

LIONSGATE ACADEMY  
District #4183  
**BOARD MEETING MINUTES**

September 18, 2012 6:00pm  
Lionsgate Academy 3420 Nevada Avenue N. Crystal, MN 55427

**TO:** Nicole Cleland, Meta Pautsch, Bob Radspinner, Ryan Weber, Twila Jensen, Joan Steinmann, Meg Fuller, Anne Sarles.  
Others: Diane Halpin, Director, Stan Hacker, Contracted Employee, Chris Wood, Business Manager  
**FROM:** Joan Steinmann, Chair

**Call to order:** 6:07 by Joan Steinmann, Chair

**School Mission Statement:**

*The mission of Lionsgate Academy is to provide a transition-oriented and personalized learning program focused on secondary high-functioning students on the autism spectrum that supports their full potential, participation, and self-determination within their school, family, and community.*

*To this end, Lionsgate Academy will create an educational environment that will model best instructional practice and research-based techniques so that the graduates will--to the fullest extent possible--live independently, be involved in further education or gainful employment and develop meaningful relationships with others.*

**Approval of the agenda: Bob, 2<sup>nd</sup> Ryan**  
**Approval of Prior Meeting Minutes: Meta, 2<sup>nd</sup> Twila**  
**Model:**

1. Board Education
  - a. Diane-Most new members are going in December, submit a receipt to have LGA pay.
  - b. Next month all board members are invited to go through a financial training before the board meeting at LGA- 2 hour training. Required only for new members.
2. Monthly Topic
  - a. Approve Annual Report
    - i. Stan- The document is a state requirement. The leadership team made a collaborate effort to create an accurate picture of what is done at LGA. Due to the state on October 1<sup>st</sup>.

<b>Motion:</b> Move to approve Annual Report for 2011-2012 with edits.			
<b>Made by: Bob</b>		<b>Seconded by: Ryan</b>	
<b>Discussion:</b> No art grant in the last year, page 51. Content on the bottom of page 51 under "AIM:18-21 program". Content on page 50 under "Volunteer Work". Spelling error on page 23, second paragraph. Removal of financial statement on page 3 about lack of funding to cover programmatic and equipment needs. Grammar and wording edits made on Joan's copy of the Annual Report.			
<b>Vote:</b>	<b>Yea: 6</b>	<b>Nay: 0</b>	<b>Abstain:</b>
<b>Decision:</b> Unanimously Approved			

- b. Approve Financial Audit
- c. Event Calendar Sign-up
  - i. Passed around event sign up during meeting and asked that all board members volunteer for 2 events.
  - ii. Also suggested that all members attend the annual fundraising breakfast.
  - iii. Change location of board meeting to Fellowship Hall on calendar. Diane will check on the space availability for upcoming meetings.

<b>Motion:</b> Move to approve change in time for May 21 Board meeting to 6:30 to accommodate Volunteer Appreciation Dinner.	
<b>Made by: Twila</b>	<b>Seconded by: Anne</b>

<b>Discussion:</b>			
<b>Vote:</b>	<b>Yea: 6</b>	<b>Nay: 0</b>	<b>Abstain:</b>
<b>Decision:</b> Unanimously Approved			

d. Board Calendar

- i. Discussion- any changes that need to be made?

<b>Motion:</b> Move to approve School Board Calendar subject addition of School Board dates.			
<b>Made by: Ryan</b>		<b>Seconded by: Meta</b>	
<b>Discussion:</b> School Board dates need to be added to the calendar.			
<b>Vote:</b>	<b>Yea: 6</b>	<b>Nay: 0</b>	<b>Abstain:</b>
<b>Decision:</b> Unanimously Approved			

e. Following up on community connections

- i. What are the needs community connections could fill? Employment/volunteer opportunities for students and fundraising.
- ii. Joan- Cub Foods commercial green house in Saint Paul. Reaching out to them to work on developing volunteer and employment opportunities for LGA students.
- iii. Diane- Border foods has been a great supporter of LGA since the beginning. They put on Saint Paul Saints game and motorcycle ride. Diane had lunch with him and discussed some of our schools needs. He had suggestions about our fundraising events for next year; timing and spacing of events. Diane will invite them to the upcoming open house.
- iv. Twila- Asked if we had ever thought of using the Cornerstone Church to support us financially. The response from Diane was that Cornerstone would not be interested in supporting us financially, since they support us in so many other facets.
- v. Anne- Her friend works at Cargill. Cargill already as a program for transitions aged students.
- vi. Transitions program could email the board about specific student career interest to pair with mentors.
- vii. Diane- the matching of interests isn't necessarily everything in finding a connection. Students can gain career readiness skills in non interest areas as well, so don't close any doors.

3. Business

1. Director's Report-Diane

i. Authorizer Update

1. Brian resigned from Novations stepped before last month's board meeting.
2. We will continue to have Novations as an authorizer, Paula Forbes. After the meeting with Paula, Diane and Stan feel that Novations will continue to run without Brian. They wanted feedback on what LGA needs from an authorizer.
3. Open House- Diane handed out a flyer about the purpose and activities for the November Open House. Email and paper invites will be sent out. Board members should be helping out with the flow of the evening; walking around, talking to guests, and answering questions. The best way for board members to communicate the event is to email a short summary(provided by Diane) and send along the invitations.
4. Anaphylaxis Policy
  - a. Consider adding Fish the policy due to staff allergy.
  - b. Diane sent a letter to the church 3 weeks ago informing them of the allergy. Cornerstone would like the board to formally request, through approval of the Anaphylaxis Policy, that the church to go nut-free.
  - c. Updates suggested by board: clearly stating exceptions to the nut-free school (staff lounge & other designated areas), including wording such as: reasonable

**Lionsgate Academy's Authorizer is:**

and necessary, after board approval we should seek cornerstone also sign the approval.

- d. Chris suggested that we have our insurance company and a lawyer review the policy.
  - e. Will be brought back to the next board meeting after seeking legal advice.
5. School space- Suggesting that we request front office space for next year. There are nurseries onsite that Cornerstone is unwilling to give us as classroom space but Diane would like us to consider providing onsite daycare for staff member. This would be provided through an outside provider . The purpose is to retain staff and make our school a comparable to other schools in the area. Diane is going to conduct a staff survey for interest.
  6. Enrollment at 151, operating ADM at 149. If we were to lose a student we would replace a new student in that same grade(10<sup>th</sup> grade and under).
  7. Requests for 18-21 students to be involved in high school clubs and dances. At the next board meeting, Diane would like to send a recommend made by cabinet for the board to approve so we can have a unified response.
  8. Diane will bring an organizational chart for leadership for next meeting to
  9. Enrollment policy- state requires this policy. We have had a informal policy but we need to formalize this policy. We are also going to face a space issue if students coming in needing smaller ratio that LGA does not have classroom to meet his needs without raising other student to teacher requirement. This should also be included in the enrollment policy.
2. Special Education Update-Emily/Rachel
    - i. AIM/ Transitions- Student Success Day at North Hennepin Community College. Volunteer placements are starting to being. Mentorship with staff at the High School level.
    - ii. Case Manager- Developing relationships with students and families. Insuring programming is occurring. Working on compliance due to it being a monitor year. Student lead IEP meetings.
    - iii. Support Services- Social Emotional Learning/ Executive Functioning project. Meeting with staff on a monthly basis to implement research. ASD trainings also coming up.
  3. Foundation Update-Meta
    - i. Hired Peg Chapmen as Contracted Grant Writer. \$6,800 from fundraisers(Saint Paul Saints and Motorcycle Ride)
  4. Committee Reports
    - i. Governance-Joan
      1. Report
        - a. Worked on Nut-Free Policy and a list of policies and dates.
      2. Approval of Staff Handbook updates

<b>Motion:</b> Move to accept Staff Handbook including social media policy			
<b>Made by:</b> Meta		<b>Seconded by:</b> Ryan	
<b>Discussion:</b> The board had tabled this discussion at the last meeting, needing more time to read			
<b>Vote:</b>	<b>Yea:</b> 6	<b>Nay:</b> 0	<b>Abstain:</b>
<b>Decision:</b> Unanimously Approved			

- ii. Finance-Chris

**Lionsgate Academy's Authorizer is:**

1. August Financial Report/SBS
  - a. Everything that LGA is required to submit is turned in.
  - b. Chris reviewed ideas payment and compared them to last month.
  - c. Line of credit- \$170,000 we paid this back and balance is \$28,000.
  - d. Issue with Audit is the foundation because it is being viewed as a component unit of the organization. Audit will need to include foundations documents because its purpose is solely to support the organization. This will have implications other than our Audit. We need to investigate options and implications of separating the foundation from the organization, or keeping the relationship as is. Chris and the foundation will work together through this challenge. We can have a fund balance that matches the one that we started with \$300,000, but nothing over.
2. MDE update
  - a. Projecting we will not be paid a third of our budget, 2.5 million.
  - b. We can have a fund balance that matches the one that we started with \$350,000, but nothing over.

<b>Motion:</b> Move to approve August Financials.			
<b>Made by:</b> Meg		<b>Seconded by:</b> Twila	
<b>Discussion:</b> See financial dash board and handout.			
<b>Vote:</b>	<b>Yea:</b> 6	<b>Nay:</b> 0	<b>Abstain:</b>
<b>Decision:</b> Unanimously Approved			

5. Review: October board meeting agenda

**Comments from Community Members-** no comments

**Motion to Adjourn:** Bob, 2<sup>nd</sup> Twila

**Next Meeting:** October 16th, 2012, 6:00 PM

**Lionsgate Academy's Authorizer is:**

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