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

**Date:** Monday, October 16, 2023

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

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

Members in attendance: Nou, Gillian, Mike, Katie, Jennie, Christine

Also in attendance: Leah, Kelsey and Christyna

Called to order at 5:02 by Nou

**Agenda:**

1. Conflict of Interest
	* + None
2. Consent Items:
	1. Review/approve October 2023 agenda
		* Katie motions
		* Gillian seconds
	2. Review/approve September 2023 minutes
		* Christine motions
		* Gillian seconds
3. Authorizer Communication – (The Guild)
	* + None
4. Executive Committee Report – Nou
	* + Met to discuss the information that will be the subject of the closed session.
5. Policy Committee Report – Christine
	* + Finalized the 100s policies and those were sent to board members for review. These only needed minor updates and consistent layout changes. #529 and #903 were also sent for review and approval. These were updated and tailored to LIFE Prep specifically.
		+ Will continue to work through the 200s and will send them to the board when finalized.
6. Finance Committee Report- Katie
	* + Met today to look over the budget and go line- by- line to make plans for upcoming years.
		+ Currently operating in the red, negative $156,000.
		+ Budget is now set at 130.
		+ Will try to renegotiate the lease, even for this year to reflect the difference in enrollment numbers. Will use our attorney for this. Hoping this will save us from using Gen Ed funds and be able to only use Lease Aid.
		+ Looking into busing and where we can be saving there. Will discuss with Monarch (less buses, etc.)
		+ Also looking into other bussing companies.
		+ Still have a very healthy Fund balance and will be able to operate for another year, after that we will not have the funds.
		+ Will continue to work with Risdall as well as making some marketing materials on our own.
7. Executive Director’s Report – Leah
	* + Enrollment is at 151 with Pre-K. Budget set at 130.
		+ ADM- 137
		+ Attendance- 93%
		+ We are still enrolling students in grades K-5, Pre-K and 6th are closed. Parents are still requesting tours.
		+ Will continue to work with Risdall Marketing. Board members were sent a presentation to review.
		+ Instruction/Curriculum- Lead Teacher, Mrs. Hughes, has been meeting with teachers, modeling lessons, and providing guidance on lesson planning.
		+ Q-Comp started on Oct. 9th. Hughes and Obermueller are this year’s Q-Comp leaders. Observations will start in October.
		+ Testing is complete. FAST scores are being used to drive instruction and student groups.
		+ 2 students in CST (Child study team) and have already gone through SST and are now in the process of being evaluated for SpEd services.
		+ 4 students are in SST (student support team)- students must go through 4 six week cycles of interventions
		+ 38 students are receiving Title 1 services. These students are “high risk”. To qualify students, we look at FAST scores, fluency, spelling and decoding assessments.
		+ Had our first PBIS meeting (Houses). It was a huge success. Students and teachers were fully engaged and it was a blast.
		+ Staffing- open positions: one school counselor, one special education teacher and one paraprofessional.
		+ General updates/info- Have been searching for an auditor- found someone interested. The cost for this is more than twice that of our previous auditor. However, we are now having trouble getting a contract from them.
		+ Fall Festival- Celebrating 25 years! Fall in Love with LIFE Prep. Event wil run from 5-7pm. In need of volunteers.
		+ Playground- email sent to board members with mockups. Next steps are to choose a project and begin the Go Fund Me page.
		+ Actions needed- approve annual report
		+ Approve 5 school policies
		+ Schedule additional meeting to discuss budget and data. Proposed date of November 16th at 5:00
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 be reviewed at November 16th meeting.
		* 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 be reviewed at November 16th meeting.

b. Closed session pursuant to Minnesota Statutes Section 13D.05 to discuss personnel related claims

* + - Mike motions
		- Gillian seconds
		- Time closed: 5: 43
		- Time re-opened: 6:25

 c. Katie informed the board that after the November meeting, she will need to resign from her board position. She noted that when the time is right for her family, she would love to rejoin the board again in the future.

1. Public Communication to the Board
	* + None
2. Board Actions
	1. Check Register for September 2023
		* Katie motions
		* Jennie seconds
	2. Approve 2022-2023 annual report#101 Legal Status of the Charter School
		* Mike motions
		* Gillian seconds
	3. Review and approve the following policies
		* #102- Equal Educational Opportunity
			+ Katie motions
			+ Mike seconds
		* #103 Complaints- Students, Employees, Parents, Other Persons
			+ Mike motions
			+ Jennie seconds
		* #104 Charter School Mission Statement
			+ Katie motions
			+ Gillian seconds
		* #529 Staff Notification of Violent Behavior by Students
			+ Christine motions
			+ Katie seconds
		* #903 Visitors to Life Prep Buildings and Facilities Procedures
			+ Gillian motions
			+ Christine seconds

 d. Mike motions that in addition to our regular meeting 11/27, that we add a meeting on 11/16 at 5:00 to review data and assessment tools.

* + - * Jennie motions
			* Christine seconds
1. Adjournment at 5:28 by Nou
	* + - Katie motions
			- Gillian seconds

**Next regular board meeting: November 27, 2023**

 **Additional meeting added on November 16 at 5:00**