



# Lakes International

LANGUAGE ACADEMY

The monthly meeting of the Board of Directors was held on Thursday June 10, 2010  
at 4:00 p.m.

## MINUTES

CALL TO ORDER: 4:01 P.M.

Members Present: Chair Shannon Peterson, Treasurer Chad Bloomberg, Member Richie Kucinski, Member Becky Swenson, Director Cam Hedlund, Member Kaari Rodriguez, *ex officio* member Budgets Manager Julie Lundgren, Member Macaire Merkel, Member Jeanie Callahan, Vice-Chair Julene Donnay, *ex officio* member Christine Thomas (4:25).

UNSCHEDULED VISITORS – none

### REVIEW OF AGENDA

Add Approve Change of Authorizer

Switch FY11 Budget from Old Business to New Business

Add FY10 Budget Revision 3 to Old Business

Add MACS Membership

Table Employee Disability Nondiscrimination Policy 205 to July 2010 meeting; add to board review calendar

### CONFLICT OF INTEREST DISCLOSURE

Board members who are LILA employees have a conflict of interest with the salary portion of the FY11 budget reading. It was noted that the salaries are equivalent or slightly lower than market salaries and we are not proposing any increases to the pay schedule so there is no conflict of interest.

SCHEDULED VISITORS - none

### REPORTS

Authorizer Task Force Report & Approval of Change of Authorizer –Chair Peterson

We have been accepted by Volunteers of America as our new authorizer. They are a highly recommended authorizer and have strict guidelines for us to follow. The task force has done a lot of hard work to find a new authorizer and deserve much credit. Our report to VOA in our application was highly regarded.

Member Rodriguez made the resolution to approve a change in authorizer, for a term of up to 5 years, from MN Dept of Ed to Volunteers of America effective June 30, 2010. Member Callahan seconded. Member Kucinski asked if we are bound to them if we find someone else we like. Director Cam Hedlund shared that we are not and that we will be negotiating with them next to hear their proposal. We will also have John Cairns look over the contract. All voted aye and the motion carried.

Approved: 7/8/10

## Director's Report – LILA Director Hedlund

- Lease Aid – State politics continue to raise issues. Our attorney John Cairns is in contact and will continue to be in contact with the state employee Greg Hein regarding the new FAQ fact sheets in which they state that board members can't serve on both the school board and building company board. The law states this but then clarifies that if there is no financial interest, it is allowed. The state is hanging on the first part on the law and not looking at the clarification. Prior to this year, dual membership has been allowed if you disclose that. Nonprofit law requires dual membership, or we will default on our bonds and the building company will lose its nonprofit status. MDE will no longer allow that and we must be compliant by June 30, 2010. John Cairns and Greg Hein are reviewing. If we hear that they will stay to this policy we can take legal action, because according to non-profit law we have to have overlap in board members.
- Staff – 2 current teachers have accepted positions elsewhere. Abbe Eikenbary and Tina Sierra have taken positions in other school districts. We are readjusting internally. Kelley Dunbar Martinez will be teaching 4<sup>th</sup> grade and have a release day to do PYP and Felicia Givens will be filling in for her release day at the start of the year. Stefanie McAlpine will co-lead as PYP coordinator at the beginning of the year. Eva Canel will be in 3<sup>rd</sup> grade. She is from Spain and has worked at Eagle Heights Immersion.

## FLSB Meeting Report – June 3<sup>rd</sup> – Chad Bloomberg –

- Destination Imagination Presentation – Student going to ALC in 14<sup>th</sup> year of schooling took 2<sup>nd</sup> in writing a poem in a state contest.
- Finance piece, they'll be borrowing and will lease buses because it's more cost effective. Hit by hold back also. Budget reductions revisions passed. Passed their budget for FY11.

## Q-Comp Annual Report – Our goals were determined by how well we did last year.

- Language Arts has been our main goal from 3 years ago and must go up 2% higher than scores from the year before. This was our first year that we didn't make it because our percentage last year was so high. 56.6% of our students reached the year's worth of growth, but our goal this year was 63.5%.
  - Each teacher will receive \$713 towards their school-wide performance pay (partial amount of what is possible, based on performance).
  - Good news is that people are getting used to teacher evaluation piece. Pieces include: some test scores school wide, IGP (independent growth plan), student's test scores and teacher observations (performance evaluations). Informal and formal observations are done using Charlotte Danielson model of evaluation. Administration's goal is to use more feedback before and after observations.

Vice-Chair Julene Donnay made the motion that we accept the Q-Comp report as reviewed. Member Swenson seconded. All voted aye and the motion carried.

## OLD BUSINESS

Class size – Natural attrition between kindergarten and first grade. New families are asking for their child to have that "opening". However, our budget model and space plans count on having natural attrition so we may collapse classes from 5 to 4 in 1<sup>st</sup> grade. Director Hedlund asked the board to approve his recommendation that 1<sup>st</sup> and 2<sup>nd</sup> grade class sizes drop to 19.

Member Rodriguez made the motion that we set class size limits in 1<sup>st</sup> grade at 19 indefinitely and 19 in 2<sup>nd</sup> grade for next year to be reviewed in the future. Member Callahan seconded the motion. All voted aye. Motion carried.

Approved: 7/8/10

#### MACS Membership – Budgets Manager Lundgren

- We are current MACS members
- Members have participated in the Tuesdays at 2:00 director's meetings, Friday legislative updates, newsletters, conferences, and Charter School Day at the capital.
- They are strong representatives for all charter schools and are invited to legislative meetings to represent charter schools
- Although they haven't been strong in supporting our unique interests they are our best option for supporting charter schools as a whole and after discussion with other charters it is being presented that we continue as members of MACS – membership is \$4,900 per year
- Member Rodriguez asked if they had been on board with our issue on lease aid and Director Hedlund shared that they are in the middle.
- Treasurer Bloomberg and Member Rodriguez shared that their emails and Charter Day at the capital have been beneficial.

Member Kucinski made the motion that we continue with the MACS contract for the 2010-2011 school year. Member Rodriguez made the friendly amendment to say membership instead of contract. Member Kucinski agreed. Vice-Chair Donnay seconded. All voted aye and the motion carried.

#### NEW BUSINESS

FY10 Budget Revision 3, document dated 09Jun10 – Budgets Manager Lundgren – Ms. Lundgren shared a few changes regarding Special Ed; all members reviewed ahead of time.

Member Rodriguez made the motion that we approve the FY10 Budget revision three. Vice-Chair Julene Donnay seconded. All voted aye and the motion carried.

#### Director's Evaluation – Richie Kucinski

There were 42 parents, 28 staff and 8 board members who completed the survey. 83 combined.

- It's been a challenging year with highlights: 1. A goal from last year to define the organization structure was completed. The staff also voted for a liaison to the leadership team.
- 7 professional standards – excellent
- 3 goals included in report
- It was shared in the surveys that Director Hedlund is informed, approachable, compassionate, and excellent in leadership and strategic planning.
- The board is asking administration and Director Hedlund to develop and report on the procedure on bullying to the board, according to current policy and for communication purposes, as goal 1.

Member Rodriguez made the motion that we approve the director's evaluation with the discussed generalizing of goal 1. Member Callahan seconded. All voted aye, and motion carried.

#### Review of Policy 124 - School Director Succession

No changes – comment from a board member that Section 9 – “how often policy is reviewed” changed to 3 years would be a better schedule.

Section 4 – succession of school needs Primary Years Programme survey results – deleted because we no longer do that survey

Vice-Chair Donnay made a motion that we approve policy 124 as amended. Member Merkel seconded. All vote aye and the motion carried.

#### Policy 316 - Internet Acceptable Use and Safety -

Approved: 7/8/10

Minor changes – suggest review every 2 years rather than every year. Change to storage device instead of “CD”.

Member Callahan made the motion that we accept policy 316 as amended. Member Kucinski seconded. Member Rodriguez asked if there is a document given to students. It was shared that we haven't for a few years as students are with teachers each time they are using the computers. All voted aye and the motion carried.

Approve Award: Chinese Guest Teacher

Arriving July 30<sup>th</sup> and will live with host families for 2 months at a time. Partially paid for by Hanban. The board noted that Member Macaire Merkel was accepted to go to China for LILA this year with the College Board/Hanban China Bridge Program.

Member Callahan made the motion that we approve the award granting us the guest teacher from China. Member Rodriguez seconded. All voted aye and motion carried.

Acknowledge Award Receipt: School of Character

We were 1 of 3 to receive the MN award and also 1 of 18 to receive a national award in order to honor us for the character building things we do with learner profile characteristics.

Board Self Review – Chair Peterson

Gave a self-evaluation form example to review. We need to have an evaluation done for VOA by March 2011 so we need to be looking for or developing one to use. Board meeting feedback form also should be done.

Amigos year-end write-off approval

Amigos has requested that we approve one write-off of \$746 of money owed that they believe won't be collected because the family is filing for bankruptcy. This family no longer uses the services. Amigos has looked at payment plans, but family is not able to pay.

Member Rodriguez made the motion that we approve a write-off on the Amigos account. Member Swenson seconded. Discussion mentioning they have worked with people for a long time to get the money due and this is a last resort after many months. All voted aye, and motion carried.

FY11 Budget – Budgets Manager Lundgren

Reviewed several changes that were on the 09Jun10 version:

- conferred with Chris Pellant on Special Education & conferred with LILA Summer Academy (new program).
- performance pay
- In Fund 01, we increased the copier costs significantly

Member Rodriguez asked about Page 9 – instructional support – do we know how this works and works well? - Does it reflect work of employees

30% hold back next year...added that we may need to tap a line of credit. Funds have been budgeted for interest on this borrowing.

Administration is recommending a nearly flat net income. There is a fine line between serving students more or trying not to borrow. We had a 29% fund balance at FYE09 – it's a board decision to decide how much we want to add to the fund balance.

Treasurer Bloomberg made the motion to accept the FY11 Budget that was presented by the Budgets Manager. Member Merkel seconded. Member Rodriguez had a question about Chris Pellant's role and what was budgeted and Budgets Manager Lundgren clarified it.

All voted aye and motion carried.

Approved: 7/8/10

## CONSENT AGENDA

Secretary's report – Secretary Hylden

- Minutes from May 13<sup>th</sup> meeting

Treasurer's Report – Treasurer Bloomberg

Finance Committee Report

Donations

Member Swenson made the motion to accept the consent agenda. Member Rodriguez seconded. All voted aye and motion carried.

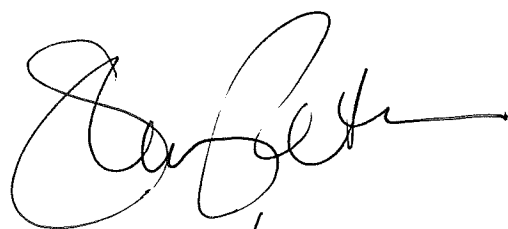
## ANNOUNCEMENTS

FLSB Meeting – June 24<sup>th</sup> – Jeanie Callahan

MACS Fall Conference & Annual Meeting – November 4-5, 2010

Acknowledge the work of Members Kaari, Richie, Julene, and Christine and their work on the board as they finish their term tonight.

ADJOURN at 6:11 p.m.



7/13/10