

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

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

Present

Sarah Grossi (Chair)
James Jensen (Treasurer)
Josh Kizner (Director)
Stacy Ito (Secretary), arrived 6:35pm
Erin Wrightsman (Director)
Justin Tomola (Executive Director)
Daniella Baker (Director)
Chris Fox (Director)
John Azzizzi (Business Manager)

OPENING 6:35pm

PUBLIC COMMENT

None

OPEN SESSION

A. Approve the agenda

Move to approve the agenda JK, 2nd EW, Aye SG, JJ, SI, DB, CF

B. Reports

1. Committee reports

a. Executive Committee (Sarah Grossi)

i. Executive Committee met and set the agenda for this meeting

b. Finance Committee (James Jensen)

i. 1st interim budget made and more to discuss in D1

2. Executive Director Report (Justin Tomola)

a. Ongoing Projects

i. Prop 39 Update: Light replacement happening over winter break for lower grades campus, including kindergarten.

ii. Dark fiber internet with Sonic, initiated by Matthew Morgan and a collaborative effort with SCOE, is still in progress.

iii. Update on funding for SB740 2018-2019: 51% of the 75% reimbursement is arriving after winter break.

b. Facilities & Fairgrounds

- i. JT met with Vanguard, a company that initiates after hours Fire Department calls for lower grades campus, kindergarten and annex. Looking to add Middle School building and a proposal is forthcoming.
 - ii. Checking Roofs: 12/2/19--Alison & Justin have been working with Wedge Roofing to check water tightness; both Middle School and Kindergarten was inspected. Roof repairs are under warranty. Wet interior ceiling tiles observed in Rosemary Kindergarten. Fairgrounds says any water leaks in Rosemary roof due to LOCS's HVAC install is the responsibility of LOCS. The source of the leak in Rosemary kindergarten is currently unknown. JT and Fairgrounds to meet next week to install wet patch for kinder roof and discuss next steps.
 - iii. Parent Handbook is now updated to include gate and guard information, especially during times when Fairgrounds is used as an evacuation center.
 - iv. The Fairgrounds hired Ohana construction to inspect and determine future use of Red Building. Date TBD for inspection. LOCS is not currently renting nor utilizing the Red Building.
 - c. Upcoming Events
 - i. Feb 21st: Fred Wiseman-Cook STEM day, activities TBD
 - ii. Spring 2020: bike coalition training for Middle School students with Petaluma PD
 - d. Current Events
 - i. Middle School, 4th, and 5th grade Lantern walks cancelled due to rain
 - ii. Winter Faire: ~50 vendors, record high, new venue in Auction Hall
 - iii. Winter Assembly: Petaluma Music grant to be presented \$1050
 - iv. Winter Spirals for 1st, 2nd, 3rd happening next week
 - e. Live Oak News
 - i. RTI--Response Intervention: Meeting as a team to see what services are needed and how the needs can be addressed, documenting progress
 - ii. New report card system starting with SchoolWise program; Muriel training faculty to learn new system.
 - iii. Music program: instrument agreements and inventory were created over Thanksgiving break, thank you to parent volunteers and Michael Fesckes for their time.
3. Foundation Report (Sarah Grossi)
- a. According to email sent by Richard (Foundation Chair): "We are \$6945.57 ahead of this point last year which makes us feel good, but donations this month have somewhat flattened out from last year, which you can see on the graph, which makes us feel not so good. The Winter Appeal is going out soon, so we are expecting a little boost from that. Pledge participation is up 55%, 3% above this time last year."
 - b. Holiday social was really nice and great time had by all. Many thanks to Deb Fox for organizing, and the Foundation for supporting.

C. Consent agenda--Moved to approve JJ, 2nd DB, Aye: SG, JK, 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 November 14, 2019
2. Monthly financials for November 2019

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

1. Review and adopt First Interim Budget (JJ and John Azzizzi, Business Manager)

a. Discussion

- i. \$77k deficit for current 2019/2020 school year
- ii. Revenue down ~\$10k due to adjusted projected revenue from Foundation
- iii. LCFF revenue increase due to new lunch program offered at LOCS
- iv. Expenditure increase +\$51.6k
 1. Salaries & Benefits increase +\$23.3k
 2. Contracts & Services +\$21k (mostly SERVPRO)
- v. Restricted Funds Prop 39 -\$173k (money to be returned to State)
- vi. Fund balance is still healthy, running at 14% which is approx. 1.68 months of operating expenses saved (5% is PCS minimum per charter). Sister schools Sebastopol Independent Charter & Novato Charter are all running 12-14%.
- vii. Lean budget, but feel that it's accurate (Azzizzi)
- viii. Budget can be balanced in the next couple of years, but cuts will be necessary. LOCS cannot afford another \$77k deficit year.
- ix. Attendance is creating lost revenue.
 1. Some charter schools do not guarantee a spot for the next year if there is more than 5 unexcused absences. If more than 5, they would be put back into the lottery. Policy is increasing attendance and LOCS may want to consider a similar policy in the future.
 2. Chronic absenteeism is now on the dashboard.
 3. SG and JT to meet with office staff to discuss LOCS attendance.

b. Approval: Move to adopt First Interim Budget EW, 2nd JK, Aye: SI, SG, CF, JJ

2. Approve form J13A for emergency school closure (JT)

- a. Discussion: No need for J1 Emergency School Closure Plan
- b. Move to table D2 SI, 2nd CF, Aye SG, JK, DB, JJ

3. Adopt 2020-21 school calendar (JT)

a. Discussion

- i. After much discussion with Faculty Leadership, JT presented 2020-2021 school calendar. Pro's: very aligned with PCS which provides our school lunches and SPED services. Con's: PCS's winter break (Thursday 12/24/20-1/8/21) creates a high likelihood of lost attendance revenue for LOCS, on Monday 12/21/20 through Wednesday 12/23/20. Considering the information presented in D1, the board is greatly concerned with the loss of revenue for the school due to this awkward winter break.

- ii. Suggestions of alternate food services, such as Chipotle, were discussed.
- iii. Board requests JT to propose changing the winter break to 12/21/2020--1/5/2021, to Faculty Leadership for consideration. Board will review and adopt 2020/2021 LOCS calendar at January meeting.

E. The board will consider the following for discussion

1. IAQ plan update (JJ)
 - a. Teacher Classroom Checklist, Food Service, Ventilation (to be used by HVAC specialists) are all usable components of the EPA templates for LOCS
 - b. A schedule needs to be established for these checklists
 - c. James, Chris and Justin will be working together to create a plan for the IAQ (will now be an administrative task)
2. Redwood Empire School Insurance Group Liabilities (JT)
 - a. JT made the statement of RESIG liabilities
3. LOCS 2019/20 Parent/Guardian Survey
 - a. SG will forward to board for review, recommends to remove CA Healthy Kids Survey questions, if needed these questions can go out in a separate survey, also removing food service interest and middle school schedule questions. Questions to consider: Is there something that we as board would like feedback on this year? What ranking questions for what would you cut/keep?
 - b. Board members to email feedback to SG over winter break.

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 10:15pm