

LIONSGATE ACADEMY
 District #4183
BOARD MEETING MINUTES
October 15, 2019 @ 6:30 p.m.

North Saint Paul Campus: 2342 Helen Street North, North St. Paul, MN 55109

PRESENT: Emy Bachman, Ben Barnes, Rachel Bell, ~~Laura Cottingham~~, Lori Fligge, Bradford Gran, ~~Christine Peper~~, Heather Reynolds, ~~Steve Sawyer~~, Sal Lopiano
 Others: Dr. Diane Restorff, Executive Director; Ryan Rehnstrand, Director of Student Services; Aaron Leisen, Director of Finance and Operations

Call to order: Emy Bachman, Chair @ 6:32pm

School Mission Statement:

The mission of Lionsgate Academy is to foster self-determination by providing a transitions-focused, personalized learning program for all students, specializing in educating students on the autism spectrum.

Comments from Community Members:

1. Public commented that the room set up for meetings makes it difficult for the attending public to hear the board members. It was requested that the board table be set up in the middle of the room.

Conflict of Interest Declaration: None declared.

Approval of the Agenda

Motion: Move to approve agenda.			
Made by: Bell		Seconded by: Barnes	
Discussion: None			
Vote:	Yea: 5	Nay: 0	Abstain:

Model:

1. Consent Agenda

- a. Approval of Prior Meeting Minutes
- b. Governance Committee Report
- c. Approval of Policies
 - i. Policy 615 Wellness
 - ii. Policy 303 School Key
 - iii. Policy 804 Special Education Caseload
 - iv. Policy 544 Student Discipline

Motion: Move to approve the consent agenda with note of grammatical changes to Policy 544.			
Made by: Gran		Seconded by: Fligge	
Discussion: None			
Vote:	Yea: 5	Nay: 0	Abstain:

2. Special Education Update - by Ryan Rehnstrand

- a. State is asking for adjustments on disparity and getting students out of SPED
- b. Large school districts are required to set aside funds for Coordinated Early Intervening Services (CEIS). MDE wants LGA to also set aside funding for CEIS to comply with federal requirements. LGA has filled out grant and set aside funds for CEIS to comply with federal requirements.
- c. Some new staff hired and all schools are running effectively
- d. Rehnstrand will be attending directors conference next week

3. Strategic Planning Update - passed, no update

Lionsgate Academy's Authorizer is:

Novation Education Opportunities, 3432 Denmark Avenue Suite 103, Eagan, Minnesota 55123
 Phone 612-889-2103 Fax 612-870-1200 email executive.director.neo@gmail.com <http://www.neoauthorizer.org>

4. Business

- a. Director’s Report – by Dr. Restorff
 - i. Principal/Site Director Update - by Jessica Bjorkman
 - 1. AIM
 - a. 32 students, 2 potential students - overall going well
 - b. Almost fully staffed
 - c. New Independent Living Lab (ILL) is set up and running
 - 2. Lynx
 - a. 15 students
 - b. Project based learning and thematic teaching
 - c. Restorative justice - staff meet at the end of the day to share experiences from the day and discuss how to “restore,” practice skills, and use alternate learning spaces
 - ii. Student Achievement - by Dr. Restorff
 - 1. Where are our students coming from?
 - a. 47 different districts throughout metro area
 - b. 12 counties
 - 2. Parent Information Meetings held last weekend - smaller turn out than past information meetings
 - 3. Spain trip
 - a. LEO group in MTKA will be going to Spain in February
 - b. They will have many fundraisers - including “Guess the Jar” and “Movie Night” - The Foundation will match up to \$5000 (dollar for dollar)
 - 4. Senator John Hoffman District 36 visited Shoreview last Friday. He has a lot of SPED knowledge and was very impressed with LGA and our students. It was a great visit.
 - 5. An anonymous parent reported to The Authorizer that their student was being bullied on a website called “Discord” (a chatroom for gamers) - not enough information was given so that LGA can take direct action; however, the newsletter will have information for parents to make them aware of potential misuse of the site by students.
 - 6. Partners in Excellence will lease back unused areas at AIM which will mean that LGA can save on lease aid. Board approval will be required at a future meeting. LGA can have the option to take the space back in 3 years when more Shoreview students will be eligible for transition programs and therefore creating a need for more space for more students.
 - iii. Personnel - by Dr. Restorff
 - 1. 3 staff will be attending the Mental Health in Schools Conference
 - 2. Note from HR - the only positions left open are: 3 EAs at MTKA, 1 job coach at AIM, and 1 EA at SHV. All licensed positions are filled.
- b. Foundation Update
 - i. Tom Freeberg is stepping down as Board Chair - he is working on finding a replacement
 - ii. Breakfast fundraiser - looking for an apprentice to help be a leader at organizing the breakfast
- c. Committee Reports
 - i. Governance – by Director Gran
 - 1. Reviewed policies
 - 2. Appointment of Diane Restorff as the IOwA - Identified Official with Authority

Motion: Move to accept Dr. Diane Restorff as IOwA.			
Made by: Fligge		Seconded by: Reynolds	
Discussion: None			
Vote:	Yea: 5	Nay: 0	Abstain:

3. Board Appointment - new member, Sal Lopiano – Appointed to complete the remaining 8 months of director Cottington’s term.

Motion: Move to welcome Sal Lopiano as new board director parent member.			
Made by: Bell		Seconded by: Barnes	
Discussion: None			
Vote:	Yea: 5	Nay: 0	Abstain:

4. Board Retreat Day is scheduled for Saturday Jan 11th, 2020
 - ii. Finance – by Aaron Leisen
 1. Committee Update
 - a. 304.33ADM
 - b. Looked at Cash flow - little bit over budget - cash flow \$2.2 million - max line of credit \$1.1 million
 - c. CSP grant spent on opening 7 new rooms at SHV program
 2. Financials
 - a. TCT asked for continuation of a 2% addendum awarded last year and a 2% increase yearly to contract. - Leisen asked for invoices on where numbers were trending - October TCT bill was shared. \$273k for September. ADC \$13,679. \$2.439 million expected yearly cost. Total yearly transportation budget is \$2.6 million. So overall, under budget anticipated for TCT yearly cost. TCT is using the increases to increase driver salaries in order to attract more drivers and aides.
 - b. Asking for board approval of 2% increase
 - c. MDE Fiscal Compliance – Corrective Action Plan (CAP) – fiscal monitor had questions that Aaron has addressed – school will most likely be reviewed sooner than later – LGA has exceeded the CAP.

Motion: Move to approve Leisen to work with TCT contract.			
Made by: Reynolds		Seconded by: Barnes	
Discussion: None			
Vote:	Yea: 6	Nay: 0	Abstain:

3. Payroll Processing
 - a. HR currently uses Kpay for payroll processing
 - i. Kpay requires many hours of manual entry
 - ii. Staff can use Kpay to access pay statements, tax information, benefits information, request time off, and etc
 - iii. Kpay cost is \$36,000 yearly
 - b. Leisen informed the board that LGA finance, HR and director were considering a change to the Paycom system
 - i. Paycom has more user friendly reports verses Kpay
 - ii. Paycom has dedicated support and able to access directly for support.
 - iii. Paycom is more expensive \$45-49k plus one time implementation fee of \$7k. Not a contract. Base fee plus per check fee.
 - iv. Leisen recommending that Paycom would start Jan 1, 2020
 - c. Board asked questions about trial side by side comparison of Kpay and Paycom as well as inquiring about other vendors. Leisen addressed these questions and determined that Paycom would be the best option for LGA that is currently available
4. Benefits provider - time for renewal
 - a. Reduced 37% initial price increase

- b. Working on changing how families/singles pay out for benefits
- c. Benefits enrollment will be in early November
- 5. Lease Aid application delayed due to fire inspection approval. Changes to AIM space must be included before submitting application.

Motion: Move to approve the September financials as submitted.			
Made by: Reynolds		Seconded by: Fligge	
Discussion: None			
Vote:	Yea: 6	Nay: 0	Abstain:

- iii. Building/Safety – by Aaron Leisen
 - 1. A team of 5 people has been established that will work on making the building a safer place for staff and students
 - 2. The group will meet 2 times a month this year to focus on improving safety by:
 - a. Reviewing videos of incidents
 - b. Reviewing policies and procedures
 - c. Teaching at staff trainings and meetings
- iv. Executive Director Evaluation
 - 1. Closed Meeting for goal setting

Motion: Move to go into closed session at 7:51 p.m. pursuant of Minnesota State Statute 13D.01Sub 3 to conduct goal setting for evaluation of the executive director.			
Made by: Barnes		Seconded by: Reynolds	
Discussion: None			
Vote:	Yea: 6	Nay: 0	Abstain:

Motion: Move to re-open the meeting at 8:20 p.m.			
Made by: Reynolds		Seconded by: Fligge	
Discussion: None			
Vote:	Yea: 6	Nay: 0	Abstain:

5. Review: Next Month’s Board Meeting agenda

Motion to Adjourn:

Motion: Move to adjourn at 8:21p.m.			
Made by: Bell		Seconded by: Gran	
Discussion: None			
Vote:	Yea: 6	Nay: 0	Abstain:

Next Meeting: November 19, 2019 @ 6:30 p.m. Minnetonka Campus: 5605 Green Circle Drive, Minnetonka, MN 55343