

**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 14, 2023  
Live Oak Handwork Room and Zoom  
6:00pm**

School board meetings are being conducted in hybrid format, by virtual teleconference and in person. Members of the public who wish to access the Board meeting via virtual teleconference may do so at:

Join Zoom Meeting  
<https://liveoakcharter-org.zoom.us/j/92885143662?pwd=V3luQksZUDhsdDZnZEp2ZIRmbWp6QT09>

Meeting ID: 928 8514 3662  
Passcode: 168287

One tap mobile  
+16694449171,,92885143662#,,,,\*168287# US  
+16699009128,,92885143662#,,,,\*168287# US (San Jose)

Members of the public calling in will be given the opportunity to address the Board during the meeting. They should use the “raise hand” tool on the Zoom platform. 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](mailto: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.*

### **CALL TO ORDER**

**6:07 pm**

Identify time-keeper for meeting

### **PRESENT**

Jessica Umphress, Board Chair  
Kristin Walter, Board Director  
Stacy Ito, Board Director  
Justin Lipp, Board Director  
Robert Bunce, Board Treasurer  
Samantha Sheppard, Board Secretary  
Linda Delgado, Executive Director  
John Azzizzi, Finance Manager

### **ABSENT**

Kristina Tank-Crestetto, Board Director

### **APPROVE THE AGENDA**

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

### **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.

No public comment

### **B. Public Comment On Closed Session Items**

No public comment

### **C. Closed Session**

1. Gov. Code 54957.6, Conference with Labor Negotiators, Agency Negotiators: Samantha Sheppard, Robert Bunce, & Linda Delgado
2. Gov Code 54956.8 Conference with Real Property Negotiator, 100 Gness Concourse, Agency Negotiator: Kristin Walter & Jessica Umphress, Negotiating Parties: City of Petaluma, Under Negotiation: Rental terms for the school's current facilities

### **D. Report on Closed Session Actions Taken**

Nothing to report

### **E. Public Hearing** (*estimated to begin at 7:00 pm*)

1. Public Hearing 2023-24 Sufficiency of Textbooks and Instructional Materials, per Ed Code 60119
  - a. Williams Act states all public school students deserve safe buildings, sufficient instructional materials, and credentialed teachers. John would like to go on record that the public hearing around sufficiency of teaching materials and the board approval is not a requirement for charter schools; we do need to have sufficient materials, but the public hearing/board approval is not required.

### **F. 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. Cede time to John.
2. 2022-23 Unaudited Actuals (John Azzizzi)
  - a. Two major revenue items that changed: 1. Cuts to California budget were not as extreme as we expected and 2. We received an unanticipated credit towards our special education costs for 22/23 which lowered the end of year SELPA bill to the district.
  - b. Our enrollment number and ADA number are both lower than we budgeted. Independent study program needs to be effective to keep our ADA up, as last year's illnesses caused a 92.84% ADA.
  - c. Our reserves are projected to drop to 14.9%, and we historically worked hard to build it up closer to 25%.
  - d. Independent Study for ADA purposes is only needed until March 24
3. Foundation Report (Jessica Umphress)
  - a. Played a heavy role in the orientation, which was a great success. The foundation doesn't have updated financials at the moment.
4. Director's Update (Linda Delgado)
  - a. Enrollment - tightening up timelines to get through wait list quicker.
  - b. Orientation - reaffirmed sense of community; it was a good start to the year.
  - c. Meetings - Linda is spending a lot of time on working with teachers/students
  - d. Williams report & visit - went well
  - e. Parent Council - teachers want to have involvement; teachers want to be certain it's not a parent oversight, and that teachers have full control over what is taught in the classroom. Want classroom coordinators to be separate, as they are already busy. Linda has a handbook on how to start a parent council, and we can use that as a starting point.
  - f. Special Education - speech teacher is currently virtual, and it is working. Linda has

a request for an in-person speech therapist - the county is working on it. Dana and Emma cleared a classroom for RSP services for MS.

- g. Food service - all families need to submit forms on income/eligibility for reduced costs lunch to help with this as an income stream.
- 5. Loop Group Report
  - a. 5th grade planning a trip to Asian Art museum; Mary is working on building community in the class.
  - b. Handwork is a happy place on campus; 1st grade finder knitting & making knitting needles; 5th grade making bags; 6th grade studying elephants in preparation of making their elephants.
  - c. 6th grade - learning about different types of volcanoes and prepping for field trip
  - d. 3rd grade - practical arts program is in full swing, tending chickens and making food.

### **G. 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.

JU moved to approve amended consent agenda, to approve items 1 and 3. JU moved to approve; SI seconded; all in favor JU, SI, RB, KW, JL, SS

- 1. Board minutes for August 10, 2023, September 5, 2023, revised minutes for May 4, 2023
- 2. ~~Financials for June, July, August 2023~~
- 3. Proposition 30 Endorsement / Reports (22-23 Actual; 23-24 Plan)

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

- 1. 2022-23 Unaudited Actuals (John Azzizzi)
  - a. RB moved to approve; JL seconded, all in favor RB, SI, JL, JU, KW, SS
- 2. Revised Board meeting schedule 2023-24 (Jessica Umphress)
  - a. Suggest changing November meeting to the 16th
    - i. SI moved to approve; SS seconded; all in favor RB, SI, KW, JU, JL, SS
- 3. Updates to the Independent Study Policy (Linda Delgado)
  - a. Board is giving latitude to provide independent study day of, up until start of instruction, as approved by director
    - i. SI moved to approve, KW seconded, all in favor SI, KW, JU, JL, SS, RB
- 4. Resolution of the Live Oak Charter School Board of Directors to fully comply with the requirements of Education Codes 60119 through 60252 Regarding Sufficiency of Textbooks or Instructional Materials for the 2023-24 school year (Linda Delgado)
  - a. SI moved to approve, KW seconded, all in favor SI, JU, JL, SS, KW, RB
- 5. Revised 2023/24 Enrollment Policy (Linda Delgado & Casey Wilson)
  - a. Changing offer to enroll wait time from 7 days to 2.
  - b. Change open enrollment date to before the first tour.
  - c. JL moved to approve, SI seconded; all in favor JL, SI, JU, SS, RB, KW
- 6. Board Meeting Norms for 2023-24 (Stacy Ito)
  - a. Norms are thoughtful and well written (JL). Review with new board members. Move to packet for members to review for meeting prep.
  - b. KW moved to approve, RB seconds, all in favor KW, RB, SI, JU, JL, SS

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

- 1. 2023/24 MOU with foundation
  - a. Only change is the amount of grant, amount is \$60K below previous years,

already reflected in the budget. JU is curious about the response to pledge requests that went out in the packet—follow up item for next month’s meeting. Item will be approved on consent agenda next month. (Robert Bunce)

2. Annual discussion of forms of student assessment (Linda Delgado)
  - a. Star test has been started; data is already in, and it allows us to see what type of instruction kids need. Being done 3 times each school year. It’s an adaptive test - it gets harder and takes longer when kids do well.
  - b. Linda is working with teachers to take advantage of opportunities to fine tune instruction based on some Star test results. She will work with the staff on next steps beginning next week.

#### **J. Board Development**

No public comment

1. Election of board officers: Chair
  - a. Stacy Ito nominated by JU, all in favor KW, RB, JU, JL, SS, SI
2. 2023-24 Conference/Training Options for Board Members (Jessica Umphress)
  - a. JU created a document for review; CSDC has a number of online webinars, plus a conference in Anaheim in November. alliance for public waldorf education is in January, typically have faculty & board members go, looking to do hybrid; June 24-27.

#### **K. Topics for consideration for future board meetings**

Please email future agenda items for consideration to [director@liveoakcharter.org](mailto:director@liveoakcharter.org) and the Board Chairperson

#### **L. ADJOURNMENT**

**9:14 PM**