

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
August 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://us04web.zoom.us/j/73035178071?pwd=UTd0VFdqYXo5Rmw4V0c2K2JEbHBadz09>

Meeting ID: 730 3517 8071
Passcode: kc817s

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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Mission & Program

To ensure the humanity and potential of its students through an education resonant with their unfolding awareness and capacities, and supportive of the full and integrated development of body, heart, and mind. LOCS provides a K-8 program inspired by Waldorf education to children and families of Petaluma and surrounding communities. Waldorf inspired education is a developmental approach to learning that cultivates the innate capacities of each child through age appropriate curriculum. Live Oak educates the whole child – head, heart, and hands, through an education that integrates each child’s creative, intellectual, emotional, physical and social domains. Live Oak offers an interdisciplinary liberal arts program where art, music, and movement are integrated with core academic instruction. Exploration of the natural world, human culture, language and mathematics enlivens curiosity which is the foundation of intellectual growth, conceptual flexibility, empathy and sense of connectedness.

PRESENT

Jessica Umphress, Board Director and Facilitator
Stacy Ito, Board Secretary
Patrick Kennel, Board Director, left at 8:40pm
Robert Bunce, Board Director
Kristen Walter, Board Director
Chris Fox, Board Director
James Jensen, Board Treasurer

Justin Tomola, Executive Director
John Azzizzi, Business Manager

CALL TO ORDER

6:00pm

APPROVE THE AGENDA

SI Move to approve the agenda with the following corrections: strike the 5:30pm Call To Order time, and on item D1 change 3rd Tuesday of each month to 2nd Tuesday of each month, remove note on C3, JJ 2nd, Aye PK, CF, KW, RB, JU

JJ Move to item E1 to D3 so the Unaudited Actuals can be approved, RB 2nd, Aye CF, SI, JU, KW, PK.

A. Public Comment on non-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.

1. John Azzizzi, informational reports in the packet on Prop 30 education protection funds, for both 2021 actuals and 2022 plan as being spent on salary benefits, this is to clarify the consent agenda item C3.
2. Heather Johnson: in regards to the school requirement for children to wear masks outdoors, interested in what information was used to decide on this policy.
 - a. 72% of Sonoma county is currently vaccinated, which is quite high

- b. Sonoma county has a very low rate of infection.
 - c. Rate of infection in children is even lower.
 - d. Does not see evidence about how wearing masks outdoors is a proven way to stop the spread of the virus.
 - e. There is no recommendation from the CDC to have outdoor masking.
 - f. WHO does not deem it necessary for children to wear masks outside .
 - g. Feels that Live Oak has enough preventative safety measures for COVID and that outdoor masking is unnecessary and not effective.
3. Steve Encinas: Would like to second everything that Heather Johnson has shared regarding not having a need for outdoor masking for children at school.
 4. Miriam Morales: Fairly new to Live Oak and joined last school year, believes that all of our children are beautiful and unique and is asking for us all to respect each other during these times. Masks are not mandatory outdoors and she wants to support everyone in choosing what is best for your family and children, please let outdoor mask wearing be a personal choice. Please don't let this issue become one of division in our school.
 5. Jolena Powell: new family to Live Oak and a Registered Nurse, would like to also ask that Live Oak does not ask children to mask outdoors. Concerned about long-term psychological effects of children being masked so frequently and for such long hours of the school day. Wants her child to be able to be unmasked outdoors to play and to smile with her friends.
 6. My name is Ana Maria Coca. I am the Mother of Ana and Angelina Miranda. I am wanting to say I am also here and agree with support in the community for unmasked outdoor play for my children.

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. Financial Working Group met and PPP Loan was forgiven this summer.
2. Foundation Report
 - a. Report is included in the packet. Quick takeaways are that the fundraising for 2020-21 school year came in at ~\$193k, with a variance of ~\$100k less than the 2019-20 school year, which is to be expected. Foundation has a new chair Jennifer Okonsky.
3. Director's Update (Justin Tomola)
 - a. Report included in packet. Highlights:
 - i. Enrollment is down to 268, which is where we predicted Live Oak would be at the start of the year. Shelly Dieterle, our enrollment coordinator, is getting inquiries daily regarding joining our school, so things may grow in the near future. Currently we only know of 1 family that has left Live Oak to go to a district with an Independent Study program.
 - ii. How are the teachers doing? They are the heart of our school.
 1. Strong collegial culture, very much due to the longevity of our staff and our school's ability to find new staff who complement.
 - iii. What are we doing for connection, social emotional wellness, mental health assessment for kids?
 1. As a staff we've talked about encouraging the social-emotional connection during the first 2 weeks of school, practices include circulating at recess, pairing or small groups in classrooms, and

- positive parent meetings.
- 2. Signature hallmark of Live Oak is our human connections and relationships, and we want to support that this year in particular.
- iv. What are the human resources that we are providing to children--RTI, ACC, what are these? How is that informing our student assessment?
 - 1. ACC = Academic Content Coaches, 3 of 4 positions are filled, working at 25 hours per week and their main focus is intervention strategies for ELA and math from 1-8th grade. Currently we are still looking for the middle school ACC. RTI = Response To Intervention our specialist is Season Petering, who is a credentialed teacher and prior Live Oak classroom teacher. RTI, together with the ACC team members and classroom teachers form a team to support our students.
- v. How many students did we get to serve through the LO Summer Intervention? How did it go? How many students went to the Boys and Girls Club offering?
 - 1. LO Summer Intervention went very well, and each class had between 8-12 students. Teachers enjoyed offering the program for students this year, given the challenging 20-21 school year with the pandemic.
 - 2. Boys and Girls Club offering was utilized for ~25 students, and feedback was positive from parents.
- 4. COVID Response Team (CRT) Report (Stacy Ito)
 - a. CRT helped to host this year's first Town Hall for coming back to school.

C. Consent agenda

RB moves to break the consent agenda into two items, as RB and KW were not board members in June, so items 1 & 2 should be one vote and item 3 will be one vote, 2nd SI, Aye CF, KW, JJ, and JU, No PK. The motion carries.

JJ moves to approve consent items 1 & 2, CF 2nd, Aye PK, SI, JU, Abstain RB, KW.

RB moves to approve consent item 3, PK 2nd, Aye CF, JU, SI, KW, JJ.

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 June 28, 2021; August 4, 2021
2. Financials for June 2021, July 2021
3. Prop 30 Endorsement

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

1. Board meeting schedule 2021-22 *(15 min)*
 - Decision to continue to meet for regular board meetings on 2nd Thursday of month or change schedule to meet for board meetings the 2nd Tuesday of each month
 - Move to move board meeting to Tuesdays, JJ, 2nd CF, Aye RB, KW, SI, JU, abstain PK
 - There are a few dates that will need to be adjusted in order to meet financial deadlines, so a few months of this year, the 2nd Tuesday will not work. Also, we need to add a second regular board meeting to June, as we always need a second meeting to approve the budget. The dates for the regular school board meeting for the 2021-22 school year are as follows:
 - Tues Sep 14, Thurs Oct 14, Thurs Dec 9, Tues Jan 11, Tues Feb 8, Tues Mar 8, Tues April 12, Tues May 10, Tues Jun 14, Tues Jun 28.

- RB moves to approve the calendar with dates as stated, 2nd SI, JU, JJ, KW, CF, abstain PK.
- 2. Adopt Board of Directors Meeting Norms
 - a. Move to continue this item at a future meeting JJ, 2nd SI, Aye JU, CF, RB, RB, abstain PK.
- 3. 2020-21 Unaudited Actuals (John Azzizzi)
 - a. The budget numbers are all going to change at 1st interim; PPL loan forgiveness and state ELO monies being split into separate payments changes things.
 - b. Challenging year with a lot of ups and downs, trying to figure out how to stretch one time funding over multiple years, how to fill the hole from low enrollment, how to manage cost of additional hires, etc.
 - c. CF moves to approve the 2020-2021 Unaudited Actuals, RB 2nd, Aye SI, JJ, JU, KW, PK.

F. Board Development

No Public Comment

1. Election of board officers: Chair, Secretary, Treasurer
 - a. RB nominates JJ to Treasurer, CF 2nd, no other nominations, Aye SI, PK, KW, JU.
 - b. JJ nominates CF to Secretary, declines the nomination.
 - c. JJ nominates SI to Secretary, RB 2nd, Aye CF, KW, JU, PK.
 - d. SI nominates JU to Chair, CF 2nd, Aye JJ, PK, RB, KW.
2. Discussion of plans for open seat on Board
 - a. Appoint a new person or leave a seat open are the 2 options.
 - b. CF would like to keep the number at 7, SI & JJ would like to possibly amend bylaws to say 5-7 board members.
 - c. Board tables this discussion for another time, keeping the seat open.
3. Assignment of Board Roles and responsibilities for 2021/22
 - a. Board HR liaison to ED - Stacy
 - b. Parent Survey - Chris (Jessica to assist with notes from last year)
 - c. Covid Response Team liaison - Jessica & Stacy
 - d. Executive Director Review - James & Robert
 - e. Long Terms Facilities Working Group - Kristin & Chris
4. Information for New Board Member orientation
 - a. Form 700
 - b. [LOCS Charter](#)
 - c. [LOCS By-laws](#)
 - d. CA Charter Schools Association Governance Academy Part 1 & 2 powerpoint
 - e. Charter School Development Center Resources
 - f. Board University book or other
5. Planting a seed for Board Retreat (5 min)

G. Topics for consideration for future board meetings

Please email future agenda items for consideration to Justin.Tomola@liveoakcharter.org and the Board Chairperson

H. ADJOURNMENT

9:11