

LIFE Prep Vision

LIFE Prep ignites a desire to achieve and inspires students' hope for a bright future. Students develop self-confidence through their accomplishments and are empowered to pursue their dreams. We provide encouragement and a foundation for perseverance; preparing students to thrive as individuals on a successful life path.

May 2022 Annual Board Meeting Agenda of LIFE Prep

Date: Monday - May 16, 2022

Time: 5:00-6:30 PM

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

Members in attendance: Nou, Pang, Mike, Beth, Katie, Christine, Gillian
Admin- Leah, Kelsey, Christyna

Agenda: called to order at 5:05 by Nou Yang

1. Conflict of Interest
 - None
2. Consent Items:
 - o Review/approve May 2022 agenda
 - Katie motions
 - Beth seconds
 - o Review/approve April 2022 minutes
 - Mike motions
 - Gillian seconds
3. Authorizer Communication – (The Guild)
 - None
4. Executive Committee Report – Nou
 - Met on May 6th- annual evaluation process discussed. Revamping staff survey to be more actionable and able to be done more than once a year, and capture more feedback. This will be going out in May. Board survey out soon as well open for a 2 week window. Discussed current lease negotiations. Clarified that the executive committee will assist Leah with admin review
5. Policy Committee Report – Christine
 - No meeting, nothing new to report
6. Finance Committee Report – Katie
 - Met today- will finalize budget at next meeting while waiting for a few unknowns. 83% fiscal year complete, 84% of revenues, 89% of expenditures. Healthy financially. ESSER funds have been used up. \$116,000 of CARES to use next year. \$140,000 set aside for learning loss- must be used outside of school hours.
7. Executive Director's Report – Leah
 - Enrollment is 189, attendance at 84%. Title's last day of services was on May 13th
 - Learning Lab after school enrichment program is in the works for next year and can use CARES funds. \$15,000 for lead to run the program- 2 employees total. Limited enrollment and set age groups for different activities. Looking for people to come in to teach different skills/activities throughout the year. Staff member that leads the program would do the scheduling, be here while students are here and handle the logistics. Additional staff help can be asked for and will be paid. No meant to be an aftercare program- students will have to be signed up

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for each activity individually and will be free to families. Will be presented to staff at staff meeting on the 25th.

- City Connects summary of services provided to students/families was provided along with how many students have been serviced.
 - Staff contracts will be mailed the 2nd or 3rd week in June
 - Beau Junker, Administrative Assistant, began his paternity leave
 - Admin reviews will take place over the summer and shared with exec committee before next school year
 - Kou is still working on lease negotiations with St. Casimir
 - Playground is moving forward and hoping to start by July and will be fenced in
 - Working to negotiate a decrease in our lease payment based on student enrollment
 - Church agreed to make all improvements to the building that were requested (windows, boiler, etc.) as long as a 10 year lease is signed- after looking at where our students live as well as available buildings, the 10 year option is our best route as long as a buyout clause is included
 - Kou will continue to communicate with the church and manage the account on behalf of school as needed
 - A certain percentage of our rent will be set aside in an account to use for building maintenance and improvements and giving us the control to prioritize the needs
 - Team Smile (dental services) will take place on May 18th at the Twins Stadium
 - Art show will be May 20th- video will be sent to families
 - K graduation is June 1st at 10:00a.m.- all are welcome to attend
 - 6th grade graduation is June 2nd at 12:30p.m.- all welcome to attend
 - Raising funds for new playground is back on
 - Actions needed from the board:
 - Fundraising Committee lead
 - Enrollment Task Force lead
 - Non-board members can join these committees as well
 - Lease form signed by board members
8. Other Business -
- COVID update- COVID free!
 - No more routine testing for the rest of the year
 - Goals review
 - Still waiting for guidance from the Guild
 - Two (2) open board positions: Community Member and Parent
 - Let Nou know if you have any questions or need materials for recruiting
9. Public Communication to the Board
- None
10. Board Actions
- Approve Check Register for April 2022
 - Christine motions
 - Gillian seconds
 - Approve 2022-2023 Calendar

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- Discussed FLEX days- days that can be counted as school days with online/home learning activities while allowing for staff PD/conferences, etc.
- March date correction needed (25th to 24th)
- Mike motions
- Katie seconds

11. Adjournment

- Gillian motions
- Christine seconds

Meeting adjourned at 5:50p.m. by Nou

Next regular board meeting: Monday, June 20, 2022 @ 5pm