

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
January 19, 2023
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/92025204417?pwd=NkVjTzhqbHRrck1ISXVzSW50OVZ6UT09>

Meeting ID: 920 2520 4417

Passcode: 779200

One tap mobile

+16699009128,,92025204417#,,,,*779200# US (San Jose)

+16694449171,,92025204417#,,,,*779200# 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

- *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

6:03pm

PRESENT

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

AMEND THE AGENDA

Item H, should read pursuant to government code 54957.6 Annual performance review of public employee: executive director
JU moved, SI second, all in favor JU, SI, KW, RB, SI, SS; CF abstained

APPROVE THE AGENDA

RB move approve, KW seconds, all in favor JU, SI, KW, RB, SI, SS; CF abstained

A. Public Comment on non-agenda items

(15 min)

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 on the schedule, as child care is an issue if children attend different schools, and it appears that the school presents an obstacle for parents who both work. Since the school is in PCS, makes sense to follow PCS calendar. Alternative solution is to provide childcare during longer breaks (1 week or more).

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)
 - We're where we expect
2. Foundation Report (Jessica Umphress)
 - Foundation is busy sending tax letters for donations; auction is on track; further updates available next month

3. Director's Update (Justin Tomola)
 - Enrollment-there isn't a lot of change to our enrollment number of 251/252; Kinder-there are 4 different types of students in TK/K-there is a lot of opportunity here to get our enrollment numbers up. Will have 15/7 as our goal for the kinder classes.
 - Substitute pool-we need to increase our list of subs, and we're transitioning to RedRover to make the sub experience better.
 - Calendar - we will be better at documenting what goes into the decisions; we are hamstrung by needing to be out in June for the fair.
 - Teachers are finishing up report cards, and they will be sent via Parent Square at the end of January/beginning of February.
 - Enrollment (Heather) - low enrollment is happening everywhere; working on a facts page and getting things cleaned up and organized; need to get an advisory committee together to have a clear direction on our voice & make sure we're doing what the community wants. Social media - if you have ideas on who LO should follow, let Heather know; Idea for next few weeks - LO lovebomb hashtag campaign (#LiveOakLoveBomb) & sparkle the middle school; Casey-tour numbers are up, and there are 3 tours left, focus on Waldorf and the fact we are different; Kristin would like to have a flier to put up at preschool, and will create one and run it by Casey.

4. Long Term Facilities Team Update (Chris Fox, Kristin Walter)
 - Working with the city - We need to meet with new council members here on campus in preparation for April. We've been working with the City Manager (Peggy), who has requested some information/documentation. Jessica and Robert Ito have been working on a plan for a smaller footprint school, plan to deliver next week; we sent over a prioritized list of maintenance needs and a list of what the landlord does in December; Kristin suggests having a 20 minute check in weekly so we can be responsive to what's needed, and opening it up to creating a working group to deal with this; we need to look at the mandate for long term facilities committee.

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

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

1. Board minutes for December 8, 2022
2. Plan to hold February 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
 - a. Current rules are set to sunset after our February meeting; need to look into new rules to determine how to move forward
3. Approve Audit Report for 2021-2022 Fiscal Year
4. Financials for December 2022

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

1. Enrollment Policy/Classroom size for 2023/24 (Justin Tomola)
Staff recommendation is to align class sizes with the multi year projection of 30 students per class (22 in kindergarten) (Fully Enrolled at 284)
Discussion of the topic

KW moved to approve, SS second, All in favor KW, SS, JU; RB and SI voted against; CF abstained

E. The Board will consider the following for discussion:

1. Measure E Bond Fund (Jessica Umphress)
 - District has decided we cannot have Measure E money; PCS has been advised to create a new bond, and have promised we will be included; this is a years long process. Path forward is to inform the community, speak with Peggy, and form a committee with the purpose of communicating with the city; thoughtful and honest conversation needs to happen. Will meet with Peggy to update her on the situation, then reach out to the district about partnering.
2. Annual LOCS Parent Survey Preview (Samantha Sheppard)
Discussed survey, will be sent out Feb 1

F. Board Development

1. Strategic Planning Update (Kristin Walter, Jessica Umphress)
 - Committee is taking ideas that have been generated into a feasibility matrix - plan is under way
2. Discussion of plans for Board seats with terms ending June 30, 2023
 - Chris, Rob and Kristin all have terms coming up; members who would like to continue should submit a letter. Two seats will be open (currently open and Chris'); Kristin and Rob plan to stay. We'd like to recruit specific skills pertaining to our facilities search.

G. Public Comment on Closed Session agenda item

No public comment

H. CLOSED SESSION

Pursuant to Government Code 54957.6 Annual performance review of public employee: Executive Director

RECONVENMENT FOR OPEN SESSION

est. 9:00 pm

I. Report out from Closed Session

Board has received a letter of intent not to return from the current Executive Director, ending employment at the end of his contract in June. Board has voted to convene an Executive Director group to search for the 2023/24 school year.

SI moved to approve, RB seconded; all approve JU, RB, SI, KW, SS; CF abstained
RB, SI, KW will come up with a roadmap for the search committee

J. Topics for consideration for future board meetings

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

K. ADJOURNMENT
pm

9:11