

**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**  
**November 12, 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/84554208052?pwd=Z2JocWY2ZGdxOTZwanVZaFZKMnRSUT09>

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

Meeting ID: 845 5420 8052  
Passcode: hXM30b

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](mailto: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.

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

**Minutes for the Regular Meeting of the Board of Directors of Live Oak Charter School**  
**November 12, 2020**  
**6:00pm**

**PRESENT**

Sarah Grossi, Board Chair  
Erin Wrightsman, Board Director  
Chris Fox, Board Director  
Patrick Kennel, Board Director  
Jessica Umphress, Board Director  
James Jensen, Board Treasurer, arrived late

Justin Tomola, Executive Director  
John Azzizzi, Business Manager

**ABSENT**

Stacy Ito, Board Secretary

**CALL TO ORDER**

**6:03pm**

**APPROVE THE AGENDA**

Move to approve the agenda: EW, 2nd PK, Aye: SG, JJ, CF, EW, JU

**A. Public Comment**

*(15 min)*

None

**B. Reports**

1. Treasurer Report (James Jensen) *(5 min)*
  - a. Financial Working Group met last week. Tonight we got a report from John on the broad strokes of the budget. We are on target for meeting our goals. Savings from distance schooling are offset by covid19 expenses.
2. Foundation Report (Sarah Grossi) *(5 min)*
  - a. Planning is underway for fundraising events with good energy. Current financial participation is flat.
3. Director's Report (Justin Tomola) *(20 min)*
  - a. Enrollment is at 280, is set to be 284 in January.
  - b. Working on a contract to provide free periodic covid testing for staff. Working on contact tracing. Exploring a contract for active health screenings for students and staff.
  - c. Lots of technology news to report: Wolfe Communications is contracted for infrastructure improvements on campus for point-to-point connectivity (wifi) across the campus. They installed hardware and software on campus this past week. Tech support for all stakeholders is on-going. Phone system is being upgraded from the older classic landline platform to VOIP system, which will improve communications and lower the costs. Ongoing investigation about switching to ParentSquare for

communications. Investigating upgrading our enrollment process with capability to have it be electronic. New chromebooks will be delivered on 11/13 after some delay. Document cameras have been purchased and delivered to teachers. Exploring options for health screening apps for use by students and staff and had a demo from CrisisGo.

- d. Additional air purifiers being ordered for the school, mostly paid for by SCOE.
  - e. SEL report: ongoing efforts on many fronts with students, and also some support projects focused on parents (e.g. Circles projects being moderated by Restorative Resources, zoom workshop on parenting during crisis coming up in December).
  - f. Facilities: contract with new facility cleaners for the campus, North Bay Cleaners. HVAC system and ductwork is getting a specific cleaning and upgraded MERV filters. Hand sanitizer stations are being installed in all classrooms.
  - g. Special Ed: IEP meetings for distance schooling are continuing.
  - h. Misc: There have been some conversations about long term facilities plan and Prop 39. Our arrangement with PCS is that we traded Prop 39 benefits for bond money. In light of Covid, it's unlikely that we'll actually get that money.
  - i. PPT presentation on Distance Learning 2.0 survey: the survey results indicate that many of the things that frustrated parents about Distance Learning 1.0 have improved in 2.0.
4. COVID Response Team (CRT) Report (Jessica Umpress) *(10 min)*

**C. Consent agenda**

*(5 min)*

- 1. Board minutes for October 15, 2020
- 2. Financials for October 2020
- 3. Move to approve: PK, 2nd CF, Aye: SG, JJ, JU, EW

**D. The Board will consider the following for approval**

- 1. Approval of new Live Oak Foundation board member Jennifer Okonsky
  - a. Move to approve: EW, 2nd PK, Aye: SG, JJ, JU, CF

**E. The board will consider the following for discussion**

- 1. Finance Update: Presentation/discussion facilitated by John Azzizzi on finance topics affecting the school and discussion of YTD financial statements
  - a. Preparing for first revise in December. Currently, HEROES Act is stalled in congress and no additional federal aid is forthcoming. So the deferrals may become cuts. Charter School Capital program, contract approved in September, is financially better for us than the similar program being offered by the state. (This is the program that will give us an advance on the income we'd be getting from the state.) Past recessions have given us a roadmap for how these deferments might play out, which we will need to keep in mind as we get to the revise in December. John introduced a new financial statement that breaks out revenues and expenses in greater detail than the regular statement, and it will be a regular addition to the monthly reports for the board to review.
- 2. Board Development
  - a. Update from Sarah on next steps for proposal from Chip Romer for board development consultation

- i. Chip has extensive experience working with and for Waldorf charters in the north bay (Woodland Star, Credo, more). Suggests that we begin with job descriptions for executive director, generic board members, and executive board members. All else flows from there. Proposes bringing those to the December board meeting.
- b. Update from Erin on proposal from Maria Freebairn-Smith for board development consultation
  - i. Working with Maria would be a complementary piece to the board development work with Chip. Maria was part of the implementation of the Restorative Resources programming at Live Oak two years ago. She is enthusiastic about working with the board, but is unavailable to jump in until January, 2021.
- c. General question that was raised and addressed: how will these efforts be funded?
  - i. There is a line item built into the budget that administration can spend to cover these costs. It should be below \$7k, which is within the current budget.

**F. Topics for consideration for future board meetings**

1. City planning process (General Plan and the advisory board) overlap with the LOCS community
2. Report out from admin/faculty on how student assessment is being planned and implemented
3. More discussion around reopening plans in January
4. Facilities contract renewals/update
5. Prop 39 update

**G. ADJOURNMENT**

**8:36pm**