

LIVE OAK CHARTER SCHOOL
100 Gness Concourse Petaluma, CA 94952 • (707) 762-9020

Agenda for the Regular Meeting of the Board of Directors Live Oak Charter School
Handwork Room room
September 12, 2019
6:30pm

Present

Sarah Grossi (SG) Chair
Josh Kizner (JK) Director
James Jensen (JJ) Treasurer
Stacy Ito (SI) Secretary
Erin Wrightsman (EW) Director
Justin Tomola (JT) Executive Director
Daniella Baker (DB) Director
Chris Fox (CF) Director arrived 6:34pm

OPENING 6:32pm

PUBLIC COMMENT

- 1) Sports program cut without notice in middle school. School website still says basketball coaches needed. Sports was not listed as item to be cut in MM emails. Would like board to intervene with help to start basketball program before the next board meeting
- 2) Thank you to board members and appreciation for the volunteer work of board
- 3) Support effort for basketball program to be reinstated. Meaningful to have sports programs on campus for students.
- 4) Sports are incredibly valuable in keeping students invested in school. Sports are needed! Parent volunteers are available and ready to help.
- 5) Appreciation for the board and time investment. Sports program is a priority and community is ready to help.

OPEN SESSION

A. Approve the agenda Move JJ, 2nd DB

B. Reports

1. Committee reports
 - a. Executive: SG met and set agenda for 9/12 meeting
 - b. Finance: JJ met
2. Executive Director Report
 - a. 292 students, 4 classes with openings
 - b. Grade level highlights, specialty teacher highlights
3. Foundation Report
 - a. July financials, August participation
 - b. Currently a little ahead this year due to upfront lump-sum gifting
 - c. Participation at 45%

- d. 2 openings on board, 2 people interested
- e. Richard Deering and Moca Carvahlo leading the Auction Committee
- f. No music festival in lieu of Grow the Music this year due to too great of need for volunteers

C. Consent agenda--move JJ, 2nd EW, aye JJ, SG, CF

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 August 8, 2019
- 2. Board minutes for August 17, 2019
- 3. Monthly financials for August 2019

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

- 1. Unaudited actuals for 2018/19 Fiscal Year (John Azzizzi)
 - a. Ended 2017/18 185k surplus, but \$173k of it were restricted funds for Prop 39 Energy Efficiency, real surplus \$12k
 - b. 2nd Int 2018/19 \$98k deficit
 - c. Ended 2018/2019 \$172k deficit, includes facility grant, without would be add'l \$200k
 - d. 19/20, \$14k actual projected deficit (projected in May 2019, does not include add'l expenditures) (\$173k from Prop 39 funds expected to be returned to the state)
 - e. Move to approve: JJ, 2nd EW, Aye: SG, JK, CF, DB, SI
- 2. MOU with Live Oak Foundation (Sarah Grossi)
 - a. Estimated that LOCSF will raise \$253,360 gross for 2019/20, total Support Grant to LOCS at \$185,808 and additional \$11,668 in Long-Term Capital fund
 - b. Move to approve: JK, 2nd DB, Aye: SG, JJ, SI, CF, EW

E. The board will consider the following for discussion

- 1. Facilities update
 - a. Public Comment: none
 - b. JJ contract in motion for \$61k for lighting improvements using some Prop 39 funds
 - c. Presentation on mold remediation actions/plan at Live Oak (Chris Fox)
 - i. Purpose: Synthesize information and provide a timeline for events in regards to remediation plan
 - 1. Note: old handwork room is not included
 - 2. 2/25/19 first communication of ED to community re: mold and testing in 2nd grade classroom
 - 3. 3/15 2nd communication of ED to community, testing of RESIG & Norbay
 - 4. 4/8 3rd email communication of ED to community
 - 5. 4/18 4th email communication of ED to community, two community meetings have happened, General Remediation Recommendations included, some recommendations above the recommendations of RESIG as developed with community

members in forums, *LOCS is not changing those items, but we need to work through them in a methodical, priority-based way*, remediation work completed was reported, addition of IQAir GC Multigas filtration units

6. 5/7 5th email, middle school roof replaced, 5th grade remediated, bids for additional work in summer being made
 7. 7/2 email inquiry from group of parents re: updates and concerns for children returning to school
 8. 7/7 offer from board members to meet with concerned parents, began creating a checklist for work done and needed
 9. 7/22 checklist sent out by Chris Fox
 10. 7/30 walkthrough with RESIG, SERVPRO & LOCS to identify remaining required remediation to complete before school opened
 11. July update from fairgrounds (work they provided)
 12. 8/8 parent volunteers completed deep cleaning of 3rd grade, board meeting: facilities plan and update on agenda and discussed
 13. 8/9 updated checklist completed, pending items fall in 2 categories
 14. 8/14 walkthrough with RESIG, retested Middle School hallway and 3rd grade classroom & closet
 15. 8/15 RESIG test results
 16. 8/15 Private parent meeting
 17. 8/16 Air scrubbing commences in middle school & 3rd grade
 18. 8/16 6th email, recap of status, list of all completed and pending remediation in both elementary and middle school campuses
 19. 8/17 Special Board Meeting to discuss results and school response
 20. 8/18 Air scrubbing complete, RESIG retested middle school & 3rd grade
 21. 8/22 7th email, air scrubbing effective in removing elevated spore counts, results, report, and supporting letter from RESIG included, results indicated "a normal fungal ecology"
 22. 9/12 Next Steps:
 - a. complete pending projects per Remediation Plan
 - b. Facilities Board Committee convenes
 - c. need to review and adopt EPA Indoor Air Quality Plan
 23. Facilities Remediation Report to be made available at the upcoming community forums as well as email
- d. Campus drainage issues/plan (James Jensen)
 - i. 9/28 work scheduled with fairgrounds to update downspouts
 - ii. 3rd grade rainy season "lake" to be reviewed
 - e. Internal Air Quality Committee plan (Sarah Grossi)
 - i. recommend to be an administrative committee, created by the Executive Director

2. Communications updates (Stacy Ito, Justin Tomola)
 - a. Updates on website, leaflet, software, volunteer help, schoolwise
 - b. Next leaflet: include Justin's vision for communication for the school
 - c. TBC discussion on audio recording of board meetings to support board minutes
3. Board member tasks/responsibilities 2019/20 (Sarah Grossi)
 - a. Executive evaluation, CF & SG
 - b. Parent Survey, DB & SG

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 10:05pm