

**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**  
**May 13, 2021**  
**5:30pm**

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/84607477772?pwd=Q1pndlJXaXNMRWF5eTRGNDB0WU1DUT09>

Meeting ID: 846 0747 7772  
Passcode: TP1yxd

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](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.

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**PRESENT**

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

**CALL TO ORDER**

**5:30pm**

**APPROVE THE AGENDA**

**A. Public Comment on Closed Session agenda item**

- a. No comment

**B. CLOSED SESSION**

Pursuant to Government Code 54957.6 Public Employee Contracts

**RECONVENMENT FOR OPEN SESSION**

**6:02pm**

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

**C. Report out from Closed Session**

- a. No report out from closed session

**D. Public Comment on Open Session Agenda items**

*(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

**E. 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)

*(15 min)*

- a. Even though there has been an influx of funding due to one-time revenues from Covid related legislation and grants, those funds have specific ways that they need to be utilized, therefore there is a good likelihood that despite having a higher revenue, the board may be needing to approve a June budget with a deficit.

One-time funding has been held in an understanding by the Finance Working Group to be used according to their required spending conditions and to not be used for ongoing expenses, as they are one-time only. At this time the Foundation will hold it's grant for LOCS until LOCS requests the funds; monthly disbursements are suspended until requested by the school. This is to create a balance with all the additional funds related to the pandemic (PPP, ESSER funding, AB 86, etc.) so that there is not an excess in the school's reserves.

2. Foundation Report (Sarah Grossi) (5 min)
  - a. Included in the packet. Highlights are that Auction funds will become visible in May and post in August. Auction was an amazing community event that raised much more than their original intended goal. The board thanks the Auction Committee and the Foundation for all their hard work in fundraising during unprecedented times.
  - b. Schoolwide participation in pledge is currently at 63%, which is about the same level as last year.
3. Director's Update (Justin Tomola) (20 min)
  - a. Very busy time of year in general and extremely amplified due to hybrid, testing, planning for next year, working on grants--please see report in packet for a fuller picture of what has been accomplished and being accomplished at LOCS right now.
  - b. Faculty hybrid sharing (thorns) students showing up late, juggling 3 different plans is a challenge to meet needs, simultaneous zooming creates a divide in the young children groups, simultaneous is daunting and exhausting, very difficult to manage to groups, hard to stay present, struggling to check student work in 3 groups, feeling that difficult to manage and track children, hope to be back to 100% in the fall, 25 minutes for a class is too short; (roses) in-person children can mask wear and handwash easily, thrilled to be back in-person, parents and children are very happy being at school, students enjoy each other, love teaching in the classroom, students feel they get more at school than via Zoom, small class sizes is great socially and academically, energizing being with the kids, better understanding of individual's learning with small class sizes, mental health for students and teachers improved in-person, lovely to finally see students in person.
  - c. Deep appreciation for the new addition to the LOCS staff, Patrick Boyd as our IT consultant. There has long been a gap at Live Oak in this department, and this year when the need has been so great, it has been really wonderful to have an expert on staff who can support the teachers, office and staff.
4. COVID Response Team (CRT) Report (Jessica Umphress) (5 m)
  - a. Supported teachers kindergarten through 1st grade in shifting from a 2 day hybrid model to a 4 day hybrid model.
  - b. Fund-a-Need projects have started, spearheaded by Deb Fox.
5. Long-term Facilities administrative committee (Chris Fox) (5 min)
  - a. No report this month

#### **F. Consent agenda**

(5 min)

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

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 April 8, 2021
2. Financials for April 2021

**G. The board will consider the following for review and approval**

1. Extended Learning Opportunities Grant Plan (Justin Tomola) (15 min)  
*Staff Recommendations: Approve the proposed Expanded Learning Grant Plan*
  - a. No public comment
  - b. B1 means Bucket 1, and refers to funds dedicated for summer programming. B2 means Bucket 2, and refers to academic supports (i.e. RTI, ACT, which differs from classroom aides, as these individuals work specifically on ELA and math instruction and support). B3 means Bucket 3 and is the SEL and counseling component (i.e. SEEDS of Awareness and counseling services from SSU graduate counseling program).
  - c. Move to approve JU, 2nd EW, Aye SG, SI, EW, PK, CF
2. Resolution to Tax Defer Member Paid Contributions - IRC 414(H)(2) (10 min)  
Employer Pick-Up (Sarah Grossi)  
As advised by SCOE, this is a “clean-up” measure to ensure that the school has the proper documentation in place to continue to offer this tax benefit to CalPERS employees and to avoid any penalties for improper tax/payroll accounting.  
*Staff Recommendation: Execute the Resolution to Tax Defer Member Paid Contributions IRC 414(H)(2) Employer Pick-Up*
  - a. No public comment
  - b. Move to approve CF, 2nd JU, Aye SG, SI, JJ, EW, PK

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

1. LCAP Goals Review (Justin Tomola) (20 min)
  - a. No public comment
  - b. Feedback on State Priority 4, would like to look at including other assessments outside of CAASPP to prove our comparable proficiency and to inform our working goals.
  - c. Feedback on Goal number 4, suggestion to consider if we want to have that particular goal stated in our LCAP.

**I. Board Development**

*(30 min)*

1. Interview of potential board members
  - a. The board received letters of interest from 6 individuals: Karla Bravo, Adam Klein, Kristen Walter, Aaron Jenks, Robert Bunce, and Chris Fox (incumbent) which are included in the packet. All new candidates for the board were given the opportunity to share some of their background, what motivates them to potentially join the school board, and to ask the board any questions they may have. The Board will hold elections for the 3 available seats at the regular June board meeting on 6/10/21.
2. Potential for change of day for scheduled board meetings
  - a. John Azzizzi is available on Tuesdays and Fridays.
  - b. PCS holds board meetings 2nd and 4th Tuesdays of the month.
  - c. JJ is okay with moving meeting and may prefer a meeting earlier in the week. May have occasional overlap with work schedules.
  - d. JU wonders if 3rd week of the month would create any issues, but in reality it would only be a 5 day delay from our current 2nd Thursday meeting.

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

*(5 min)*

1. None added

**K. Return to Closed Session**

**L. Report out from Closed Session**

1. There is nothing to report out from the closed session.

**M. ADJOURNMENT            11:05pm**