



Living School

Living School Board Meeting

Date and Time

Tuesday February 28, 2023 at 7:00 PM CST

Location

Living School, 6003 Bullard Ave, Suite 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. 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.

Agenda

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

	Purpose	Presenter	Time
B. Call the Meeting to Order		Danneka Mitchell	
C. Approve Board Meeting Agenda	Vote	Danneka Mitchell	3 m

To approve the agenda for this meeting as posted.

D. Approve Board Meeting Minutes	Approve Minutes	Danneka Mitchell	3 m
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It is the expectation that Board Members have reviewed the previous meeting's minutes prior to today's meeting.

Approve minutes for Living School Board Meeting on February 7, 2023

II. CEO Board Report 7:06 PM

A. CEO Report	Discuss	Stefin Pasternak	15 m
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Refer to [CEO Report](#) & [Data Dashboard](#)

III. Voting Items 7:21 PM

A. 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.

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.

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

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)

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

IV. Board Committee Reports 7:36 PM

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| A. Governance & Evaluation Committee | Discuss | Danneka
Mitchell | 5 m |
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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 [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.

V. Closing Items

7:51 PM

A. Adjourn Meeting	FYI	Danneka Mitchell
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Next meeting: Tue 3/28/23 @ 6 - 8 PM