

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

Agenda for the Special Meeting of the Board of Directors of Live Oak Charter School
July 16, 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:
Join Zoom Meeting
<https://us02web.zoom.us/j/89169940354?pwd=b1B3T0JSMmNsdDEzUHMwc09mZnlUUT09>

You may also call in using the Zoom phone number:
669 900 6833 US
Meeting ID: 891 6994 0354
Password: 5JfVSV

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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

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LIVE OAK CHARTER SCHOOL

**Agenda for the Special Meeting of the Board of Directors of Live Oak Charter School
July 16, 2020
6:00pm**

Mission & Program

To ensure the humanity and potential of its students through an education resonant with their unfolding awareness and capacities, and supportive of the full and integrated development of body, heart, and mind. LOCS provides a K-8 program inspired by Waldorf education to children and families of Petaluma and surrounding communities. Waldorf inspired education is a developmental approach to learning that cultivates the innate capacities of each child through age appropriate curriculum. Live Oak educates the whole child – head, heart, and hands, through an education that integrates each child's creative, intellectual, emotional, physical and social domains. Live Oak offers an interdisciplinary liberal arts program where art, music, and movement are integrated with core academic instruction. Exploration of the natural world, human culture, language and mathematics enlivens curiosity which is the foundation of intellectual growth, conceptual flexibility, empathy and sense of connectedness.

OPENING

PUBLIC COMMENT

This portion of the meeting is set aside for members of the public to make comments or raise issues that are not specifically on the agenda. The board cannot, by law, respond or take action on any issue not specifically on the agenda. Public Comment presentations are limited to three minutes per presentation and the total time allotted to non-agenda items will not exceed fifteen minutes.

OPEN SESSION

A. Approve the agenda

B. Reports

1. Director's report (Justin Tomola)

C. Consent agenda

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 June 11, 2020 Regular Board meeting; June 18, 2020 Special Board meeting; June 25, 2020 Special Board meeting

D. The board will consider the following for discussion

1. 2020/21 budget update (John Azzizzi)
2. Community forum update (Deb Fox)
3. Reopening/operations plan for 2020/21 (Justin Tomola)
4. Executive and Finance Committee functions and compliance (Sarah Grossi)
5. Board roles and responsibilities for 2020/21 term (Sarah Grossi)

CLOSED SESSION

E. Pursuant to Government Code 54957: Public Employee Contracts

ADJOURNMENT

LIVE OAK CHARTER SCHOOL
100 Gness 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

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You may also call in using the Zoom phone number:
699 900 9128 US
Meeting ID: 856 9542 0949
Password: 9irsAK

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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

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

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Minutes for the Regular Meeting of the Board of Directors Live Oak Charter School
June 18, 2020
6:00pm

Present

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

OPENING 6:03 pm

PUBLIC COMMENT

None

CLOSED SESSION

A. Pursuant to Government Code 54957: Public Employee Contracts

OPEN SESSION

Report on actions taken in closed session

No actions taken in closed session

ADJOURNMENT 8:11 pm

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Minutes for the Regular Meeting of the Board of Directors Live Oak Charter School
June 18, 2020
6:00pm

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You may also call in using the Zoom phone number:

699 900 9128 US

Meeting ID: 861 2583 0974

Password: 3LLYEg

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Minutes for the Regular Meeting of the Board of Directors Live Oak Charter School
June 25, 2020
6:00pm

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669 900 6833 US
Meeting ID: 826 6486 9204
Password: 6uavW6

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Minutes for the Regular Meeting of the Board of Directors Live Oak Charter School
June 25, 2020
6:00pm

Present

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

OPENING 6:01 pm

PUBLIC COMMENT

- 1) Deb Fox, speaking for Robert Bunce, both working with and members of the Foundation Board of Directors, formally ask if a school board member would like to work jointly on a task force to support Live Oak during the transitions caused by the COVID-19 pandemic and numerous budget cuts that impact programming. Together they envision a committee composed of Foundation board members, school board members, faculty and administration to meet the communication needs of the community. 3 goals include 1) adequately capturing parent feedback, 2) presenting survey results, and 3) allowing space for community response. Anyone interested may reach out to Deb Fox or Robert Bunce.

OPEN SESSION

A. Approve the agenda

1. Amendments and Deferrals
 - a. SI moves to defer B1 to the next regular meeting, 2nd CF, Aye all.
 - b. DB moves to amend item C1 to include the COVID-19 Operations Report, which will be presented with the budget for review and approval, 2nd SI, Aye all.
2. JJ moves to approve agenda as amended in A1a and A1b, 2nd EW, Aye all.

~~B. Consent agenda~~

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- ~~1. Board minutes for June 11, 2020 Regular Board meeting; June 18, 2020 Special Board meeting~~

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

1. Consideration and approval Live Oak Charter 2020/21 operations budget and COVID-19 Operations Report
 - a. Due to ongoing and currently unresolved budget negotiations between the State Legislature and the Governor, and thus great uncertainty in the level of funding Live Oak will receive for the 2020/2021 school year, the school budget approved tonight by LOCS will need to be revised in 45 days. The budget presented and passed tonight is a functional, provisional budget to start our school year, but will need possibly significant revision as the State decides and modifies its funding levels over the next several months.
 - b. The budget as presented is a break-even budget across all three years (2020/21, 2021/22, 2022/23), but to achieve a balanced budget, fairly drastic measures were needed to be employed, including loss of classified staff, salary freezes, and minimal programming.
 - c. There are several impacts to revenue included in this year's budget, including \$206k cut to LCFF funding for 20/21, \$106k anticipated loss in funding from the Foundation, and several other cuts, totalling a \$300k drop in revenue, as well as a \$93k deficit from the 2019/2020 school year.
 - d. As of 6/22/20 the State has agreed to fund next year's LCFF funding based on 2nd Interim ADA levels. This means that enrollment will not be a budgetary concern for 2020/21, as schools will be held harmless for changes in enrollment. This is a \$187k increase to our budget.
 - i. However, this LCFF funding is expected to be deferred significantly, with payments for the 20/21 school year being pushed as far as Nov 2022.
 - ii. These significantly deferred payments will create cash flow problems for LOCS and have a real possibility of turning into cuts that will never be paid.
 - e. LOCS desperately needs to increase its reserves, with a goal of getting to 25% of expenditures.
 - i. \$114k of Prop 39 funds are currently in our reserves, which must be returned to the State soon, which will decrease our reserves.
 - ii. \$463k of PPP/SBA loan are in our reserves, but come with caveats for use. Without these funds in our reserves our school would not be able to survive, they are needed to keep our cash flow working and our school operational.
 - f. Public Comment
 - i. Does that mean we would effectively cut staff now, approve this budget, and then add staff back later with a revised budget?
 - ii. What an incredible and huge relief that we will have ADA funding based on last year!!
 - g. Board Comments and Questions
 - i. Will 2019/20's ADA numbers last for all of 20/21 or just a portion? Yes, any funding that has to do with ADA funding for the whole of the 20/21 year will be based on 19/20 levels.
 - ii. Our ADA number for last year was 278. Will increasing enrollment past 278 benefit us? No, not currently, but this is a question that is being discussed and may change.
 - iii. What are our next steps with revisions? Let the dust settle, but also

remember that all this funding is predicated on federal funding coming through--if it doesn't then these deferrals can become cuts. The Finance Committee and administration will need to look deeply at priorities and strategies.

- iv. Do we have any sense of the level of confidence in the federal money, expected in October? Hard to tell, there are so many unknowns. Everyone is betting on being in Phase 3 or higher by then, meaning that schools will be open and thus the economy open. But how confident are we that that will be true?
 - v. Due to that, I'm in favor of where we stand with our budget right now, because of the uncertainty of federal money coming through or not.
 - vi. The amount of effort of all the parties involved in creating this budget is pretty significant, and due to that commitment and work, I stand behind this budget. It feels confident that we're making solid decisions for the sustainability of our school. Can we get an idea of when the community will see how that looks in terms of staffing? Yes, we also need the dust to settle. Our priorities are #1 shoring up deficits, #2 having reserves, #3 HR. We are looking at how to systematically get people back into our budget, but right now this feels risky.
 - vii. Comment to the Board of Directors: Strongly resist the pressure to spend the ADA funding money. We have to think of the next 4 years, not the next 12 months. We need to have long term thinking, not short term. For example, we need to keep the additional 4 students in kindergarten, we need to keep a solid distance learning option, we will need the enrollment, maybe not next year, but we will need it. Our new goal needs to shift from a balanced budget to increasing reserves.
 - viii. At PCS, Chris Thomas (CBO) was also saying to focus on the long term, not the short. Also we need to be aware that classroom learning requirements, once decided, will drastically impact our programming and therefore our financial burdens.
 - ix. Will all 3 specialties (Handwork, Movement, Music) continue next year with this budget? Yes!! We hold strong that these aspects of our school are integral to our Waldorf education. Preserving specialty programs was one of our budgetary priorities at Live Oak, and we're going to integrate them as much as possible into the students' schedules as we can.
 - h. COVID-19 Operations Report
 - i. This is a compliance document that all schools are required to submit with their budgets. It describes what Live Oak did during the Spring semester with the COVID-19 pandemic impacts.
 - i. JK moves to approve the budget, including COVID-19 Operations Report, 2nd DB, Aye all.
2. Receivables Factoring Agreement with Charter School Capital (CSC)--Discussion and possible action on entering into an agreement for future sales of receivables should the need arise.
- a. Background: Receivables loans are essentially payday loans for schools. What happens is that LOCS' receivables would be bought and paid out to us

immediately, at approximately 80% of receivable. However, we do not pay this back, as in a payday loan. We are paid outright on funds we are expecting to receive, but at a lower rate. It's not ideal, the cost is high, but we want to have this available to us for an emergency situation. If we run into a crisis, this gives us a backstop.

- b. JJ moves to approve the Receivable Factoring Agreement Resolution, 2nd CF, Aye SG, DB, EW, SI, JK.

-

3. Consideration and approval of Executive Director's contract

- a. The Board Chair recommends
 - i. Execute Employment Agreements for the 20-21 school year with the E.D. and C.D. and maintain salaries at 2019-20 levels (no salary increase / salary freeze);
 - ii. All other terms and conditions remain the same as the previous agreements.
 - iii. Should the budget situation improve substantially the board will consider retroactive salary increases for the 20-21 school year.
- b. CF moves to approve the board chair recommendations for employee contract for E.D. and C.D., 2nd EW, Aye all.

4. Consideration and approval of Business Manager's contract

- a. C.D. is the Consortium Director/Business Manager
- b. The Board Chair recommends
 - i. Execute Employment Agreements for the 20-21 school year with the E.D. and C.D. and maintain salaries at 2019-20 levels (no salary increase / salary freeze);
 - ii. All other terms and conditions remain the same as the previous agreements.
 - iii. Should the budget situation improve substantially the board will consider retroactive salary increases for the 20-21 school year.
- c. CF moves to approve the board chair recommendations for employee contract for E.D. and C.D., 2nd EW, Aye all.

ADJOURNMENT 7:51 pm