

## When You Have A Question or Need Help?

*If you have a question or concern about . . .*

Your child's admission, school records, or fees; housekeeping or other business services

GO TO ► **Kim Anderson**, Office Manager  
Upper Campus (762-9020)  
officemanager@liveoakcharter.org

Your responsibility for school supplies, classroom support, class plays, class parties, field trips, Farmers Market, etc.

GO TO ► Your **Class Coordinator**, who is appointed by your class teacher

Your child's class lessons, homework, academic performance, or class participation in any subject

GO TO ► Your **Class Teacher**: Check for office hours or telephone time

What's happening in the classroom or on the playground re: discipline or social interaction

GO TO ► Your **Class Teacher**: Check for office hours or telephone time

Live Oak's educational philosophy, curriculum and compassionate campus values

GO TO ► **Kalen Wood**, Education Director  
Lower Campus (762-8490)  
eddirector@liveoakcharter.org

Your child's special education needs, assessment or referrals

GO TO ► **Linda Banks**, Student Services Coord.  
Upper Campus (762-9020)

School values & vision, operational policies, planning, finances, facilities, and and Petaluma City Schools issues

GO TO ► **Will Stapp**, Executive Director  
Upper Campus (762-9020)  
director@liveoakcharter.org

Public relations, communications, (newsletters, etc.), parent involvement, volunteer opportunities & fundraising

GO TO ► **Victoria Temple**, Development Director, Upper Campus (762-9020)  
development@liveoakcharter.org

Live Oak's Parent Pledge Program  
Annual auction and other fundraising

GO TO ► **Judith Helman**, Friends of Live Oak  
GO TO ► **Theresa Mahoney**, Friends of Live Oak

Board of Director's issues and Board committees

GO TO ► **Chuck Wade**, Chair, Board of Directors  
**Rachel Kaplan**, Parent Representative to the Board

After School Program operations, enrollment and fees

GO TO ► **Aurora Valentine**, ASP Coordinator  
Upper Campus (364-8490)

***These individuals will help address your question or concern, or guide you to the person who can!***