

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

Minutes for the Special Meeting of the Board of Directors of Live Oak Charter School
October 15, 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/83779652737?pwd=dGpQdXFJVnFRcHIMdW95U2xsVGV4QT09>

You may also call in using the Zoom phone number:
669 900 6833 US

Meeting ID: 837 7965 2737
Passcode: UatVQ1

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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Minutes for the Regular Meeting of the Board of Directors of Live Oak Charter School
October 15, 2020
6:00pm

Present

Sarah Grossi, Board Chair
James Jensen, Board Treasurer
Stacy Ito, Board Secretary
Patrick Kennel, Board Director
Jessica Umphress, Board Director
Chris Fox, Board Director
Erin Wrightsman, Board Director
Justin Tomola, Executive Director

CALL TO ORDER

6:02pm

APPROVE THE AGENDA -- Move to approve the agenda EW, 2nd CF, Aye SI, JU, PK, JJ, SG

A. Public Comment on Closed Session agenda item

B. CLOSED SESSION

Pursuant to Government Code 54957.6 Public Employee Contracts
Employee organization: Live Oak Charter School Teacher Union

RECONVENMENT FOR OPEN SESSION

6:31pm

C. Report out from Closed Session

- a. No voting done in closed session

D. Public Comment on Open Session Agenda items

- a. Encourage the board to consider a policy to have all communication from the school to be bilingual, in English and Spanish, as we are increasing enrollment in Spanish-speaking families.

E. Reports

1. Treasurer Report (James Jensen)
 - a. The Financial Working Group met to review monthly financials. No new info at state level, still wondering what we will see in January. FWG is considering a handful of standard reports to possibly include in board packets each month to educate the board; FWG working with John Azzizzi to determine which reports would be the most helpful and meaningful.
2. Foundation Report (Sarah Grossi)

- a. Monthly report shows fundraising to be lower than previous years, as expected. Participation is also lower than previous years; Foundation is creating a sub-committee to brainstorm ways to increase participation without over taxing families.
3. Director's Report (Justin Tomola)
- a. Copy of the ED report is included in the packet. Highlights include:
 - i. Enrollment is looking positive with new families continuing to come to LOCS, total enrollment is 280 with 6 possible future additions.
 - ii. Teachers responded with appreciation to extending Distance Learning to January 15, 2021.
 - iii. Hybrid plans are being formed, but it is complex. Hybrid programs are contingent on contact tracing and testing, which some aspects are to be held by LOCS. Training in contact tracing from Sonoma County Health Dept will take place next week.
 - iv. LOCS is piloting a passive health screening program for LOCS for office staff, faculty, and visitors who remain on campus for greater than 15 minutes. This information will be useful for contact tracing needs.
 - v. Facilitating formative assessment PD for staff; creating an inventory of tools in each grade to help understand where students are academically.
 - vi. Mid November LOCS will have new points of access and systems in place to improve internet connection, which will improve Distance Learning as teachers will have more stable access on the school site.
 - vii. Working on creating a resource for parents experiencing anxiety and overwhelm in these times.
 - viii. Currently under contract to evaluate, clean, and replace HVAC and IQAir Filters.
 - ix. New parent communication platforms are being explored to help centralize and simplify modalities of communication; 2 programs being explored are Parent Square and Constella.
4. COVID Response Team (CRT) Report (Stacy Ito)
- a. **Distance Learning/IT:** LOCS won \$5,000 PEF Tech Grant, so the IT working group is meeting with faculty to determine their hardware and software needs which have been identified as critical components in delivering high quality holistic education to all of our students during distance learning.
 - b. **Social Engagement:** Dragon Pageant and Winter Faire Marketplace Updates:
 - i. We are happy to announce, "The Dragon is Coming..." on Friday, 10/28 via a virtual, student-created play that will be watched schoolwide. Parents, siblings and students are invited to watch! Mark your calendars to watch on Wednesday, 10/28 at 2 pm (Zoom links to the play will be provided on each grade's Launchpad)
 - ii. We are excited to offer a *Virtual* Winter Faire Marketplace this year! Vendor signup deadline is Monday, Oct 19th and Save the Date for the Live Oak Virtual Winter Faire Marketplace - open online from December 11-15th with wonderful crafts and gifts for the whole family!
 - c. **Childcare:** The Childcare Working Group has developed a new program this year that partners middle school students with lower grades students who could use some extra support during distance learning. It's called **Oaks & Acorns**. Oaks will

commit to spending a couple of hours each week with their Acorn (online or in person, as determined by each pair of families), and receive mentoring support if they want it. They will help keep our younger students engaged during distance learning, by offering homework help and social support.

- d. **Communications:** We hope you all are reading the bi-weekly Leaflet! It is chock full of great resources for our families during distance learning.
- e. **Health and Safety:** Is in the progress of being developed.

F. Consent agenda Move to approve -- JJ, 2nd JU, Aye EW, SG, SI, PK, 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 September 24, 2020
- 2. Financials for September 2020

G. The board will consider the following for discussion

- 1. Board development goals for 2020/21 (Sarah Grossi)
 - a. Ensuring that everyone knows the charter, bylaws, and board policies
 - b. Focusing on governance and board development in every meeting, for 30 mins
 - c. Shared leadership/responsibility for board development
 - d. Identify and review Charter School Board University
 - e. Developing policy for agenda setting
- 2. Board retreat discussion/proposals (Justin Tomola)
 - a. How do we communicate, how do we collaborate, how do we solve problems together---> Team building retreat (vs Brown Act training retreat).
 - b. Relationship building time will be very helpful .
 - c. Invite a guest speaker to give medium and long term goals of the school, perhaps a previous board member? Having a historical context while moving forward.
 - d. What are the logistics? Would we do all day Zoom? Can we meet in person? Maybe have a hybrid, where technical training is done via Zoom and team building is done in person, with safety precautions.
 - e. Can we have someone walk us through the book (Board University)?

Brian Carpenter, author of Charter School Board University

- 1. 4, 90 minute sessions for \$3,000. 1 hour of teaching, 30 minutes of Q&A.
- 2. Leading expert on charter school boards.
- 3. This training would be nuts & bolts only.

Local Consultant, Chip Romer

- 1. Started many Waldorf charters around the area and has been very helpful with our school as well.
- 2. Provided assistance and training to other Waldorf charter boards.
- 3. Not a pre-canned program, would be tailored to our own needs.

Maria Freebarn-Smith

- 1. Led LOCS with restorative circles.
- 2. Experienced in early education and Waldorf education.

3. Very successful in leading groups in dynamic and fun ways, but also very productive ways.
3. Board roles and responsibilities for 2020/21 (Sarah Grossi)
 - a. Need volunteers for:
 - i. HR liaison to ED -- EW
 - ii. Parent Survey -- JU
 - iii. Governance/Board Development -- SG & SI
 - iv. Facilities liaison to ED -- to be continued by CF, in conjunction with Campus Safety working group
 - v. Committee on Diversity liaison to ED --
 - vi. PCS liaison -- EW & PK

H. Topics for consideration for future board meetings

1. Follow up on potential working groups to support administration during these times.

ADJOURNMENT 8:28 pm