

LIVE OAK CHARTER SCHOOL
100 Gness Concourse Petaluma, CA 94952 • (707) 762-9020

Minutes for the Regular Meeting of the Board of Directors Live Oak Charter School
August 18, 2022
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:

Join Zoom Meeting

<https://us06web.zoom.us/j/82229365377?pwd=MnZEUFd6VEk4UkExM2IxOWphM3dyQT09>

Meeting ID: 822 2936 5377

Passcode: 793983

One tap mobile

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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. 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

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.

Live Oak Charter Board Norms

- *Be brief and respect others.*
- *Be prepared for board meetings by asking questions ahead of time and follow the "No Surprise Rule."*
- *Avoid hidden agendas and springing any surprises on other members.*
- *Focus on an agenda item until it is resolved or until a specified time has been reached to resume the resolution process.*
- *Give your full listening attention.*
- *Be open to challenge your own beliefs and ideas; Stay open to new ways of doing things.*
- *Success depends on participation – share ideas, ask questions, draw others out.*
- *Refrain from deriding other individuals’ ideas. Strive to value all opinions.*
- *Work in the interest of all students.*
- *Own your mistakes.*
- *Celebrate success – take time to recognize small steps or progress toward goals.*
- *Don’t interrupt.*
- *Express gratitude and appreciation.*

PRESENT

Jessica Umphress, Board Chair
Robert Bunce, Board Treasurer
Stacy Ito, Board Member and Interim Secretary
Chris Fox, Board Member
Samantha Sheppard, Board Member
Kristin Walter, Board Member, arrived 6:38pm

CALL TO ORDER

Identify time-keeper for meeting

6:08pm

APPROVE THE AGENDA RB Move to approve, SI 2nd, Aye JU, CF, SS, RB

A. Public Comment on non-agenda items

(15 min)

No public 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 (Robert Bunce)
 - a. No report this month, there will be a report next month when the financials for the last school year are complete.
2. Foundation Report
 - a. Report in the packet, includes all earnings from the 2022 auction.
 - b. A Foundation Representative will be attending all the parent class meetings coming up in the next week or so.
 - c. Foundation is co-sponsoring the Back to School Picnic with the Board this Friday.
3. Director's Update (Justin Tomola)
 - a. Very busy start to the school year, but after a great inservice, there is an excited and uplifted feeling on campus and all in all looking forward to the year.
 - b. Director's Report in the packet, with current enrollment numbers.
 - c. Enrollment is a little lower than Spring semester. Since Covid, LOCS waitlist has been reducing; statewide, enrollment is down.
 - d. Shelly Dieterle, our former enrollment coordinator is still generously helping us with enrollment needs until a replacement can be found.
 - e. LOTIDE presentation to staff during August in-service; staff really enjoyed the presentation and felt invigorated by it.
 - f. Summer programming success: 26 qualified families participated.
 - g. Current Covid protocols are in Director's Report.
4. Facilities Report (Kristin Walter)
 - a. Healthy Democracy submitted reports to the City of Petaluma for consideration. Reports had lots of support for LOCS staying on the Fairgrounds.
 - b. Met with Mike Healy and the City Manager; they gave strong assurance that LOCS has a future on the Fairgrounds. This is great and comforting news!
 - c. Jessica and Justin will be meeting with PCS in September to discuss Measure E bond money. LOCS has an MOU with PCS for \$1.8 million in bond money from Measure E, and recently PCS has started to allocate spending of this \$1.8, so the ED and board chair will meet with PCS to seek clarification.

C. Consent agenda

RB moves to approve the consent agenda, KW 2nd, Aye JU, CF, SI, SS.

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, 2022
2. Prop 30 Endorsement

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

1. 45 Day Revised Budget (John Azzizzi)
 - a. 45-Day Budget Revision for 22-23 report is in the packet.
 - i. First two pages outline the summary of budget changes, based on the June CA State Budget for 22-23 fiscal year.
 - ii. Overall impact: +\$216,522 for 22/23, +\$72, 851 for 23/24, and +\$75k for 24/25
 - iii. With these increases, LOCS is getting closer to our 25% Unrestricted EFB Reserve goal.
 - iv. However, the board will need to consider cost structure revisions in the upcoming years. Years 23/24 and 24/25 are deficit years (\$233-248k/year). LOCS will not be able to sustain a third deficit year in 25/26.
 - v. Current enrollment is 258, but 22/23 budget is set at 268. That would create a \$100k cost for the school year that is not in the current budget. Lower enrollment than what is included in the MYP budget will create a sooner necessity of the cost structure discussion.

RB moves to approve the 45-Day Revised Budget, KW 2nd, Aye JU, SI, SS, CF.

2. Board meeting schedule 2022-23
 - a. SI moves to approve the suggestion of holding regular Board meetings for the 22/23 school year on the 2nd Thursday of each month, 2nd KW, Aye JU, SI, SS, CF.
 - i. There will be two Tuesday regular Board meetings in November and April, due to school vacations.
 - ii. Board meeting dates are Th 9/13, Th 10/11, Tu 11/8, Th 12/13, Th 1/17, Th 2/14, Th 3/14, Tu 4/11, Th 5/9, Th 6/13, and Th 6/27.
3. Adopt Board of Directors Meeting Norms
 - a. JU tables this item for this meeting and agrees to revisit in September with a revision of the norms in affirming “we statements.”
 - i. KW suggests having LOTIDE take a look at our revised norms to make sure that language is inclusive.
 - ii. RB suggests that we align our revised norms with the values that are agreed upon through the strategic planning.

F. Board Development

1. Election of board officers: Chair, Secretary, Treasurer
 - a. KW nominates RB for Treasurer, Aye SI, JU, KW, SS, CF
 - b. SI nominates SS for Secretary, Aye SI, KW, RB, JU, CF
 - c. CF nominates JU for Chair, Aye SI, SS, CF, KW, RB
2. Discussion of open seat on Board
 - a. Point of consideration: succession plan for the treasurer
3. Assignment of Board Roles and responsibilities for 2022/23
 - a. Board HR Liaison to ED ~ SI, RB to support work on the CBA
 - b. Strategic Planning Team ~ JU, KW
 - c. PCS Liaison (Chair) ~ JU
 - d. Parent Survey ~ SS, CF
 - e. Executive Director Review ~ RB, SI
 - f. Long Terms Facilities Working Group ~ KW, CF

4. Information for New Board Member orientation
 - a. Form 700, [LOCS Charter](#), [LOCS By-laws](#), CA Charter Schools Association Governance Academy Part 1 & 2 powerpoint, Charter School Development Center Resources, Chart School Board University book
5. Suggested CSDC Brown Act training
 - a. All board members are strongly encouraged to take the free refresher webinar on the Brown Act.
6. Overview of Fall 2022 BOD goals and responsibilities
 - a. JU gave a broad overview of possible goals and responsibilities in EWG, facilities, financial prioritization, BOD member education, student academic performance, enrollment plan.
 - b. Board discussed possibility of reviewing these items for prioritization and time management /scheduling at a TBD fall retreat, preferably in September.

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 9:01pm