



The monthly meeting of the Board of Directors will be Monday, September 8, 2008 at 7:00 p.m.

AGENDA

CALL TO ORDER: 7:02 P.M.

Present:

Chair Martyr-Wagner, Secretary Rodríguez, Treasurer Lundgren, Director Hedlund, Julene Donnay, Chad Bloomberg, Richie Kucinski, Amy Thorp, Gail Wilkey-Díez, Shannon Peterson

UNSCHEDULED VISITORS

Four visitors were present. No green cards were presented

REVIEW OF AGENDA

Treasurer Lundgren requested moving the Amigos handbook to beginning of agenda

CONFLICT OF INTEREST DISCLOSURE

No members had any disclosures.

REPORTS

Secretary's report – Secretary Rodríguez

- Minutes from August 4th, 2008 meeting: Treasurer Lundgren moved to approve August 4th minutes, member Thorp seconded and the motion carried.
- Amend minutes from February 4th, 2008 meeting. Secretary Rodriguez moved to accept the change, Treasurer Lundgren seconded, all voted aye and the motion carried.

Finance Committee Report:

Met on August 21st

Two policies reviewed by the finance committee are on the agenda for tonight. They reviewed the state statutes and policy from other charter schools.

Reviewed Amigos financial reports. Discussed ways to work with any debt collection policy, board and administration roles and responsibilities. Board will review parent handbook this month and employee handbook next month.

Treasurer's Report – Treasurer Lundgren

From end of June, reported unaudited total net income was negative, but we expected some FLAP drawdowns. Those pieces did come in. Title I paid July 15, \$9368. FLAP 67,360.13 towards FY08, In detailed IS statement for July financials, page three line 4, there is activity there under Kindergarten aide wages. Treasurer investigated and found that SBS reported it as Claudia Arts pay, it was not correctly coded as Amigos work since during the school year she works for both.

General ed. dues and membership, NWEA FY 09 testing license- paid in 08 but expensed in FY 09. Two audit field days later this week. Audit must be complete within 150 days of the end of the fiscal year according to our 2006 loan agreement, which falls in late November. Also, see attached report from Treasurer and finance committee.

FLSB831 Board Meeting August 7th, 2008 – Member Wilkey-Diez- change in January meeting date.

FLSB831 Board Meeting Sept 4th, 2008 – Secretary Rodriguez

Heard report from teachers on instructional practices in primary grades. Report from arts curriculum review. Report on district results from MCA testing in spring '07. They compared to similar-sized metro districts, but did not show results from LILA or North Lakes Academy.

MDE-Sponsored Schools workshop –Treasurer Lundgren

All 10 MDE sponsored schools were present. They reviewed case studies and policies they would like to see: Fund balance policy, Student fee policy, Field trip fees, handed out relevant statutes and example policies. There was an afternoon presentation on student assessment and data analysis, and how to use relevant data and set appropriate goals. Talked about setting date for winter workshop.

LILA PTO Report – No report—PTO does not meet in summer

NEW BUSINESS

Amigos Parent handbook: Changes in section five, fees and policies for payment.

Frank Gallegos, Amigos director, with his staff, created a series of three letters they send out. Other is clearly stating what fees are and late pickup fees. Question is at what point to we have a cut-off for services. We don't have or see need for specific language at this time, but will review how the policies in the handbook are working later in the year.

Treasurer Lundgren motioned to approve the Amigos handbook for 08-09, seconded by Vice-Chair Donnay. All voted aye and the motion carried. Recommend follow-up in January.

REPORTS

Director's Report – LILA Director Hedlund

Expressed pleasure to be back this year. Very happy with a very smooth start to school after a lot of hard work by a lot of people. Grateful to leadership team and planners on staff retreat and back to school training. Recognized Stephanie Olsen, MDE liaison, who is one of the visitors.

- Facilities: The hallways are done. They are cutting the roof today and tomorrow. The clerestory framing and parapets are up and will be enclosed. HVAC in going in. Steel inspection is done. First disbursement is done and the second one is in the works. At the back to school evenings, the school requested help to complete the three classrooms in the old media center, and we had a large response from professionals who have volunteered to help with that. We should be able to finish those classrooms relatively inexpensively. Some of the

pieces that fit best under the current permit, such as an exterior door in the former media center, are being done now. We had to take out all the new furniture from project. A parent of a new kindergartener has access to warehouses of furniture discarded by Medtronic. They have tables, chairs, white boards and other furniture in excellent condition available for donation.

- Enrollment: We budgeted conservatively for 511 and we are down to 504, 7 students below budget. Our lease aid won't be affected, however the general fund budget is down about \$35,000. We (school administration) have a budget meeting scheduled for the end of September. We knew some students would be going to North Lakes Academy. Most of the students who are at North Lakes still have younger siblings here. We originally told people to consider this a 7-year commitment. Some are leaving just when they are getting to the most powerful time for the benefits of immersion. We need to let parents of potential kindergarteners know, if they are considering something else mid-way through the program, they should reconsider choosing immersion at the start.
- Staff: We are fully staffed. Happy with staff, leadership team and new staff. We have several new support positions. Director Hedlund expressed amazement at how those in the support positions have taken initiative and are busy filling needs. Aaron Arredondo is a mentor as well as Building Instructional Leader. Kelley Dunbar is full-time and filling in pieces of curriculum. Kaari Rodriguez is full-time reading and Basic Skills support and won't have to find time for Special Ed. Frank Gallegos will be a team leader for Q-comp for specialists to help them work on their concerns and goals.
- Annual Report: Vice Chair Donnay moved to accept the Annual Report. Member Kucinski seconded it and the motion carried.

OLD BUSINESS

- Policy 204, Employment Background Checks - Including discussion of adding Board Member Background Checks – Vice Chair Donnay requested moving this discussion to next month and the board accepted.
- Policy 304 – Chemical Use and Abuse – Treasurer Lundgren- Wording of draft is for a much bigger school district. Treasurer Lundgren recommended appointing a committee to review this policy. Frank Gallegos is willing to work with any board members willing to take this on. Members Peterson and Kucinski volunteered to serve on this committee.

NEW BUSINESS

- Review and approve: Policy 114, General Accounting Principles –Treasurer Lundgren made a motion to approve policy 114, Secretary Rodríguez seconded motion. All voted aye and the motion carried.
- Review and approve: Policy 116, Depository Designation and Electronic Funds Transfer – Treasurer Lundgren moved to approve, Secretary Rodriguez seconded, all voted aye, and the motion carried.
- Evaluation of Director Succession process – Chair Martyr-Wagner. A committee was formed to evaluate the Director succession process as it was carried out during the spring and summer of 2008. Julene Donnay, Chad Bloomberg and Kaari Rodriguez volunteered to be on this committee.
- First Reading: Policy 126, Policy on Student Fees based on MN Public School Fee law (MN statute 123b.34-123b.39) – Finance Committee presented recommended policy. Discussion followed and

a few changes were recommended. Shannon Peterson Moved to accept policy 206, the motion was seconded by Gail Wilkey-Diez, all voted aye and the motion carried.

OTHER BUSINESS

Jing Zhu, UMN researcher, wanting survey info from Charter School boards. If all the board members complete a secure survey, the school will receive a \$100 gift card.

ANNOUNCEMENTS

September PTO meeting
October FLSB Meeting

Donations – Finance Office provided; see attached

Shannon Peterson moved to accept donations, Amy Thorp seconded, all voted Aye, motion carried.
8:54 adjourn.

ADJOURN

Attachments:

1. July financial reports:
 - Balance sheet
 - Detailed IS
 - Cash flow
 - Check register
 - July summary
 - July overview
2. Treasurer and finance committee report notes
3. Policy 116 Depository and Electronic Transfers Authority
4. Policy 114 General Accounting Principles
5. Policy 126 LILA Public School Fees
6. Donations

Approved 10/6/08