**August 2023 Board Meeting Minutes of LIFE Prep**

**Date:** Monday, August 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, Christine, Beth, Gillian, Jennie and Katie (by Zoom from her personal residence)**

**Agenda: Called to order at 5:07 by Nou**

1. Conflict of Interest
   * + None
2. Consent Items:
   1. Review/approve August 2023 agenda
      * Beth motions
      * Gillian approves
   2. Review/approve June 2023 minutes
      * Christine motions
      * Gillian seconds
3. Authorizer Communication – (The Guild)
   * + Leah attended a team meeting over the summer with the Guild and received feedback to questions, given an outline of dates and items due as well as streamlined the online process through Google
     + Board members given the leave aid certification form
4. Executive Committee Report – Nou
   * + Discussed EpiCenter and the switch over
     + Board training is complete for the year
     + Looking to add another member to the Executive Committee
     + Discussed our 3 sub committees and looking to add more members to the Community Engagement committee- Gillian will head the committee and Beth will join as well instead of the policy committee. Nou will help get things going initially and will get a 1st meeting going for Sept.
     + A former staff member reached out to Nou to discuss the Executive Survey and Nou will be meeting with this individual Thursday.
5. Policy Committee Report – Christine
   * + Drug Free School and Workplace policy updated to follow the changed law regarding marajuana and listing that separately and no longer as an illegal drug
     + FMLA and Paid Time Off Policy update- salaried employees may only take unpaid time off in a full day increments
     + Continuing to update additional policies that will be brought to the board when complete
6. Finance Committee Report- Leah
   * + Had a scheduled meeting with Dawn however she had a family emergency arise this morning so the meeting will need to be rescheduled
     + No concern about current financials but will need to update things, specifically regarding the enrollment number
     + Will approve the June financials at the September meeting
7. Executive Director’s Report – Leah
   * + Enrollment- currenting 163, budget set at 142
     + PD for workshop week has gone great, excited to roll out our new PBIS program this year that will be uniform across the building
     + All teaching positions are filled, only open position is school counselor
     + Admin support staff was hired- Office Administrative Assistant, fulltime (10 months). This position is not admin and will have no student contact- will support admin and teachers only. This position will take on the website, Guild documents, the playground, security, etc.
     + Playground- getting closer. Michael will continue to work on this.
     + Marketing- not as successful as we had hoped. Did 2 campaigns this summer and will continue to reach out. Next campaign will be in December.
     + Upcoming policies to be addressed- school discipline procedures, LGBTQ / parent communication
     + Paras that are eligible to sign up for a short-term sub license will be able to do so this year with a new pilot program
     + Actions needed- Drug and PTO policy approval
8. Other Business -
   1. Goals review
      * 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.
        + Will be discussed in September when all results are complied
      * 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 FY23. This equates to a 10 annual increase.
        + Will be discussed in September when all results are complied
9. Public Communication to the Board
   * + None
10. Board Actions
    1. Check Register for July 2023
       * Christine motions
       * Beth seconds
    2. Review and 2 approve policies: Drug Free School and Workplace
       * Jennie motions
       * Christine seconds

c and Family Medical Leave and Paid Time Off

* + - Beth motions
    - Gillian seconds

1. Adjournment at 5:48
   * + Christine motions
     + Gillian seconds

**Next regular board meeting: Monday, September 18, 2023**