

LIONSGATE ACADEMY  
 District #4183  
**BOARD MEETING MINUTES**  
 December 17, 2013 6:00pm  
 Lionsgate Academy 3420 Nevada Avenue N. Crystal, MN 55427

**TO:** Nicole Cleland, Ryan Weber, Meg Fuller, Tracy Klug, Christine Peper, John Barker, Ali Thorstad, Darren Johnson, and Kurt Nisi.  
 Others: Diane Halpin, Director; Emily Kafle, Special Education Coordinator; Oscar Prill, Technology Coordinator; Ron Berger, Finance Director; Dennis Hougeveen, CliftonLarsonAllen; and Wendy Swanson-Choi, Novations.

**FROM:** Ali Thorstad, Chair

**Call to order:** 6:04PM Ali Thorstad, 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:** Kurt, 2<sup>nd</sup> Christine

**Model:**

**1. Consent Agenda**

- a. Approval of Prior Meeting Minutes
- b. Updated 2013-14 School Year Calendar with 12/4 snow day
- c. Governance Committee Report
- d. Approval of Policies
  - i. 923 Student Bus Transportation
  - ii. 614 Fragrance Free
  - iii. 516 Dress Code
- e. Approval of Updated Policy Numbers
  - i. 515 Whistleblower
  - ii. 610 Prohibition of Harassment and Violence
  - iii. 616 Allergy

<b>Motion:</b> Move to approve consent agenda.			
<b>Made by:</b> Meg		<b>Seconded by:</b> Tracy	
<b>Discussion:</b> None.			
<b>Vote:</b>	<b>Yea:</b> 7	<b>Nay:</b> 0	<b>Abstain:</b>
<b>Decision:</b> Unanimously Approved			

**2. Community Board Member**

<b>Motion:</b> Move to appoint Darren Johnson to the community member board seat.	
<b>Made by:</b> John	<b>Seconded by:</b> Christine

<b>Discussion:</b> None.			
<b>Vote:</b>	<b>Yea:</b> 7	<b>Nay:</b> 0	<b>Abstain:</b>
<b>Decision:</b> Unanimously Approved			

**3. Presentation of Audit Report- Dennis Hougeveen (CliftonLarsonAllen)**

- a. Reviewed Financial Statements and Supplementary Information packet and Executive Audit Summary.
- b. Feedback from Dennis: LGA is doing very well with finances and finance operations. The only finding was “Prompt Payment of Bills”. This is a very common finding and was not of concern to Dennis.

<b>Motion:</b> Move to approve Audit Report.			
<b>Made by:</b> Ryan		<b>Seconded by:</b> Nicole	
<b>Discussion:</b> See Financial Statements and Supplementary Information packet and Executive Audit Summary.			
<b>Vote:</b>	<b>Yea:</b> 8	<b>Nay:</b> 0	<b>Abstain:</b>
<b>Decision:</b> Unanimously Approved			

**4. Board Education/Community Connections**

- a. Board email training- Oscar Prill
  - a. Required by law to have school board email address.
  - b. Email addresses will be serve as primary contact for board members and will be published on webpage.
  - c. Email addresses will be: Board. “first initial” ”last name”@lgamn.org
- b. Schedule training with MACS
  - a. Members will choose between 2 dates for each training in either January or February.

**5. Community Board Member**

<b>Motion:</b> Move to appoint Darren Johnson to the community member board seat.			
<b>Made by:</b> John		<b>Seconded by:</b> Christine	
<b>Discussion:</b> None.			
<b>Vote:</b>	<b>Yea:</b> 7	<b>Nay:</b> 0	<b>Abstain:</b>
<b>Decision:</b> Unanimously Approved			

**6. Special Education Update- Emily**

- a. This week the AIM Program is moving from the basement to the first floor of Oak Grove Church. More information below from Wendy Swanson-Choi.
- b. Training scheduled on Friday morning with all special education staff on writing Least Restrictive Environment.

**7. Business**

1. Director’s Report-Diane
  - i. Wendy circulated the contract between Novations and LGA. The contract extends through 2015. Wendy drew the Board’s attention to MN Statute 124D.10 and reviewed part of the statute in regards to expansion of a school being reported to MDE.
  - ii. See Charter School Authorizer Contract
  - iii. Ron, Diane, and Drake have prepared an application for expansion.
  - iv. Annual Report
    1. See Annual Report Powerpoint & Annual Report.

2. The board discussed the annual report, the results included identifying math as an area of continuous improvement.
- v. 2014-15 School Calendar
  1. A survey was completed by staff and families that address to either keep, shorten, or eliminate the 1 week February Break. Results showed there was a need for a change and the proposed February break would be shortened to a long weekend with Friday and Monday off.
  2. Staff training time in August was discussed. Diane and Emily explained how important this time is for professional development to occur. Administration are proposing licensed staff have 3 full weeks of training, which has been unchanged since the inception of the school. They have not yet determined the training time for educational assistants. The board discussed the pros and cons of this staff training time.
  3. Ryan brought up that staff are concerned about the calendar and feel they haven't had time to express their concerns after seeing the calendar.
  4. The calendar discussion will be postponed until the January Board Meeting. Teacher representatives will communicate with staff before the next Board Meeting.

2. Foundation Update

- i. Moving away from Breakfast fundraiser. Foundation is looking at other options for Fundraisers.
- ii. Aspire Camp may move to a school based camp.
- iii. Annual fundraising letter was sent to parents last week.

3. Committee Reports

- i. Ali brought up a concern about Board Members involved in the two standing committees. If the nine board members are required to join one of the two committees one committee would have a quorum. She proposed the board that the Executive Director Performance Evaluation Committee be a standing committee, separate from the governance committee and the finance committee. It was determined that the Executive Director Performance Committee meet regularly throughout the year to support the Executive Director.

<b>Motion:</b> Move to change committee structure to include 3 committees; Governance Committee, Finance Committee, and Director Performance Evaluation Committee. .			
<b>Made by:</b> Ryan		<b>Seconded by:</b> Nicole	
<b>Discussion:</b> None.			
<b>Vote:</b>	<b>Yea:</b> 8	<b>Nay:</b> 0	<b>Abstain:</b>
<b>Decision:</b> Unanimously Approved			

ii. Committee make-up:

<b>Governance</b>	<b>Finance</b>	<b>ED Performance</b>
John Barker (Committee Chair)	Darren Johnson	Nicole Cleland
Tracy Klug	Ryan Weber	Meg Fuller (Secretary)
Ali Thorstad (Board Chair)	Kurt Nisi (Treasurer)	Christine Peper

iii. Executive Director Performance Evaluation Committee

1. Reviewing goals based on last year's evaluation outcomes.
  2. Revisiting previous process to review Executive Director Performance.
  3. Committee will be creating a survey to Board Members to evaluate performance. Any questions board members would like to see added can be shared with the committee.
- iv. Governance
1. Can the committee change policy numbers without seeking board approval?
    - a. The board did not see any concerns with allowing the governance committee this power.

<b>Motion:</b> Move to give the governance committee power to change policy numbers without board consent.			
<b>Made by:</b> Meg		<b>Seconded by:</b> Ryan	
<b>Discussion:</b> None.			
<b>Vote:</b>	<b>Yea:</b> 8	<b>Nay:</b> 0	<b>Abstain:</b>
<b>Decision:</b> Unanimously Approved			

2. Elections committee beginning in January. The governance committee will begin looking at a timeline and recruiting committee members during the January meeting.

v. Finance-

1. MDE update: past trends would suggest large payments from MDE in January and February.
2. Financials

<b>Motion:</b> Move to approve November Financials.			
<b>Made by:</b> Ryan		<b>Seconded by:</b> Tracy	
<b>Discussion:</b> See Financial Packet & Payment Register.			
<b>Vote:</b>	<b>Yea:</b> 8	<b>Nay:</b> 0	<b>Abstain:</b>
<b>Decision:</b> Unanimously Approved			

## 8. Review: January Board Meeting agenda

### Comments from Community Members

**Motion to Adjourn:** 8:54PM Tracy, 2<sup>nd</sup> Ryan

**Next Meeting:** January 21st, 2014, 6:00 PM