

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.

March 2023 Board Meeting Agenda of LIFE Prep

Date: Tuesday, March 28, 2023

Time: 5:00 PM-6:30 PM

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

Members in attendance: Nou, Jennie, Gillian, Beth, Christine
-Leah, Christyna

Agenda: called to order at 5:12 by Nou

1. Conflict of Interest
 - None
2. Consent Items:
 - o Review/approve March 2023 agenda
 - Christine motions
 - Gillians seconds
 - o Review/approve February 2023 minutes
 - Beth motions
 - Gillian seconds
3. Authorizer Communication – (The Guild)
 - None
4. Executive Committee Report – Nou
 - Planning May Annual Meeting with stakeholders
 - Parent and student satisfaction surveys will go out
 - Will be looking to add one member to each category
 - Email will go out to families on Friday with information about the election and the nomination form
 - Everything will be completed to be voted on at the Annual May Meeting
 - Executive Direction surveys and self evaluation will go out this week as well
 - Community Outreach committee needed to get activity started, looking to Mike to chair and get the ball rolling there (events, outreach, structure of the committee, etc.)
 - Kelsey will be policy chair and guide that committee
 - Gillian volunteered to help with any typing, creating, organizing that can be done from home
5. Policy Committee Report – Christine
 - No March meeting so nothing new to report
6. Finance Committee Report – ~~Katie~~ Leah
 - Strong current financials, should end the year where we need to be
7. Executive Director's Report – Leah
 - Enrollment: 171 with pre-k
 - ADM: 165
 - Attendance : 84%
 - Had a guest speaker on the 21st, Keana Burr and she is a life coach and professional body builder

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- HR- Ms. Katie will be out for the remainder of the year- posted for a sub but no sub has been found. Mr. Junker and Ms. Mee will finish out the year with 6th grade if no sub is found by the end of the week.
 - March 31st- spaghetti dinner at the Legion with a bake sale
 - Staff and family survey will be sent out by the end of this month
 - Conferences were March 24th
 - Retention meetings have been happening
 - PBIS celebration is March 31st
 - Spring concert is April 7th at 1:00
 - Parent Literacy Night/Art Show is on April 5th
 - Playground-working with KaBOOM
 - Costco rebate planned to be used for enrollment incentive for families
 - 3D Design- starting writing grant and hopeful something comes from that
 - Grant is due by April 21st
 - Having 3D Design come out and give a proposal, guessing it will be around \$50,000 to put everything in the building that is needed
 - If we do not receive the grant, need to consider dipping into the FUND Balance for this- huge marketing/enrollment opportunity for our school if we can offer this safety to students and families and with this building, it is a huge necessity
 - Reviewed Winter Fast data and all classrooms are currently on track to meet the growth goal
 - April boarding meeting will have finance training prior and HR training will take place in June
 - Requests of Board Members- check email daily and set an alert for LIFE Prep emails, share contact info for changes to meetings and asked if Jennie would be interested in heading up a PTO
8. Other Business -
- o Goals review
 - The percentage of all students enrolled from October 1st 2022 in 3rd Grade at Life PrepSchool who are in the “low risk” and “above average” categories on the FAST aReading and earlyReading standardized assessment will increase from 14% in Fall 2022 to 45% in Spring 2023.
 - After winter testing, all classroom are on track
 - LIFE Prep will administer a satisfaction survey, annually, to parents, students and staff and maintain an 80% approval rating or better on both surveys.
 - Parent and student satisfaction surveys will go out this week to then review the data
9. Public Communication to the Board
- None
10. Board Actions
- o Approve Check Register for February 2023
 - Christine motions
 - Jennie seconds
11. Adjournment at 6:14 by Nou

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- Beth motions
- Gillian seconds

Next regular board meeting: Monday, April 17, 2023