



## Living School

### Living School Board Meeting

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#### **Date and Time**

Tue Dec 13, 2022 at 7:00 PM CST

#### **Location**

Living School, 6003 Bullard Ave, Suite 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. At the end of each agenda item, there will be a time for public comment. Members of the public wishing to comment on any agenda item, may raise their hand at this designated time and be recognized by the 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 Chair at least 24 hours notice to be added to the agenda. We will strive to accommodate longer items but cannot guarantee room on a given meeting's agenda.

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#### **Agenda**

##### **I. Opening Items**

Opening Items

**A.** Record Attendance and Guests

**B.** Call the Meeting to Order

## II. Voting Items

A. Approve Board Meeting Agenda

B. Approve Board Meeting Minutes

Approve minutes for Living School Board Meeting on September 27, 2022

C. Approve update to Staff Handbook re: Maternity Leave

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

Proposed update to the following section (approved by Staff Council on 10/24/22):

### **Pregnancy, Maternity, & Paternity**

Living School will not discriminate based on pregnancy or parental status. In addition to the FMLA leave outlined above, we will offer eligible employees 2 6 weeks of paid Bonding Leave to bond with a new child who is born, fostered, or adopted.

D. Approve update to the Staff Handbook re: Staff Accountability Framework

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

Proposed update to the "Staff Accountability Framework" section (update approved by Staff Council on 12/9/22): see [attached proposal document](#).

E. Approve update to the Staff Handbook re: PTO

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

Proposed updated 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)

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### **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" leave (critical) 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.

**F.** Approve update to the Staff Handbook re: PTO Blackout Days

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

Proposed update to the following section (approved by Staff Council on 11/4/22):

**Black Out Days**

~~PTO may not be taken on the following days.~~ Staff members may only use PTO on the following Blackout dates if they are unable to perform their duties because of illness or injury or to attend an urgent appointment (at the employee's discretion). Any other Time-Off taken on these days will be Unpaid.

**G.** Approve update to the Community Handbook re: Dress Code

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

Proposed update to the following section (approved by Student Council & Staff Council on 9/30/22):

### **Casual Dress Code**

At Living School we have a “casual” dress code instead of a school uniform. Students are required to wear their Student ID in plain sight (not hiding in a pocket or backpack) a Living School shirt daily.

Additionally, Student Council has proposed to be responsible for the enforcement of this updated Dress Code:

- The consequence of breaking the dress code is 2 weeks of mandatory uniform which will be the Living school shirt, your id, full-length pants, and close-toed shoes worn daily.
- If a student fails to wear their IDs again, they will have to wear the uniform for a month.
- If they do not adhere to their consequences then a restorative process will be held with students, staff and family.
- Students are required to wear their school shirts on field trips and Living Fest.

#### **H. Approve Resolution Updating Banking Privileges**

Whereas, Living School, Inc. must keep up-to-date the signatories with banking privileges with our banking institution;

Whereas, there has been a significant amount of turnover with personnel who handle finances and confusion with our banking institution about who should have signatory powers and banking privileges;

Therefore be it

Resolved, that the Board of Directors of Living School, hereby acknowledge and approve that the following positions and named individuals currently holding those positions shall have signatory powers with full banking and borrowing privileges including opening and closing accounts with our banking institution:

- Board Chair (currently Danneka Mitchell)
- Board Treasurer (currently Traci Simon)
- CEO (currently Stephen "Stefin" Pasternak)
- School Director(s) (currently Ashona Winzy)

The following positions and named individuals currently holding those positions shall have limited banking and borrowing privileges including depositing, withdrawing, borrowing, and transferring monies less than \$50,000

- Director of Site and Records (currently Baheejah Hasan)
- Director of Finance (currently vacant)

Any persons not named above shall no longer have banking privileges.

### **III. Executive Session**

Pursuant to La. R.S. 42:17, Executive Session Matters include: Discussion of investigation into alleged misconduct.

#### **A. Executive Session**

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### **IV. CEO Board Report**

#### **A. CEO Report**

Refer to [CEO Report](#) & [Data Dashboard](#)

### **V. Board Committee Reports**

#### **A. Governance & Evaluation Committee**

See [Gov & Eval Committee Description](#)

#### **FY23 Goals:**

1. Regularly use board data & an annual Board Assessment to improve Board effectiveness (monthly & Assessment by 6/30/23)
2. Complete CEO Evaluation Process (6/1/23)
3. Manage Board election cycle to maintain expertise, diversity, and a talent pipeline on the Board including strong parent representation

#### **B. Finance & Development Committee Report**

See Finance Report through October 2022 attached

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See [Fin & Dev Committee Description](#)

**22-23 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

**C. Academic & Culture Committee Report**

See FY23 [Academic & Culture Committee Description](#)

**Draft FY23 Goals:**

1. By the end of the 22-23 school year, 85% of students achieve college acceptance
2. By the end of the 22-23 school year, 90% of students achieve technical certification upon graduation (45% Advanced / 45% Basic)
3. By the end of the 22-23 school year, 100% of students achieve habits of a healthy life (currently self-reporting progress toward key habits; discussion around what data points counselors are looking for)
4. By the end of the 22-23 school year, Living School staff members will demonstrate X amount of growth as evidenced by the Staff Development rubric and at least 90% retention rate of staff members.
5. By the end of the 22-23 school year, Living School will meet the charter renewal requirements to receive renewal approval from the authorizing body, OPSB.

**VI. Closing Items****A. Adjourn Meeting**

Next meeting: Tue 1/24/23 @ 6 - 8 PM