

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
March 12, 2020
6:30pm

Present

Sarah Grossi (Chair)
James Jensen (Treasurer)
Stacy Ito (Secretary)
Daniela Baker (Director)
Chris Fox (Director)
Justin Tomola (Executive Director)
John Azzizzi (LOCS Business Manager)

Absent

Josh Kizner (Director)
Erin Wrightsman (Director)

OPENING 6:32pm

PUBLIC COMMENT

- 1) The Live Oak Faculty would like to express their deep appreciation to the board and executive director, for engaging with the faculty on the looping model. Through the Town Hall, classroom meetings, and emails to the parents, the faculty has been communicating with the parent body regarding the proposal. The faculty is looking forward to hearing the board's decision tonight.

OPEN SESSION

A. Approve the agenda - Move to approve JJ, 2nd DB, Aye SG, SI

B. Reports

1. Committee reports
 - a. Executive Committee (Sarah Grossi)
 - i. The committee met and set the agenda for tonight's meeting
 - b. Finance Committee (James Jensen)
 - i. The committee met and developed the 2nd Interim Budget
2. Executive Director Report (Justin Tomola)
 - a. Enrollment: Current enrollment is 294; 2 openings in 5th grade, 1 opening in 7th, 3 openings in 8th; don't expect to enroll additional students this year. Intent to enroll has gone out and come back; 7th grade immunization gateway has gone out, return date of 5/1/20.
 - b. 2020-2021 Enrollment: Lottery for 2020-2021 has occurred; 92 applications received, down from 142 last year; do not have enough applicants to fill rising 6th

- and 8th grade classes; waiting lists are short.
 - c. Received \$15k from Petaluma Education Foundation for science materials; many thanks to Robert Bunce for facilitating this grant; PCS will visit 4/30 to see integration of materials with students.
 - d. LOCS needs Subs: only need a Bachelor's degree and desire, LOCS to help compensate with fingerprinting.
 - e. Spring Break Camp: running with ave. 15 students/day, with two classroom aides as teachers. Summer Camp may not run due to lack of staffing.
 - f. COVID-19: All information is on Live Oak's new website; following closure recommendations from DHS and SCOE; exploring distance learning opportunities; Spring Faire is doubtful to happen.
 - g. Employment Opportunity: Kindergarten aftercare assistant is needed starting immediately.
 - h. Updating Authorizing Officer for LOCS: Board needs to approve a change from Matthew Morgan (previous Executive Director) to Justin Tomola (current Executive Director) for authorization to be on, use, and sign for the credit card for Summit Bank.
 - i. Facilities: Alison (Fairgrounds CEO) joined class coordinator meeting to talk about safety and introduce front gate guard Grey Quinn; RSP room heating element repair in progress; discussing use of the Red Barn for storage with Alison and Will Davis (RESIG); investigating solutions for a mop sink, suggestions welcome; met Alison for rent overview; members of Fairgrounds Board to attend 4/9/20 LOCS Board meeting
 - j. Safety plan needs to be updated, see D3.
 - k. CASSP standardized testing scheduled for 4/20-5/22/20.
 - l. Hobbit Hill: renovations are in progress, completion in late spring. Looking great!
3. Foundation Report (Sarah Grossi)
- a. Auction report is in the packet; a wonderful night of community, revelry and fundraising; well received and really well done. A huge thank you to Bill Pettibone of Sally Tomatoes who provided a beautiful and delicious meal and incredible deal, and Kelly Collins Geiser making the most delectable desserts! The Board would like to publicly thank Richard Deering and Moca Carvalho for their many hours towards a beautifully executed auction night! Online auction is open through 3/15; hoping to make \$100k this year--record breaking!

C. Consent agenda - Move to approve JJ, 2nd DB, Aye SG, SI, CF

1. Board minutes for February 13, 2020 regular board meeting
2. Monthly financials for February 2020

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

- ~~1. Second interim budget (James Jensen)~~ Looping Policy (Justin Tomola)
 - a. Faculty is unanimous in its desire to change LOCS looping to 1st-3rd, 4th-5th, 6th-8th. JT supports and requests to honor the request of the faculty. Faculty has reached out to the community through town hall, email letter, and class meetings. Data from the Parent Survey suggests that out of 135 parent responses, a significant majority were in favor of the proposal. Though this is not a voting process, it does give a good idea of community support. Through

comments on the survey, by and large parents voiced their trust in the faculty. On the other end, a small number of comments showed frustration and fatigue of change, as well as a concern for diluting Waldorf education.

- b. Move to approve the proposed looping model of 1st-3rd, 4th-5th, 6th-8th, DB, 2nd CF, Aye JJ, SI, SG.

2. ~~Looping policy (Justin Tomola)~~ Second Interim Budget (James Jensen and LOCS Business Manager John Azzizzi)

- a. Adding to the financial strain, Gov. Newsom has released reduced COLA for the next 2 years, affecting budgets for all public schools. This means a 25% decrease to the projected COLA increase, resulting in a \$17k reduction in revenue for 2020-2021, and a reduction of \$20k for 2021-2022. This is concerning; costs are going up much faster than COLA, and COLA is the only increase in revenue for our budget.
- b. For current 2019-2020 school year, LOCS has an unrestricted deficit of \$80k, which will come from the reserves. The deficit may increase an additional \$17k from loss of funding from ADA (attendance). Special Education services may also increase the total deficit.
- c. Attendance rates are down (affecting ADA funding): Feb was 92%, average for the school year is 94%, our budgeted goal for this year is 95.5%.
- d. Some very challenging decisions will need to be made for the next year and going forward. There are not a lot of opportunities to increase revenue.
- e. Move to approve 2nd Interim Budget SI, 2nd DB, Aye SG, CF, JJ

3. Credit Card and Safety Plan (Justin Tomola)

- a. Updating Authorizing Officer for LOCS: Board needs to approve a change from Matthew Morgan (previous Executive Director) to Justin Tomola (current Executive Director) for authorization to be on, use, and sign for the credit card for Summit Bank.
 - i. The LOCS School Board moves to approve Justin Tomola, Executive Director of Live Oak Charter School, to be an authorized signature and card holder for Summit Bank. Move to approve DB, 2nd SI, Aye SG, CF.
- b. Safety Plan: Laws have changed as of 3/19 and the school needs to update approx. 11 items to our existing Safety Plan. JT has been working on consolidating and reformatting the Plan into a single document. A handful of items are new and required to be added; "boilerplate" language was used from PCS Safety Plan for the new sections. Once completed, JT will email the board the Safety Plan, highlighting new sections for review.
 - i. Move to defer to the next board meeting, with a goal of approving this month. Move to approve DB, 2nd SI, Aye SG, CF.

E. The board will consider the following for discussion

1. 2019-20 Parent Survey (Daniella Baker, Sarah Grossi)
 - a. Feedback will be posted on the Live Oak website.
 - b. Participation goal was 200, actual participation was 190, representing 260 students.
 - c. Most families are feeling that their students' whole-child development is well-supported at LOCS; most people are pleased with After School Program; ~87% feel their positive about their child's educational experience; ~83% are

likely to recommend LOCS to others; Full day class aides and Academic Coaching Teams are top priorities; Most parents support looping model change; #1 concern is, by far, site issues (uncertainty about future, condition of facilities, mold, safety).

2. Anticipated board openings for 2019/20 year (Sarah Grossi)
 - a. 3 terms are completed this year: James Jensen, Josh Kizner, Daniela Baker.
 - i. JJ would like to renew for another term; JK and DB will release their seats.
 - b. The board is looking for 2 people interested in site planning/development and community building. Those interested should contact Sarah Grossi at sarah.grossi@liveoakcharter.org.

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

No actions to report from the closed session.

ADJOURNMENT 8:38 pm