

LIVE OAK CHARTER SCHOOL
100 Gness Concourse Petaluma, CA 94952 • (707) 762-9020

Minutes for the Regular Meeting of the Board of Directors Live Oak Charter School
October 12, 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/99781015045?pwd=Szl3SnBZdDR3bWFZdnV1eVZ3c2krQT09>

Meeting ID: 997 8101 5045

Passcode: 339601

One tap mobile

+16699009128,,99781015045#,,,,*339601# US (San Jose)

+16694449171,,99781015045#,,,,*339601# US

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. 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

6:05 pm

RB is the time-keeper for the meeting.
SS is the secretary for the meeting

PRESENT

Stacy Ito, Board Chair
Robert Bunce, Treasurer
Samantha Sheppard, Secretary
Kristin Walter, Board Director
Justin Lipp, Board Director
Kristina Tank-Cresseto, Board Director
Linda Delgado, Executive Director

ABSENT

Jessica Umphress, Board Director

APPROVE THE AGENDA

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

No public comment

B. Public Comment On Closed Session Items

No public comment

C. Closed Session

(10 min)

1. Gov. Code 54957.6, Conference with Labor Negotiators, Agency Negotiators: Samantha Sheppard, Robert Bunce, & Linda Delgado

D. Report on Closed Session Actions Taken

Nothing to report

E. 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. Our attendance number was captured by the state at 250 for October, so the enrollment for budgeting leaves us down \$112K, and the ADA was also captured by the state at a lower rate; we are \$118,584 down for the year so far; annual deficit is projected to be \$426K total for the year
2. Foundation Report (Stacy Ito)
 - a. No report for this month's meeting. Stacy is working to align foundation meeting time with our meeting so that information is available
3. Director's Update
 - a. Dragon Pageant happened last week; everyone was involved, Lissa was instrumental in managing it and made it move smoothly; KW said kids were all performing, which was different from last year.
 - b. Krista had an observer from the county because of the thinking activities she is doing; feedback was observer found the classroom the best run thinking classroom he has seen.
 - c. Linda attended the Waldorf Alliance Leadership Meeting - staffing has been an issue, and Linda is really appreciative of the staff we have here. Other feedback was that running an in-house lunch program is complex and advises against it. That said, Linda has resources to help if we need to bring in-house.
 - d. IEP & SST - Linda is continuing to work with students and parents.
 - e. Student Behavior tracking software implemented to have data to figure out what is happening with behavior. Staff feedback has been positive so far. Includes guidelines on next steps, who does what. Linda sees this as a good initial step.
 - f. Enrollment - we are up 6 students from last month; to build enrollment, we are working on updating the website and more community outreach (e.g. pride parade this weekend); Linda sent letters to preschools.
 - g. Independent Study - the law changed in 2021, so our packet paperwork has changed from 1 page to 4 pages. Automating IS is needed, as it takes a lot of time in the office.
4. Field Trip Report

- a. Outdoor school starts in 4th grade, and includes camping trips. 8th grade went to Shasta - a number of kids had never been camping or hiking, had never been at elevation. Ms. Jen did an amazing job, was very thoughtful in planning. 6th grade went to Lassen, Ms. Moore's preparation, caring for kids was an honor to witness per KW. Kids showed up for each other per KW and RB. RB recommends putting together a packing list, activities, other information to make it easier for the teachers when planning the trips. KW states it may be something for parents to do.

F. Consent agenda

No public comment.

KW moves to approve the consent agenda, JL seconds, all in favor KW, SI, SS, RB, JL, KTC

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.

1. Board minutes for September 13, 2023, September 14, 2023
2. Financials for September 2023
3. 2023/24 Live Oak Foundation MOU

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

1. Updates to the Independent Study Policy (Linda Delgado)
 - a. There are two versions - we have the shorter version (1-14 days); longer absences take more information and we need to look into the policy for the longer absences. Office staff is working very hard on getting the independent study packets to students, it's time consuming, especially with older grades. Packets must be handed in within 3 days of return.
 - i. RB moves to approve; KW seconds; all in favor SI, KW, RB, JL, SS, KTC

H. The board will consider the following for review and discussion

1. 2023/24 Annual Parent Survey (Samantha Sheppard)
 - a. Put together a team to determine the purpose of the survey, to invite foundation member, Linda, faculty member, and Justin and Samantha from the Board
2. 2024/25 Academic Calendar options (Kristin Walter)
 - a. Exploring options to improve institutional stability around enrollment and staff retention. Options are a traditional calendar (what we have now); 4 day week - longer days; year round education - 180 instructional days, breaks between instructional blocks, 6 week summer break.
 - b. In California, 4 day week is a heavy lift, as there are 175 instructional days required for charter school. However, if there is a lot of interest from faculty, we can pursue how we could go about doing this.
 - c. Year round education - there are 3 models (45 with 15 vacation days). Local schools that are year round - enrollment is increasing (bucking the trend of declining enrollment). Benefits - retain learning, decrease absenteeism; increasingly popular with families. Drawbacks - would need to plan childcare for breaks, the curriculum doesn't lend itself to blocking the way the calendar requires.
 - d. Other options include more 3 day weekends, 2 weeks for spring break

- e. Per SI, the inbreath and out breath are very important, and we would need to be cognizant of how a new schedule would affect this. Also, if we were to do this next year, we would need to decide by December, so we don't necessarily want to do it next year, but we do want to explore it with the faculty. Linda to discuss in next week's faculty meeting.
- 3. Adding the office of a Clerk (Stacy Ito)
 - a. We have recordkeeping, requests for information, and forms that need to be completed for the state - propose adding a board position (to be filled by current board member) as a clerk. SS to explore what the role will require and present in next board meeting.

I. Board Development

No public comment

- 1. What does it mean for the board to assist enrollment efforts?
 - a. Goal: seek clarity on the board's role in assisting in increasing enrollment. We assisted with enrollment with the addition of the afterschool music program. The Board is responsible for calendar, aftercare, approving programming changes (e.g. kindergarten schedule). There is a volunteer team in development to assist with marketing. Per that team, the school does not have a marketing person, but we need someone in that role or a marketing budget, and it would be great to get someone 5 hours a week to do some work around marketing for the school. KTC asks about the marketing infrastructure of other local waldorfs. It would be good to get a report from the marketing team in next month's board meeting. Per RB, you can outsource volunteer matching (catchafire). Kristin will take on a marketing liaison position to facilitate the process.
- 2. Review of the annual governance calendar
 - a. Please look at the governance calendar in the board drive - it contains tasks by month, and is very useful.

J. Topics for consideration for future board meetings

Please email future agenda items for consideration to director@liveoakcharter.org and the Board Chairperson

K. ADJOURNMENT

pm

8:42