

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
January 14, 2021
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/84714796440?pwd=QjI5SSIN1eXppV0hrTTNmWldQVDNaUT09>

Meeting ID: 847 1479 6440
Passcode: 67e8Kn

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

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
January 14, 2021
6:00pm

PRESENT

Sarah Grossi, Board Chair
James Jensen, Board Treasurer
Patrick Kennel, Board Director
Chris Fox, Board Director
Stacy Ito, Board Secretary
Jessica Umphress, Board Director
Justin Tomola, Executive Director
John Azzizzi, Business Manager
Shelly Dieterle, Enrollment Coordinator

ABSENT

Erin Wrightsman, Board Director

CALL TO ORDER

6:02pm

APPROVE THE AGENDA

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

A. Public Comment

None

B. Reports

1. Treasurer Report (James Jensen)
 - a. Met last week; reviewed CLA final audit report one last time, report was complete with no issues found; reviewed Foundation MOU addendum regarding flexibility in how funds are disbursed to the school; discussed Measure E status and outreach to PCS regarding timing of third and final tranche.
2. Foundation Report (Sarah Grossi)
 - a. No formal report this month, as Foundation does not meet in January. Notes that Auction planning is well underway, date set for April 17, 2021.
3. Director's Report (Justin Tomola)
 - a. Included in the packet
4. COVID Response Team (CRT) Report (Jessica Umphress)
 - a. Working on crafting the next community town hall; some CRT funds were used to help create the enrollment videos made by the enrollment team (Shelly and Justin).

C. Consent agenda

No public comment, Move to approve JJ, 2nd CF, SG, SI, JU, PK

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 December 10, 2020
2. Financials for December 2020
3. Final Audit Report 2019-2020

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

1. Job descriptions for board members and board officers (Chip Romer)
 - a. *Staff recommendation: Approve Job descriptions for board members and officers*
Chip took best practices, mostly from charter schools, and Live Oak Board documents, charter and bylaws to create the job descriptions.
 - b. Move to approve document for job descriptions of board members and board officers: JU, 2nd PK, Aye SI, SG, JJ, CF
2. Review/Approve revised ED evaluation survey document (Chip Romer)
 - a. *Staff recommendation: Approve ED evaluation survey document*
 - b. Move to approve the ED evaluation survey document as revised with positional references versus personal names: JJ, 2nd JU, Aye SI, SG, CF, PK
3. Review/Approve Revised/Updated Salary Actions 2020-21 (as included in 1st Interim Budget) and updated Classified Salary Schedule (John Azzizzi)
 - a. *Staff recommendation: Approve Updated Salary Actions 2020-21 and updated Classified Salary Schedule*
 - b. Retroactive to the beginning of the year, corrects and brings classified salary up to date.
 - c. Move to approve updated Salary Actions 2020-21 and updated Classified Salary Schedule CF, 2nd PK, Aye SI, SG, JJ, JU
4. Enrollment Update/policy revision (Justin Tomola and Shelly Dieterle)
 - a. ~~*Staff recommendation: Approve revised LOCS Enrollment Policy*~~ Policy not provided at this board meeting, see 4f.
 - b. Enrollment team is in the process of creating an online enrollment application and lottery process.
 - c. Next month, the enrollment team will bring to the board an alignment of verbiage in all enrollment documents held by school, board, and website.
 - d. Last summer, admin had made a temporary arrangement to increase kindergartens by 4 students for those in the 2 year/TK program, admin is considering keeping the increase. Some concerns with kinder faculty as to whether there is enough furniture/space for extra students.
 - e. Enrollment team would like to adjust birthday requirements for TK to concentrate on 5 year olds vs 4.5 year olds (who do not generate ADA funding). By cutting off the enrollment at Dec 3rd, the kindergartens would have a closer age group rather than having a span of 4.5 to 6 year olds in the same class. Summer birthdays would (again) be part of the 2yr/TK program. Kindergartens would be fully funded by ADA.
 - f. Since the LOCS Enrollment Policy was not yet ready, it will be brought to the February board meeting for approval.
5. LOCS Non-discrimination Policy
 - a. *Staff recommendation: Approve LOCS Non-discrimination Policy*
 - b. Move to approve LOCS Non-discrimination Policy: JJ, 2nd SI, Aye SG, PK, CF, JU

E. The board will consider the following for discussion

No public comment

1. Draft 2021/22 LOCS calendar (Justin Tomola)
 - a. Closely modeled on the PCS calendar, save that LOCS spring break is one week instead of two and LOCS winter break is two days shorter (10 days vs 12 days).
 - b. Live Oak's calendar has 180 instructional days, which is 5 days more than required by the state, so our "smoke days" are built into the calendar.
 - c. LOCS Calendar should be ready for approval for the February board meeting.
2. Assessment Study Group Update (Jessica Umpress/Chris Fox)
 - a. This study group met with the faculty today for an hour and heard a grade-by-grade presentation by the teachers on their assessments. Main issues that came up were equity, issues of alignment with commitments to our Waldorf roots, and that no whole class assessments are happening at this time due to DL challenges. Despite difficulties, the study group came away with a feeling of appreciation for the dedication and care of the faculty members in deeply seeing and supporting our students. However, without student achievement scores from CAASPP last year and possibly this year, there are questions about how well our student performance will be seen, as a school of choice. What will be our plan B for a school-wide performing metric? Is there a possibility of using some kind of online assessment? Overall, teachers are really handling DL as best they can, with a wide variety of tools and skills, including assessments.
3. 2020/21 Survey (Jessica Umpress)
 - a. Questions will need to be modified for distance learning. What does the board want to focus on this year? What's appropriate for what's going on this year? Suggested focuses include:
 - i. Communications
 - ii. Update on distance learning for this school year
 - iii. Actionable items for the future
 - iv. Are people still happy with their school of choice?
 - v. Questions about hybrid, given that we may be in hybrid in Fall 2021
 - vi. Does the faculty have any information they'd like to gather from the school body that we could include in our questions?
 - b. PK volunteered to help JU, if she needs.
4. Board Development (Sarah Grossi)
 - a. board retreat--to have or not to have?
 - i. PK thinks it's still a good idea in some form, JJ agrees and feels it's important. CF agrees that it should still happen this year. JU and SI are supportive.
 - ii. There is consensus in the group to move forward, CF will help to move the process forward, connecting with EW and Maria Freebairn-Smith. CF will check in with Maria if a one-day or a two-day retreat is most needed and will get feedback from the board members on their top priorities. He will come back next month with more information on our next steps.

F. Topics for consideration for future board meetings

1. Potential for onsite cohorts for LOCS
2. Discussion for general return of population, including hybrid
3. Long term facilities group update and new its initiatives

G. ADJOURNMENT 8:24