



Living School

Living School Finance & Development Committee

Date and Time

Tuesday February 7, 2023 at 6:00 PM CST

Location

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

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.

Agenda

| | Purpose | Presenter | Time |
|--|---------|----------------|----------------|
| I. Opening Items | | | 6:00 PM |
| Opening Items | | | |
| A. Record Attendance and Guests | | Traci Simon | 2 m |
| B. Call the Meeting to Order | | Traci Simon | 1 m |
| C. Approve today's agenda | Vote | Traci Simon | 3 m |

| | Purpose | Presenter | Time |
|---------------------------|-----------------|-------------|------|
| D. Approve Minutes | Approve Minutes | Traci Simon | 2 m |

Approve minutes for Living School Finance & Development Committee on December 13, 2022

II. Finance & Development Committee

6:08 PM

| | | | |
|---|-----|-------------|-----|
| A. Review FY23 Committee Description & Goals | FYI | Traci Simon | 2 m |
|---|-----|-------------|-----|

See FY23 [Committee Description](#)

FY23 Goals

1. GOAL 1: Monitor Organizational Sustainability
2. GOAL 2: Ensure Audit & Financial Compliance
3. GOAL 3: Establish Fundraising Target for Future Facility Expansion or Development and Oversee Development of the Plan

| | | | |
|--------------------------------------|---------|-----------|------|
| B. Review Financial Documents | Discuss | Mike Dunn | 30 m |
|--------------------------------------|---------|-----------|------|

- 2022-23 YTD Actuals through December 2022
- Proposed revised FY23 Budget for approval to close operating deficit

| | | | |
|-------------------------------|---------|------------------|-----|
| C. Development Updates | Discuss | Stefin Pasternak | 5 m |
|-------------------------------|---------|------------------|-----|

Our new Grants Coordinator, Cherie Goins, started on 12/12/22 and has already submitted 2 grants on our behalf and working on building capacity to submit at least 6 more in the coming month.

Refer to the [CEO Board Report](#).

| | | | |
|---|---------|------------------|------|
| D. Review proposed revisions to Staff Handbook | Discuss | Stefin Pasternak | 15 m |
|---|---------|------------------|------|

Refer to the [22-23 Staff Handbook](#)

Proposal #1: Update to PTO Policy

Update to the "Paid Time Off & Leave" section on pp. 14 - 15 replacing all text through the subsection "Unpaid Time-Off & Docking of Pay" on p. 15. (Proposal approved by Staff Council on 12/9/22):

Proposed Discretionary PTO Policy

LSNO's personal/sick leave policy is guided by our core values. Employees are expected to make choices in the best interest of the organization, which includes recognizing the need for their own self-care. With that, personal/sick leave should be taken on an 'as needed basis', using one's own best judgment for no more than 5 consecutive days. All personal/sick leave is paid, unless notified otherwise by the Director of Talent. To take a personal/sick day, employees must submit advanced notice to the Director of Talent and their Coach. If Advance Notice is not provided and the situation is not an emergency, the personal/sick day may be unpaid at the Director of Talent's discretion.

If an employee's attendance is negatively impacting their job performance or the effectiveness of Living School as a whole, their Coach will schedule a meeting with them and the Director of Talent to discuss the issue and document any relevant Action Steps, Feedback, and/or Incidents in the employee's Staff Development Rubric. This meeting will automatically happen if an 11-month employee takes more than 10 days (or 80 hours) of PTO or a 12-month employee takes more than 20 days (or 160 hours) of PTO.

Certain High-Priority Staffing Days require advance approval from the Director of Talent in order to be eligible as a paid PTO day, for all staff. These days will be documented in the Staff Handbook as voted on by the Staff Council and will be discussed during the beginning of year professional development with no more than 10% of days being designated "High-Priority" Staffing Days. Additionally, on days where there are already 5 or more staff absences, the Director of Talent will indicate to the requesting staff member that their leave will be unpaid and/or discuss using a different day, if possible. The DTR will notify the staff via email when we have reached 5 PTO requests for a given day.

The personal/sick leave policy does not affect the extended leave policies as presented elsewhere in the Staff Handbook.

Proposal #2: Update to Staff Accountability Framework

See the attached [Proposal](#) to update to the "Staff Accountability Framework" section on p. 10 of the Staff Handbook. (Proposal approved by Staff Council on 12/9/22)

Proposal #3: Update to Maternity/Paternity Leave

See the proposal below to extend parenting leave to 6 weeks to replace the paragraph on p. 17 of our Staff Handbook:

Proposed update to "Pregnancy, Maternity, & Paternity Leave"

| | Purpose | Presenter | Time |
|---|---------|-----------|------|
| Living School will not discriminate based on pregnancy or parental status. In addition to the FMLA leave outlined above, we will offer eligible employees 6 weeks of paid Bonding Leave to bond with a new child who is born, fostered, or adopted. | | | |

III. Closing Items

7:00 PM

A. Adjourn Meeting

Vote

Traci

Simon