

## 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.

### June 2023 Board Meeting Minutes of LIFE Prep

**Date:** Tuesday, June 20, 2023

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

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

**Members in Attendance:** Nou, Mike, Gillian, Christine and Katie (via Zoom from residence in Apple Valley)

**Others in attendance:** Leah, Kelsey, Dawn, Christyna and Jeanna

#### **Agenda:** called to order at 5:29 by Nou

1. Conflict of Interest
  - None
2. Consent Items:
  - a. Review/approve revised June 2023 agenda
    - Christine motions
    - Gillian seconds
  - b. Review/approve May 2023 minutes
    - Christine motions
    - Gillian seconds
3. Q-comp Report- Jeanna
  - FASTBridge assessment used for K-6, GOLD assessment used for Pre-k, Social Worker uses SEL curriculum and specialists use stannard based assessments.
  - Most classroom teachers made their PLC goal
  - School wide goal was met
  - Discussed questions and how data is collected, the individual information teachers receive about each student and how that will affect instruction
4. Authorizer Communication – (The Guild)
  - Nothing to report
5. Executive Committee Report – Nou
  - Nothing to report- no meeting this month
6. Policy Committee Report – Christine
  - Nothing to report- no meeting this month
7. Finance Committee Report- Dawn
  - Budgeted for a deficit and we did end that way
  - Working on spending all ESSR and Learning Loss money
  - Discussed June financial statements and what is still outstanding through the end of June
  - Noted the need for a new SPED van coming soon
  - Reviewed proposed budget for 2023-2024: based on 142 students, marketing push, teacher salary schedule
  - No ESSR funds for 2023-2024
  - Currently looking at a break even budget knowing that things will change by September (enrollment, busing contract, staffing, etc.)
8. Executive Director's Report – Leah

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- Marketing- working with Risdall Marketing Group (website improvements, flyers, ads, Open House in July, etc.) to boost marketing strategy/ enrollment
  - This company was recommended from other schools through MACS that have used them before
  - \$50,000 for the year (= 5 new students)
  - Learning Lab is wrapping up this summer, students have attended Valley Fair, Bunker Park Stables, Color Me Mine, and Vertical Endeavors.
  - Looking for a part-time EL teacher, will work with ProCare to try to fill this position.
  - Discussed potentially hiring someone to come in and help with the admin workload (marketing, website, etc.). This position would have no student contact.
  - A recommendation was made to possibly look for a college intern to potentially fill this role.
  - Admin will be meeting tomorrow to look over job descriptions and workload to make a plan for delegating/workload needs for next year
  - Music and Art positions have been filled
  - There will be no PE next year
  - Contracts will go out at the end of this month
  - GoFundMe page for school safety improvements is at \$12,000
  - Entered a competition for a new playground- will know between June 20-29th.
  - Parent and student surveys have been completed- 10 families completed the survey.
  - Actions needed: approve budget and approve calendar
9. Other Business -
- a. Goals review
    - 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. The survey will show:
      - 80% of parents will agree or strongly agree that they are satisfied with the academic progress and programming for their student
      - 80% of students in grade 4-6 will agree or strongly agree that they are learning, feel safe at school and believe they are valued at LIFE Prep School
      - 80% of staff will agree or strongly agree that LIFE Prep School is meeting academic expectations, values all staff, and feels safe at school.
    - Board received
10. Public Communication to the Board
- None
11. Board Actions
- a. Check Register for May 2023
    - Mike motioned
    - Katie seconds
  - b. Approve academic calendar AY 23-24
    - Mike motions
    - Christine seconds

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- c. Approve budget for AY 23-24
  - Mike motioned
  - Gillian seconds
- 12. Adjournment at 6:54
  - Christine motions
  - Gillian seconds

**Next regular board meeting: Monday, August 28, 2023**