

**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**  
**Handwork room and Zoom**  
**October 13, 2022**  
**6:00pm**

This meeting will be conducted in part by teleconference pursuant to Executive Orders N-25-20 and N-29-20. Following all recommended state and county pandemic guidelines, this meeting will be conducted in-person for Live Oak Charter School Board members, employees, and invited participants. Attendance for public participation will be conducted online via the Zoom meeting platform. Members of the public who wish to access the Board meeting may do so at:

<https://liveoakcharter-org.zoom.us/j/93787069411?pwd=M1I2Kzh2ZFdybVVMOGhFNkpmY1RWdz09>

Meeting ID: 937 8706 9411

Passcode: 581638

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**

- *We work in the interest of ALL of Live Oak's students.*
- *We are prepared for board meetings by asking questions ahead of time.*
- *We follow the "No Surprise Rule;" we are committed to avoiding hidden agendas.*
- *We focus on an agenda item until it is resolved or until a specified time has been reached to resume the resolution process.*
- *Our success depends on our participation – we share ideas, ask questions, draw others out.*
- *We give our full listening attention.*
- *We raise our hand and speak when called upon.*
- *We strive to be brief and respectful to others.*
- *We refrain from deriding other individuals' ideas and strive to value all opinions.*
- *We own our mistakes.*
- *We are open to challenging our own beliefs and ideas; we stay open to new ways of doing things.*
- *We celebrate success by taking time to recognize small steps or progress toward goals.*
- *We express gratitude and appreciation.*

### **PRESENT**

Jessica Umphress, Board Chair  
Robert Bunce, Board Treasurer  
Samantha Sheppard, Board Secretary  
Kristin Walter, Board Director  
Stacy Ito, Board Director

### **ABSENT**

Chris Fox, Board Director

**APPROVE THE AGENDA**

JU moved to amend the agenda to strike item B1, treasurer report, as it isn't yet available. KW seconded, SS moved to approve the amended agenda, RB seconded, all in favor JU, KW, SS, RB, SI

**A. Public Comment on non-agenda items (15 min)***General comment of thank you from Heather Bleasdel*

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.

**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)~~ (5 min)

*No updated financials are available yet.*

## 2. Foundation Report (Jessica Umphress) (5 min)

Numbers are improving but not great. Jerusha is pushing for 100% (\$1 counts) participation. A date has been chosen for the auction along with a theme. It will be on campus at Herzog. They had a great first meeting.

## 3. Director's Update (Justin Tomola) (15 min)

- Focus on enrollment today; we are funded based on our ADA.

Enrollment is 15 below our expected enrollment of 268 (currently at 253). Currently 4 students are pending. Kinder program is the most lacking in enrollment now.

Challenges-Kindergarten isn't required by state; PCS does all day kinder to 1:50, plus free aftercare; preschools offered PreK and K (parents pay for this); uncertainty around our facility; families have lots of choices in choosing kindergarten.

Actions: map enrollment calendar Dec-June; update website with specific dates; Heather developing marketing ideas; research preschools & competition; how to access target audiences; advertise tours and coffees; update website around curriculum; develop instagram page; input from kinder parents; Kinder enrollment fair participation; stronger onboarding process; educate parents around values and waldorf, how it's different; tap into alumni for leads and understanding of what has worked in the past

## 4. Long Term Facilities Team Update (Chris Fox, Kristin Walter) (5 min)

- October 24, 2022 - city council will be making a recommendation to city managers about recommendations around lease. Our prep work includes meetings with city counsel, facilities study sessions informing board and foundation about options; on Tuesday we'll have town hall with parents; want people to show up to the meeting.

Would like a 10-acre carve-out with 2-5 acres for our facility, the rest for a park, commercial kitchen, community recreation space. Did not come to a clear consensus whether we want to Prop 39, but if we cannot use the \$1.8M of Measure E funding, we will need to give it back to PCS as soon as possible.

5. Board Archives Project (Sam Sheppard) (5 min)
- Jessica and Sam are working to get the old board documents organized and in Google Drive. Also, policies have been approved in the past, but not published to the website. Goal of project is to get all policies onto our website, in an organized fashion, plus all board docs into our shared Google drive. We will likely have a policy updates project at the end of this. Goal to get the archives in order by the end of year/January.

### **C. Consent agenda**

*(5 min)*

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.

No public comment

SS moved to approve, RB second, all in favor SI, JU, RB, SS; KW abstained

1. Board minutes for September 8, 2022, September 28, 2022, October 3, 2022
2. Plan to hold November 2022 board meeting in hybrid model, consisting of in-person attendance for Board members and school staff, and online attendance for public participation using Zoom platform per AB 361
3. Financials for September 2022

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

No public comment

1. 2022/23 MOU with foundation (Robert Bunce) (10 min)  
Members of the foundation and school board met to discuss monies held, when they will be disbursed,  
There are financial challenges to our low enrollment  
Moved to approve RB, KW second, all in favor RB, KW, SS, JU, SI
2. Classroom Visitation and Observation Policy (Justin Tomola) (5 min)  
A policy around classroom visitation is needed for parents. We reviewed the new policy, which Justin recommended approving. Objective is to create a policy to have on our website. There is a possibility that future updates to the policy will be needed.  
Move to approve SI, RB second, all in favor SI, RB, K, JU, SS

### **E. Board Development**

No public comment

1. Strategic Planning report & feedback for Workshop #1 (Kristin Walter, Jessica Umphress)  
Identified 4 priority areas, let go of ideas that weren't upvoted, kept ideas that were agreed upon as super important. Priority is a focus of the school (mission), goals are how the focus is reached. Next phase is the generation of initiatives to actually do the work.

2. Review of LOCS Annual Governance Calendar (Jessica Umphress) *(10 min)*  
Parts are aspirational - board should have goals and track against them within each year; should have a yearly policy review.

**F. 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)

**G. ADJOURNMENT 8:32pm**