



## Living School

### Living School Board Meeting

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#### Date and Time

Tuesday February 7, 2023 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

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>7:00 PM</b>
Opening Items			
<b>A. Record Attendance and Guests</b>		Stefin Pasternak	

	Purpose	Presenter	Time
<b>B. Call the Meeting to Order</b>		Danneka Mitchell	
<b>II. Voting Items</b>			<b>7:00 PM</b>
<b>A. Approve Board Meeting Agenda</b>	Vote	Danneka Mitchell	3 m
<b>B. Approve Board Meeting Minutes</b>	Approve Minutes	Danneka Mitchell	3 m
Approve minutes for Living School Board Meeting on December 13, 2022			
<b>C. Approved revised FY23 Budget</b>	Vote	Stefin Pasternak	10 m

Closed deficit with the following cuts (see the attached balanced budget with revisions to match this year's projections):

- \$133k in personnel cuts (mostly accomplished with role shifts and eliminating positions for which we haven't yet hired)
- \$97k in professional services cuts (largely reflecting scaled back programming after school & cuts to PD funds)
- \$15k in property services (eliminating some improvement & repair projects)
- \$31k in miscellaneous cuts from expansions we wanted to offer this year but are tabling until we secure grant funding

<b>D. Add CEO Article to the Bylaws</b>	Vote	Stefin Pasternak	10 m
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Proposal is to add an Article to our [Bylaws](#) to govern the Chief Executive Officer including a succession policy. Staff Council approves of this succession plan.

**Proposal:**

Article XIV: Chief Executive Officer

Section 14.1: CEO - The Board will hire a Chief Executive Officer (CEO) to be in charge of managing & operating the organization. All duties not otherwise delegated in these Bylaws shall be the responsibility of the CEO.

Section 14.2: CEO Evaluation - The Board will conduct a full evaluation of the CEO annually that incorporates feedback from staff, students, and families. The Board will use this evaluation to determine the details of the CEO's contract renewal.

Section 14.3: CEO Development - The Board will have the authority to require certain development actions from the CEO based on their evaluation in order to ensure the CEO's maximum effectiveness.

Section 14.4: CEO Succession - In addition to the normal annual evaluation of the CEO, the Board will conduct a full CEO Search every 4 years to include the input of the Staff, Student, & Family Councils. The Director of Talent will lead a Search Committee made up of representatives from all 3 Councils & the Board to conduct the search. The Board will allocate a budget of at least \$5,000 and a timeline of at least 3 months to support the Search Committee’s work. The current CEO may choose to apply at their own discretion, but can only be considered alongside at least 2 other qualified applicants.

Section 14.5: CEO Transition - To ensure a strong Transition Period, the Outgoing CEO will train the Incoming CEO for a minimum of 12 months to ensure a strong transition. The first half of the transition period, the Outgoing CEO will remain CEO and the Incoming CEO will be Vice CEO. The second half of the transition period, the Incoming CEO will become CEO and the Outgoing CEO will become CEO Emeritus, remaining on the payroll through the completion of the Transition Period. Some circumstances like the immediate termination of the CEO may necessitate a different Transition Period & Plan.

E. Approve update to the Staff Handbook re: PTO	Vote	Stefin Pasternak	5 m
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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). The policy below is based on the policy at Rooted School which has been in place for 2+ years now with success.

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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

Purpose    Presenter    Time

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.

F. Approve update to the Staff Handbook re:    Vote    Stefin    5 m  
Staff Accountability Framework    Pasternak

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

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)

G. Approve update to Staff Handbook re:    Vote    Stefin    5 m  
Maternity Leave    Pasternak

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

Proposed update to the following section (approved by Staff Council on 10/24/22. See the [updated research](#) from comparable schools.

**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.

**III. CEO Board Report    7:41 PM**

A. CEO Report    Discuss    Stefin    15 m  
Pasternak

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

**IV. Board Committee Reports    7:56 PM**

	Purpose	Presenter	Time
A. Governance & Evaluation Committee	Discuss	Danneka Mitchell	5 m

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	Discuss	Traci Simon	5 m
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See Finance Report through December 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	FYI	Bethel Cager	5 m
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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.

	Purpose	Presenter	Time
<b>V. Closing Items</b>			<b>8:11 PM</b>
<b>A. Adjourn Meeting</b>	FYI	Danneka Mitchell	

Next meeting: Tue 2/28/23 @ 6 - 8 PM