

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

**Minutes for the Regular Meeting of the Board of Directors Live Oak Charter School**  
**September 8, 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://zoom.us/j/93509185617?pwd=WIZ0SFdibUtMbVMYm0Q5V0tUz3BIZz09>

Meeting ID: 935 0918 5617

Passcode: 038233

One tap mobile

+16699009128,,93509185617#,,,,\*038233# US (San Jose)

+16694449171,,93509185617#,,,,\*038233# 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. 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  
Kristin Walter, Board Director  
Chris Fox, Board Director  
Stacy Ito, Board Director  
Samantha Sheppard, Board Secretary

### **CALL TO ORDER**

**6:03pm**

## **APPROVE THE AGENDA**

Prior to approval, we struck item G1, as the item doesn't need to be discussed as there were no changes present. SI moved to approve; SS seconded, all in favor SI, SS, RB, KW, CF, JU. However, we discovered later in the meeting that there was a misunderstanding, and the information for G1 had in fact changed, and discussion was needed. SI moved to reinstate G1, and strike F2; RB seconded; all in favor SI, RB, JU, CF, KW, SS

Prior to approval, struck item G2, we don't have enough information at this time, move to October meeting. SI moved to approve; RB seconded, all in favor SI, RB, SS, KW, CF, JU

Modified agenda approved, RB moved to approve, SI seconded, all in favor RB, SI, JU, CF, KW, SS

## **A. Public Comment on first Closed Session agenda item**

No public comment

## **B. CLOSED SESSION**

1. Pursuant to Government Code 54956.9(e)(4) Potential exposure to litigation

## **C. Report out on actions taken in Closed Session**

No actions taken.

## **D. Public Comment on non-agenda items**

No public comment

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. While government code allows speakers to criticize the district's policies, procedures, programs, services, and/or employees, the school does have a policy specific to complaints against employees. Should comments from the public pertain to a specific school employee, the Board requests that the complaint first be submitted, in writing, following the General Complaint Policy for investigation.

## **E. 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)
2. Foundation Report (Jessica Umphress)
  - Participation in foundation annual fund remains at level set during pandemic, 65%
  - Trend for 2021/2022 school year has been December match and spring auction bring in high dollars, but participation is low the rest of the year.
3. Director's Update (Justin Tomola)
  - Enrollment remains at pandemic low of 253 students
  - Shelly is transitioning enrollment coordination to Heather Bleasdel
  - We continue to see student behavior due to dysregulation. Justin is working with staff on supporting students through these challenges.
  - Math professional development for teachers, grades 1-5, is scheduled for next

week

- Robert is curious if there are classes that can go above 30 students. Per Justin the teachers union has a lot of say. Table discussion to a future board meeting
4. Long Term Facilities Team Update (Chris Fox, Kristin Walter)
    - Team is compiling documentation; Steve Bleasdell will help sort through information.
    - Community event to discuss future of the fairgrounds will be held September 10.
    - We will have a study session in October to look at history, financials of renting our facilities.
    - One goal of the team is to develop a narrative for the community at large
  5. Strategic Planning Team Update (Kristin Walter, Jessica Umphress)
    - This is a board led initiative with the Administration to understand our priorities as a school.
    - It will happen in 4 phases: 1. Develop/discover priorities 2. Review existing initiatives; 3. Brainstorm new initiatives; 4. Pare down initiatives, develop road map for implementation in the next 1-7 years.
    - Phase 1 workshop is scheduled for September 24
  6. Executive Director Goals Update (Stacy Ito, Robert Bunce)
    - Met with Justin to review goals in August, as planned.
    - A feedback survey will go out to the community in November; will review results in December

## **F. Consent agenda**

No public comment

RB moved to approve the consent agenda; SI seconded; all in favor RB, SI, JU, KW, 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 August 18, 2022, September 3, 2022
- ~~2. Financials for June, July, August 2022~~
3. Revised 2022/23 calendar of regular board meetings
4. 2022/23 Consolidated Application for Title 1 Part A Funding
5. Title I 2022-23 Homeless Education Policy, Requirements, and Implementation
6. Education Protection Account/ Prop 30 Funds Resolution

## **G. The board will consider the following for review**

1. 2021-22 Unaudited Actuals (John Azzizzi)

RB moved to approve; KW seconded; all in favor RB, KW, JU, SI, SS; CF abstained.

  - Closed the books on 2021-2022, and ended with 98k better than estimate. Surplus was due to a combination of an additional state revenue credit, plus the field trip budget came in lower than budgeted.
  - John is concerned about student enrollment, as our enrollment is sitting at 253, when we budget for 268, which leads to a \$150k stress on our budget. All enrollment at charters is low, locally, per John.
2. ~~2022/23 MOU with foundation (Robert Bunce)~~

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

1. Review and approve revised board meeting norms, including accountability measures  
RB moved to approve; SS seconded; all in favor RB, SS, KW, JU, SI; CF abstained.

**I. Board Development**

1. Potential dates for Facilities Study Session (Jessica Umphress)
  - September 28 (Wednesday), 6-8 pm, Special Board Meeting - Facilities Study Session

**J. 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)

**K. ADJOURNMENT**

**7:58pm**