

# Board Meeting of LIFE Prep

*Monday January 26, 2014*

## **Board Members Present:**

**Ryan Stevens, Mary Howard, Leah Jones, Alexis Gerrish, Rochelle Molde, Emran Bhojawala**

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

## **Board Members Absent:**

**Camie Johnson, Gary Bauer, Annie Throndsen**

## **Guests in Attendance:**

**Myla Johnson, Corrie Knudson, Manuel Vibar, Jared Bergy, Dawn Jenkins (Anton Group), Barbara Washington (Concordia University)**

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

1. Ryan Stevens, board chair called meeting to order at 5:06 pm
2. Consent Items
  - a. Review/Approval
    - i. Agenda
    - ii. Conflict of Interest-NONE
  - b. Rochelle Molde motions to approve the consent items. Leah Jones seconded.  
Motion Carried
3. Public Communications to the Board
  - a. Manuel Vibar & Jared Bergy – parent, friend of parent
    - i. Classroom bullying concern
    - ii. Reviewed bullying policy & discussed plan to resolve situation
4. Authorizer's Communications – Barbara Washington
  - a. Revised Authorizer Report received on time
  - b. Pre-K Application has been received on time – the decision lies with the school to decide whether it will offer a Pre-K program in the upcoming school year
5. Policy Committee Report – Rochelle Molde
  - a. Fund Balance Policy available for approval
    - i. 15% Fund Balance goal established
    - ii. Minimum 2% set aside each year to work toward the 15% goal
  - b. Committee working on completing a policy binder for reference
6. Finance Committee Report – None
7. Executive Director's Report – Bart Johnson
  - a. Maximum enrollment for the school year at 322.22 ADM
  - b. Finances
    - i. Sunrise Bank line of credit was paid in full at the end of December

- ii. Nonprofits Assistance Fund line of credit is set to be paid in full on January 30<sup>th</sup> of this year
    - iii. Planning to move to Western Bank to work with a banker that knows charter school finances well – considering opening a revolving line of credit due to tight budget constraints
    - iv. FY 2016 Budget – 1<sup>st</sup> read planned for February board meeting
  - c. Instruction & Culture
    - i. Continuous Improvement Plan in full swing
    - ii. Instructional Leadership team led a training and planning meeting on 1/16 to initiate a school-wide wave of reading comprehension strategies
    - iii. Standards Team to train teachers in curriculum mapping in March to notice any overlaps or gaps in teaching
  - d. Assessment & Response to Intervention (RtI)
    - i. ACCESS for English Learners & OLPA (MCA practice test for grades 3-6) tests planned to be administered in February
    - ii. RtI round #2 is underway – new intervention materials are being used
    - iii. New Math Corps fellow hired for grades 4-6
  - e. New Considerations
    - i. 4 attended the MSBA board training
    - ii. Calendar of important deadlines is online and shared with the Board
    - iii. Protocol for Accounts Payable process uploaded to LIFE Prep Staff Resources web page
    - iv. Recruiting Plan – will be presented at February board meeting
- 8. Financial Report – Dawn Jenkins (Anton Group)
  - a. Reviewed December 2014 financial statements
  - b. Projecting a net fund balance of \$84K for FY15
- 9. Parent/Teacher Organization Update – Alexis Gerrish
  - a. Earned \$200 from Culver's Fundraiser to go toward the February Family Literacy Night
  - b. Family Literacy Night & Potluck scheduled for February 12<sup>th</sup>, 5-7pm in the LIFE Prep cafeteria
- 10. Board Actions
  - a. Fund Balance Policy
    - i. Mary Howard motions to adopt the Fund Balance Policy
    - ii. Emran Bhojawala seconded Motion Carried
  - b. Conflict of Interest Review
    - i. Bart Johnson motions to table the Conflict of Interest form to next meeting
    - ii. Alexis Gerrish seconded Motion Carried
  - c. MAP Board Candidate
    - i. Corrie gave an overview of her discussion with the candidate. Corrie recommended the Board contact the candidate for further discussion of candidacy
    - ii. Annie Throndsen & Gary Bauer tasked to contact candidate for further discussion

- d. Board Vice President
    - i. Interested Board members should contact Ryan before the February meeting
    - ii. Will be discussed at February meeting
  - e. Board Strategic Plan Retreat Summary
    - i. Successful retreat – established some priorities and parameters for budget and program planning
11. Other Business
- a. Executive Director Mid Year Review
    - i. Briefly discussed, feedback and future plans will be addressed with staff at a February staff meeting
  - b. Update on Authorizer Transfer Process (The Guild)
    - i. The Guild approved letter of intent – application is in progress, should be completed in the next week
  - c. Compensation Review Process
    - i. Compensation Plan – in progress, will be presented to the board at the March meeting

**Adjournment:** Rochelle Molde made a motion to adjourn the meeting at 6:40pm. Bart Johnson seconded. Motion carried.

**Next Regular Board Meeting: Monday February 23, 2015 at 5:00 P.M.**

*Suggested Agenda Items for Next Meeting:*

1. First review of FY15 budget

**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.

**LIFE Prep Mission:** LIFE Prep puts students first. Our progress in closing the achievement gap comes from a commitment to academic accomplishment through the delivery of a rigorous curriculum.

The inclusive multicultural community is a safe place to learn and overcome adversity.

Learning In a Family Environment empowers students to own their success.