

LIONSGATE ACADEMY
 District #4183
BOARD MEETING MINUTES
November 19, 2019 @ 6:30 p.m.

Minnetonka Campus: 5605 Green Circle Drive, Minnetonka, MN 55343

PRESENT: Emy Bachman, Ben Barnes, Rachel Bell, Lori Fligge, Bradford Gran, Sal Lopiano, Christine Peper, Heather Reynolds, and Steve Sawyer
 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 @ 6:38pm

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: None.

Conflict of Interest Declaration: None declared.

Approval of the Agenda

Motion: Move to approve agenda.			
Made by: Bell		Seconded by: Sawyer	
Discussion: None			
Vote:	Yea: 8	Nay: 0	Abstain:

Model:

1. Consent Agenda

- a. Approval of Prior Meeting Minutes
- b. Governance Committee Report
- c. Approval of Policies
 - i. Policy 507 Employee Right to Inspect Personnel File
 - ii. Policy 511 Nepotism

Motion: Move to approve consent agenda.			
Made by: Reynolds		Seconded by: Sawyer	
Discussion: None			
Vote:	Yea: 8	Nay: 0	Abstain:

2. Special Education Update - Ryan Rehnstrand

- a. Rehnstrand, Restorff, and Turnbull attended a School Law conference
 - i. Transgender accommodations - Lionsgate already has gender neutral restrooms.
 - ii. PCM (Professional Crisis Management) – De-escalating situations and keeping people safe – LGA would like to use a combination of PCM and CPI (Crisis Prevention Intervention).
- b. Rehnstrand’s PowerPoint – ESY
 - i. All students with an IEP can be evaluated on eligibility to attend ESY
 - ii. Schools cannot limit ESY services to only certain disabilities
 - iii. ESY in 2020 at Lionsgate, will look different than ESY in 2019
 - 1. There will not be an exclusive CBI (Community Based Instruction) group in 2020

2. Services for math, LA, and Social Emotional goals will be on separate days. CBIs for transition needs will only be one day per week and all students will attend.
3. Students will only attend ESY on the day specific to their needs.
4. ESY 2020 Dates: July 6-July 30 (Monday-Thursday). Time: 8am-12pm
5. Location – SHV, NSP, Lynx. Mtka students will go to Shoreview

Motion: Move to pull October Meeting Minutes and add discussion to Governance Report.			
Made by: Reynolds		Seconded by: Peper	
Discussion: None			
Vote:	Yea: 8	Nay: 0	Abstain:

3. Strategic Planning Update

- a. Dr. Restorff presented the 2018-19 Annual Report
 - i. Executive Summary
 - ii. Attrition and Enrollment
 1. Average enrollment – 251.72
 2. Student attrition rate – 3% - consistent with last few years
 - iii. Waitlist – 259 on the waitlist for 2018-19
 - iv. Governance and Management
 - v. Management
 - vi. Staffing
 1. Staff Attrition - 17% staff attrition rate in 2018-19 – same number as last year
 - vii. Finances –
 1. Revenue breakdown - 81% from State SpEd funding, 15% Gen Ed funding, 2% Federal Funds, 2% Other
 2. Expenditures breakdown – SpEd 46%, Transportation 13%, Gen Ed 16%, Facilities and Operations 16%
 - viii. Innovative Practices – All charter schools must report on Innovative Practices
 1. Learning Teams – All staff participate
 2. Thematic Learning in Setting 4 (Lynx) Program
 - ix. Initiative and Performance Measures – info taken from Balanced Scorecard

4. Business

- a. **Director’s Report** – Dr. Restorff
 - i. Principal/Site Director Update – included in Annual Report
 - ii. Student Achievement – included in Annual Report
 - iii. Personnel
 1. Open Enrollment for Benefits – closed on Friday, November 15th
 2. Recruiting –
 - a. Unfilled EA positions
 - b. Amy Robinson resignation 1/1/2020
 - c. All locations have openings – especially Mtka
 3. News –
 - a. Nov 26th Staff In-service Day
 - b. Laura Booth is willing to do a board training on School’s Responses to Violent and Aggressive Students – What Boards Need to Know
 - c. Washburn contract will be modified – Lynx Therapist is on board
 - d. School dances were on Nov 15th
 - e. New curriculum for center-based students – AFLS (The Assessment of Functional Living Skills)
 - f. Bjorkman, Boyack and Schwab attended the Women’s Symposium
 - g. MACS Special Education Task Force met at LGA – the group is working to develop a white paper on special education issues in charter schools

Lionsgate Academy’s Authorizer is:

- h. Eiselt, Robinson, and Restorff attended a Mental Health in Schools Conference
- i. Leisen, Rehnstrand, Restorff, Mundy-Evans, and Adams attended MDE's 3rd party billing training
- j. Visit from City of Shoreview at Shoreview Campus
- 4. Safety
 - a. Proactive measures
 - i. Purchase safety gear for staff who work with those students
 - ii. More training for staff
 - iii. More documentation
 - iv. Safety Committee has been formed
- b. **Foundation Update**
 - i. Proposal of grant fund expenditures – grant amount estimated at \$113,000
 - 1. Student Support Services 31%
 - 2. Staff Support Services 31%
 - 3. Equipment 14%
 - 4. Facility 14%
 - 5. General Fund 8%
 - ii. Need Breakfast understudy
 - iii. New Chair – Chad Sites
 - iv. Need to replace outgoing members – especially need someone with website knowledge
- c. **Next month** – Need 2020-2021 Academic Calendar approval
- d. **Committee Reports**
 - i. **Governance** – Director Gran
 - 1. Policies – Depository Designation

Motion: Motion to elect Choice Bank as depository bank and electronic funds transfer bank.			
Made by: Fligge		Seconded by: Bell	
Discussion: None			
Vote:	Yea: 8	Nay: 0	Abstain:

- 2. Recruitment of Community Members
 - a. Need ideas for who could be new members
 - b. Send out the letter that was drafted by Lori Fligge – maybe put something in our newsletter about recruiting for community board members?
- 3. Review of Oct Meeting Minutes – **See attached Addendum to October Board Meeting Minutes**
- 4. NEO – Rod Heinke
 - a. Online training for board members – counts towards board training requirements
 - i. Video (6-8 minutes)
 - ii. PowerPoint
 - iii. School resource tool
 - iv. Quiz
 - v. Survey questions and comments
- ii. **Finance** – Aaron Leisen
 - 1. Committee Update
 - a. Reviewed October finances
 - b. Actual Current ADM 302.79
 - 2. Financials
 - a. Total revenue \$4,893,148 (not including lease aid)
 - b. Total Expenses \$4,627,392
 - c. Federal variance 2%
 - d. Currently LGA is spending below the approved budget

- iii. **Building** – Aaron Leisen
 - 1. TCT agreement signed
 - a. Leisen will have periodic check ins with TCT
 - b. Agreement with TCT is through June 2020
 - 2. Updating internal procedures for purchasing – done and awaiting approval
 - 3. Charities Review Council
 - a. “Stamp of Approval” for non-profits to receive donations
 - b. Lionsgate is in the process of becoming a “Meets Standards” nonprofit
 - 4. TRA (Teacher’s Retirement Association) Audit – passed
 - 5. Annual Audit
 - a. Leisen is in the process of reviewing the draft of the audit report.
 - b. The report is not completed yet, but no red flags.
 - c. The auditor will be here next month to go through findings.

Motion: Move to approve the October financials as submitted.			
Made by: Barnes		Seconded by: Peper	
Discussion: None			
Vote:	Yea: 8	Nay: 0	Abstain:

- iv. **January 11th Board Retreat**
 - 1. Restorff will follow up with Laura Booth about presenting in the afternoon
 - 2. Strategic Planning in morning, training in afternoon
- v. **Executive Director Evaluation** – Nothing to report

5. Review: Next Month’s Board Meeting agenda

Motion to Adjourn:

Motion: Move to adjourn at 8:52 p.m.			
Made by: Gran		Seconded by: Peper	
Discussion: None			
Vote:	Yea: 8	Nay: 0	Abstain:

Next Meeting: *December 17, 2019 @ 6:30 p.m. Shoreview Campus: 599 Cardigan Road, Shoreview, MN 55126*

LIONSGATE ACADEMY
District #4183
BOARD MEETING MINUTES
November 19, 2019 @ 6:30 p.m.
Minnetonka Campus: 5605 Green Circle Drive, Minnetonka, MN 55343

Addendum to October Board Meeting Minutes (*Additions to Minutes are italicized*)

4. Business

a. Director's Report – by Dr. Restorff

ii. Student Achievement – by Dr Restorff

1. Parent Information Meetings held last weekend - smaller turn out than past information meetings

a. *2018 – 48 attended Mtka Open House*

b. *2019 – 17 attended Mtka Open House, 11 attended Shoreview Open House*

4. Business

C. Committee Reports

ii. Finance – by Aaron Leisen

2. Payroll Processing

b. Leisen informed the board that LGA finance, HR and director were considering change to the Paycom system – *Due to Kpay requiring many hours of manual entry, cumbersome to use, and has poor reporting capabilities.*

Lionsgate Academy's Authorizer is: