



## Living School

### Living School Board Meeting

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#### Date and Time

Tuesday July 11, 2023 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. 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>6:00 PM</b>
Opening Items			
<b>A. Record Attendance and Guests</b>		Stefin Pasternak	

	Purpose	Presenter	Time
<b>B.</b> Call the Meeting to Order Introduce David Armstead		Kieta Mutepfa	
<b>C.</b> Approve Board Meeting Agenda To approve the agenda for this meeting as posted.	Vote	Kieta Mutepfa	3 m
<b>D.</b> Approve Board Meeting Minutes	Approve Minutes	Kieta Mutepfa	3 m

It is the expectation that Board Members have reviewed the previous meeting's minutes prior to today's meeting.

Approve minutes for Living School Annual Board Retreat on June 10, 2023

**II. CEO Board Report 6:06 PM**

<b>A.</b> CEO Report Refer to <a href="#">CEO Report</a>	Discuss	Stefin Pasternak	10 m
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**III. Voting Items 6:16 PM**

<b>A.</b> Elect Board Officers Refer to <a href="#">Board Role Descriptions</a>	Vote	Kieta Mutepfa	10 m
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Vice Chair  
Treasurer  
Secretary

<b>B.</b> Approve FY24 Budget Balanced on a projection of 200 students enrolled with \$150k of philanthropy projected.	Vote	Stefin Pasternak	15 m
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Compare to [Board Approved FY23 Updated Budget](#).

<b>C.</b> 23-24 Pupil Progression Plan Same as <a href="#">22-23 Pupil Progression Plan</a> .	Vote	Stefin Pasternak	5 m
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<b>D.</b> Approve updated Fiscal Policies & Procedures These reflect a comprehensive update with feedback from the DFS Team and our auditors to make sure we have rigorous, accurate Fiscal Policies & Procedures that meet all legal standards & best practices.	Vote	Stefin Pasternak	15 m
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	Purpose	Presenter	Time
	Compare with previous 3 documents that comprised our old <a href="#">Fiscal Policies &amp; Procedures</a> .		
<b>E.</b>	Approve 23-24 Community Handbook	Vote	Stefin Pasternak

This reflects comprehensive updates from our Systems Team in the following areas:

1. Dual Enrollment Eligibility (p. 8)
2. Restorative Approaches (pp. 12 - 16)
3. Off-Campus Policy (pp. 18 - 19)
4. Athletics (pp. 19 - 20)
5. Cell Phones (pp. 23 - 24)
6. Dress Code (pp. 25 - 26)
7. Student Parenting on Campus (p. 26)

Compare to our [22-23 Community Handbook](#)

<b>F.</b>	Approve 23-24 Staff Handbook	Vote	Stefin Pasternak
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This reflects comprehensive updates from our Systems Team in the following areas:

1. Healthy Conflict & Restorative Request Process (p. 7)
2. Investigation Protocol (p. 7)
3. Staff Accountability Framework & Appeals Process (p. 8)
4. Staff Participation in Restorative Circles (p. 9)
5. Recouping & Donating PTO (p. 12)
6. New Child Leave (pp. 14 - 15)
7. Parenting on Campus (p. 16)
8. Honorable Transition (p. 18)
9. Staff Code of Conduct (p. 19)
10. Communication Systems & Healthy Communication Norms (pp. 20 - 21)

Compare to our [22-23 Staff Handbook](#)

<b>G.</b>	Approve Audit Engagement with Speight & Co for FY23 Financial Audit	Vote	Stefin Pasternak
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See attached Engagement Letters and summary of fees from Mr. Speight below:

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I asked our engagement team to recap our prior fee history. We are very sensitive to the fees and increases you referenced. The most notable increase related to the

	Purpose	Presenter		Time
<p>LLA's AUP report requirement for the 2022 and 2023 year. We did factor in an increase in of approximately 6% to address the national inflation average and related rising costs. I am confident that we can stabilize the fees at the current propose level based upon current factors. A detailed fee summary is below:</p>				

- For the June 2021 audit we charged \$12,250 / 990 we charged \$1,750. There is NO AUP for 2021.
- For the June 2022 audit we charged \$13,500 / \$1,950 for the 990 / and \$2,000 for the AUP
- For June 2023, our EL states \$14,850 for the audit / \$1,950 for the 990 / and \$2,000 for the AUP

Totals per year  
 2021 - \$14,000  
 2022 - \$17,450  
 2023 - \$18,800

<b>H.</b> Approve 23-24 CEO Offer Letter	Vote	Kieta Mutepfa		10 m
Compare to <a href="#">22-23 CEO Offer Letter</a>				

<b>IV. Closing Items</b>				<b>7:51 PM</b>
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<b>A.</b> Adjourn Meeting	FYI	Kieta Mutepfa		
Summer Graduation: Thu 7/20/23 @ 6 - 8 PM @ Living School				
Lunch w/ Staff: Mon 7/24/23 @ 12 - 1 PM @ Living School				
Next meeting: Tue 8/8/23 @ 6 - 8 PM @ Maroon				