

LIVE OAK CHARTER SCHOOL
100 GROSS CONCOURSE PETALUMA, CA 94952 • (707) 762-9020

Minutes for the Regular Meeting of the Board of Directors Live Oak Charter School
June 11, 2020
6:00pm

This meeting will be by teleconference pursuant to Executive Orders N-25-20 and N-29-20.

The Board of Directors (“Board”) and employees of Live Oak Charter shall meet via the Zoom meeting platform. Members of the public who wish to access the Board meeting may do so at: <https://us02web.zoom.us/j/85695420949?pwd=SFVVYUdMNEJvOFcZb3ZpZ0JKODJJQT09>

You may also call in using the Zoom phone number:

699 900 9128 US

Meeting ID: 856 9542 0949

Password: 9irsAK

Members of the public who wish to comment during public comment sections at the start of the meeting or after presentation of items on the agenda may use the “raise hand” on the Zoom platform. Public comment is limited to three (3) minutes. If an interpreter is needed for comments, they will be translated into English and the time limit shall be six (6) minutes. The Board may limit the total time for public comment to a reasonable time. The Board reserves the right to mute or remove a participant from the meeting if the participant unreasonably disrupts the Board Meeting

Access to Board Materials: A copy of the written materials which will be submitted to the Board may be reviewed by any interested persons on the Live Oak Charter School’s website along with this agenda following the posting of the agenda at least 72 hours in advance of this meeting

Disability Access: Requests for disability-related modifications or accommodations to participate in this public meeting should be made 24 hours prior to the meeting by emailing kim.anderson@liveoakcharter.org. All efforts will be made for reasonable accommodations. The agenda and public documents can be modified upon request as required by Section 202 of the Americans with Disabilities Act.

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Present

Sarah Grossi (SG), Board Chair
James Jenses (JJ), Board Treasurer
Josh Kizner (JK), Director
Erin Wrightsman (EW), Director
Chris Fox (CF), Director, arrived 6:09 pm
Daniella Baker (DB), Director
Stacy Ito (SI), Board Secretary
Justin Tomola (JT), Executive Director
John Azzizzi (JA), Business Manager

OPENING 6:04 pm

PUBLIC COMMENT

- 1) Jessica Moore, speaking on behalf of Gwynne Johnson and herself, representing Live Oak TIDE have a few comments to share
 - a) How can we improve our school communication to be more inclusive, especially with our Latinx/Spanish speaking communities that are present at our school?
 - b) Is it possible to allow access for accessing the books in the library, with the intention of diversifying the selection of books available to our students.
 - c) Petaluma TIDE may have funding in the future for professional development, we will keep Live Oak updated.
- 2) Lots of gratitude for the recent Town Hall; it was really well done and well facilitated.

OPEN SESSION

A. Approve the agenda

1. Amendments
 - a. SG moves to amend D3b, D3c, and D3d as one item (D3b), 2nd SI, Aye all.
2. JK moves to approve the agenda as amended, consolidating D3b, D3c, and D3d into a single item, D3b, 2nd JJ, Aye all.

B. Reports

1. Committee reports
 - a. Executive Committee (Sarah Grossi)
 - i. Executive committee met and set agenda for this meeting
 - b. Finance Committee (James Jensen)
 - i. PPP/SBA loan was funded last week and transferred to our county account this morning.
2. Executive Director Report (Justin Tomola)
 - a. Recent events

- i. 8th grade: Drive-thru Promotion--gratitude to Krista and MS team for that endeavor, very heartfelt and unique; projects and speeches completed; 8th grade documentary with Leah & 8th grade parent completed.
 - ii. End of Year Drop-Off/Pick-Up: Very successful, huge team effort, thank you to Muriel, Kim, Katie, Aimee, Gayla, Michael, Sarah, Krista and Deb!
 - iii. 2 day in-service for teachers 6/8-6/9: productive though unusual due to times; loop cohorts worked together with distance learning feedback; transition meetings for teachers changing grade levels.
 - iv. 2 Town Halls: 1st hosted by JT, 2nd collaboration with Foundation; pleased with collaborative efforts and teamwork.
- b. Facilities
 - i. Still working on securing a lease for LOCS, updates should be coming soon, working to amend agreement by reducing space use.
 - ii. Middle School repair: 3 bids have gone out, per State requirements for FG; 3rd bid is from Ohana Construction for MS building repairs on soffit, gutters and walls. FG is trying to get grant money for repairs.
- c. Campus
 - i. Parent Marla Pedersen and Erin Wrightsman are working on a project for a mural on the front of the MS building entrance, with message "Have Courage, Be Kind." Mural project is approved by FG.
- d. Summer
 - i. Administration summer meeting is scheduled for tomorrow 6/12 for summer goals. Administration is encouraged to move towards their contract parameters for summer. Our office staff needs their summer break!
 - ii. Annex items need to be moved out as we are removing annex from our lease.
 - iii. Garden maintenance program is underway to maintain garden through summer.
- e. HR
 - i. Regarding cuts and reductions, ED has met and given letters to all who will be affected, especially aides, specialty, administration, etc.
 - ii. LOCS is not able to meet current CBA agreement due to budget shortfalls and COVID-19, so faculty is currently renegotiating with their union.
- f. 2020-2021 School Year
 - i. #1 Priority is the health and safety of students and staff.
 - ii. On 6/12 SCOE will release a large, detailed document with guidelines for reopening for all Sonoma County schools; guidelines include health and safety protocol, social distancing requirements, hygiene requirements, face coverings, etc.
 - iii. LOCS is likely to use a hybrid model, as recommended by SCOE.
 - iv. According to parent survey, 15-20% of respondents would be unlikely/very unlikely to send students to school during a hybrid model, preferring 100% distance learning (DL).
 - v. In efforts to accommodate the desire for distance learning, ED is looking to see if somewhere in the budget there is room for a program coordinator to help manage the full DL.

- vi. For Kindergarten, LOCS is looking to decrease the amount of DL for that age group.
- vii. We need more parent surveys to determine needs of families and school.
- viii. A tentative master schedule has been created utilizing all these considerations.
- g. After School Program
 - i. Considering needs of kinder students, if using an am/pm hybrid model.
 - ii. Program needs to be sustainable and solvent in the coming year.
 - iii. Considering if ASP will be kinder only, or possibly kinder through 3rd.
- h. Website
 - i. Parent Camile Esposito built our new Live Oak website and is training administration and board for updating. May also need board help with Schoolwize platform.
- i. Enrollment
 - i. Overall sentiment is concern, as families consider what is best fit.
 - ii. Enrollment for Fall is currently full, but all waiting lists have been exhausted. Many families are looking for a clearer picture for 2020-2021 school year.
 - iii. Consider adding short 1-1.5 minute videos to LOCS website to highlight who we are and what we offer as a charter school (i.e. handwork, music, etc).
- 3. Foundation Report (Sarah Grossi)
 - a. Richard Deering (Foundation Chair) sent email to SG with the report
 - i. Giving is down from June last year, but so far at \$253,919.97 for yearly donation.
 - ii. Foundation will be able to meet or exceed MOU for 2019-2020 school year.
 - iii. \$11k will be held in escrow accounts for auction events that are currently postponed due to COVID-19. If canceled, Foundation will offer to refund monies to donors.
 - iv. School participation in pledge is at 74% for the year.
- 4. In gratitude (Sarah Grossi)
 - a. This is our last board meeting for the fiscal year and the last regular board meeting for Daniela Baker and Josh Kizner. Deep thanks for all your volunteer work on the board for these many years. To the faculty and staff, tremendous thanks for a fun and joyful 8th grade graduation; it was a good reminder of the beauty of the LOCS community. To our administration: Justin Tomola, Kim Anderson, Muriel Bertucci, and Katie Louderback, you are amazing, hardworking and a committed group of people. For your resilience and flexibility, we thank you.

C. Consent agenda--Move to approve JJ, 2nd JK, Aye all

All matters listed under Consent Agenda are considered to be routine, and all will be enacted by one motion and vote. There will be no separate discussion of these items unless a Board member requests items to be removed from the Consent Agenda for separate action.

1. Board minutes for May 14, 2020 regular board meeting; June 2, 2020 Special Board meeting
2. Monthly financials for May 2020

3. Approval of certificated staff stipends

D. The board will consider the following for discussion and approval

1. LOCS Enrollment Policy amendment (Justin Tomola)
 - a. This will increase each kindergarten’s class size by two transitional kindergarten students, by offering enrollment to students who turn 5 by June 1st.
 - b. Move to approve JK, 2nd JJ, Aye all.
2. LOCS MOU with Live Oak Foundation (Sarah Grossi, Richard Deering)
 - a. For the 2020-2021 school year, there are no changes to the text of the MOU, only a monetary change.
 - b. Foundation is projecting \$128k in donation due to economic fallout from COVID-19. School board and administration expected to receive \$228k. School budget will need to be adjusted to reflect new amount.
 - c. Move to approve DB, 2nd CF, Aye all
3. Election of Board members for terms starting July 1, 2020.
 - a. Interview with candidates: Robert Bunce, James Jensen, Patrick Kennel, Jessica Umphress.
 - i. EW nominates James Jensen, 2nd CF.
 - ii. JJ nominates Patrick Kennel, 2nd SI.
 - iii. DB nominates Jessica Umphress, 2nd EW.
 - iv. EW nominates Robert Bunce, 2nd SI.
 - b. Election of board member for 2-year term starting July 1, 2020, election of board member for 2-year term starting July 1, 2020, election of board member for 3-year term starting July 1, 2020
 - i. JK abstains from voting.
 - ii. JJ with 6 votes and 16 points selects 3 year term.
 - iii. Patrick Kennel with 5 votes and 9 points selects 2 year term.
 - iv. Jessica Umphress with 4 votes and 7 points selects 2 year term.
 - v. Robert Bunce, we thank you for your interest and appreciate all you are doing for the school on the Foundation Board!

	SG	SI	JK	D B	CF	EW	JJ	# of Votes	Total Points
Jessica Umphress			x	2	3	1	1	4	7
Patrick Kennel	1	2	x	1		3	2	5	9
Robert Bunce	2	1	x		1			3	4
James Jensen	3	3	x	3	2	2	3	6	16

E. The board will consider the following for discussion

1. Update on 2020/21 budget (James Jensen)

- a. State funding is unknown at this time because of delayed income tax revenue. Income taxes make up majority of state revenue, and State funding makes up the majority of CA education budget.
- b. Gov. Newsom's May Revise was rejected and legislators are passing their own budget on 6/15, which will need Governor approval--all still in progress.
 - i. Newsom proposed cutting education funding by 10% and reinstating it if additional Federal funding comes through
 - ii. Legislators proposed funding LCFF 100%, with an assumption that Federal funding will come through. If not, they will defer payment on LCFF during October revise.
- c. LOCS Planning
 - i. Should we start with full staff and then cut mid-year if needed?
 - ii. Should we plan for cuts and have a minimal staff?
 - iii. All schools need to be ready to fund 1-6 months of expenses through reserves with these economic times (LOCS only has 1.5 months of expenses in reserves).
 - iv. Ending 19/20 school year in \$93k deficit
 - v. 73% of our schools expenses is in salaries & benefits, which is why we have to look at cuts to balance our budget, when deficit and shortfall in funding is so great.
 - vi. If we lose 30 students, LOCS will not be solvent; will not make enough in ADA funding to meet expenses.

CLOSED SESSION

F. Pursuant to Government Code 54956.8 Conference with Real Property Negotiator
Property: 100 Gness Concourse, Petaluma; Negotiating Parties: Sonoma-Marin Fair; under
negotiation: price and terms

G. Pursuant to Government Code 54957: Public Employee Contracts

OPEN SESSION

Report on actions taken in closed session

No actions taken

ADJOURNMENT 11:05pm