

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
May 14, 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/86408078835?pwd=OWp0NFc2RW1TNEZhYTJ0K0hOZWl2Zz09>
You may also call in using the Zoom phone number:
699 900 9128 US
Meeting ID: 864 0807 8835
Password: 5ugYMx

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 Jensen (JJ), Board Treasurer
Stacy Ito (SI), Board Secretary
Erin Wrightsman (EW), Director
Josh Kizner (JK), Director
Chris Fox (CF), Director
Justin Tomola (JT), Executive Director

John Azzizzi (JA), Business Manager
Krista Wigert (KW), Middle School Math Teacher

Absent

Daniella Baker, Director

OPENING 6:05 pm

PUBLIC COMMENT

None

OPEN SESSION

A. Approve the agenda--Move to approve JJ, 2nd CF, Aye SG, JK, EW

B. Reports

1. Committee reports
 - a. Executive Committee (Sarah Grossi)
 - i. Met and set the agenda for today's meeting.
 - b. Finance Committee (James Jensen)
 - i. Met and discussed the constantly evolving budget news from the State
2. Executive Director Report (Justin Tomola)
 - a. Reflection on the 2019-2020 school year: Transition to a new Executive Director, ongoing mold investigation and remediation, smoke days with 1000+ people in the evacuation center on campus, loss of SB740 funding, novel coronavirus, 7+ weeks of distance learning, with distance learning planned until end of the school year...what a year our school community has been through!
 - b. Gratitude for our hard working teachers for their tireless efforts, for their flexibility and adaptability, in these challenging times.
 - c. A look into our school
 - i. Kindergarten: Sunflower uses a website to stay connected to families and

- sends home packets; Rosemary is using Google classroom and a blog to stay connected.
- ii. 1st Grade: Project based lessons, 2nd Step social-emotional lessons, and 1-1 Zoom meetings with each student weekly.
 - iii. 2nd: Working on a unit on the solar system, fables, raising chicks in an incubator in anticipation of next year's practical arts.
 - iv. 3rd: Utilizing Google Classroom and Zoom for science, math and main lesson, shelter projects built at home using items found in the home.
 - v. 4th: Daily Zoom calls and Google Classroom, now in their animal report block.
 - vi. 6th: Preparing for their knighting ceremony, making costumes and a feast at home, celebrating 5/17 with a possible car parade.
 - vii. 7th: Started brand new block on environmental science--new block is due to a grant facilitated by Robert Bunce.
 - viii. Handwork: 51 instructional videos available so far, plus weekly Zoom check-ins.
 - ix. Strings/Music: Exploring diverse musical subjects, students bringing musical offerings.
 - x. Reading Specialist: Progressing on student goals using 1-1 meetings on Zoom, finding both Zoom and Google Classroom surprisingly effective.
 - xi. Movement: Meeting weekly with classes on Zoom, focus on staying active and connected with weekly activities for students and families.
- d. Fairgrounds Update
- i. Darrin (maintenance) and Ashley (front office) moving on and positions not being refilled.
 - ii. Reapplying for statewide grant for money to finish repairing Middle School building
 - iii. Fair will be held virtually this year, and linked to the LOCS website for students wishing to exhibit.
- e. New looping model email sent to the LOCS community
- i. TK-K, 1-3, 4-5, 6-8 are the new cohorts
 1. 1st-3rd cohort will be Ms. Amy, Ms. Leah, and Ms. Lois
 2. 4th-5th cohort will be Ms. Julie and Ms. Mann
 3. 6th-8th cohort will be Ms. Riley (new), Ms. Osner, and Ms. Sheppard
 - ii. Next year 2020-2021 is a transitional year wherein Ms. Mann will pick up the 3rd grade class and carry them through 5th, and Ms. Leah will do 5th grade before heading down to 1st grade in the following year.
- f. Picture for Fall 2020--3 possible scenarios
- i. Complete distance learning
 - ii. Complete in-person learning
 - iii. Hybrid model with some students on campus some of the time while some students are participating in distance learning.
 1. The hybrid model is the most likely scenario, given developments with the COVID-19 coronavirus and the State's roadmap for reopening.
 2. No plan is final yet, still in the exploration stage and waiting for

direction from the state.

- g. Graduation
 - i. Ms. Leah and a parent from the 8th grade class are creating a documentary and will host a viewing party when the SIP order is lifted.
 - ii. Planning for a Zoom call for the class to present 8th grade projects.
- 3. Foundation Report (Sarah Grossi)
 - a. Last year's projected grant to the school was \$187,128. This year we are projecting a grant to the school in the amount of \$185,808. This is an amount equal to 80% of our net income for the year, as set in the MOU between the Foundation and the School.
 - b. Three events fundraised at our recent auction may possibly not happen due to COVID-19, social distancing requirements and/or the Shelter in Place order. These events are Grow the Music, the comedy night, and the Back to School Breather. Funds raised for these events will be held in an escrow account until refunded or until it becomes clear whether or not these events can/will occur.

C. Consent agenda--Move to approve JK, 2nd JJ, Aye SG, EW, SI, 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 April 9, 2020 regular board meeting
- 2. Monthly financials for April 2020
- 3. Clifton Larson Allen LLP auditor letter to Board of Directors

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

- 1. California Office of Emergency Services form OES 130 Resolution (Justin Tomola)
 - a. Recommended by SCOE, LOCS needs to submit this form to be eligible to apply for public assistance, this could be valuable for funding for disinfection/sanitizing supplies, PPE, and funds if LOCS were to be used for emergency relief activity.
 - b. Move to approve EW, 2nd SI, Aye SG, JJ, JK, CF
- 2. COVID-19 Employment- Related Policy Approval (Justin Tomola)
 - a. This policy would make LOCS compliant with the new federal CARES Act and LOCS is legally required to add this policy to the employee handbook
 - b. Move to approve JJ, 2nd JK, Aye SG, CF, EW

E. The board will consider the following for discussion

- 1. Update on distance learning at Live Oak Middle School (Krista Wiggert)
 - a. Middle school teaching team meets twice a week and all would like to have clearer expectations for students and their requirements for participation, noting a wide variety of student work and engagement. Team is feeling positive overall and considering creating a parent survey for family feedback. Middle school assigns work 2x/week, on Mondays and Wednesdays at 9am, with work being due on Tuesdays and Thursdays at 4pm, respectively. Middle school team is using instructional videos, Zoom classrooms and Zoom office hours
 - b. Public Comment

- i. Desire for town hall meeting, for school to hear community input on distance learning.
 - ii. We love hearing the passion of our teachers, they do amazing work.
 - iii. There's a wide spread of family engagement--some families are just now finding out that work is expected to be turned in. We need clearer expectations--where are we on observing this?
 - iv. With experience working in a large district, I've seen where administration and some staff are present to give live virtual updates, hear from parents, and start to build a vision for what it could be going forward. This would be great for our school too.
 - v. Classroom aides have been instrumental in facilitating and bearing the load of distance learning.
 - vi. Desire to keep Waldorf traditions alive, especially seasonal rituals and events. Curiosity on how they can be carried forward in this time.
 - vii. Do all students have access to the internet and technology?
 - c. Board discussion
 - i. 8th grade project presentations are such a lovely school tradition--will they be open and public? Might be recorded on a Zoom meeting, with a link posted later.
 - ii. Can we hear more about instructional videos? The #1 priority for the Middle School team is real contact and engagement daily between the classroom teachers and their students. KW provides instructional videos as guided examples, much like she would have in the classroom. Office hours are available for extra 1-1 help.
 - iii. What is the biggest driver of scheduling problems? Siblings on screens at the same time for class meetings, families not wanting students on screen as much as they're in class.
 - iv. What should we change/grow/develop for the fall to provide quality education?
 - 1. More accountability for attendance and viewership
 - 2. Reimplementing grades for student feedback and improvement
 - 3. More upfront on expectations for students and families
- 2. Update on California State budget May revise (John Azzizzi)
 - a. Summary: the State's May Revised budget came out today, but with State taxes delayed until July 15, much of the state's revenue is still a question mark. The revised reductions could be much higher, but we won't know solid numbers until August or September, and then another revision in January. Legislation must pass a budget in June, but with so many revisions, we can be sure of a rocky year ahead.
 - i. 10% LCFF funding cut, unsure if that includes or excludes COLA
 - 1. Net impact is additional 7.7% decrease in 2019-2020 funding
 - ii. With LOCS current deficit, looking at \$340k minimum reduction to this year's budget to break even.
 - iii. LOCS reserves are at 13%, \$427k. Our target is 17%, and the minimum required is 5%.
 - b. Public Comment--none
 - c. Board Discussion

- i. How will ADA be calculated in distance learning or hybrid models? No idea yet, but if we're still under emergency conditions in the fall, LOCS can put in a waiver for material loss of ADA funding.
 - ii. Due to likely delays in payments and funding gaps, JK advises setting up a bridge loan ASAP. Possibly could work with the Foundation to help provide access to money to manage cash flow.
- 3. 2020/21 budgeting priorities (James Jensen)
 - a. LOCS Budgeting Priorities
 - i. Create a balanced budget with no intentional deficit spending.
 - ii. Use accurate and realistic numbers with all revenue streams.
 - iii. Maintain fidelity to our Waldorf roots with respect to Specialty classes.
 - iv. Minimize Human Resource modifications.
 - v. Minimize classroom budget reductions.
 - b. The Budget Advisory Council, composed of Justin Tomola, James Jensen, Krista Wigert, Kim Anderson and Robert Bunce is working diligently to reconcile the dilemmas between the current and coming state budget reductions and our school's priorities.
 - c. The board expresses its deep thanks for this team, taking on an incredibly difficult and challenging task.
 - d. LOCS 2020-2021 budget will be presented at the June board meeting.
- 4. Anticipated board openings for 2019/20 year (Sarah Grossi)
 - a. Public Comment--none
 - b. Two openings will be available soon, as Josh Kizner and Daniella Baker complete their terms and step down from the board
 - c. Any interested persons should contact Sarah Grossi with a Letter of Intent as soon as possible, elections will be at the June board meeting.

CLOSED SESSION 9:02pm

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

The Board unanimously votes to extend a one-year contract for the 2020-2021 school year to Justin Tomola, as Executive Director. Aye: SG, JK, JJ, SI, EW, CF. Absent: DB

ADJOURNMENT 10:40pm