

LIONSGATE ACADEMY  
District #4183  
**BOARD MEETING MINUTES**  
June 18<sup>th</sup>, 2013 6:00pm  
Lionsgate Academy 3420 Nevada Avenue N. Crystal, MN 55427

**TO:** ~~Nicole Cleland~~, Meta Pautsch, Bob Radspinner, Ryan Weber, Joan Steinmann, Meg Fuller, Anne Sarles. Stan Hacker, Gyade Badio.  
**Others:** Diane Halpin, Director, Emily Kafle, Special Education Coordinator, Chris Wood, Dean of Students and Business Manager, Sarah Prill, elected Board Member, Ali Thorstead, elected Board Member, and Kurt Nisi, elected Board Member. Mark Wolak, Consultant and Facilitator.

**FROM:** Joan Steinmann, Chair

**Call to order:** 6:06 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:** Ryan, 2<sup>nd</sup> Stan

**Approval of Prior Meeting Minutes:** Ryan, 2<sup>nd</sup> Meg

**Agenda Items:**

**1. Business**

a. Finance

i. MDE update

1. Calculation error regarding special education aid, this has been corrected but when we will get the payout from the correction is still unknown.

ii. Budget Approvals

iii. May Financial Report/SBS

1. ADM at 148.1, which will remain unchanged until September.
2. Food Service for the year may profit, which is a change from previous years.
3. The cash flow projection shows line usage of \$150,000 as of June 30, 2013. The School will require approximately \$100,000 on July 1, 2013 to fund the July 2 payroll, and may require up to an additional \$150,000 to fund accounts payable and payroll before the first expected payment from MDE is received in mid-July.

<b>Motion:</b> Move to approve May Financials.	
<b>Made by:</b> Bob	<b>Seconded by:</b> Meta

<b>Discussion:</b> See financial dash board and handout.			
<b>Vote:</b>	<b>Yea:</b> 7	<b>Nay:</b> 0	<b>Abstain:</b>
<b>Decision:</b> Unanimously Approved			

b. Director's Report-Diane

- i. Wendy Swanson-Choi from Novations is at the meeting today and we have been approved for another 2 years with notations as our authorizers.
- ii. Losing 2 students in the 9<sup>th</sup> grade, will be replacing them with incoming 9<sup>th</sup> grade incoming students. The enrollment process went very well this year. Each family had at least 2 meetings and shadowing opportunities.
- iii. Three prides organized a club day for incoming 7<sup>th</sup> graders as their service learning project to sample clubs and meet LGA students and staffs.
- iv. 90% staff retention rate this year as of this moment. Of the 12 who are leaving, 5 are going back to school, 1 was terminated, and 3 took offers at other schools.
- v. Next year, 1 case manager, 2 licensed teachers for resourced rooms, and 1 licensed teacher for transitions, 1 licensed teacher for math inclusion were hired from within. All of these staff were previously educational assistant at LGA.
- vi. Sandy Strand will no longer be with us but we will continue to work with ISES.
- vii. Mary Ellen West, previously the school nurse, has been hired as school psychologist for next year.
- viii. AIM has found an off-site space at Oak Grove Church which is 2 miles away. Carpool arrangements will be respected, transportation will be provided between sites.
- ix. Met with the church this week about the building. Able to communicate that we would like to buy the whole parcel if we do purchase the building. The church would not be willing to help us with financing such as rent-to-own.
- x. Administration will be touring Shingle Creek Elementary school on Friday at 1:00PM. 1.17 million was the offer to the Minneapolis School District. We would need to repurpose the building and 1.17 million would leave us room to do this. The address is 50<sup>th</sup> and Oliver Avenue North.
- xi. School day schedule change for the 2013-2014 school year. See handout for details.
  1. The issue with the current schedule is that staff and students arrive at the same time.
  2. Staff have requested more time to meet and connect with each other.
  3. Students will have less time in pride and snack time will be eliminated.
  4. Staff were surveyed on the schedule, but parents were not consulted.
  5. Parent board members and Stan advised that administration consult parents prior to the board votes on the change.

c. Foundation Update-Meta

- i. Organizing systems for approving grants and discussing building corporation.

d. Committee Reports

i. Governance-Joan

1. Attendance Policy & Enrollment Policy- both are in legal reviews
  - a. As a part of the Enrolment policy the governance committee would like to limit enrollment to current Minnesota Resident. No board members spoke out any concern regarding this restriction.

2. PSEO Policy-governance has decided to not create a policy at this time but support the school in process planning.
3. Working on policy Matrix

**2. Strategic Planning-** Mark Wolak, Consultant and Facilitator

- a. See Balance Scorecard handout
- b. Mark suggests that administration report to the School Board annually on the Performance Measures. The annual report should also address the Performance Measures.
- c. The Score Card is a 3-5 year planning document.
- d. The Board discussed how they can best support administration; how often should the board check-in with administration?, What are reasonable expectations as far as timelines for performance measures?, and What are the schools priorities?
- e. Diane explained that many of the initiatives will be ongoing and administration should be able to update progress on the objectives annually, as well as throughout the year. Diane also said that administration has tied each objective to a responsible administrator.
- f. Mark suggests that the Scorecard not change unless the administration makes a recommendation. He feels that our Scorecard is not missing anything. At the annual strategic planning administration should create a report on the objectives for the board to read and advise. Mark added that he feels our administration is a great team.
- g. Stan spoke on his concern with administrators being able to balance operations with strategy. They will need to balance between doing too much too fast with the Scorecard and putting the Scorecard on the backburner while dealing with day-to-day operations.

<b>Motion:</b> Move to adopt the 3-5 year strategic plan.			
<b>Made by:</b> Stan		<b>Seconded by:</b> Ryan	
<b>Discussion:</b> Working with Mark Wolak has been a great experience for administration and the school board.			
<b>Vote:</b>	<b>Yea:</b> 7	<b>Nay:</b> 0	<b>Abstain:</b>
<b>Decision:</b> Unanimously Approved			

**3. Review: July Board Meeting agenda**

- a. Discussion on when to seat the new board members.

<b>Motion:</b> Move to seat the new board members at the beginning July 2013 Board meeting.			
<b>Made by:</b> Stan		<b>Seconded by:</b> Ryan	
<b>Discussion:</b> none			
<b>Vote:</b>	<b>Yea:</b> 7	<b>Nay:</b> 0	<b>Abstain:</b>
<b>Decision:</b> Unanimously Approved			

**4. Comments from Community Members:**

- a. Brandy mentioned that many parts of the strategic planning are going to be needed for the school to function, so this will not be sitting on the shelf.

**5. Motion to begin closed meeting:**

<b>Motion:</b> Move to close meeting to discuss executive director performance review at 7:50PM.			
<b>Made by:</b> Ryan		<b>Seconded by:</b> Anne	
<b>Discussion:</b> none			

<b>Vote:</b>	<b>Yea:</b> 7	<b>Nay:</b> 0	<b>Abstain:</b>
<b>Decision:</b> Unanimously Approved			

**The board moved into** a closed meeting pursuant to Minn. Stat. Section 13D.05.

- a. Agenda: Executive Director Performance Review

<b>Motion:</b> Move conclude director performance review on June 25 <sup>th</sup> at 5:30pm.			
<b>Made by:</b> Stan		<b>Seconded by:</b> Meg	
<b>Discussion:</b> none			
<b>Vote:</b>	<b>Yea:</b> 7	<b>Nay:</b> 0	<b>Abstain:</b>
<b>Decision:</b> Unanimously Approved			

6. Motion to re-open meeting:

<b>Motion:</b> Move to reopen meeting.			
<b>Made by:</b> Bob		<b>Seconded by:</b> Anne	
<b>Discussion:</b> none			
<b>Vote:</b>	<b>Yea:</b> 7	<b>Nay:</b> 0	<b>Abstain:</b>
<b>Decision:</b> Unanimously Approved			

7. The Board considered the Directors performance during the 2012-2013 school year. The Board determined to continue the evaluation during a special meeting on June 25<sup>th</sup> at 5:30pm. The Board further determined to hold a special meeting to consider a related personnel matter on June 25<sup>th</sup> at 7:00pm.

8. Scheduling of personnel matter special meeting.

<b>Motion:</b> Move have special meeting on June 25 <sup>th</sup> at 7:00pm to discuss personnel matters.			
<b>Made by:</b> Stan		<b>Seconded by:</b> Meg	
<b>Discussion:</b> none			
<b>Vote:</b>	<b>Yea:</b> 7	<b>Nay:</b> 0	<b>Abstain:</b>
<b>Decision:</b> Unanimously Approved			

**Motion to adjourn meeting:** 9:43PM

**Next Meeting:** July 16th, 2013, 6:00 PM