

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
December 8, 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/97600028132?pwd=bWNiZTQ5cjRPU3FKa2N3aWthMmlyQT09>

Meeting ID: 976 0002 8132

Passcode: 707907

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.*

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CALL TO ORDER

6:08pm

PRESENT

Jessica Umphress, Board Chair
Stacy Ito, Board Director
Robert Bunce, Board Treasurer
Samantha Sheppard, Board Secretary
Chris Fox, Board Director

ABSENT

Kristin Walter, Board Director

APPROVE THE AGENDA

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

A. Public Comment on non-agenda items

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.

Public comment thanking the board for their work.

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. ceding time to John for in depth discussion
2. Foundation Report (Jessica Umphress)

Just met on Tuesday; continuing to make progress on auction and Jeresha is continuing to roll out the 100% participation plan. We are intentionally built to be a school that has many points of input/many people helping. Foundation is hosting the winter faire; building community spirit is a top priority, and JU gives gratitude for the work they are doing.
3. Director's Update (Justin Tomola)
 - a. Updated numbers, our attendance is at 80% (sick kids); enrollment is at 254;
 - b. kindergarten situation; possible scenarios for kinder next year - larger kinder class; second class focus on TK - pedagogically aligned with keeping similar ages together - we've discussed it with SC and - provides \$45K/year more. contingent on CBA approval and whether state will come through with funding. Other options is what we currently do 15/7; 15/7
 - c. Flu and covid are affecting the school - heightened sense of alarm for families; it's

affected staff as well

- d. YouthTruth Survey - Schools in Sonoma county participated last year (not including charter schools); County initiative to hear voices of students pertaining to school; Grades 3-5 will take one survey, 6-8 another survey, to get input from our students. We have funds for this initial year, as we got a deep discount.
 - e. HR - aftercare position filled; Sonoma is raising minimum wage, but it doesn't impact Waldorf education is an art, the art of awakening
 - f. Enrollment (Heather Bleasdel)
 - i. Live Oak is a school of choice -will be a citizen for 10 years-asking people to become willing participants; What are you preparing your child for? Want students and community members to feel inspired, moved and touched
 - ii. Conditions for enrollment-the heart-storytelling, direct experience, interdisciplinary, human development -give people on the tour an experience of the heart
 - iii. Strategic plan - Have heard when kids go to traditional school, "can't believe how mean people are" - lean into this; Clarify the message & share-create a marketing community
 - iv. New tour has a different structure; plus, we have decentralized the enrollment process
4. Long Term Facilities Team Update (Chris Fox, Kristin Walter)
- a. Peggy Flynn and Brian Cochran (City Manager and Asst. City Manager, respectively) met with Jessica and toured the school last week; got a good look at the school and then discussed future plans. Asked Peggy if they wanted us to move or become a part of long term infrastructure, and they want us to be part of the long term plan. They need to present a plan in March or April. \$12M of facilities improvements are needed for the entire fairgrounds; need to work with tenants to prioritize fixes to get to a livable situation. We are working with her to help her succeed. Between now and March/April, they need to come up with a management plan for the next 5 years. As soon as the council gives the go ahead, she will work on next plans; working with admin/faculty/staff to find out what needs are (before winter break). A letter is going to PCS to ask for \$1.8M bond money, and the city is looking at this as well. We've been pitching joint use model - more efficient space, reconfigure footprint

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

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

1. Board minutes for November 9, 2022
2. Plan to hold January 2023 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 November 2022

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

1. Approve First Interim Report for Fiscal Activity July 1 - October 31, 2022 and Budget Revision (John Azzizzi)

Staff Recommendation: *Approve*

- a. Background: Twice a year, John produces a real time snapshot of how we are spending money (December and March). The official report on the first 4 months of the year and the updated budget is what is contained in today's review. Goal is to make sure we are sustainable for at least the next 3 years. Changes to budget were reviewed in September
- b. Significant one time funding came to the school this year, including the LCF hold harmless grant (this year only), significant; Also there were significant increase in PERS and STRS costs this year, but after this, those should be steady
- c. Enrollment is key - need to get enrollment up to 260 next school year
- d. Bottom line, will bring in a bit less than we expected (mainly due to ADA)
- e. Expenditures were relatively flat, increased salaries and benefits -staffing issues, purchased math curriculum, but we are in a strong cash position
- f. Look at 24/25-what a normal budget should look like-normal assumptions without additional funds; 25/26 must be a break even year-if it isn't, school isn't sustainable; Insufficient enrollment is the reason most charters close; Need to get to 268, at the least, within the next 2 years school years
- g. Enrollment is our biggest income lever. Staff is our biggest expense. on the expense side, aides -1st grade has an assigned aide; other grades have floating aides based on needs -we are following ACT model

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

E. The Board will consider the following for discussion:

1. Draft Audit Report and Governance Letter for 2021-2022 Fiscal Year (John Azzizzi)
 - a. -there were no audit issues (very different from several years back), -passed the audit, nothing found
 - b. John will bring the final audit report in January for board approval
2. Annual LOCS Parent Survey Preparation (Samantha Sheppard, Chris Fox)
 - a. Survey seems corporate, would like to revamp to make it warmer, more heart focused;
 - b. Survey needs to be finalized by mid-January.
 - c. Sam to work on improving warmth on standard questions, and will get input from Justin and the Board on inserting questions in the end of the survey that get to questions we have currently.

F. Board Development

1. Strategic Planning report & Workshop #3 Brainstorming Activity (Kristin Walter, Jessica Umphress)
 - a. Strategic plan - are in process of getting input from the faculty, staff on specific ideas on how to fulfill our goals

b. Then we will determine which goals are doable

G. Topics for consideration for future board meetings

Please email future agenda items for consideration to Justin.Tomola@liveoakcharter.org
and jessica.umphress@liveoakcharter.org

H. ADJOURNMENT

10:00 PM