

LIONSGATE ACADEMY  
District #4183  
**BOARD MEETING MINUTES**  
February 25th, 2014 6:00pm

Lionsgate Academy, AIM 5920 Golden Valley Road, Golden Valley, MN 55422

**TO:** Nicole Cleland, ~~Ryan Weber~~, Meg Fuller, Tracy Klug, Christine Peper, John Barker, Ali Thorstad, Darren Johnson, and Kurt Nisi.  
Others: Diane Halpin, Executive Director; ~~Rachel Boyack, Special Education Coordinator~~; Ron Berger, Director of Finance; Therese O’Meara, Aspire Camp Coordinator

**FROM:** Ali Thorstad, Chair

**Call to order:** 6:06PM 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:** Tracy, 2<sup>nd</sup> Meg

**Model:**

**1. Community Comments**

- a. Oscar Prill- Sarah Prill has made it past the first cut (from 128) for Teacher of the Year. She is the only one of the 33 candidates left from a charter school, also the only theater teacher. The process required ~~for~~ her first to be nominated, and then required much effort on Sarah’s part to gather and create documents and evidence. At the end of March, the field will narrow to 10, and then from there a winner will be selected.

**2. Consent Agenda**

- a. Approval of Prior Meeting Minutes
- b. Governance Committee Report
- c. Approval of 2013-14 Academic Calendar with 2 additional snow days (January 23<sup>rd</sup> and 28<sup>th</sup>, 2014) and proposed make-up days for future snow days on April 7<sup>th</sup> and 18<sup>th</sup>, 2014.

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

**3. Community Connections**

- a. **Aspire Camp-** Therese O’Meara
  - i. See PowerPoint handout, attached.
  - ii. This year the camp will not conflict with LGA’s extended school year.
  - iii. The target age 13-21 years old.
  - iv. 60 students maximum, 20 minimum.

<b>Motion:</b> Move to approve the establishment of a community service fund and authorization to run Aspire Camp if the minimum enrollment is met (20 students).			
<b>Made by:</b> Meg		<b>Seconded by:</b> Kurt	
<b>Discussion:</b> None.			
<b>Vote:</b>	<b>Yea:</b> 7	<b>Nay:</b> 0	<b>Abstain:</b>
<b>Decision:</b> Unanimously Approved			

- 4. **Special Education Update- no update this month**
- 5. **Strategic Planning Update- no update this month**
- 6. **Business**

- 1. Director’s Report-Diane

- i. February is Board of Directors appreciation month. Diane thanked the board for their service and gave each Board Member a Lionsgate cup and a letter of thanks signed by the student government president.
- ii. Concern regarding a student behavior was discussed. The board encouraged Diane in the direction administration has taken.
- iii. During the last school dance PAC-SEAC organized presentations for parents. The sessions was well attended, 42 parents total.
- iv. Lottery was drawn for the 2014-15 school year, 22 spots have been filled. Transition meetings start tomorrow.
- v. Student Achievement – Lionsgate received its notification regarding MN’s alternate accountability system. LGA is partialy on track for meeting the state’s goals.
- vi. Note taker- The board discussed best practice for note taking at a School Board Meeting and determined that it would be best to hire administrative assistant staff from Lionsgate Academy to take notes at future meetings. This decision will result in the approval of an amended budget at the March Board meeting.

<b>Motion:</b> Move to approve a note taker for board meetings staffed by LGA administrative assistant staff.			
<b>Made by:</b> Tracy		<b>Seconded by:</b> Kurt	
<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

- i. The foundation has determined that they are in existence solely to support the school in their mission and vision. They hope to move forward with more intentional communication with the school board. In summary the Foundation shared that they would like to, “Strengthen the light that is Lionsgate and shine that light into the community.”

- 3. Committee Reports

- i. Executive Director Evaluation

- 1. Presentation of system for evaluation

- a. Executive Director Evaluation Policy will be put before the governance committee in March.

**Lionsgate Academy’s Authorizer is:**

- b. See handout labeled: The Evaluation of Minnesota’s School Principals
  - i. The committee is working to develop a process using the tools in this handout to evaluate the Executive Director on a 3 year cycle.
- ii. Finance
  - 1. MDE update
    - a. MDE is reporting they owe \$100,000 less than we show they owe LGA; but every year there has been a discrepancy it has been resolved. The Finance Committee commented that this discrepancy is less than all previous years, which shows we are moving in a positive direction.
  - 2. Corporate Borrowing Resolution in favor of continuing Nonprofits Assistance Fund (attached)

<b>Motion:</b> Move to approve the corporate borrowing resolution as presented, including authorizing Ron Berger and Diane Halpin to act for and on behalf of the corporation to borrow from Nonprofits Assistance Fund in amounts that do not exceed \$1,000,000.			
<b>Made by:</b> Kurt		<b>Seconded by:</b> Nicole	
<b>Discussion:</b> See Corporate Borrowing Resolution handout.			
<b>Vote:</b>	<b>Yea:</b> 7	<b>Nay:</b> 0	<b>Abstain:</b>
<b>Decision:</b> Unanimously Approved			

- 3. Auditor: Administration is reviewing requests for proposal from external audit firms. Four options are being considered; Administration is in the interview process.
- 4. Benefits and Insurance Broker: Administration is looking at options for Benefits and Insurance Brokerage.
- 5. Financials

<b>Motion:</b> Move to approve January Financials.			
<b>Made by:</b> Tracy		<b>Made by:</b> John	
<b>Discussion:</b> See Financial Packet & Payment Register.			
<b>Vote:</b>	<b>Yea:</b> 7	<b>Nay:</b>	<b>Abstain:</b>
<b>Decision:</b> Unanimously Approved			

- i. Governance
  - 1. Policies to be approved next month
    - a. 103 Family Engagement
    - b. 104 Pledge of Allegiance
    - c. 106 Student Promotion and Retention
    - d. 510 Professional Development
    - e. 927 Community Based Instruction (Field Trip)
    - f. 209 Development, Adoption, and Implementation for School Board Policies
  - 2. Through her weekly communication with the community, Diane will remind the parents and staff they are welcome to participate in the governance committee to provide input and feedback on LGA policy.
  - 3. Approval of Policies

- a. 901 Enrollment- 2.A has been updated with reference to the statute per MDE directive. 2.C wording has been changed based on MDE directive.

<b>Motion:</b> Move to approve updated 901: Enrollment Policy with the revision date of 2/25/14.			
<b>Made by:</b> John		<b>Seconded by:</b> Nicole	
<b>Discussion:</b> None.			
<b>Vote:</b>	<b>Yea:</b> 7	<b>Nay:</b> 0	<b>Abstain:</b>
<b>Decision:</b> Unanimously Approved			

4. Discuss Community Comments- After researching other school board agendas and processes, as well as discussing the mission and vision of the LGA, the Board has determined to adopt a procedure for community comments during School Board meetings.

<b>Motion:</b> Move to adopt procedure for community comments. Comments will take place at the start of the Board Meeting. 3 minutes per community member, with a maximum of 21minutes total for community member comments. These guidelines will be included on the agenda.			
<b>Made by:</b> John		<b>Seconded by:</b> Kurt	
<b>Discussion:</b> None.			
<b>Vote:</b>	<b>Yea:</b> 7	<b>Nay:</b> 0	<b>Abstain:</b>
<b>Decision:</b> Unanimously Approved			

5. Board Materials- As a discussion that continued from the January 2014 School Board meeting, the Board discussed the common practices of Charter School Boards with regards to the contents of board materials for Board meetings. The Board will continue to adhere to the requirements of Minnesota Statutes 124.D.10.4(e). Notwithstanding, the Board will continue posting the agenda to the website 2 business days prior to each meeting, and will post meeting minutes following their approval. The Board will also maintain a comprehensive binder of all board materials in the front office of LGA for review of interested parties. In addition, the School Board will post all consent agenda items and other items deemed relevant on the schools website 2 business days prior to the meeting, with the exception of the monthly financial statements, which can be viewed in the comprehensive binder, and the meeting.

<b>Motion:</b> Move to approve procedure for distributing materials for board meetings to the public: Agenda as well as consent agenda items and other items deemed relevant will be posted to the website 2 business days prior to the board meeting, with exception of the monthly finance statements. Also, a comprehensive binder of all materials distributed at the board meeting will be kept in the front office of Lionsgate Academy.			
<b>Made by:</b> Nicole		<b>Seconded by:</b> Darren	
<b>Discussion:</b> None.			
<b>Vote:</b>	<b>Yea:</b> 7	<b>Nay:</b> 0	<b>Abstain:</b>
<b>Decision:</b> Unanimously Approved			

6. Student Success: A Lionsgate Academy student applied and was accepted for a fully funded grant to study climate change in Bolivia this summer.

**7. Review: March Board Meeting agenda**

**Motion to Adjourn:** 8:40PM Tracy, 2<sup>nd</sup> John

**Next Meeting:** March 18th, 2014, 6:00 PM

**Lionsgate Academy's Authorizer is:**