**September 2023 Board Meeting Minutes of LIFE Prep**

**Date:** Monday, September 18, 2023

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

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

**Members in attendance: Beth, Mike, Gillian, Christine**

**Also in attendance- Leah, Kelsey, Christyna**

**Agenda: called to order at 5:15 by Mike Day**

1. Conflict of Interest
   * + none
2. Consent Items:
   1. Review/approve September 2023 agenda
      * Beth motions
      * Gillians seconds
   2. Review/approve August 2023 minutes
      * Gillian motions
      * Beth seconds
3. Authorizer Communication – (The Guild)
   * + Met with Cindy last week to discuss the annual report and an outline of the requirements. No longer using EPICenter, just gained access today of new format to begin uploading. Michael will be uploading the requirements. Will start the annual report and complete by the October meeting to be turned in to MDE in November. Discussed updating goals to simplify the number of goals, remove NWEA and how to use FASTBridge in our goals.
4. Executive Committee Report – Christine
   * + Discussed committee engagement and participation from all members
5. Policy Committee Report – Christine
   * + Currently looking over our 100 policies, as well as policy 529.
     + Will be adopting the MNSBA format going forward
     + At the October board meeting, we will bring the completed 100 policies to the board for approval
6. Finance Committee Report
   * + None
     + Question was about about frequency of payment to The Guild and the answer was that it is quarterly
7. Executive Director’s Report – Leah
   * + Enrollment:
     + Sitting at 151. Budget set at 142.
     + We are still enrolling students in grades K-5. Pre-K and 6th are closed. Parents are still requesting tours.
     + We are continuing to work with Risdall Marketing.
     + Instruction/Curriculum:
     + Curriculum, PBIS and FastBridge Testing started today (18th). Students and staff are very excited about Houses
     + Staffing:
     + One open position- school counselor
     + General Updates/Information:
     + We have been searching for an auditor. 21/21 auditors are not able to take us on for this year’s audit. We are continuing to search.
     + Hoping to meet with \_\_\_\_\_\_\_ this week to discuss the budget and changes that need to be made
     + Met with The Guild and Joan this week. All great discussions!
     + Meeting with RCE on the 20th
     + No actions needed at this time
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 discuss next month how we will be changing goals and what things will look like moving forward and how to use our data
      * 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.
   2. October and November board meeting dates
      * + October 16th
        + November 27th
        + December- no meeting
        + January 22nd
        + February 26th
        + March 18th
        + April 15th
        + May 20th- Annual
        + June 17th
        + July- no meeting
        + August 26
9. Public Communication to the Board
   * + None
10. Board Actions
    1. Check Register for June 2023 and August 2023
       * Christine motions
       * Gillian seconds
11. Adjournment at
    * + Christine motions
      + Gillian seconds

**Next regular board meeting: Oct. 16, 2023**