

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
February 18, 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/82461712011?pwd=Vkr0SDJVckk0cmNndWlqTENxT0lpQT09>

Meeting ID: 824 6171 2011
Passcode: 42iF8U

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
February 18, 2021
6:00pm

Present

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

Justin Tomola, Executive Director
Shelly Dieterle, LOCS Enrollment Coordinator

CALL TO ORDER

6:03pm

APPROVE THE AGENDA

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

A. Public Comment

(15 min)

This portion of the meeting is set aside for members of the public to make comments or raise issues that are not specifically on the agenda. The board cannot, by law, respond or take action on any issue not specifically on the agenda. Public Comment presentations are limited to three minutes per presentation and the total time allotted to non-agenda items will not exceed fifteen minutes.

No public comment

B. Reports

This portion of the meeting is set aside for delivery of information to the board/public. Board members may ask clarifying questions, but items are intended to be primarily informational.

1. Treasurer Report (James Jensen) *(5 min)*
 - a. Finance team met last Thurs, received brief from John Azzizzi on State's January budget, which was better than thought, making the next few years' projection look more positive, more info next month at 2nd interim budget review; reviewed IRS form 990 and Tax board form 199, both on tonight's consent agenda
2. Foundation Report (Sarah Grossi) *(5 min)*
 - a. In the packet, Foundation's fundraising is a little more behind than they thought they would be. Participation did increase from last month, but both participation and giving are depressed this year, due to the impact of COVID.
 - b. Auction is coming up on April 17th, community members are working enthusiastically and very hard to make this a successful and community oriented event. Invites are coming to your mailbox soon.
3. Director's Update (Justin Tomola) *(15 min)*
 - a. Included in the packet; focus on enrollment: LOCS is adding 8 more students last month and continuing to add more students mid-year than in prior years. Shelly

Dieterle, LOCS Enrollment Coordinator has been working hard all year to upgrade LOCS' enrollment policies, lottery, and new online platform, for which we are very grateful! Applicant numbers are down this year, about 50% less in total applicants versus last year, most are in the kindergarten age group. 5th grade next year is looking low right now, and a main concern. JJ shares that our multi-year projection has been using 280 as an enrollment figure, SD feels that we should be able to hit 285. At this time being open for on-campus instruction does not seem to be impacting whether families apply to LOCS or not. Are we working on Intent to Enroll forms for our current families? Currently it is scheduled for April.

- b. SPED aide left and position needs to be filled and a job listing has been posted.
- 4. Student Assessment: review and update (Justin Tomola) (5 min)
 - a. JT and CF have partnered to collect and review student assessment data. The next steps are to talk with faculty leadership to look at exploring new assessment protocols with assistance from CF. JT will email out the assessment tools outlined in the LOCS charter. CF asks: Are we benchmarking the learning loss that is happening at this time? What assessments can help support our students as we emerge from distance learning.
- 5. COVID Response Team (CRT) Report (Stacy Ito) (5 min)
 - a. Hosted 7th Town Hall last Thursday, well attended with 70+ participants. CRT sent out a parent survey the next day, polling families on the preference to return to hybrid or to stay in distance learning this school year. About 100 families have so far replied, ~70-75% prefer to come back to campus this semester. Currently CRT is working on creating a dashboard that outlines all the mandated requirements for students returning back to campus. Each item will be marked completed, in progress, or not complete. This is to continue with the school's transparency in reopening to in-person instruction.

C. Consent agenda

(5 min)

No public comment. Move to approve consent agenda JJ, 2nd EW, Aye SI, SG, CF, 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 January 14, 2021
- 2. Salary resolution
- 3. Financials for January 2020
- 4. IRS Form 990
- 5. School calendar 2021-22

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

No public comment given

- 1. LOCS reopening plan and resolution (Justin Tomola) (30 min)

Resolution on the conditions required for instructional platform to shift from distance learning to distance learning/on-campus learning hybrid for both students and staff
Staff recommendation: Approve Resolution 2021-0218 on the conditions required for instructional shift from distance learning to distance learning/on-campus hybrid for both students and staff

 - a. Resolution is based on the most current resolution passed by our authorizing district (PCS).

- b. LOCS staff almost unanimously wanted access to vaccine series before returning to in-person instruction.
 - c. For LOCS, is the 4 week limit of returning to campus (according to case rates) reasonable for our small school?
 - d. LOCS is in process of finishing and submitting COVID safety plan to Sonoma County health dept.
 - e. LOCS staff is in Cohort C for vaccination, and scheduled to be available in 2 weeks.
 - f. JT thinks there is a strong possibility of TK/K and other students returning to campus this spring.
 - g. LOCS BOD agrees to amend the resolution draft to include:
 - i. #3 LOCS staff have had access and opportunity to receive a FDA approved COVID-19 vaccination series, including a 2-week period after the second dose (per current guidelines).
 - ii. Remove 4 week and 6 week guidelines per case rate reopening guidelines.
 - iii. Added clauses for #4 *the hybrid instructional plan and physical preparations of the campus have been completed*; #5 *The required approvals from the county and state*.
 - iv. AND BE IT FURTHER RESOLVED that LOCS would strive to implement as soon as possible the following reopening sequence *in the following priority order, if the requisite conditions have been met*.
2. Move to approve the resolution as amended SI, 2nd PK, Aye SG, EW, CF, JU, JJ

E. The board will consider the following for discussion

No public comment given

- 1. Facilities - Past, present, future (Chris Fox) (30 min)
 - a. Historical background given regarding the facilities committee at LOCS.
 - b. Updates given and discussion on most recent City Council and other meetings.
 - c. Moving forward: Long-term Facilities administrative working group (composition and next steps); CF will move forward finding facilities working group members, possibly leaning on JJ and JT to draft next steps, CF will commit to convening working group once before next BOD meeting and will reach out both Petaluma City Council and Sonoma Marin Fairgrounds. Long-term Facilities Working Group will have a standing report in the report section of the agenda.

- 2. Board Development (20 min)
 - a. Follow-up regarding plans with Maria Freebairn-Smith (Chris Fox)
 - i. CF had an hour long meeting with Maria Freenbairn-Smith. Estimated cost is \$3500. First step is a 1-on-1 with each board member. Maria would need 2 consecutive days for these assessments; it would be an hour commitment per board member. 1-2hr Zoom presentation on personalized retreat based on assessments. Retreat would be scheduled, 2 days, do not need to be consecutive, can include a weekend day, ideally there should be 1-2 weeks in between. Deliverable would be a post retreat document. 2-3 months out as new board members would cycle in, ideally we would reconvene one last time. After coordinating with JT, CF will send out dates via email in the near future.
 - ii. Concern: everything we do needs to be in compliance with the Brown Act. CF will connect with Maria to make sure that Brown Act requirements are known and able to be met.

- b. Update regarding EWG, Executive Committee (Sarah Grossi)
 - i. JT and SG met with charter lawyers to discuss discrepancies between our LOCS Charter and LOCS Bylaws regarding the Executive Committee vs. Executive Working Group.
 - ii. Charter is our primary document in a very technical sense, that being said how LOCS is using the EWG as an administrative committee follows the legal advice of our lawyers. Though the Charter has an older, previous and now inaccurate description of the Executive Committee, the lawyers believe that the inaccuracy does not constitute a material change and may stand as-is while following the recommended practice of following the bylaws.
 - iii. CF has questions and strong feelings that the Executive Committee was an effective forum that should not have been changed without board discussion and a vote. CF feels the Executive Committee as it stood should have complied with the Brown Act (minuting and agendaing) rather than converting into an administrative committee.
 - iv. BOD agrees to pursue this topic for the retreat.

F. Topics for consideration for future board meetings

(5 min)

- 1. Details of hybrid model (logistics and practicalities, not an outline).
- 2. Status of campus preparations
- 3. Status of teacher/staff COVID vaccinations.

G. ADJOURNMENT