item: Review & approve application for 2025 SFM Winter Slips and Falls Grant

Explanation	Board review and approval per LILA's internal control practice

Motion	Motion to review & approve application for 2025 SFM Winter Slips and Falls Grant

Made by	Pacyga	Seconded by	May

Discussion	The grant application will be modified and resubmitted.

Vote		Yea	8 May Rynders Schaumann Hathaway Chapman Pacyga Purkat Rynders	Nay	0	Abstain	1 Feagan

Decision	Motion carries.

Action Item: Recommended Write-Offs of Uncollectible Debt for FY25

Explanation	Board review and approval per LILA's internal control practice

Motion	Motion to approve Recommended Write-Offs of Uncollectible Debt for FY25

Made by	May	Seconded by	Pacyga

Discussion	Vendor listed will be removed of approved vendors; we won't work with them again. Possibilities to recoup these funds were noted, including legal action. Process for debt collection was shared.

Vote		Yea	8 May Rynders Schaumann Hathaway Chapman Pacyga Purkat Rynders	Nay	0	Abstain	1 Feagan

Decision	Motion carries.

Action Item: Policy 238: Purchasing, Procurement, and Contracting

Explanation	Board review and approval per LILA's internal control practice

Motion	Motion to approve Policy 238: Purchasing, Procurement, and Contracting

Made by	Pacyga	Seconded by	Feagan

Discussion	Location of item in folders, process of change and connection to site policies. Policy Committee will look further into Policy 220. Policy 238 can be revisted next month if further concerns are noted due to comparison.

Vote		Yea	8 May Rynders Schaumann Hathaway Chapman Pacyga Purkat Rynders	Nay	0	Abstain	1 Feagan

Decision	Motion carries.

Dialog/Discussion Items

- Committee Membership, as needed. Noted: Possibly adding a committee member for Elections
- Policy 316 - AI? So far, LILA follows guidance provided by IB.

Reports

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Subject	Finance Committee meeting Minutes 8.11.2025 (for review and file)
Discussion	Reports are filed.

Subject	Recent New Hires and Terminations (report in folder)
Discussion	Reports are filed.

Subject	Executive Director Evaluation Committee meeting Minutes 6.20.2025 (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 (7.8.2025 Board Meeting Minutes), New Hires and Terminations Report, Donations Report, Executive Director Evaluation Committee meeting minutes.

Made by	May	Seconded by	Purkat

Vote		Yea	8 May Rynders Schaumann Hathaway Chapman Pacyga Purkat Rynders	Nay	0	Abstain	1 Feagan

Discussion	None

Decision	Motion Carried.

Announcements

- Community Updates
  - CFO Lundgren gave two presentations on Revenue Strategies at the Charter Leader Summer Retreat at MDE on 7/24/2025
  - The Fall Social: Lower School September 12, 2025 (4:30-7:30pm) to celebrate the updated playground.
  - Celebrating "Curbside Practice" for drop-off & pick-up
- Board Member Training Updates
  - Jonell Pacyga (7.9.2025): "Navigating Non-Profit Financials: A Board Members Guide to Reporting" by CLA's Saikrishnan & Dodson.
  - Kevin Hathaway (7.31.2025): Respond to Data Requests, Follow the Bylaws, Close a Board Meeting by MN Charter Board
    Kevin Hathaway (8.06.2025): Bloodborne Pathogen Exposure Prevention, Bullying: Recognition and Response, Child Abuse: Mandatory Reporting, Conflict Management: Managing the Angry Parent, Conflict Management: Student-to-Student by Vector Solutions Online Training
    Kevin Hathaway (8.9.2025): Negotiate the Charter Contract, Safeguard Student Data by MN Charter Board
  - Erin Chapman (08.05.2025): Bloodborne Pathogen Exposure Prevention, Bullying: Recognition and Response, Child Abuse: Mandatory Reporting, Sexual Harassment: Staff-to-Staff, Sexual Misconduct: Staff-to-Student, Slips, Trips and Falls, Youth Suicide: Awareness, Prevention and Postvention by Vector Solutions

Online Training

- Shannon Peterson (07.09.2025): Minnesota Authorizer Performance Evaluation System) by MDE.
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Reflection on Board Performance

- Board Chair led activity

Adjourn:

Motion	Motion to adjourn at 6:55 pm