



## Living School

### Board Meeting

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#### **Date and Time**

Monday March 25, 2019 at 6:00 PM CDT

#### **Location**

Living School, 6003 Bullard Ave, Ste 16, New Orleans, LA 70128

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All are welcome at Living School Board Meetings. Translation is available with 24 hours notice. Public comment is welcome on any item on the agenda. Members of the public wishing to comment, may raise their hand and be recognized by the Board Chair to speak for up to 2 minutes per person, per agenda item. On any matter up for a vote, public comment must be heard prior to taking the Board's vote. For members of the public wishing to address the Board for longer than 2 minutes on any given agenda item, please give the Board Chair at least 24 hours notice to be added to the agenda.

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#### **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 Quarterly Board Meeting on January 23, 2019

## II. Other Business

### A. Recognize N. Mock Resignation

Board Member Nancy Mock tendered her resignation on Wed 3/13/19 effective immediately citing personal commitments.

### B. Authorize signing of Type 1 Charter Agreement with Orleans Parish School Board

Resolved that William Lister, Board Chair of Living School, enter into a Type 1 Charter School Operating Agreement (the "Agreement") with the Orleans Parish School Board (OPSB). William is hereby authorized to execute (i) the Agreement and (ii) all associated documentation necessary for the execution of the Agreement. William's execution and delivery of said Agreement and supporting documentation shall conclusively evidence the consent of the Board of Directors of Living School, Inc.

### C. Approve 2019-20 Academic Calendar

Refer to [Calendar Draft](#)

## III. 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 discussed today

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 discussed today by Governance with Bylaws Revision

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 discussed today

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

#### B. KR 1.2: Compensation Framework

Refer to [Living School Compensation Framework](#)

#### C. KR 2.3: Staff Handbook

Refer to [Staff Handbook](#)

#### IV. 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)

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

KR 1.6: Conduct annual review & revision of organizational bylaws (4/15/19) - To be discussed today

KR 1.7: Develop 2019-20 Board Calendar (4/15/19) - To be discussed today

##### B. Report out on Readings

Each committee will report out on the readings assigned last Board Meeting:

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

[LAPCS Legal Handbook](#) (All Committees)

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

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

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

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

Shout outs to the following Board Members with the highest engagement scores (as of 3/14/19):

Kelsi - 9.3

Tris - 9.0

Mark H. - 8.3

Mandi - 8.1

Alfredo - 7.4

Richard - 7.0

Remember that we get this score from 4 behaviors:

- 1) Attending relevant meetings
- 2) RSVPing to relevant meetings on BoardonTrack
- 3) Downloading the packet from BoardonTrack at least 24 hours before the meeting
- 4) Logging into BoardonTrack at least once a month

**D. KR 1.3: Board Assessment**

Discuss Board Assessment Results & Recommendations

**E. KR 1.6: Bylaws Amendment VI**

Refer to [Living School Bylaws](#)

Amend Article I changing the principal office of Living School, Inc.

**F. KR 1.6: Bylaws Amendment VII**

Refer to [Living School Bylaws](#)

Amend Article IV to start newly elected Board Member terms immediately.

**G. KR 1.6: Bylaws Amendment VIII**

Refer to [Living School Bylaws](#)

Amend Article IV requiring 10 annual Board Meetings with at least 7 days notice.

**H. KR 1.6: Bylaws Amendment IX**

Refer to [Living School Bylaws](#)

Amend Article VII to authorize the Director of Finance to sign checks.

**I. KR 1.7: Bylaws Amendment X**

Refer to [Living School Bylaws](#)

Amend Article VII to change fiscal year to July 1 - June 30.

**J. KR 1.6: Bylaws Amendment XI**

Refer to [Living School Bylaws](#)

Create Article XIII - Democratic Governance

**K. KR 1.6: Bylaws Amendment XII**

Refer to [Living School Bylaws](#)

Create Article IV Section 4.7 (f) - Open Meeting Law

**L. KR 1.7: Approve 2019-20 Board Calendar**

Refer to [Board Calendar & Membership](#)

**V. 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) - Financial policies & controls to be approved today

**B. KR 1.3: Campus Updates**

We are currently working with Concordia to pursue our Certificate of Occupancy and prepare the facility for renovations we plan to execute this spring.

Refer to [EDR Day of Service designs](#).

**C. KR 2.1: Review Financial Dashboard for Jan & Feb 2019**

**D. KR 2.2: Approve Fiscal Control Policies & Procedures**

**E. KR 2.1: Approve FY19-20 Budgeting**

We are required to approve a 5-year budget prior to 4/15/19 that the Board may amend as needed.

Given that our operating budget is contingent upon enrollment figures which we will not know conclusively until June or July, we propose approval of the attached 5-year budget that was Board approved to be submitted with our charter petition.

**VI. 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

**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.** Recruitment Update

## **VIII. Closing Items**

**A.** Review April & May Board Meeting calendar

**B.** Adjourn Meeting