

APPROVED



## Living School

### Minutes

#### Annual Board Retreat

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**Date and Time**

Sunday May 19, 2019 at 9:00 AM

**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. Members of the public wishing to comment, may raise their hand and be recognized by the Board 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 Board Chair at least 24 hours notice to be added to the agenda.

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**Directors Present**

D. Lister, D. Mitchell, I. King-Robins, J. Ojo, J. Wagner-Romero, M. Davis, M. Hash, P. Roussel, R. Ashmore, T. Millard

**Directors Absent**

A. Herrera, I. Bamgbàlà Arè̀sà, M. Lehnherr

**Directors who arrived after the meeting opened**

J. Ojo, P. Roussel

**Directors who left before the meeting adjourned**

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J. Wagner-Romero

### **Guests Present**

S. Pasternak

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## **I. Opening Items**

### **A. Record Attendance and Guests**

### **B. Call the Meeting to Order**

D. Lister called a meeting of the board of directors of Living School to order on Sunday May 19, 2019 at 9:17 AM.

### **C. Approve Minutes from previous Board Meeting**

M. Davis made a motion to approve minutes from the Board Meeting on 03-25-19 Board Meeting on 03-25-19.

R. Ashmore seconded the motion.

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

## **II. Board Training**

### **A. State of Education in New Orleans**

J. Ojo arrived.

Board examined different books & online texts to investigate the history of education in New Orleans sharing stories and reflections on the history and its implications for the work we're trying to do.

## **III. Other Business**

### **A. Elect Tristram Millard Secretary**

M. Davis made a motion to elect Tristram Millard Secretary of the Board.

J. Wagner-Romero seconded the motion.

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

### **B. CEO Monthly Report**

All systems are on-track for our launch with staff on 6/24 and students on 7/24. Biggest challenges are recruitment and facilities.

### **C. Director of Data & Finance Report**

P. Roussel arrived.

We are continuing to track closely to our financial projections with roughly 2 months of cash on hand. Expenses are about to jump in June as staff comes on full-time and we begin outfitting the school. Much of our revenue for the next 2 months will come from reimbursement from a state grant that Joe is working on submitting.

**D. Approve Board on Track CEO Evaluation Tool**

M. Davis made a motion to adopt the Board on Track CEO Evaluation tool to conduct the annual CEO evaluation.

P. Roussel seconded the motion.

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

**E. Approve Board on Track CEO Evaluation Process**

M. Davis made a motion to adopt the Board on Track CEO Evaluation Process.

D. Mitchell seconded the motion.

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

**F. Approve Staff Handbook**

M. Davis made a motion to approve the Staff Handbook subject to reconsideration pending legal review by counsel.

R. Ashmore seconded the motion.

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

**G. Bylaws Amendment XII**

R. Ashmore made a motion to approve Amendment XII to the Bylaws.

M. Davis seconded the motion.

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

**H. Bylaws Amendment XIII**

J. Wagner-Romero made a motion to Approve Amendment XIII to the Bylaws.

M. Davis seconded the motion.

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

**I. Bylaws Amendment XIV**

I. King-Robins made a motion to Approve Amendment XIV to the Bylaws.

R. Ashmore seconded the motion.

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

**J. Re-elect William Lister Board Chair**

M. Davis made a motion to Approve William Lister as Board Chair for a second term.

T. Millard seconded the motion.

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

**K.**

### **Re-elect India King-Robins Vice-Chair**

M. Davis made a motion to Approve India King as Vice-Chair of the Board for a second term.

R. Ashmore seconded the motion.

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

### **L. Approve Act 696 Policy**

J. Ojo made a motion to adopt the 696 policy.

T. Millard seconded the motion.

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

## **IV. FY20 Strategic Planning**

### **A. CEO Presentation of 3-year Vision**

### **B. Committees Reflect on FY19 OKRs**

Committees each broke out into small groups to reflection on FY18-19 and plan for FY19-20.

## **V. Academic & Culture Committee**

### **A. Review FY19 OKRs**

This committee formed back in December 2018 after the charter was approved (used to be Charter App committee). The goals set back then continue to be relevant so we've refined them for our next year's work.

### **B. Present FY20 Goals**

Goal 1: Support the hiring and training of a strong founding team (5/31/2020)

- Task 1.1: Review staff odyssey calendar and connect Stefin to any potential resources/supporters to ensure that they have what they need for this to be successful (6/15/19)

- Task 1.2: Complete pop-in observations & reflections with Stefin & team on first weeks of school (9/30/19)

Goal 2: Develop annual evaluation tools, processes, and metrics for academics & culture

- Task 2.1: Develop academic & culture dashboard to track data at monthly meetings (8/31/19)

- Task 2.2: Align Staff Development Rubric, Graduate Profile, and Academic & Culture dashboard to mission (10/31/19)

## **VI. CEO Support & Evaluation**

### **A.**

## **Review FY 19 OKRs**

J. Wagner-Romero left.

Helped vet and build a number of institutional tools & frameworks that are now being used and are now shifting our focus to the stewarding of the climate and culture.

## **B. Present FY20 Goals**

Goal 1: Conduct a comprehensive and effective end-of-year CEO Evaluation

- Task 1.1: Conduct a baseline CEO evaluation (8/31/19)
- Task 1.2: Create a way to incorporate student & family feedback into CEO Eval (4/1/20)
- Task 1.3: Conduct Year 1 CEO evaluation (6/30/20)

Goal 2: Steward effective climate & culture

- Task 2.1: Establish a system or dashboard for collating the data and information from each committee and a system for distributing it

## **VII. Governance**

### **A. Review FY19 OKRs**

We've made a lot of progress with clarity, consistency, systems, and roles and are working more and more independently as a Board.

### **B. Present FY20 Goals**

Goal 1: Clarifying Board Recruitment & Composition Strategy

- Task 1.1: Board & donor cultivation events
- Task 1.2: Create a list of Board priority needs
- Task 1.3: Create a list of community members to cultivate
- Task 1.4: Host Board cultivation event

Goal 2: Implement & Improve Board Development Plan

- Task 2.1: Improve participation, effectiveness, independence, & consistency
- Task 2.2: Raising funds for Board development & refreshments

Goal 3: Improve Communications

- Task 3.1: Utilize individuals with large social media following to appeal across lines of difference

## **VIII. Finance & Facilities Committee**

### **A. Review FY19 OKRs**

All objectives and key results from FY19 completed successfully!

### **B. Present FY20 Goals**

Goal 1: Plan for expansion

- Task 1.1: Build variations in our financial models for different future circumstances
- Task 1.2: Build facilities plans and decision making timeline for future circumstances

Goal 2: Monitor organizational sustainability

- Task 2.1: Conduct annual audit
- Task 2.2: Develop protocol for how to use monthly dashboard

## **IX. Development & Student Recruitment Committee**

### **A. Review FY19 OKRs**

We've raised over \$800K to date mostly through grants along with individual contributions and identified opportunities to improve our systems and approach.

Committee voted to change its name and charge at the last committee meeting to "Development & Student Recruitment".

### **B. Present FY20 Goals**

Goal 1: Recruit 80 students for the first class

Goal 2: Raise \$150K (+\$10K for every student under 80 that we enroll)

## **X. Closing Items**

### **A. Review June Board Meeting Calendar**

### **B. Adjourn Meeting**

J. Ojo made a motion to adjourn the meeting.

D. Mitchell 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 1:00 PM.

Respectfully Submitted,

T. Millard