

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
April 8, 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/87593454699?pwd=YU5ocEhRYUpIMWhxQzNBeS84VzF5Zz09>

Meeting ID: 875 9345 4699

Passcode: SZ6sEY

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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Present

Sarah Grossi, Board Chair
James Jensen, Board Treasurer
Stacy Ito, Board Secretary
Jessica Umphress, Board Director
Patrick Kennel, Board Director arrived 6:55pm
Chris Fox, Board Director arrived ~6:20pm

Carolina Jensen, FOLOCS Foundation Treasurer
John Azzizzi, Business Manager
Justin Tomola, Executive Director

Absent

Erin Wrightsman, Board Director

CALL TO ORDER

6:05pm

APPROVE THE AGENDA

Move to approve JU, 2nd JJ, SG, SI

A. Public Comment

(15 min)

1. From Kim Andersen: Appreciates the CRT team and the Town Hall #9 last night. So many hours put in since last summer, combined with the caliber of the volunteers and the skills sets they bring, we could not pay them enough for what they hold and do for our school.

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)
 - a. Finance meeting notes in the packet. AB86 funding coming in at ~\$237k. Because it's temporary funding, the finance team is looking at using the funds for one-time expenses rather than on-going. Plans for AB86 fund spending will be included in the May BOD meeting. Title 1/ESSER funding is possibly another ~\$182k, would also be used for one-time expenses, particularly ones that would allow LOCS to catch-up from a year of distance learning. Plans for ESSER money must be used within 30 days of receiving first payment. Finance team's goal is to use money in a way that is helpful to the long term sustainability of the school. More details are provided in notes in the packet.
 - b. ~10% of AB86 funds do need to be allocated to staffing expenses. The finance team is looking at how to mesh one-time funds with long-term needs. Plans will be shared at the May BOD meeting.

2. Foundation Report (Sarah Grossi & Carolina Jensen)
 - a. Amounts held as return reserves (approx \$11k) were largely turned into donations showing in the February, creating a bit of inflation in the report for February. Actual income for February 2021 is about \$1400.
 - b. Hopeful for Auction to exceed minimum goal of \$50k.
 - c. May will have a matching, hopefully to add more revenue to hit FOLOCS yearly goal.
 - d. Don't forget the Live Auction 4/17 and Online Auction starts this Saturday 4/10. Come! Have Fun! Support Live Oak!
3. Director's Update (Justin Tomola)
 - a. Gratitude for CRT and recent Town Hall. Feedback from faculty and staff shares gratitude for CRT's support and hard work during this year.
 - b. LOTS OF WORK! Applying for Title 1, writing first LCAP, starting Hybrid next week, all are huge highlights from the Director's Report, included in the packet.
 - c. Enrollment is 286, and attendance is higher than average. Numbers look really good, but there's a new waitlist procedure, please see report for details.
 - d. Chartercenter.org website is available to all board members. This website has a ton of articles to help give larger context for issues and legislation, everyone is encouraged to utilize this resource to deepen their understanding of topics relevant to LOCS.
 - e. Language of Title 1 application is in Appendix B for board to review.
 - f. School-wide effort to prepare for hybrid, from staff, faculty, CRT, and volunteers.
 - g. Continuing conversations with SEEDS for resources to support Social-Emotional health of students at Live Oak as they return to campus. Also looking into collaboration with SSU MFT interns. All these conversations are ongoing and developing and maybe avenues to pursue with new one-time funding from AB86/ESSER.
4. COVID Response Team (CRT) Report (Stacy Ito)
 - a. CRT has been busy! Town Hall #9, work days during Spring Break (with volunteers observing Covid protocols), campus preparation for students return, supporting faculty and staff. Next big push is this Saturday with the last work day before school starts, and we need more volunteers.
5. Long-term Facilities administrative committee (Chris Fox)
 - a. No movement yet, request for the board to reach out to Sarah and Chris to help brainstorm next steps and ideas for people who would like to be on this committee.
 - b. Some monitoring around the city council/local politics surrounding the future of fairgrounds would be beneficial, to keep abreast of any happenings.

C. Consent agenda No Public comment Move JJ, 2nd CF, Aye 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 March 11, 2021; March 26, 2021
2. Financials for March 2021

D. The board will consider the following for discussion and approval

No public comment

1. Comprehensive Safety plan (Justin Tomola)
CA education code requires that LOCS approve annually a “safety plan” relevant to the needs and resources of the school.
Staff recommendation: Approve Comprehensive Safety Plan
 - a. JT, Kim Anderson, and SG worked on some formatting irregularities. Other than formatting, no changes have been made since BOD approved it last April.
 - b. New timing goal on this item is to have the board approve the CSP by March 1 of each year.
 - c. Move to approve JU, 2nd SI, Aye SG, PK, CF, JJ.

E. The board will consider the following for discussion

Public Comment: Karen Perry, would like more summative and formative assessments in the classroom at Live Oak to provide more data points; curious how other sister charter schools disaggregate sub-groups in their CAASP data,

1. Parent survey (Jessica Umphress)
 - a. Survey administered in February & March; timing is interesting as most responses came when LOCS was not able to offer a return to campus plan and then some came later after LOCS was able to offer hybrid.
 - b. 128 responses, a bit lower than usual, but still good for this pandemic year.
 - c. General sense of positivity in satisfaction with faculty & staff support of students.
 - d. Expected dip in satisfaction in instructional expectations. Lowest satisfaction in science and social studies. Highest satisfaction in ELA and math.
 - e. 87% of parents are likely or very likely to recommend LOCS to others.
 - f. Themes: class sizes are too big without aides, desire to return to school, specialty classes were not really working out this year via Zoom.
 - g. Importance scale: specialty programs were #1, classroom aides and social & emotional wellness programming were #2, field trips were #3.
 - h. For future Parent Surveys, we can use survey feedback to justify goals on LCAAP based on stakeholder feedback. When drafting the survey next year, the board will look at honing questions to work with LCAP needs for stakeholder engagement.
2. LCAP process: Review of LCAP in relation to charter goals (Justin Tomola)
 - a. Section 3 of LOCS Charter are a series of goals that LOCS needs to report on every year. LCAP goals are aligned with those goals in our charter to the greatest extent possible. BOD needs to make sure 1) that there is a rigorous and robust stakeholder engagement process, and 2) adhering to the charter document. LCAP is a primary opportunity for the board to formalize goals and objectives in a document.
 - b. State Priority 4: Pupil Achievement is the number one priority, as it is the most important for evaluating a charter school.
 - c. Goal number 3 regarding MTSS (Multi-Tiered System of Support) is also important as it shows how the charter school serves the most vulnerable students. This is also used for charter school evaluation.
 - d. All other goals will funnel through State Priority 4 and Goal number 3.

- e. CF requests that we include in our measurable goals to set benchmarks, particularly for subgroups at LOCS, with an assessment tool other than CAASP. Assessments could include be both/either summative and formative, that could be on an ongoing or more frequent basis versus the yearly CAASP. CF would also like to stand up the administrative student assessment committee to thoroughly evaluate other possible tools/programs/methods for assessment.
- f. ESSER and AB86 funds are designed to be targeted to help with learning loss that may have occurred during the last year. Additional assessments do seem necessary in order to

F. Board Development

- a. Board retreat plans (Chris Fox)
 - i. Cannot be done with Maria at this time. Board will need to reevaluate need and timing. CF can check with Maria about the possibility of one day retreat in the Fall.
- b. Board openings and outreach to potential members (Sarah Grossi)
 - i. Advertisement in Leaflet will go out April 19th, Letters of Intent due back 5/7, Letters to be included in

G. Topics for consideration for future board meetings

- a. ED evaluation will be concluded later this month, so expect a closed session in May re
- b. Updates on student assessment

H. ADJOURNMENT 9:06pm