



Minutes of the Board of Directors Meeting on November 10, 2008 at LILA

CALL TO ORDER: 7:02 p.m.

PRESENT: Melissa Martyr-Wagner, Julene Donnay, Julie Lundgren, Kaari Rodriguez, Shannon Peterson, Richie Kucinski, Amy Thorp, Gail Wilkey-Diez, Chad Bloomberg, Cam Hedlund

UNSCHEDULED VISITORS: No green cards were presented.

REVIEW OF AGENDA

CONFLICT OF INTEREST DISCLOSURE:

Julie Lundgren stated that we will be looking at a revised FY09 budget and it includes the salaries of many members who are employed in other capacities by the school. However, salaries in the revised budget have not changed from the original FY09 budget.

REPORTS

Secretary's report – Secretary Rodriguez

- Minutes from October 6, 2008 meeting. Vice Chair Donnay made a motion to approve the minutes. Treasurer Lundgren seconded. All voted aye and motion carried

Finance Committee Report- See attached minutes submitted by committee chair Treasurer Lundgren. We reviewed a draft fund balance policy and a draft revised gift acceptance policy. The revised budget was not available at time of meeting, so it was struck from the committee's agenda.

Treasurer's Report – Treasurer Lundgren presented the September 2008 financial reports.

Mentioned that we invested in a six-month CD. A previous CD matured and we combined that with additional funds made available by release of state holdback to invest in a \$200,000 CD at 3.5% interest. On the overview report, SBS mistakenly refers to the 2006 construction project as the Rice Creek Watershed District Project.

FLSB831 Board Meeting November 6, 2008 – Chair Martyr-Wagner: Chair Martyr-Wagner did not attend, no report to present.

LILA PTO Report – October 14, 2008 –Treasurer Lundgren presented a summary of the meeting.

First and Second grade teachers presented. First grade studied maps with a key and compass rose and have talked about food and where it comes from. Second grade did the blue eyes/brown eyes experiment over the course of the day and used the experience to talk about injustice. They also talked about injustice in the past and have a "wonder table" where they bring objects from home related to the unit.

The PTO also discussed fundraisers and the playground fund possibly being used for a fence along 11th Avenue and surfacing on the playground.

Four language ambassadors came and introduced themselves. Director Hedlund presented a security system update.

Director's Report – LILA Director Hedlund

- Facilities: We have received our certificate of occupancy for the media center. We will get some more furniture from Medtronic before Thursday. The project is mainly complete. Seth is setting up computers in the computer lab this week. Director Hedlund would like the school board to request that the building company begin working on the wing that formerly contained the media center.

Member Peterson made a motion that the board formally requests that the building company begin working on the renovation of the old media center as soon as possible in order to be done by next fall. Member Thorp seconded the motion. Board members discussed who would oversee the project. The plans are part of the original architectural plans for the Media Center Project. We will need to pay for about 20 hours of oversight by KKE Architects, the architects of record for the project. Parent volunteers will supply most of the labor. We (the building company) can also pay one of the custodians, Dave Gruver, who also works in the construction trades, overtime to support some of this work as well. All voted aye and the motion carried.

The Director's Report continued:

- Enrollment: It stands at 505 students, which is one more than last time. We will have an initial meeting with 5th and 6th grade families at the end of November. We will continue to check with families on plans for next year. Discussion held clarifying lottery process for Kindergarten and how to handle openings that may come up in next year's first grade. There are applications available for parents who want to enter a lottery for possible openings in 2009-10 first grade.
- Staff: Maru Cedron is leaving at Christmas to move to Cleveland. Her husband has been transferred to there and she will be joining him. Julie Swenson, a licensed teacher who has been working as a para in 1st grade, will be taking over her class. Administration will talk with first grade to talk about how to cover the support she is providing. Also, two pregnancies will lead to maternity leaves in April and May. Former LILA teacher Melissa Cuddy will be returning from the Peace Corps and would be available to cover one of those leaves.

OLD BUSINESS

- Policy 204, Employment Background Checks - Including discussion of adding Board Member Background Checks – Vice Chair Donnay reported that she has a company helping put together a proposal of what they could offer. They work with a lot of schools and can do international background checks. They also can help with compliance with MN laws. Chair Martyr-Wagner noted that this could be a subcommittee of the board or of the school administration. The board requested that Director Hedlund create a school committee to review the issue and make recommendations to the board for any possible changes to the current policy.

NEW BUSINESS

- Revised FY 09 Budget- Director Hedlund

Many things have been recoded, having many teachers change positions from last year made this more complicated. The grant and special ed revenue have been worked into the budget. This revenue is now coming in and going out to correct places. Supplies budgets are now divided into multiple departments. Art, media, deportes (sports), and basic skills will now have line items in the budget and we will have more detail and ability to monitor. We have a larger fund balance than in the original budget. Over \$100,000 budgeted surplus, which is a little less than 10% of current budget.

Treasurer Lundgren made a motion to approve the revised 08-09 budget. Secretary Rodriguez seconded the motion. All voted aye and the motion carried.

- Fund Balance Policy – Finance Committee. Treasurer Lundgren presented the policy for a first reading. It was drafted at the October finance committee meeting. The school's sponsor, the MDE, recommended we have a fund balance policy in place. Up to this time, we follow the directive in the loan agreement from 2006, which is to work toward a 20% fund balance. This policy will formalize this directive and explain the reasons a healthy fund balance is necessary. Vice Chair Donnay made a motion to accept policy 128 as proposed. Seconded by Member Kucinski. All voted aye and motion carried.

- Review of Gift acceptance policy – Member Thorp

Member Peterson made a motion to approve policy 104, Treasurer Lundgren seconded the motion. Discussion on how to communicate this to staff and parents. All voted aye, motion carried.

- Publish second notice of March elections – Elections committee
Committee will meet tomorrow and plan for publication in the school newsletter, El Noticero.

- Review of Policy 224, Travel Expense Reimbursement – Treasurer Lundgren

Approved Dec. 8, 2008.

This review is in response to changes in IRS form 990. Discussion regarding section II ensued. The board requested that the finance committee review and add more detail to mileage reimbursement language.

- Section 4.10 of LILA Bylaws – Treasurer Lundgren explained the need to review this section. She put forth a request that we interpret section 4.10 on quorum and voting to follow the open meeting law, which allows board members be present at the meeting via interactive television or similar technology that allows for both sight and sound transmission. This would apply to both board meetings and board committee meetings. The board chose to interpret its bylaws section 4.10 according to the open meeting law.

OTHER BUSINESS

No other business was conducted.

ANNOUNCEMENTS

National Children's Book Week

November 11th PTO meeting is assigned to Chair Martyr-Wagner
December 4th FLSB Meeting is assigned to Treasurer Lundgren

Donations – Finance Office provided to Treasurer Lundgren, who distributed list to the board. Vice Chair Donnay made a motion to accept donations. Member Peterson seconded it. All voted aye and the motion carried.

ADJOURN 9:01 p.m.

Attachments:

Donations

Finance Committee notes

Revised Budget FY09

Policy 128 Fund Balances

Policy 104 Gift Acceptance Policy

September financial reports:

- Balance Statement
- Summary Income and Expense Statement
- Detailed Income and Expense Statement
- Check Disbursements Summary
- Cash Flow