

APPROVED



Living School

Minutes

Quarterly Board Meeting

Date and Time

Sunday September 9, 2018 at 4:00 PM

Location

ReFresh Project Community Room (300 N. Broad St., 2nd Floor)

Directors Present

A. Herrera, D. Lister, F. Olajide (remote), I. King-Robins, J. Ojo, M. Davis, M. Hash, M. Lehnherr, Q. Davis, R. Ashmore, T. Millard

Directors Absent

L. Delpit, N. GATES, N. Mock, T. Glover, V. Jones

Guests Present

D. Mitchell (remote), J. Daschbach, L. Santos, S. Pasternak

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

S. Pasternak called a meeting of the board of directors of Living School to order on Sunday Sep 9, 2018 at 4:05 PM.

C. Approve Minutes from March 25 2018

D. Lister made a motion to approve minutes from the Q4 Board Meeting on 06-24-18 Q4 Board Meeting on 06-24-18.

M. Davis seconded the motion.

The board **VOTED** unanimously to approve the motion.

II. Other Business

A. Remove Troy Glover from the Board

D. Lister made a motion to Remove Troy from the board.

I. King-Robins seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. Remove Nia Gates from the Board

D. Lister made a motion to Remove Nia from the board.

Q. Davis seconded the motion.

The board **VOTED** unanimously to approve the motion.

C. Vote Danneka Tassin onto the Board

D. Lister made a motion to Vote to add Danneka for admission to the board.

M. Davis seconded the motion.

The board **VOTED** unanimously to approve the motion.

III. Charter App Committee

A. Review OKRs

B. Review Charter & Budget Defense

LS team has submitted the charter application. Defending our application on October 15th (at most 8 people can attend). Board members have been emailed to see who is available. Mandi (Charter App Committee), Dr. Lister (Chair), India (Vice-Chair), and Alfredo (Treasurer) will attend prep & interview. Expected to be at 8/9 am but this still needs to be confirmed by OPSB. November public hearings we will invite more people to attend.

Joe presented the financials submitted with the charter application. Two items that will be discussed tonight include: a federal grant and a federal loan (these are included under Revenue - Other. A 3% contingency was built in with an assumption of 76 students (not 80) as a enrollment precaution.

A budget narrative was submitted with the charter - this is available on our Google Drive. Joe or Stefin can also email it to you if requested.

IV. Governance

A. Review OKRs

B. Updates about attendance & participation norms

C. Introduce Board on Track Governance Grader

Individual members are expected to log into Board on Track at least once a month, to review packets prior to both Board and Committee Meetings, and to RSVP to all meetings they are invited to.

D. Vote on approving the new Board Meeting Calendar

I. King-Robins made a motion to Approve new board calendar.

D. Lister seconded the motion.

The board **VOTED** unanimously to approve the motion.

V. Finance & Facilities Committee

A. Review OKRs

Joe has been drafting a financial policies & procedures manual;

B. Facilities Search Updates

Working with realtor Paul Richard from NAI/Latter & Blum. The team has visited 6-8 sites in the East which range in size, status and potential. Two possibilities: former Winn Dixie (Morrison & Bundy) and Schwegmans (off of Bullard). Most ideal site: former Laser Tag off Bullard which can handle our full build out.

C. Review Financial Dashboard

Budget to actuals will be presented every month to the committee; we are still looking for facilities

D. Vote to authorize CEO to sign a Line of Credit application with ASI Federal Credit Union

A. Herrera made a motion to Vote to authorize CEO to sign a Line of Credit application with ASI Federal Union. The debt service is listed in the budget provided. This is a short-term loan to get us through the first year. This loan will be approved by the bank post-chart approval. This potential loan is \$125,000 but we may be able to take out more. If we do get the NSVF funds, we may not need this loan. We also do not receive public funding from the state until July 1. However, we wish to have this funding just in case it is needed.

M. Davis seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

V. Jones Absent

Roll Call

A. Herrera	Aye
M. Davis	Aye
R. Ashmore	Aye
Q. Davis	Abstain
M. Hash	Aye
M. Lehnherr	Aye
N. GATES	Absent
T. Glover	Absent
J. Ojo	Aye
L. Delpit	Absent
T. Millard	Aye
D. Lister	Aye
F. Olajide	Aye
I. King-Robins	Aye
N. Mock	Absent

Qasim recuses himself from this vote because of pertinence to financial matters.

VI. CEO Support & Evaluation

A. Review OKRs

B. Present draft Decision-Making Matrix for Feedback

Committee will work to clarify language delineating authority from input and will draft a flow-chart to better visualize how decisions will be made. We will also practice how to discuss these matters during the capacity interview and report back to the Board next meeting.

C. Preview a Board process for defining equity/our mission

VII. Development Committee

A. Review OKRs

B. Review Progress of Grant Applications

C. Review Crowdfunding Campaign Progress

Board will be invited to upcoming events to be scheduled in October.

VIII. Closing Items

A. Adjourn Meeting

D. Lister made a motion to adjourn the meeting.
Q. Davis seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:00 PM.

Respectfully Submitted,

D. Lister