

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
October 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

Live Oak Shared Account is inviting you to a scheduled Zoom meeting.

Topic: BOD October Meeting

Time: Oct 14, 2021 05:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/89959825074?pwd=ODJIZkYzWXRqOFdDeGdON2dhUXlwQT09>

Meeting ID: 899 5982 5074

Passcode: 454595

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:

Jessica Umphress, Board Director and Facilitator
Cortney Calahan, Board Secretary
Robert Bunce, Board Director
Kristen Walter, Board Director
Christopher Fox, Board Director

Justin Tomola, Executive Director
John Azzizzi, Business Manager (left at 7:08 pm)

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

RB moved to approve; KW seconded; Ayes: RB, KW, CC, JU, CF

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. JA - welcoming CC and KW

B. Reports - no public comments

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 (Stacy Ito) *(5 min)*
 - a. JU read treasurer report found in packet
 - b. JA - At December meeting, interim budget will be revised. PPP loan to support programs like academic support will be included in revised budget. Enrollment is down 17 ADA (1 ADA worth \$9,000). Foundation reserves are helpful as backup funds.
2. Foundation Report (Robert Bunce) *(5 min)*
 - a. Overall trend of community participation is lower than previous years

- b. Foundation looking into strategies like paper donations and printed postcards to send to families
 - c. MOU - foundation is holding back monthly transfer (putting into long-term account) so the school has more flexibility with budget
 - d. KW - what does the foundation think the role of zoom vs in-person meetings plays in giving amounts?
 - e. JU - CRT meeting 10/15/21 (primary agenda item to discuss gaps in community connection)
 - f. KW - curious whether the income level of school families is shifting?
3. Director's Update (Justin Tomola) (20 min)
- a. Enrollment Update - currently 263 students enrolled
 - b. Educational Programming and Instruction - article referenced re: impact of COVID on teaching and learning
 - c. COVID:
 - i. COVID Friendly Dragon Pageant
 - ii. Coming soon - updated form about how to proceed with field trips
 - iii. Asymptomatic testing has begun
 - d. Communications and Technology
 - i. Smart Care for ASP is live for automatic payments
 - ii. Benchmark assessment for 5th grade completed with Renaissance Star reading assessment. Program is designed for grades 3-8. Will be used to address areas for intervention.
 - 1. CF - Appreciative this is happening. When might we get a report about results from benchmark (to help us make decisions for academic support and budget cuts)? Concerned about lack of tracking (visibility of data) during pandemic.
 - 2. RB - reminder it takes 1-2 years for results to be reliable and more accurate. Data does not always improve academic results.
 - iii. Subzz - now has 5 certificated sub options
 - iv. CAASPP dates for spring have been established
 - e. Social and Emotional Learning
 - i. Beginning mental health training with Child Therapy Institute of Marin and possibly an intern/LO employee to continue work that SEEDS did at LO. Services would be referral based

C. Consent agenda

(5 min)

- 1. Public comment - none
- 2. Board comment - none
- 3. CF moved to approve the consent agenda; KW seconded; Ayes: CF, JU, KW, RB, CC

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 September 14, 2021
- 2. Financials for September 2021

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

Public comment - none

1. Review and adopt ESSER III Spending Plan (John Azzizzi) (15 min)
 - a. References LCAP, ELO (Expanded Learning Opportunity Grant Plan), and Learning continuity and Attendance Plan
 - b. Majority of funds go to additional academic support and health/safety
 - c. Questions/Comments
 - i. KW - is there a way to determine how much funding LO receives? *JA - there is a formula and set of requirements*
 - ii. RB - to JT - Have we started the school site team for title 1?; to JA - Are we allowed to apply for ELL grant? *JA - we don't qualify for a school-wide program. We don't require a school site council since funds are targeted. We have not received any info about applying for next round of Expanded Learning Opportunity Grant*
 - d. RB moved to approve ESSER III Spending Plan as presented by JA; KW seconded; Aye: JU, RB, KW, CF, CC
2. Review and adopt by-law amendment. (15 min)

In response to the need for substitute teachers at LOCS, proposed by-law amendment would allow board members to accept limited, paid employment at LOCS. (Jessica Umphress)

 - a. Not intended for long-term employment, but for useful assistance
 - b. No more than 3 board directors can partake in limited employment in a financial year
 - c. KW: Examples of scenarios? *Data analysis, school communication, substitute teaching*
 - d. KW: How to navigate volunteer roles vs paid roles? *Executive Director decision (would be approved within budget constraints)*
 - e. CF - What is the justification for \$20,000 limit?
 - f. JU - suggests to table until next meeting to provide time to consider this
 - g. JU moves to table this item until next meeting; CF seconded; Ayes: JU, RB, KW, CF, CC

E. Board Development

Public comment - none

1. Board communication protocols draft (Jessica Umphress) (15 min)
 - a. reviewed
2. Board retreat planning update (Jessica Umphress) (10 min)
 - a. CF, JU, KW met to organize retreat
 - b. Chip Rober scheduled as a content expert. Details for other facilitators are TBD
 - c. Part 1: October 23 - Special meeting
 - d. Board comment from CF, KW, RB. Focus of retreat will be: developing strategic plan to support LO and reflecting on key areas.
3. Review of LOCS Annual Governance Calendar (Jessica Umphress) (10 min)
 - a. Goal for this document: 1) educate ourselves and give accountability, 2) build a governance rhythm that is synchronized with the workings of the school
 - b. Consideration of forming a working group to study and look for missing gaps or board volunteers
 - c. KW: This document supports strategic plan. What are the things that need to be done immediately?

F. Topics for consideration for future board meetings

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

G. ADJOURNMENT 8:05 pm