

APPROVED



Living School

Minutes

CEO Support & Evaluation Committee Meeting

Date and Time

Tuesday August 20, 2019 at 6:00 PM

Location

Living School, 6003 Bullard Ave., 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. Members of the public wishing to comment, may raise their hand and be recognized by the Board or Committee 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.

Agenda

Committee Members Present

D. Lister, I. Bamgbàlà Arèsà, L. Delpit (remote), N. Webber (remote), P. Roussel

Committee Members Absent

None

Guests Present

S. Pasternak

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

S. Pasternak called a meeting of the CEO Support & Evaluation Committee Committee of Living School to order on Tuesday Aug 20, 2019 at 6:00 PM.

C. Approve Minutes

I. Bamgbàlà Arèsà made a motion to approve minutes from the CEO Support & Evaluation Committee Meeting on 04-17-19 CEO Support & Evaluation Committee Meeting on 04-17-19.

P. Roussel seconded the motion.

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

II. CEO Support & Evaluation

A. Review Committee Goals from June 2019 Retreat

Committee continues to move forward on goals from board retreat; CEO evaluation process is ongoing

B. GOAL 1: Conduct a comprehensive & effective end-of-the-year CEO evaluation

CEO self evaluation hasn't been sent to all members of the committee; additional email addresses of committee members will be added to Board on Track eval sharing module.

Our goal is for all committee members to have reviewed the CEO self evaluation by the next committee meeting, so we can begin mover forward with the next phase of the evaluation process.

C. GOAL 2: Steward effective climate & culture

Discussed maternity leave options for employees. FMLA guarantees 2 weeks of paid leave, along with 10 weeks of unpaid leave. Living School has opted to provide six weeks of paid maternity leave, for which both current expectant employees have exercised. 1 current employee who has injured their back is opting to have their medical bills covered by medicaid before enrolling in the employee insurance plan.

OPSB has recommended that all board members conduct board business on email accounts solely dedicated to school matters; FOIA requests could allow access to personal email accounts if school board business is conducted through them. Pepper Bowen made a motion to establish Living School email addresses for members, and Kelsi Brooks seconded the motion. It was unanimously approved by the committee.

Everyone is fairly satisfied with Stefin's regular list of committee agendas that get circulated each month; we feel that it would good idea to run a "temp check" at the end of

each CEO eval committee to see if everyone is still feeling properly informed of school business from cycle to cycle

Staff council and student council meets weekly. Family council is meeting occasionally. We need to check in with them later in the fall to see if they are starting to draft minutes or develop more reporting abilities from their meetings; we can use that info for our triangulated CEO evaluation process.

We will leave comments to Board on Track to see if they can add audio recording capabilities to their minutes recording system

Stefin will start giving a CEO "state of the union" rough draft to our committee prior to him presenting it at the board meetings. This should also us to review everything and get up to date, and will allow us to give feedback to Stefin about things that aren't clear or need to expanded upon during his board presentations

D. Emergency & Succession Planning

No comprehensive CEO succession plan in place yet. Everyone agrees with Stefin's recommendation that Charm would take over educational responsibilities if something happened to Stefin, and Joe would take over operational responsibilities.

Stefin will discuss this question with the school staff to see if they have any preferences or ideas about the succession process.

E. Review documents for Board approval at tonight's meeting

Time did not permit us to get to reviewing the policy manual and staff handbook; will discuss to some extent later in the general board meeting

III. Closing Items

A. Adjourn Meeting

P. Roussel made a motion to adjourn the meeting.

I. Bamgbàlà Arèsà seconded the motion.

The committee **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 7:00 PM.

Respectfully Submitted,

D. Lister