

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
December 10, 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:

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

<https://us02web.zoom.us/j/82844323724?pwd=bXpzUG02d2xHZ1drMTFmU1Vyb2RPQT09>

Meeting ID: 828 4432 3724
Passcode: Aqr3cx

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
December 10, 2020
6:00pm

PRESENT

Sarah Grossi, Board Director
James Jensen, Board Treasurer
Patrick Kennel, Board Director
Erin Wrightsman, Board Director
Chris Fox, Board Director
Stacy Ito, Board Secretary
Jessica Umpress, Board Director

Justin Tomola, Executive Director
John Azzizzi, Business Manager

CALL TO ORDER

6:02pm

APPROVE THE AGENDA

Move to approve the agenda, with moving item E1 to directly follow D1, JJ so moves, SI
2nd, Aye: PK, EW, CF, JU, SG

A. Public Comment

None

B. Reports

1. Treasurer Report (James Jensen)
 - a. FWG met last Thursday, focusing on interim budget presentation, Prop 39 MOU discussion, which is on tonight's agenda.
2. Foundation Report (Sarah Grossi)
 - a. Foundation report is in the packet. Our numbers are slightly down, but our November numbers are getting closer to last years', which is encouraging.
3. Director's Report (Justin Tomola)
 - a. Report is in the packet. Highlights include:
 - i. Winter Faire starts today! Many thanks to Dori Venza, Deb Fox, Jessica Umphress, and many, many more who made this a virtual event happen!
 - ii. Muriel Bertucci has officially announced her upcoming retirement from her 14 years at Live Oak. She will be moving back to France after she completes our school year in June. We will miss her dearly and wish her all the best!
 - iii. Internet upgrade has been completed, including creating a bridge to MS ???; a new school-wide phone service system will be implemented soon.
 - iv. Enrollment has gone down 2 more students in the last month (278 in December, 280 in November). Most are leaving due to complications with distance learning.

- v. Attendance & Participation, and Wait List unknown
- vi. MS Soffit project is on hold? JT to get more info from FG
- 4. COVID Response Team (CRT) Report (Stacy Ito)
 - a.
- 5. Long Term facilities Planning working group (Justin Tomola)
 - a. CF applied for the position for the GPAC to be an advocate for LOCS.

C. Consent agenda EW moves to approve, JJ 2nd, Aye: SG, PK, CF, SI, JU

No Public Comment

1. Board minutes for November 12, 2020
2. Financials for November 2020

D. The Board will consider the following for review and approval

No Public Comment

1. Review/approve First Interim Report for Fiscal Activity/Budget Revision
July 1 - Oct 31, 2020 (John Azzizzi)
Staff recommendation: Approve First Interim Activity/Budget Revision July 1 - Oct 31, 2020
 - a. AfterCare was removed from the budget, both revenue and expenses, as we don't/won't have a program this year. Net savings of \$4k.
 - b. Salary increases mandated by the CBA were off-set by unused COVID funds that have not been needed, due to exclusive distance learning.
 - c. Overall, \$6k surplus reduction at this time.
 - d. LOCS is on track to build it's reserves to 25% in the next few years. LOCS is on sound financial footing, but very lean. Next couple of years will be very challenging, but we should come out of this year with a small buffer to prepare us for next year.
 - e. Move to approve EW, 2nd CF, Aye: SG, JJ, PK, SI, JU
2. Review/approve 2020/21 Budget Overview for Parents (John Azzizzi)
Summary of item 1 using state format
Staff recommendation: Approve 2020/21 Budget Overview for Parents
 - a. Move to approve: JU, 2nd JJ, Aye: SG, PK, EW, CF, SI
 - b. post on the website with LCAP and other accountability documents
3. LOCS Distance Learning Resolution 2020-12-10 (Justin Tomola)
Staff recommendation: Approve LOCS Distance Learning Resolution 2020-12-10
 - a. JT recommends going with the SCOE guidance of continuing distance learning only until the county has met the criteria for the Red Tier for 4 weeks.
 - b. CF recommends language in the resolution to include intentions to bring cohorts of students with highest needs back to campus first (i.e. students with special needs, English language learners, students who have extraordinary struggles at home, etc.)
 - c. EW & JU recommend that we have communication outside of the resolutions that paint the picture of our reopening timeline for families, in a way that is easier to understand than resolutions and more accessible than board meetings.
 - d. Move to approve the resolution as amended and edited CF, 2nd JJ, Aye: SG, PK, EW, SI, JUI
4. Review/Approve revised Executive Director Job Description (Chip Romer)
Staff recommendation: Approve revised Executive Director Job Description

- a. Chip notes that LOCS needs to deeply consider expanding the number of administrative staff and/or the full time positions of administrative staff.
- b. Move to approve SI, 2nd PK, Aye: SG, JJ, JU, EW, CF
- 5. Review/Approve revised Executive Director Evaluation Policy (Chip Romer)
 - Staff recommendation: Approve revised Executive Director Evaluation Policy*
 - a. How often should evaluations happen? Board is leaning towards every year, with the opportunity for the Review Committee to suggest to the board to skip a year if needed.
 - b. Who should take the survey? All faculty, staff, foundation, board, for an inclusive evaluation, which has been the standing practice for LOCS.
 - c. Move to approve an annual Executive Director evaluation, which will include the faculty, staff, foundation and school board in its survey: PK, 2nd JU, Aye: JJ, SI, SG, CF, EW

E. The board will consider the following for discussion

No Public Comment

- 1. Review Draft Audit Report for 2019-2020 Fiscal Year (John Azzizzi)
 - a. Deadline extended to March 15, 2021. No major findings.
- 2. Board Development *(20 min)*
 - a. Prop 39 Charter school facilities provisions
 - b. LOCS MOU Governing use of Measure E Facilities Bond Funds (4/14/15)

F. Topics for consideration for future board meetings

- a. *survey for administrator evaluation*
- b. *student assessment, report on report cards--pre-pandemic vs. now, assessment in general*

G. ADJOURNMENT 9:23