

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.

August 2024 Board Meeting Minutes of LIFE Prep

Date: Monday, August 26, 2024

Time: 5:00 PM-6:30 PM

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

Members present: Brittany, Nou, Christine and Gillian Also present: Leah, Kelsey and Dawn

Members absent: Beth and Madison

Agenda: called to order at 5:10 by Nou

1. Conflict of Interest
 - None
2. Consent Items:
 - a. Review/approve June 2024 minutes
 - Gillian motions
 - Christine seconds
 - b. Review/approve July Special Meeting minutes
 - Brittany motions
 - Gillian seconds
 - c. Review/approve August 2024 agenda
 - Christine motions
 - Brittany seconds
 - d. Add Cell Phone Policy to August Agenda
 - Brittany motions
 - Gillian seconds
3. Authorizer Communication – (The Guild)
 - Meeting with The Guild last week to reiterate Annual Report requirements (no revisions), emphasized that it is a renewal year and needing full board support, full day meeting at school to be scheduled, making sure policies are being changed and approved appropriately and uploading to the “Buddy System”
 - Discussed the new board member requirements recently released for all new board members and needing clarification about specifics
4. Executive Committee Report - Nou
 - No meeting this month due to finance meeting
 - Changing meeting dates to Tuesdays now going forward
5. Policy Committee Report – Christine
 - Changes made to FMLA/PTO policy:
 - Increased the minimum PTO allocation to 48 hours
 - PTO policy now applies to all employees, not just full time
 - Added language that states that employees beginning with less than 80 hours may be paid out at the end of year
 - Removed blackout dates
 - Removed language that states employees must notify by 5:30am (ESST allows last minute absence)
 - Enrollment policy:
 - Changed the wording to include foster children to comply with statute

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.

- Continuing to work on board member policy
- Cell phone policy- changed from a procedure to a policy
 - Lays out appropriate cell phone use (times and locations)
- 6. Finance Committee Report
 - Revised budget:
 - Changed ADM to 125
 - Total revenues are decreased by \$4,641
 - Decreased administrative expenditures
 - Elementary program adjusted to current payroll
 - Due to resignations, will have to contract out to fill those positions which will cost us more
 - New transportation contract saved \$122,394
 - \$80,200 savings due to changes in the lease
 - Increased FUND balance by \$73,361 since last budget
 - Audit- middle of Sept.
 - 3 year engagement letter which will keep us on their list going forward but does not lock us down to them
 - Will be receiving a late penalty from the IRS for last years late Audit but the auditor will note the reason for the audit being late and the penalty should be removed
- 7. Executive Director's Report – Leah
 - Enrollment: approximately 139 with preschool students enrolled this year, 2 families from the Backpack Back to School Event (will attend event again next year)
 - READ Act- teachers attended the kick off zoom meeting and have started working on the course work
 - Open positions- one special education teacher - interviews will continue this week
 - 2 paras hired today with a potential 3rd to be hired later this year
 - 1st and 2nd grade are combined due to low enrollment in 1st grade and the loss of our 2nd grade teacher
 - Start and end time were adjusted to 8:15am start time and 3:25 pm dismissal, due to necessary adjustments to the bus routes
 - Three staff ember resigned- 2nd grade teacher, one Special Education teacher and one paraprofessional
 - Created a new "library" space
 - Actions needed:
 - Policies to approve- FMLA/PTO, cellphone use, enrollment
 - Approve updated pay scale (needed to add 10 month employee scale)
 - Designate funds to parent referral incentive
- 8. Public Communication to the Board
 - None
- 9. Board Actions
 - a. Check Register for July 2024
 - Christine motions
 - Gillian seconds

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.

- b. Approve FMLA/PTO policy
 - Brittany motions
 - Gillian seconds
 - c. Approve Updated Salary Schedule
 - Christine motions
 - Brittany seconds
 - d. Approve Enrollment Policy
 - Brittany motion
 - Christine seconds
 - e. Approve Cell Phone and Electronic Device Policy
 - Christine motions
 - Brittany seconds
10. Adjournment at 6:28
- Christine motions
 - Gillian seconds

Next regular board meeting: Monday, September 16, 2024 @ 5 PM