

**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  
Middle School and Zoom  
November 9, 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:

Join Zoom Meeting

<https://liveoakcharter-org.zoom.us/j/95761876322?pwd=eE90OWN6dkFJT1FpU29OS0Y4SU1nZz09>

Meeting ID: 957 6187 6322

Passcode: 292470

One tap mobile

+16694449171,,95761876322#,,,,\*292470# US

+16699009128,,95761876322#,,,,\*292470# US (San Jose)

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  
Chris Fox, Board Director  
Kristin Walter, Board Director

### **ABSENT**

Stacy Ito

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**CALL TO ORDER**

**6:11pm**

Identify a time-keeper for the meeting

**APPROVE THE AGENDA**

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

**A. 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.

**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.

No public comment

1. Treasurer Report (Robert Bunce)
  - a. Costs running ahead of income, as expected this time of year; sub costs were a bit more than expected
  - b. Next month's meeting to include an in depth look at finances
2. Foundation Report (Jessica Umphress)
  - a. Total fundraising is low compared with last year.
  - b. The fundraising team has a campaign they are excited about to boost funding.
  - c. Auction planning is underway, and they plan to continue to have a committee run it, rather than a single person. There were some issues with it last year, and they've improved the process and will try that again so as not to overwhelm any one person
3. Director's Update (Justin Tomola)

Enrollment/Attendance Update

  - a. There are some K1 and K2 new students in the enrollment process.
  - b. Enrollment is 255, but not ADA numbers because we have some students who don't qualify for ADA.
  - c. Enrollment process has been improved and been moved to a team, who are currently documenting the process with Shelly. For 2022-2023 school year, Casey will plan tours, communicate with families; Shelly will handle paperwork and updates to the website; Heather will do planning for outreach and marketing.
  - d. Enrollment down everywhere in CA due to vaccination issues, people moving out of state.
  - e. CF asked if exit interviews are done when families leave. This is not part of the process. Justin said we do ask on the exit form, but typically little useful

information is shared. Jessica stated this might be an initiative in the strategic planning process.

- f. KW is there a process for getting someone to present at local preschools. A-Not currently. Per Justin, messaging needs to be improved and tightened up before this sort of recruitment is done.

2021-22 CAASPP report

- a. State testing overview of data, which is missing data over the past couple of years due to covid (no testing was done); 2020-2021 year results based on shorter test. In general, this test shows a decline from tests administered pre-covid. We had strong results in 2019 in ELA and Math.
  - b. Beginning spring 2024, evaluations will be based on a new growth model, and the 2020-2021 test will be the first year used to establish growth.
  - c. Testing is done grades 3-8 for ELA and math, 5th and 8th for science.
  - d. Live Oak's overall achievement is better than state averages, and for science it was much better; the state warned there would be a sharp dropoff in scores, and there wasn't for Live Oak.
4. Long Term Facilities Team Update (Chris Fox, Kristin Walter)
- a. KW wants to acknowledge JU for laying the groundwork with city officials
  - b. Council affirmed their intention was to take over responsibility for property from the 4DAA. Seems coming clean about the difficulties with the 4thDAA was the right thing to do.
  - c. Peggy with city management has reached out and scheduled a meeting for November 30th. \$1.8 M is still available to us to use, but it must be used by the end of December. We have a MOU with the district for the \$1.8M.
  - d. We're searching and looking at churches and existing Petaluma city facilities; taking on an expensive building project doesn't make sense at this point. Doing this to keep as many options open as possible.
  - e. Having parents from the community in the board meeting really made a difference, many thanks to the community.
5. Board Archives Project (Sam Sheppard)
- a. JU and SS are working on the project; will report again next month.
6. Executive Director Annual Review (Rob & Stacy)
- a. The survey to teachers has been moved to google docs (from Survey Monkey, save money), and will go out to the board, foundation board, class coordinators, staff, faculty. Kristin would like TIDE members to be asked. The policy determines who the survey goes out to. Need to have a conversation directly with Justin about this.

### C. Consent agenda

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

RB moved to approve; SS seconded; all in favor RB, KW, CF, JS, SS

1. Board minutes for October 13, 2022
2. Plan to hold December 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 August-October 2022

4. RESIG 2021-2022 Public Self-Insurers Annual Report

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

No public comment

1. 2022/23 Foundation Board Members (Jessica Umphress)

- a. List of Foundation members, for approval:

Jennifer Okonsky: Chair

Pat Mundy

Deb Fox

Heather Johnson: Secretary

Kristina Tank Crestetto

Jerusha Ogden: Annual Fund Adm (not a voting member)

Carolina Jenser: Bookkeeper (not a voting member)

RB moved to approve, CF seconded, all in favor RB, CF, KW, JU, SS

**E. Board Development**

No public comment

1. Strategic Planning report & feedback from Workshop #2 (Kristin Walter, Jessica Umphress)
  - a. Workshop 2 identified priorities and goals; was a brainstorming session with faculty, board, TIDE
  - b. Priorities/Goals identified: Waldorf practice, institutional sustainability, student outcomes, inclusivity.
  - c. Faculty and admin were listened to; we continue to be a mission driven school.
  - d. Next phase is to figure out how we get (brainstorm initiatives=Workshop #3); will make a live oak tree that embodies everything about the school in the next week to help with this phase. Also, online jamboard will be available for idea submissions.
  - e. Workshop 4 will focus on feasibility.
  - f. Would like to put a committee together to keep the project moving forward.
2. Choose a date for Finance Study Session in December (Robert Bunce) (5 min)
  - a. Budget process will require making some decisions given enrollment numbers and the fact our budget needs money from the foundation this year and next; they don't know if they'll be able to provide it. Class size decision making is done in January.
  - b. RB would like to schedule study session soon.
  - c. Three options were agreed upon, meeting time TBD, once John Azzizzi and Justin are included.

**F. Public Comment on Closed Session Agenda Item**

No public comment

**G. CLOSED SESSION**

Pursuant to Government Code 54957(b)(1) Employee Evaluation, Title: Executive Director

**H. Report out from Closed Session**

No action was taken

**I. 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)

**J. ADJOURNMENT**

**9:17 pm**