

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

March 19<sup>th</sup>, 2013 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, Stan Hacker.  
Others: Diane Halpin, Director, Emily Kafle, Special Education Coordinator, Chris Wood, Dean of Students and Business Manager, Sandy Strand, Director of Special Education, Gyade Badio, Community Member

**FROM:** Joan Steinmann, Chair

**Call to order:** 6:05pm 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:** Twila, 2<sup>nd</sup> Ryan

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

**Approval of Special Closed Meeting Minutes:** Meg, 2<sup>nd</sup> Twila

**Model:**

1. **Board Education/Community Connections** – no updates
2. **Special Education Update-Emily/Rachel**
  - a. Planning for next year- shadowing and observations
  - b. Planning for ESY
  - c. Senior IEP teams making decisions for next year- students are encouraged to look at their home district.
3. **Monthly Topic**
  - a. Director Evaluation
    - i. Committee of Community Members to develop a process and formal evaluation of the director co-chaired by Anne and Twila.

<b>Motion:</b> Move to form a committee to develop a process and conduct an evaluation of the executive director to report to the board.			
<b>Made by:</b> Meg		<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			

- b. Strategic Planning Meeting
  - i. Mid April to Mid May
  - ii. Meg will send out potential dates to choose from.
  - iii. Diane would like to propose that we look at the school long term at the strategic planning with an emphasis on Technology and the Arts, programs which are very strong at LGA.
  - iv. Discussion around having a facilitator. The board agreed that it would be good to have a facilitator outside of the board to guide strategic planning. Meta will ask Peg Chapman if she or someone she knows would be interested in facilitating.

**Lionsgate Academy's Authorizer is:**

Novation Education Opportunities, 500 Washington Avenue South, Suite 1020, Minneapolis, MN 55415  
Phone 763-588-4453 Fax 612-870-1200 email [neo2010@me.com](mailto:neo2010@me.com) http://www.novationeducationopportunities.org

- c. Discuss Staff and Parent Surveys
  - i. Staff and Parent survey discussion will wait until next month.
- d. PBIS Training Update
  - i. PBIS Training will wait until next month.
- e. Updated 2012-2013 School Year Calendar with snow day.

<b>Motion:</b> Move to accept the updated 2012-2013 School Year Calendar with snow day.			
<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. Business

##### 1. Director's Report-Diane

- i. MDE Updates – 2 letters issued to our authorizers of concern, neither of which are formal complaints. See letters dated 3/06/13 and 3/14/13. See letter from Sandy Strand dated 3/19/13 and letter from Novations on 3/01/13.
- ii. Letter dated 3/06/13- issue may have been escalated due parent emails going directly to Diane's spam folder, so that she was unable to respond in a timely manner. Diane and the IEP team have put supports into place to help resolve the issue including weekly meetings. Diane has agreed to have a staff training on cultural diversity. The grandmother of the student has offered to give the training. The authorizer is coming to work with Diane on responding to MDE.
- iii. Letter dated 3/14/13- Diane never stated in correspondence that the child would not be welcome in the school. The students IEP, from out of state, does not show a level 3 behavior. The behavior seen in the enrollment meeting by LGA staff was concerning and staff felt it was necessary to explain the process of program capacity for level 3 settings. There is mention in the letter the parent filing an Office of Civil Rights complaint.
- iv. Discussion around the concern that MDE had did not contact LGA regarding concerns before contacting authorizer. Diane invited the staff at MDE to come out and visit our program. Sandy will be sending a letter to MDE.
- v. Laura Booth will be providing language around the enrollment process that will be more clear for the future to provide to families. Laura has also been helping in this process of responding to MDE to make sure our communications are clear.
- vi. Employment Matter: Chris Wood- Settlement agreement: board accepted the terms of the settlement agreement

<b>Motion:</b> Move to approve settlement agreement.			
<b>Made by:</b> Ryan		<b>Seconded by:</b> Meta	
<b>Discussion:</b> None.			
<b>Vote:</b>	<b>Yea:</b> 7	<b>Nay:</b> 0	<b>Abstain:</b>
<b>Decision:</b> Unanimously Approved			

##### 2. Foundation Update-Meta

- i. 501C3 paperwork is in and Peg is monitoring progress.
- ii. New mailing and web address.

**Lionsgate Academy's Authorizer is:**

- iii. Needs 11 more table host for the May Foundation Breakfast. Board members are encouraged to host a table.
  - iv. Donation of tools, \$2000 worth. Jim Weltor reached out to a connection to achieve this donation.
3. Committee Reports
- i. Building Committee
    - a. Person at MDE who we were working with resigned and we are working with a new employee.
    - b. LGA will be in the Cornerstone Building for next year.
  - ii. Governance-Joan
    - 1. SEAC – Diane will follow up with SEAC Committee.
    - 2. Attendance Policy- Draft has been created.
    - 3. School Board Nominations Committee & Election Process --Stan
      - a. 3 staff and 2 parent candidates

<b>Motion:</b> Move to accept slate of nominees for the May election of the School Board Directors.			
<b>Made by:</b> Ryan		<b>Seconded by:</b> Meta	
<b>Discussion:</b> None.			
<b>Vote:</b>	<b>Yea:</b> 7	<b>Nay:</b> 0	<b>Abstain:</b>
<b>Decision:</b> Unanimously Approved			

- b. Meet and Greet will be held at Art Showcase- April 19<sup>th</sup>
  - c. Voting will be the 1<sup>st</sup> week of May
4. Community Board Membership
- a. Twila will need to step down due to life changes in a month of two.
  - b. Twila brought a coworker of hers, Gyade Badio at UMN who is interested in becoming a candidate for the board.
  - c. Other candidates for the vacant seat will be discussed at the next board meeting.
- iii. Finance-Twila
- 1. MDE update- \$2.2 million in the last month.
  - 2. Lease Aid Assurances

<b>Motion:</b> Move to renew the \$500,000 line of credit to Venture Bank.			
<b>Made by:</b> Stan		<b>Seconded by:</b> Twila	
<b>Discussion:</b> None.			
<b>Vote:</b>	<b>Yea:</b> 7	<b>Nay:</b> 0	<b>Abstain:</b>
<b>Decision:</b> Unanimously Approved			

- 3. Review Preliminary Budget- Administration is working on budget for approval next month.
- 4. February Financial Report/SBS

<b>Motion:</b> Move to approve February Financials.	
<b>Made by:</b> Ryan	<b>Seconded by:</b> Stan

<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			

**5. Review: April Board Meeting agenda**

**Comments from Community Members**

Concern that the parent survey did not work, but it turned out it was actually for her review and not to take.

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

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

**Lionsgate Academy's Authorizer is:**

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