



Living School

Quarterly Board Meeting

Date and Time

Wednesday January 23, 2019 at 5:00 PM CST

Location

Living School, 6003 Bullard Avenue

Agenda

I. Opening Items

Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

C. Approve Minutes from previous Board Meeting

Approve minutes for Bi-Monthly Board Meeting on November 11, 2018

II. New section

A. Public Comment

III. Other Business

A. Establish Living School LEA

IV. Finance & Facilities Committee

Finance & Facilities Committee

A. Review OKRs

OBJECTIVE 1: Secure a temporary facility for years 1 - 3 (February 2019)

-KR 1.1: Draft short and long term schedules (7/31/18) - Completed

-KR 1.2: Identify strong potential sites (10/1/18) - Completed

-KR 1.3: Sign lease on temporary facility for years 1 - 3 (2/1/19) - Completed!!!

OBJECTIVE 2: Build a financially viable organization (June 2019)

-KR 2.1: Write clear operating budgets to establish development needs (6/30/18)

-KR 2.2: Establish appropriate controls & procedures for financial management (7/1/18) - Ongoing, CIPA Policy discussed today

B. KR 1.3: Campus Updates

1. Grand Opening

2. Concordia Student Design Pilots

3. EDR MLK Day of Service Designs (join us Fri 2/1 from 6 - 8 PM)

C. KR 2.1: Review Financial Dashboard for Nov & Dec 2018

D. KR 2.2: Approve CIPA Policy

E. KR 2.1: FY19-20 Budgeting Process Launch

V. Academic & Culture Committee

Charter App Committee

A. Review OKRs

Goal 1: Build out annual evaluation & metrics for school academics & culture

Goal 2: Support the hiring & training of strong founding team

VI. CEO Support & Evaluation

CEO Support & Evaluation

A. Review OKRs

OBJECTIVE 1: Recruit, develop, & retain exceptional staff

KR 1.1: Develop a clear, consistent, equitable hiring process - Some small updates in recent months

KR 1.2: Develop a compensation & growth framework (7/31/18) - To be finalized later in spring

KR 1.3: Create a differentiated development process (10/31/18) - To be finalized later in spring

OBJECTIVE 2: Establish powerful climate & culture

KR 2.1: Develop organizational decision-making process (7/31/18) - To be finalized later in spring

KR 2.2: Develop organizational policies & procedures around clear, professional communication (10/31/18) - To be finalized later in spring

KR 2.3: Develop personnel handbook (7/31/18) - To be finalized later in spring

KR 2.4: Develop organizational definition of equity (12/31/18) - To be finalized at Board Retreat in May

B. KR 1.1: Hiring Process & Team Updates

VII. Development Committee

Development Committee

A. Review OKRs

OBJECTIVE 1: Raise \$275K

~~KR 1.1: Follow up on outstanding grant applications (5/31/18) - Earned \$111,500 this FY from grant apps~~

KR 1.2: Find and apply for new grants (1/31/19) - Preparing for a new round of applications in the next 60 days

~~KR 1.3: Steward existing donors (5/31/18) - Preparing for spring outreach~~

KR 1.4: Cultivate new donors (12/31/18) - Upcoming Shaya dinner on 1/30

~~KR 1.5: Develop our marketing & social media capacity (12/31/18) - Working with BAMM communications~~

B. KR 1.4: Board-hosted friend-raisers

C. Recruitment Update

VIII. Governance

Governance

A. Review OKRs

OBJECTIVE1: Develop a well-governed organization

~~KR 1.1: Everyone complete action items from monthly updates (7/31/18) - Following up monthly with individuals~~

~~KR 1.2: Create a Board communication strategy (7/31/18) - Currently in implementation~~

KR 1.3: Create a [Board strategic development plan](#) (9/30/18) Currently in implementation

KR 1.4: Develop Board Member handbook & training protocol (12/31/18) - In progress for later this spring

KR 1.5: Develop criteria for Board composition & recruitment (5/31/19) - In progress for later this spring

B. KR 1.2: Governance Grader (Attendance & Participation + Communication)

C. KR 1.3: Board Assessment

Log into Board on Track and begin FY 19-20 Annual Board Assessment. We'll use this year's assessment as a baseline for planning development and evaluating our effectiveness moving forward.

D. KR 1.3: Board Training - Legal Guidelines

[LAPCS Legal Handbook](#)

- distribute
- assign reading

Group Break Outs (30 minutes)

Each committee should begin reviewing the document. By the next board meeting, each committee should

- report out key takeaways
- clarify new systems to establish based on law

[Louisiana Open Meeting Law](#) (Governance)

[Louisiana Legislative Auditor](#) (Finance/Development)

[OPSB Charter Accountability Framework](#) (Academic/Culture/CEO)

E. Bylaw Amendment Process Launch

IX. Closing Items

A. Review February Committee Meeting calendar

B. Adjourn Meeting