Board Meeting of LIFE Prep

*Monday, April 25th, 2016 from 5:00-6:30 pm in the LIFE Prep Board Room*

**Members and Guests Present:**

Julie Yang, Camie Johnson, Alexis Gerrish, Mary Howard, Leah Jones, Megan Radmer, Pang Vang, Rachel Paulson, Qiana Mazique (left at 6:40pm), Ed Reed-Morgan, Emma Mangano (in at 5:10pm)

Ex-Officio: Bart Johnson (Executive Director & Principal)

**Guests Present:**

Doug Hepper, Myla Johnson (Assistant Director), Kelsey Nelson (Operations Manager), Dawn Jenkins (Anton Group)

**Members Absent:**

None

\*\*All votes unanimous unless otherwise stated\*\*

Julie called the meeting to order at 5:03pm.

1. **Consent Items**
	1. Review/Approval of Agenda\*
	2. Approval of Meeting Minutes\*
	3. Conflict of Interest
	4. Disclosures Regarding Agenda Items
	5. Camie motioned to approve the consent items.
		1. Ed seconded. Motion carried.
2. **Public Communications to the Board (2 minutes per) - none**
3. **Authorizer Communication – Brad Blue (The Guild) – none**
4. **Policy Committee Report – Bart Johnson**
	1. Two policies up for approval
	2. One additional member needed – Megan volunteered to join the committee
5. **Executive Committee Report – Julie Yang**
	1. Met last week to develop the Board of Directors ED survey
6. **Finance Committee Report – Kelsey Nelson (Operations Manager)**
	1. Met last week – reviewed the financials
7. **Parent/Teacher Organization (PTO) Update – Qiana Mazique**
	1. Working on a way to effectively communicate to LIFE Prep parents
	2. Plan to be available and make a presence within the school and at events
	3. Goal to support closing the achievement gap
8. **Enrollment Task Force Report – Myla Johnson (Assistant Director)**
	1. Solidified ideas to get LIFE Prep name out there
	2. Events have been planned for the summer
	3. Planning to do a mailing
9. **Financial Report – Dawn Jenkins (The Anton Group)\***
	1. Reconciled cash balance $221K
	2. Hold back for this year projected to be $406K – purpose for the need for a line of credit availability
	3. Continuing focus on maintaining a balanced budget and sufficient cash balance to minimize lending needs
10. **Executive Director’s Report - Bart Johnson\*\***
	1. Enrollment at 320, ADM at 315
	2. Finances
		1. Entered into a consortium with Sejong Academy for Title III funding (EL)
		2. Our expenses are 11% lower (at 64%) than the amount of the fiscal year completed (75%)
		3. Kelsey working on “Community Eligibility” to fully reimburse food program
	3. Instruction & Culture
		1. During March parent-teacher conferences, we had a 66% attendance rate by parents
		2. Q Comp team is finished with observations and the annual report
		3. Planning has begun for summer teacher trainings and the workshop week schedule
		4. Equity team met to discuss the racial achievement gap and discussed potential strategies for reducing it
		5. Hiring process has begun for licensed staff and paraprofessionals
	4. Assessment & Response to Intervention
		1. MCAs are about half-way finished and so far we are projected to grow by 3% in math and 2% in reading
		2. RtI Cycle 3 finished
	5. New Considerations
		1. Enrollment team has solidified some priorities for recruiting this summer
		2. School recruitment video English version completed, other language options are in process
		3. LIFE Prep’s contract with The Guild was approved by MDE in April. This is the final step in a process that began in Sept. 2014.
11. **Board Actions**
	1. Policy : Staff Notification of Violent Behavior by Students
		1. Camie motioned to approve the Staff Notification of Violent Behavior by Students policy.
			1. Rachel seconded. Motion carried.
	2. Policy: Public & Private Personnel Data
		1. Ed motioned to approve the Public & Private Personnel Data policy.
			1. Camie seconded. Motion carried.
	3. Approve Director Board Survey
		1. Mary motioned to approve the Executive Director Evaluation
			1. Ed seconded. Motion carried.
12. **Other Business**
	1. Board terms and seats up for reelection– Julie Yang
		1. Mary motioned to maintain 12 Board members, but modify the structure to be 3 parents, 3 community members, 3 teachers, and 3 additional members ‘at large’ (without a designated seat ‘type’).
			1. Ed seconded. Motion carried \*Rachel did not vote in favor

 \*Qiana had to leave the meeting before the vote

* + - 1. Discussion around number and types of seats we want for our Board
			2. A request for nominations and bios for current members up for re-election will be sent out by Julie again, with a deadline of April 29th for submissions.
			3. Julie and Camie will work on a ballot for the Annual Meeting. Ballots to go out to families on May 4th via student “Friday Folders”
			4. Julie will create an announcement about the annual meeting and ballots coming home to send to Bart. Bart will add it to the school newsletter. School newsletter to go out to families this Friday, April 29th.
	1. Survey Updates
		1. About 94% of staff members and 12% of family surveys completed and returned
		2. Family survey deadline extended to this Friday, April 29th – we will send out a reminder e-mail to families
		3. Executive Committee will review the surveys and report back to the Board
	2. Conflicts of interest forms signed – Bart Johnson
	3. Nancy Dana – Board Consultant – Julie Yang
		1. Julie will invite Nancy to next regular Board meeting
	4. Q Comp Report – Leah Jones
		1. Mary motioned to approve the Q Comp Annual Report 2015-16.
			1. Emma seconded. Motion carried.
1. **Adjournment** Camie motioned to adjourn at 7:10pm. Megan seconded. Motion carried.

**Annual Meeting Wednesday, May 11th, 2016 at 5:30 P.M. in the LIFE Prep cafeteria.**

**Next Regular Board Meeting:** Monday May 23rd, 2016 at 5:00 P.M.

*Suggested Agenda Items for Next Meeting:*