**December 2021 Board Meeting Minutes of LIFE Prep**

**Date:** Monday - December 13, 2021

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

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

**Attendance:** Nou, Katie, Mike, Christine, Beth, Gillian

Beau, Leah, Kelsey

**Called to order at 5:05 by Nou**

**Agenda:**

1. Conflict of Interest
2. Consent Items:
   * Review/approve December 2021 agenda
     + Katie motions
     + Gillian seconds
   * Review/approve November 2021 minutes
     + Mike motions
     + Katie seconds
3. Authorizer Communication – (The Guild)
   * + Feedback regarding October meeting, will add Conflict of Interest to meeting agendas
     + Discussed the PIP with Leah, goals need to be updated with new data to include new assessments and new NWEA and MCA baselines
     + Currently in a 3 year contract, want to move to a 5 year. Discussed rewriting a new contract with new goals and data and making that a 5 year contract.
     + Looking forward to meeting the new members of the board at the Guild
     + Discussed what the discussion about the goals should look like going forward - will leave goals on there for now without the data
4. Executive Committee Report – Nou
   * + Did not meet, will update next month
5. Policy Committee Report – Christine
   * + Have access MN School Board associations policies
     + Each member of the policy committee is reviewing these new policies so we can start pulling out missing policies and revising any of our existing policies that need updating
6. Finance Committee Report – Katie
   * + Free and reduced numbers- 74.2% last year; 80.5% this year. This will add an extra $45,000 to our bottom line in the future
     + ESSR Funds- still pending, everything has been submitted
       - 2 spent $35,000 remaining (will go to stipends)
       - 3 $557,000 (have spent $38,000)
         * Discussed potentially upgrading the building security system with a movable system
         * Discussed other options for using the funds (technology, seating, etc.)
     + Audit is almost finalized
7. Executive Director’s Report – Leah
   * + Enrollment is 197
     + Attendance 79% (expected d/t flu season, parents being cautious, etc.)
     + Title 1- currently have 1 full time and 1 part time teacher. No longer able to serve 27 of our qualifying students (1 teacher moved to a classroom position) and those students have been given a classroom intervention to still support those students but from their classroom teacher
     + Went from 2 full time special education teachers to 1 full time teacher. Our contracted teacher from ProCare was terminated. Currently interviewing applicants and working with ProCare and our Special Education Director to find more support. Teacher on leave is expected to return soon.
     + HR- one Special Education, Title 1 position, and science position open (science teacher on leave return date is still undetermined
     + General-
       - Playground- still fundraising but decision making is on hold
         * Did not get the promised letter from our attorney to give to the church
       - Will continue to look into a new building and additional options to aide in this
       - Annual report is almost complete
       - WBWF was submitted on Dec. 6th
       - FOL- Dec. 17th and will be live streamed for families
       - Very happy the board was able to set money aside for COVID pay for employees
       - Stipends for staff- retention and longevity bonuses using ESSR funds and due to staffing shortages and excess workloads caused by the pandemic. Allocation as follows and will be paid out this week:
         * Full-time administration: $5,000
         * Full time teachers: $2,000
         * Full time paraprofessionals: $500
8. Other Business -
   * COVID update- 1 active case in the building
     + - Testing program has expanded greatly- now 85 students enrolled, expanded to staff as well (100 individuals overall)
       - No longer pool testing, all individual PCR tests and results are in 1 ½- 2 days
   * Board meetings for January and February, reschedule
     + January 24th
     + February 28th
   * Goals review

**Goal 1 - 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.

| **Baseline** | **FY2021** | **FY2022** | **FY2023** |
| --- | --- | --- | --- |
| **34.6%** | 38.1% | 41.9% | 46.09% |

**Goal 2 – 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 FY 23. This equates to a 10% increase in FY21, 12% in FY22 and 14% in FY23.

| **Baseline** | **FY2021** | **FY2022** | **FY2023** |
| --- | --- | --- | --- |
| **27.6%** | **30.3%** | **34%** | **39%** |

* Will continue to review goals without data until new data is available

1. Public Communication to the Board

* None

10. Board Actions

* + Approve Check Register for November 2021
    - Katie motions
    - Christine seconds
  + Vote on January and February board meeting dates
    - Christine motions
    - Gillian seconds
  + Vote on January 14th, full-day no school. Full-day PD day for staff.
    - Katie motions
    - Mike seconds

11. Adjournment

* + Christine motions
  + Katie seconds

**Next regular board meeting: January 24th, 2022**