

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.

January 2023 Board Meeting Minutes of LIFE Prep

Date: Tuesday, January 17, 2023

Time: 5:00 PM-6:30 PM

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

Members present: Nou, Christine, Katie, Jennie, Mike, Gillian
Present-

Agenda: called to order at 5:49 by Nou

1. Conflict of Interest
 - None
2. Consent Items:
 - o Review/approve January 2023 agenda- "revised"
 - Removing goals review under "Other Business"
 - Mike motions
 - Katie seconds
 - o Review/approve November 2022 minutes
 - Katie motions
 - Christine seconds
3. Authorizer Communication – (The Guild)
 - Communication regarding Audit and World's Best Workforce
4. Executive Committee Report – Nou
 - Discussed results of mid-year staff survey and made a plan going forward.
 - End of year survey will be sent at the end of March
 - Discussed EpiCenter tasks and completed items
 - Fundraising and Enrollment committees will be updated with Directors Report
5. Policy Committee Report – Christine
 - Finished with the first section- received word that we did not need to change Bylaws to Policies. Leah and Kelsey are continuing to work through the remaining policy lists and policies that need changing/updating will be brought to the Board.
6. Finance Committee Report – Katie
 - Transitioned between companies and continuing to work out the kinks. Still waiting on documents from Oct and Nov.
 - Current financials are showing inaccuracies and need to be adjusted
 - Having a difficult time getting ahold of accountant to meet and discuss
 - Waiting for the audit to go through and get accurate documents to get a solid budget
 - Concerned about the inaccuracies we are receiving in our documents and financials and what we are receiving from our out-side financial firm. No concern about our current financial situation.
 - Administration has been having to go line by line through financials which has taken a great deal of time
7. Executive Director's Report – Leah
 - Enrollment: 171 with Pre-k

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- ADM: 160
- Attendance: 84%
- Instruction/Curriculum:
 - School closed for 6 days (Nov. 8th, 10th, & 11th, Jan. 3rd, Jan. 4th and Jan. 5th due to flu and weather. These were Flex Days
 - Conferences were rescheduled, attendance was low.
 - Staff had PD on Jan. 13th- admin met with all grade level teachers and specialists (what was going well in the classroom, what supports do they need, etc.) Beau met with staff about how to apply for a teaching license renewal.
 - FAST testing began Jan. 9th. The testing window closes on the 20th. Data will be reviewed and shared with the Board before the next board meeting in February.
 - Beginning this month, TRitle will shift its efforts towards serving our students who are in the red.
 - Learning Lab has started this month! Ms. Mandy was hired as LL Coordinator and Ms. Luz was hired as Facilitator.
 - Many different programs have already been set up for students: art, friendship bracelets, therapy dogs, tutoring programs, clay, sports etc.
- HR/Personnel Management:
 - Ms. Natalee resigned as our social worker in December to take a job closer to home
 - New social worker, Brittany Montry has started
 - Mr. Junker has returned to the admin team!
 - Music position for next year is posted
- Fundraising:
 - Now that demolition has taken place, we will begin working on raising funds for the playground
 - Santa's Gift Shop, Pancakes with Santa were fun, but not as fruitful as we hoped.
 - General Updates/ Information:
 - Audit- not completed. Do not have a date as to when it will be completed.
 - After a lot of communication back and forth since last October and being assured by accountant that the audit was in motion but we had not received anything Leah called the auditor who does our audit every year, and he had not received any information to start the audit. Unsure of how this miscommunication occurred and things have now been moving forward. This year's audit will cost significantly more, partially because we need a "Single" audit this year as opposed to a "traditional" audit.
 - Middle school night will be held on Jan. 18th from 5-6:30 pm.
 - Art show is scheduled for February 23rd
 - FOL was a huge success this year! The gym was packed!
- Actions Needed:

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- Approve calendar change- Feb 17th- no longer a Flex Day. Change to a regular school day due to the number of closures this year.
 - Approve Annual Report
8. Other Business -
- o Goals review per updated contract (FY 2021-FY 2025)
 - ~~All Students in Third Grade Level Literacy: By FY 2023, 60% of third graders who have been continuously enrolled since October 1st will read at grade level as measured by the year end NWEA. NWEA will be administered in fall, winter and spring. Reading proficiency will increase, as noted below, as measured by NWEA year end scores.~~
 - ~~Satisfaction Survey: LIFE Prep School will administer a satisfaction survey, annually, to parents, students and staff and maintain an 80% approval rating or better on both surveys.~~
9. Public Communication to the Board
- None
10. Board Actions
- o Approve Check Register for November and December 2022
 - Mike motions to remove check register action from the agenda
 - Katie seconds
 - o Approve revised January Agenda
 - Gillian motions
 - Katie seconds
 - o Approve 2021-2022 Annual Report
 - Christine motions
 - Mike seconds
 - o Approve the calendar change for Feb 17th to a regular school day
 - Gillian motions
 - Jennie seconds
11. Adjournment at 6:36pm by Nou
- Gillian motions
 - Mike seconds

Next regular board meeting: Monday, February 27, 2023