**January 2022 Board Meeting Minutes of LIFE Prep**

**Date:** Monday - January 24, 2022 (rescheduled date of February 8, 2022)

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

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

Members in attendance: Nou Yang, Christine Obermueller, Beth Larson, Pang Vang, Mike Day

Leah Jones, Christyna Sherrod, Kelsey Nelson

**Agenda: called to order at 5:09 by Nou Yang**

1. Conflict of Interest
   * None
2. Consent Items:
   * Review/approve January 2022 agenda
     + Mike motions
     + Christine seconds
   * Review/approve December 2021 minutes
     + Christine motions
     + Pang seconds
3. Authorizer Communication – (The Guild)
   * Jim visited on Feb. 28th for a school tour
4. Executive Committee Report – Nou
   * Discussed EPICenter tasks and next steps
   * Discussed the Annual Meeting on May 16th
     + Pang’s term ending in May so there will be one open position
     + Beth will be a 3 year term ending in 12/24
     + Feb. 28th meeting canceled due to meetings being so close
     + Discussed FMLA PTO policy
5. Policy Committee Report – Christine

* Family Medical Leave and Paid Time Off Policy was revised so that staff will need to use PTO before taking unpaid time off and needs to be approved

1. Finance Committee Report – Katie
   * Leah will sit down with Dawn to go through ESSR funds line by line to ensure coding is done correctly and what the remaining balance looks like
   * No other updates
2. Executive Director’s Report – Leah
   * Enrollment 197
   * Attendance 83%
   * MAP/NWEA data has been collected and will be sent out to the board prior to the March meeting
     + Initial look at the data shows good growth in all grades, students may still appear in the red but many have made 1 years growth which is exciting progress
     + Will be able to use the data to update our goals with The Guild
   * Meeting with City Connects on the 9th to discuss continuing with the program as our grant is up this year.
   * PBIS- have had 2 award “ceremonies”- major hit with the students
   * Conferences are scheduled for Feb. 18th
   * EL testing begins Feb. 9th
   * April 25- May 6th is scheduled for MCA testing
   * Two Special Education teachers have been hired
   * One Title I position is open
   * Science position is still open
   * Playground- on hold as we are looking for a new building
   * COVID- 2 known cases in the building
   * Lease negotiations- working with Kou Vang
   * LP choir will be performing The National Anthem at the Timberwolves game on April 7th
   * Ms. Leah will be mentoring Ms. Sisi -240 hours for her admin program
   * New security cameras have been installed, still coming back to do more
   * The Guild sent a survey to Directors and results were shared and will be forwarded to Board members for review
3. Other Business -
   * COVID update
     + 2 known cases
     + More testing kits available
   * Goals review

**Goal 6 – Achievement Gap:** For students in grades 3-6 who have been continuously enrolled for one year, the reading gap of 3.5% (between the “all” and “black” student population) will be reduced .5% annually, from the original baseline. This goal is aligned with WBWF goal, “all racial and economic achievement gaps are closed.”

| **Baseline** | **FY2021** | **FY2022** | **FY2023** |
| --- | --- | --- | --- |
| 3.5% | 3.0% | 2.5% | 2.0% |

* Will use new data to update

**Goal 7 – Career Readiness:** At LIFE Prep, we define “career readiness” as the preparedness of a student to explore and be aware of different career options, with a career direction that is professionally and financially promising. Career readiness is important for all students. Students in 6th grade, in preparation for career readiness, will be able to identify 3 different careers, with a project focus on **1** career through a **12-week** course, led by the school counselor. Through this **12-week** course students will be able to plan out their future by participating in the CareerOneStop's interest assessment, CareerOneStop's skills assessment, and the Minnesota Reality Checklist.

100% of 6th grade students, by the end of the **12-week** course, will be able identify and explain their career awareness through a career presentation. This goal is aligned with WBWF goal, “all students are ready for career and college.”

* Will use new data to update

1. Public Communication to the Board
   * None
2. Board Actions
   * Approve Check Register for December 2021
     + Christine motions
     + Mike seconds
   * Vote on Family Medical Leave and Paid Time Off Policy
     + Mike motions
     + Pang seconds
3. Adjournment at 5:41pm
   * Pang motions
   * Beth seconds

**Next regular board meeting: Monday, March 21, 2022 @ 5pm**