**April 2024 Board Meeting Minutes of LIFE Prep**

**Date:** Tuesday, April 30, 2024

**Time:** 5:00 PM-6:30 PM

**Location:** LIFE Prep School: 930 Geranium Avenue East, St. Paul, MN 55106

Members in Attendance: Beth, Christine, Madison, Gillian, Jennie

Leah, Christyna, Kelsey and Dawn

**Agenda: called to order at 5:12 by Beth**

1. Conflict of Interest
	1. None
2. Consent Items:
	1. Review/approve April 2024 agenda
		* Christine motions
		* Gillian seconds
	2. Review/approve February 2024 minutes
		* Gillian motions
		* Madison approves
3. Authorizer Communication – (The Guild)
	* + None
4. Executive Committee Report - Nou
	* + No meeting this month
5. Policy Committee Report – Christine
	* + Continuing to work on the details of Policy #202 Charter School Board Officers and will bring to the board for approval when complete
6. Finance Committee Report- Dawn
	* + FY2025 budget: ADM set at 130
		+ Adds back in positions cut this year and includes staff pay increases
		+ Currently puts us in the red $140,000
		+ Working on renegotiating the lease with the church
		+ Reviewed what has been paid for the lease in the last 7 years and the amount of money that has been overpaid which has been approximately $500,000 since FY17
		+ Continuing to work on contract negotiations for next year (bus company, etc.) to decrease the deficit as much as possible
7. Executive Director’s Report – Leah
	* + ADM: 135
		+ Attendance 89%
		+ Math and Reading MCAs are complete for grades 3-6. Science starts next week for 5th grade only
		+ READ Act- waiting for PD options
		+ Audit- not complete yet but close
		+ Carnival is May 10th from 5-7pm
		+ 6th grade graduation May 29th, K graduation is May 30th, last day of school is May 31st (early release)
		+ Marketing- promotional video is 90% complete
		+ Currently seeking bids for busing and food service
		+ Family and staff surveys will be sent out before the end of this week- results will be shared at the next board meeting
		+ Playground- waiting to receive project boards, Go Fund Me will be up by May 10th
		+ Reached out to Charter Source, Propel and MN Counsel for Non-profits in search for board members- asking a board member to take over the search (Gillian will continue this search)
		+ Lease revisions with the Church- see spreadsheet
		+ Actions needed: approve 2024/2025 budget

 approve approve 2024/2025 calendar

1. Other Business -
	1. MCA and FastBridge data
		* Reviewed MCA and FAST Scores for last school year and this current school year
2. Public Communication to the Board
	* + None
3. Board Actions
	1. Check Register for February 2024
		* Jennie motions
		* Gillian seconds
	2. Check Register for March 2024
		* Christine motions
		* Gillian seconds
	3. Review and approve 2024-2025 budget
		* Gillian motions
		* Jennie seconds
	4. Review and approve 2024-2025 transportation contract
		* Tabled
	5. Review and approve 2024-2025 calendar
		* Gillian motions
		* Jennie seconds
	6. Policy approvals
		* Tabled
4. Adjournment at 6:09
	* + Christine motions
		+ Madison seconds

**Next regular board meeting: May 20, 2024 Annual Meeting**