

**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**  
**December 7, 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 School shall meet via the Zoom meeting platform. Members of the public who wish to access the Board meeting may do so at:

<https://us06web.zoom.us/j/85629038365?pwd=eXNlb2JhWEgyV2xTYzhHK0JkMVAwQT09>

Meeting ID: 856 2903 8365    Passcode: 066471

You may also call in using the Zoom phone number: 669 900 6833 US

Please be advised that the Sonoma County Public Health Officer issued social distancing recommendations for public meetings, available at:

<https://socoemergency.org/recommendation-of-the-health-officer-public-meetings/>

As discussed in Legal Update No. 15-2021 regarding recent amendments to the Brown Act and pursuant to AB361, local public agencies in Sonoma County may proceed to hold virtual meetings after September 30, 2021 without holding a separate meeting to make a determination that meeting in person would present imminent danger. For so long as the public health recommendations remain in effect, local public agencies should also plan to reconsider the circumstances of the emergency every 30 days and make appropriate findings to continue with virtual meetings.

Members of the public who wish to comment during the Board meeting may use the “raise hand” tool on the Zoom platform. Members of the public calling in will be given the opportunity to address the Board during the meeting. Individual comments will be limited to three (3) minutes. If an interpreter is needed for comments, they will be translated to 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 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 the 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 72 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 ADA.

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**Minutes for the Regular Meeting of the Board of Directors of Live Oak Charter School**  
**December 9, 2021**  
**6:00pm**

**Present:**

Jessica Umphress, Board Director and Facilitator  
Cortney Calahan, Board Secretary  
James Jensen, Board Treasurer  
Robert Bunce, Board Director  
Kristen Walter, Board Director  
Christopher Fox, Board Director  
Stacy Ito, Board Director  
Justin Tomola, Executive Director  
John Azzizzi, Business Manager (left 7:48 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 a sense of connectedness.

**CALL TO ORDER**

**6:04pm**

**APPROVE THE AGENDA**

RB moved to approve the agenda; SI seconded; ayes - JU, SI, RB, JJ, CF, KW, CC

**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. No comment

**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) *(5 min)*
  - a. met about 1st interim budget, audit reviewed, reviewed state forecasting
  
2. Foundation Report (Robert Bunce) *(5 min)*
  - a. JU gave report
  - b. Gaining momentum and participation in family participation

- c. Matching donor grant currently in progress; ends December 31; anonymous donor has provided \$25,000 for this grant
  - d. The auction committee met; looking at an April date and outside venue
3. Director's Update (Justin Tomola) (20 min)
- a. Enrollment - 262; not much change in enrollments numbers
  - b. Education Programming & Instruction - phased-in approach of age requirements for TK
  - c. Benchmark Assessment Update - positive teacher engagement in this tool
  - d. COVID update - anticipating vaccine mandate for 22-23 school year
  - e. SEL update - counselors are in place and beginning to see students
  - f. Star Renaissance update - 3rd - 8th grade ELA and math have been tested.
  - g. Outreach strategies for future enrollment - Word of mouth, Facebook; ponder possibility of a marketing and development team
4. CRT Update (Kristin Walter) (5 min)
- a. Figuring out the protocol to allow unvaccinated parents to volunteer

**C. Consent agenda** (5 min)

- 1. Public comment - none
- 2. Board comment - none
- 3. RB moved to approve consent agenda; CF seconded; ayes: JU, SI, RB, CF, KW, CC; abstained: 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 November 9, 2021
- 2. Financials for November 2021
- 3. Plan to hold January 2022 board meetings using Zoom platform per AB 361
- 4. Educator Effectiveness Block Grant 2021 - Plan Approval

LEAs that receive funding pursuant to California Education Code (EC) Section 41480(a) are required to develop and adopt a plan, by December 30, 2021, that delineates the expenditure of funds apportioned including the professional development of teachers, administrators, paraprofessionals and classified staff. The plan shall be presented in a public meeting of the governing board (November) before its adoption in a subsequent meeting (December).

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

**No public comment**

- 1. Approve First Interim Report for Fiscal Activity July 1 - October 31, 202 and Budget Revision (John Azzizzi) (45 min)
  - a. Revising budget based on what is known from past years; in January, Governor Newsom will release 1st draft of 22-23 state budget and process of adjusting 2nd interim will begin; largest state surplus in many years for state budget
  - b. JA went over changes since the adopted budget (board packet pages 40-41)
  - c. ADA: School districts funded by prior year ADA; charter schools are funded on current year ADA; current ADA is significantly reduced and impact is significant;

budget will need to be reconfigured to offset costs; budget is set for an ADA with 280 enrolled

- d. Foundation grants will help offset some deficient in future budgets
  - e. Costs b/c of COVID have exceeded budget projections (hand washing stations, cleaning fees)
  - f. Overall healthy balance sheet
  - g. LO is in a good position for next 2 years; increased enrollment and participation in Foundation will increase that cushion
  - h. RB moved to approve First Interim Budget Report; CF seconded; Ayes: JU, RB, CF, KW, SI, CC; Abstained: JJ
2. Approve Audit Report for 2020-2021 Fiscal Year (John Azzizzi) *(5 min)*
- a. CF moved to approve Audit Report 2020-2021; SI seconded; Ayes: JU, RB, CF, KW, SI, CC; Abstained JJ
3. Approve Board Communication Protocols (Jessica Umphress) *(5 min)*
- a. SI moved to approve Communication Protocols; RB seconded; Ayes: JU, RB, KW, CF, SI, CC; Abstained JJ

**E. The Board will consider the following for discussion:**

**No public comment**

1. High-level overview of universal transitional kindergarten (SB130) and 2022/23 impact (Justin Tomola) *(15 min)*
- a. Universal TK with more expanded age range will be rolled out over the next 4 years
  - b. Points to consider:
    - i. Keep LO TK/K as is or split the age groups?
    - ii. ADA does not start until age 5; loss of ADA
    - iii. Teacher ratio starts at 12:1 then expected to transition to 10:1; Live Oak would need a 3rd adult in classes or lower class size
    - iv. The Expanded Learning Opportunities Program will require schools to offer a 9 hour school day (aftercare counts towards this time requirement)
2. 21th Anniversary LOCS Strategic Plan Process (Jessica Umphress) *(15 min)*
- a. Met with faculty to discuss strategic planning approach and phases of the proposed strategic plan
  - b. Step 1 - Build capacity; Step 2 - Documentation and Accountability; Step 3 - Celebration
3. Plans and logistics for LOCS Parent Survey (Jessica Umphress) *(10 min)*
- a. CF will lead this.

**F. Board Development**

**No public comment**

1. Board Norms (Stacy Ito) *(10 min)*

- a. How many norms should we adopt?
  - b. General consensus to shorten the length of meetings. Will look into having a timer.
2. Board capacity building from within (Stacy Ito) *(15 min)*
- a. Silent observers (existing board members) opportunity for interested persons for board position can attend executive working group to see what that role entails
  - b. Contact JU if interested in exploring a board role at an executive meeting

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

Please email future agenda items for consideration to [Justin.Tomola@liveoakcharter.org](mailto:Justin.Tomola@liveoakcharter.org) and [jessica.umphress@liveoakcharter.org](mailto:jessica.umphress@liveoakcharter.org)

**H. ADJOURNMENT 9:04 pm**