

LIVE OAK CHARTER SCHOOL
100 GROSS CONCOURSE PETALUMA, CA 94952 • (707) 762-9020

Minutes for the Regular Meeting of the Board of Directors of Live Oak Charter School
September 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:

Join Zoom Meeting

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Meeting ID: 863 0369 9771

Passcode: 776884

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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

Jessica Umphress, Board Chair
James Jensen, Board Treasurer
Robert Bunce, Board Director
Kristin Walter, Board Director
Chris Fox, Board Director
Stacy Ito, Board Secretary

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.

CALL TO ORDER

6:04pm

APPROVE THE AGENDA

James, Kristin, All

A. Public Comment on non-agenda items

None

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 team met, key conversations around enrollment and enrollment projections, fundraising, we have unspent grant money from last year that needs to be spent this year
2. Foundation Report (Robert Bunce)
 - a. July is just above last July, but well below pre-Covid numbers. Registration information came out electronically this year, so the regular paper information from the foundation did not go out in the beginning of the year. We’re in a weird spot of children being back in school, but parents not yet able to reengage, Foundation is hoping that once parents can engage more with the school and the community, giving may rebound.
3. Director’s Update (Justin Tomola)

- a. Enrollment and Attendance
 - i. Openings = capacity for the class, Confirmed = actuals in class
 - ii. Enrollment is 264 at this time, which is a drop from last month's 268.
 - iii. Shelly Dieterle, our enrollment coordinator, is working hard to streamline the enrollment process and make it systematic.
 - iv. Average attendance for the school is 94%.
- b. Human Resources
 - i. Goal: increase efficiency, simplification, and improvement.
 - ii. Main challenge: coverage for staff when they need to be absent.
 - 1. Working on having substitute packets: premade lessons and classroom instructions so that teachers are not having to make lesson plans when ill or unable to come into work.
 - iii. Deeper dive: information in the packet regarding the lunch program and all the operating procedures for how food is delivered to our students.
 - iv. Filled last vacant position: parent Sarah Freebird as our 4th Academic Content Coach
- c. COVID Update
 - i. Continuing to use the Swiss cheese model of mitigation strategies and so far it's been going great.
 - ii. Asymptomatic Testing Programs (aka surveillance testing)
 - 1. County Health Officer is suggesting schools to start slow and build from there.
 - 2. Symptomatic testing is outsourced to established testing clinics in the county.
 - 3. Looking at another company called Covid Testing Today to provide testing services onsite; in the preliminary conversations at this point. The idea would be to start with testing staff, then add in student testing, then parent testing. Testing would be outside, afterschool, and individual (no pool testing.)
- 4. COVID Response Team (CRT) Report (Stacy Ito)
 - a. No report
- 5. Cool Cities Community Partnership (Jessica Umphress)
 - a. An opportunity for Live Oak to partner with the City Council and Council members to work toward climate change goals. First goal is 8 participating families, which we have achieved. If Petaluma wins the grant, then our 8 families will be activated...stay tuned!

C. Consent agenda

Move to approve CF, 2nd JJ, Aye SI, RB, JU. KW abstains. Motion carries.

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 August 18, 2021, September 1, 2021
- 2. Financials for August 2021

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

- 1. 2021-22 MOU with Live Oak Charter School Foundation (James Jensen)
 - a. Boiler plate document, but key information is that Foundation expects to raise money in 2021-22. The way that money will be divided is part will go to support

grant, and part to long term. Because there is substantial amount of money in our account due to the PPP loan forgiveness, at this time the school has asked the Foundation to park the grant at this time, and is not receiving the monthly checks.

- b. RB moves to approve the MOU with correction to chair names, JJ 2nds, Aye JU, CF, SI. KW abstains. Motion carries.
2. LOCS Certificated Salary Schedule Update (Justin Tomola)
 - a. Update of substitute teacher rate of pay. Current rates are \$65 below PCS, our authorizing district. During COVID, PCS increased rates to \$200 full day, and we should match. Internally, we want to offer \$45 for teacher's prep periods, as many times we have to cobble together a sub from within.
 - b. Leadership Stipend updating from \$750/yr to \$1500/yr.
 - c. Move to approve RB, CF, Aye SI, JJ, JU. KW abstains, motion carries.
3. Short-term Independent Study Policy Update (Justin Tomola)
 - a. Update of short term IS policy for prior notice in context of COVID. Usually the notice required is 3 days, but with COVID and necessary quarantines, JT would like to allow 24 hour notice.
 - b. CF moves to approve, SI 2nds, Aye JJ, JU, RB. KW abstains, motion carries.

E. Board Development

1. Appointment of Cortney Calahan to board seat for term ending June 30, 2022
 - a. The board unanimously voted to appoint Courtney Calahan to the board. Aye: JU, JJ, RB, SI, CF. Nay: 0.
2. Election of board officer: Secretary
 - a. SI tenders resignation of officer of secretary, effective upon election of successor.
 - b. RB nominates Courtney Calahan to board secretary, Courtney accepts.
 - c. Board votes: Aye: SI, JU, JJ, RB, CF; Nay: 0. Courtney is now secretary for rest of the 2021-22 school year.
3. Draft LOCS Annual Governance Calendar (Jessica Umphress)
 - a. JU created a Governance Calendar to give a yearly view of goals and actions the board takes. Requesting that members provide feedback to fine tune and customize for Live Oak. First goal is to document all that the board does and when, second goal is to see if the calendar can be balanced in terms of work goals.
4. Board retreat planning (Jessica Umphress) (30 min)

F. Topics for consideration for future board meetings

(5 min)

Please email future agenda items for consideration to Justin.Tomola@liveoakcharter.org and jessica.umphress@liveoakcharter.org

G. ADJOURNMENT

8:05pm