The monthly meeting of the Board of Directors was held Tuesday, July 14, 2026 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
Becky Swenson (Teacher)	Present
Michael Rynders (Parent - At Large)	Present
Karl Schaumann (Teacher)	Present
Erin Turner (Community Member)	Present
Olivia Christensen(Parent)	Present
Katie Quesada, (Parent, Secretary)	Present
Nicole Rasmussen (Executive Director, *ex officio member*)	Present
Julie Lundgren (CFO, *ex officio member*)	Present
Erin Voss (Teacher)	Present
Kevin Hathaway (Teacher)	Present - Remote (Family)

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 Anti-Nepotism Waiver to Action Items

Conflict of Interest Disclosure:

- None

School/Community Presentations:

Name	Position/Role	Presentation
none		

Celebrate LILA:

- ESY July 6 - 24, 2nd week started yesterday

School Update (Executive Director)

- Staff Changes Report
- Strategic Plan Reflection
- Enrollment Report

Action Items

Action Item: Elect Board Chair

Explanation	Elect chair

Motion	Motion to approve Renee Feagan as Board Chair for 2026-2027.

Made by	Mike Rynders	Seconded by	Erin Turner

Discussion	Procedural. Renee Feagen will continue as Board Chair

Role Call Vote		Yea	8 Swenson Rynders Schaumann	Nay	0	Abstain	1 Feagan

			Christensen Turner Quesada Voss Hathaway				

Decision	Motion carries.

Action Item: Elect All Board Officers for 2025-2026

Explanation	Elect Vice Chair

Motion	Motion to approve Erin Turner for 2026-2027

Made by	Karl Schaumann	Seconded by	Mike Rynders

Discussion	Procedural.

Role Call Vote		Yea	8 Swenson Rynders Schaumann Christensen Turner Quesada Voss Hathaway	Nay	0	Abstain	1 Feagan

Decision	Motion carries.

Action Item: Elect All Board Officers for 2025-2026

Explanation	Elect Secretary

Motion	Motion to approve Katie Quesada for 2026-2027

Made by	Mike Rynder	Seconded by	Erin Turner

Discussion	Procedural.

Role Call Vote		Yea	8 Swenson Rynders Schaumann Christensen Turner Quesada Voss Hathaway	Nay	0	Abstain	1 Feagan

Decision	Motion carries.

Action Item: Elect All Board Officers for 2026-2027

Explanation	Elect Treasurer

Motion	Motion to approve Kevin Hathaway as Treasurer for 2026-2027

Made by	Mike Rynders	Seconded by	Karl Schumann

Discussion	Procedural for selection of board treasurer.

Role Call Vote		Yea	8 Swenson Rynders Schaumann Christensen Turner Quesada Voss Hathaway	Nay	0	Abstain	1 Feagan

Decision	Motion carries.

Action Item: Treasurer's report (May 2026 financial reports)

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

Motion	Motion to approve Treasurer's report (May 2026 financial reports)

Made by	Karl Schaumann	Seconded by	Kevin Hathaway

Discussion	Review of report given by Julie Lundgren (CFO)

Role Call Vote		Yea	8 Swenson Rynders Schaumann Christensen Turner Quesada Voss Hathaway	Nay	0	Abstain	1 Feagan

Decision	Motion carries.

Action Item: Review and Approve Base Rent Memorandum

Explanation	Annually required rent memorandum between LILA Building Company and Lakes International Language Academy.

Motion	Motion to approve rent memorandum

Made by	Erin Voss	Seconded by	Kevin Hathaway

Discussion	Memorandum presented by Julie Lundgren (CFO). The memorandum is an annual requirement of the facility loan; it is a tool that enables the school to fully capture all available lease aid, if the current enrollment is not doing that. LILA has maximized lease aid, therefore the base rent will be as defined in the rent schedule.

Role Call Vote		Yea	8 Swenson Rynders Schaumann Christensen Turner Quesada Voss Hathaway	Nay	0	Abstain	1 Feagan

Decision	Motion carries.

Action Item: Appoint LILA Building Company Board Members for FY27

Explanation	Administration annually recommends members to be appointed to the LILA Building Company board. The school board is responsible for appointing LBC board members.

Motion	Motion to appoint Julie Lundgren, Jeffrey Schipper and Jennifer May to LILA Building Company board.

Made by	Erin Turner	Seconded by	Mike Rynders

Discussion	Recommendations and reasoning in board folder reviewed prior to meeting.

Role Call Vote		Yea	8 Swenson Rynders Schaumann Christensen Turner Quesada Voss Hathaway	Nay	0	Abstain	1 Feagan

Decision	Motion carries

Action Item: Approve Write Offs for FY26 (board folder)

Explanation	Approval needed to write off a variety of unpaid library fees, tech repair fees, childcare fees. The collection process was followed and this is now considered uncollectable.

Motion	Motion to approve write offs for Fiscal Year 2026 as recommended by finance committee

Made by	Mike Rynders	Seconded by	Becky Swenson

Discussion	See list of recommended write offs of uncollectable debt in the board folder. Finance follows a procedure to collect on unpaid fees. If they are still not paid, at year end the CFO brings the list to the board for approval to write off.

Role Call Vote		Yea	8 Swenson Rynders Schaumann Christensen Turner Quesada Voss Hathaway	Nay	0	Abstain	1 Feagan

Decision	Motion carries.

Action Item: Approve review of Policy 116 *Depository Designation and Electronic Funds Transfers*

Explanation	Required review and update of Policy 116.

Motion	Motion to approve Policy 116 Depository Designation and Electronic Funds Transfer

Made by	Kevin Hathaway	Seconded by	Erin Turner

Discussion	List of banks at which the school may have accounts and investments. Added F&M bank. The policy also states who is designated to make investment and deposit decisions. Annually amended.

Role Call Vote		Yea	8 Swenson Rynders Schaumann	Nay	0	Abstain	1 Feagan

			Christensen Turner Quesada Voss Hathaway				

Decision	Motion carries.

Action Item: Approve acceptance of state building and cyber security grant.

Explanation	Board review and approval required to accept a state building and cyber security grant in the amount of $15,000.

Motion	Motion to approve and accept state building and cyber security grant.

Made by	Kevin Hathaway	Seconded by	Erin Turner

Discussion	LILA has applied. The grant can be used for cyber liability insurance, entrance security and other purposes related to school security.

Role Call Vote		Yea	8 Swenson Rynders Schaumann Christensen Turner Quesada Voss Hathaway	Nay	0	Abstain	1 Feagan

Decision	Motion carries.

Action Item: Waiver of LILA's Anti-Nepotism policy (Policy 236) for the child of a current teacher, so that LILA can hire this former student for its school age care program.

Explanation	Board review and approval required

Motion	Motion

Made by	Mike Rynders	Seconded by	Karl Schaumann

Discussion	The child of an employee who applied to work in the Explorer Club program.

Role Call Vote		Yea	8 Swenson Rynders Schaumann Christensen Turner Quesada Voss Hathaway	Nay	0	Abstain	1 Feagan

Decision	Motion carries.

Dialog/Discussion Items

- Analysis of Volunteers of America of MN (LILA authorizer) annual report (CFO)
  - Full review of report given by Julie Lundgren (CFO). Highlighted key areas.
  - Review of parent/student/staff satisfaction surveys

- 2026-27 Committee Membership
  - Members must sign up for three committees, with the exception of the secretary who is on executive committee and one additional committee
  - Committees include:
    - Execute Committee
    - Finance and Audit
    - Election
    - Executive Director Review

- Annual Meeting
- Board Member Training
- Strategic Planning

- Set schedule for 26-27 board meetings
  - August 2026 meeting scheduled on August 4th per no meetings on election days
  - March 2027 meeting scheduled on March 16th per no meetings spring break

Reports

Subject	Finance & Audit Committee Meeting Minutes, 6.8.2026 (for review and file)
Discussion	Reports are filed.

Subject	Executive Committee Meeting Minutes, 6.9.2026 (for review and file)
Discussion	Reports are filed.

Subject	Executive Director Review Committee Meeting Minutes, 6.9.2026 (for review and file)
Discussion	Reports are filed.

Subject	Recent New Hires/Terminations (for review and file)
Discussion	Reports are filed.

Consent Agenda

Action Item: Approve Consent Agenda (Board folder)

Motion	Motion to approve Consent Agenda: Board Meeting Minutes from June 2026 meeting; Donations Report

Made by	Karl Schaumann	Seconded by	Katie Quesada

Discussion	None

Role Call Vote		Yea	8 Swenson Rynders Schaumann Christensen Turner Quesada Voss Hathaway	Nay	0	Abstain	1 Feagan

Decision	Motion carries.

Announcements

- Community Updates
    - Upper School Open House 8/6/26 for new/interested students
    - Upper School Back to School 8/20/26
    - Kinder Center Open House 8/27/26
    - Lower School Welcome Conferences 8/27/26
- Board Member Training Updates
    - Katie Quesada, 6/29/26

        Training from MN Charter Board website:
        "Board's Roles and Responsibilities" -Complete Board Member Training.
        "Open Meeting Law" -Conduct Open Meetings
        "Data Practices" -Safeguard Personnel Data

Reflection on Board Performance

- Chair-led activity

Adjourn: 7:52 pm

Motion	Motion to adjourn at 7:52 pm