**January 2024 Board Meeting Agenda of LIFE Prep**

**Date:** Monday, January 22, 2024

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

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

**Attendance:** Nou (via Google Meet), Christine, Beth, Gillian, Mike, Jennie Leah (via Google Meet)

**Agenda: called to order at 5:09 by Nou**

1. Conflict of Interest
   1. None
2. Consent Items:
   1. Review/approve January 2024 agenda
      * Christine motions
      * Gillian seconds
   2. Review/approve October 2023 minutes
      * Beth motions
      * Gillian seconds
3. Authorizer Communication – (The Guild)
   * + Annual report submitted early and made the improvements necessary
     + Positive feedback was given
     + Met with Cindy Murphy and had a good conversation
     + Feedback from Annual report will be sent to board members
4. Executive Committee Report - Nou
   * + Reviewed Executive Director process
     + Staff survey was not providing productive feedback to be used in the review process and was being used as part of the grievance process
     + Leah suggested that she send an anonymous survey to staff for feedback which will then be used in the Executive Director self evaluation
     + Leah will make staff aware of the grievance process and how that should be used vs. using the survey as part of the process to ensure productive feedback as well as staff voices still being heard
     + Leah will share this feedback with the board and the board will still receive a survey as part of the Executive Director review process
     + Discussed committees and staff seat vacancy
     + Christine will send an email to staff members to fill Katie’s vacant seat through the remainder of the term (May 2024), hoping to be able to vote in and start at the February board meeting on the 26th
     + Nou, Mike, Christine and Katie’s seat are all completing their terms in May this year
     + Community member still needed as well as community contacts in general to support the school
     + Finance committee is in need of a member to fill Katie’s seat and discussed the benefits of having a non-staff member
     + Jennie volunteered to join the Finance committee and Mike will join the Policy committee
     + Discussed the Community Outreach committee and getting the committee moving and a priority
     + Discussed the budget which Leah will expand on during the Executive Directors report
5. Policy Committee Report – Christine
   * + Working on the 200’s policy group which are all new policies for us but standard and mostly need formatting and ensuring the details align with our needs
     + Will bring those to the February meeting for approval
6. Finance Committee Report
   * + Currently at a deficient of $156,000
     + Decided to not replace the music teacher to help this deficit although we will still have a Spring concert for out students/families
     + Were able to move a Gen Ed para to SPED which will also help with this deficit
     + Next year we will have to work very hard to break even
     + Fund balance is healthy enough for next year although for cash flow purposes, a line of credit will need to be taken and will be able to be quickly repaid
     + Will be dipping into the Fund Balance
     + Steps being done for next year's budget: going out to bid for a new food service, switching bus companies or renegotiating with Monarch for the remainder of the year but will be going out to bid for a new company next year as well, and renegotiating the lease
7. Executive Director’s Report – Leah
   * + ADM- 135
     + Attendance- 88% (many illnesses going around, truancy letters have been sent as well as mandatory retention meetings being scheduled)
     + Ms. Sophie is teaching in Pre-k while Ms. Luz is on maternity leave
     + Testing is almost complete. FAST scores are being used to drive instruction and student groups. Hoping to discuss these at the February meeting
     + READ Act- please read the information provided on MDE’s website. There is a 30 minute recorded video and lots of information on the website. This will have a huge impact on our literacy instruction and curriculum. We are waiting to learn more about whether our curriculum will be approved and also waiting for the window to open so we can sign up for the required PD. New Literacy plan template is set to come out March 1st and we will update then
     + Applied for a grant to pay for Native American and Indigenous people PD which is now a license renewal requirement
     + Staffing- open positions: two paraprofessionals and have had a couple of applicants
     + Audit- began on January 2nd and is estimated to take 45 days to complete
     + The new audit company found will be a savings from what we were originally quoted by a different company
     + Family Fun Night is the 25th and there will be Bingo, a gaming station and food
     + Playground- not getting a response from the design company but sent another email to KaBoom and having set aside funds for building improvement through our lease will be used to cover our portion through KaBoom
     + Marketing- we are continuing to work with Risdall and are in the beginning stages of planning our next campaign to boost enrollment next year. Nyhuard Photography (previous director was working with them on creating a video) has been contacted and they are going to finish the project that has been started
     + If we change bus companies this year, we are looking at changing our start time to 7:15 and end time to 2:20, just for the remainder of the year. Next year we will go out for bid and contract with a new bus company
     + An email has been sent to parents with a survey about this change (about 44 responses so far) and Leah and Christyna will contact families directly to get more feedback
     + Requests have been made to Monarch to fix many of the problems as well as condense routes down to 3 and now a letter will be sent to Monarch initiating fees for late communication and buses that do not run their route due to lack of drivers
     + If a decision needs to be made in the next few weeks, Leah is asking the board to be ready to vote to approve the start and end time changes if needed
     + 3D Response was out again to look at the building, their 501 3c was approved this month. Leah will be speaking at their event on Feb 6th to raise awareness regarding this need for school safety.
     + Actions needed: schedule additional meeting to discuss budget and data
8. Other Business -
   1. Goals review
      * MCA Academic Achievement-Proficiency, Mathematics: All students in grades three through six will increase their overall math proficiency (meeting or exceeding) from the baseline of 34.6% to 46.09% in FY23. This equates to a 10% annual increase.
        + - Will save for the data meeting (February board meeting with limited other agenda items)
      * MCA Academic Achievement-Proficiency, Reading: All students in grades three through six will increase their overall reading proficiency (meeting or exceeding) from the baseline of 27.6% to 39% in FY23. This equates to a 10 annual increase.
        + - Will save for the data meeting (February board meeting with limited other agenda items)
9. Public Communication to the Board
10. Board Actions
    1. Christine motions and Beth seconds to amend the January 2024 Agenda to include review and approval of Decembers Check Register
    2. Check Register for October 2023, November 2023 and December 2023
       * October 2023
         + Christine motions
         + Jennie seconds
       * November 2023
         + Beth motions
         + Gillian motions
       * December 2023
         + Mike motions
         + Beth seconds
    3. Review and approve additional policies, TBD
       * Policies will be brought for review and approval at the February meeting
11. Adjournment at 6:37
    * + Christine motions
      + Jennie seconds

**Next regular board meeting: February 26, 2024**