

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

Agenda for the Regular Meeting of the Board of Directors of Live Oak Charter School
Handwork Room and Zoom
February 9, 2023
5:15 pm

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/94766045425?pwd=eG9wRUlJZjIhd092aHlyNkFGanREdz09>

Meeting ID: 947 6604 5425

Passcode: 741217

One tap mobile

+16699009128,,94766045425#,,,,*741217# US (San Jose)

+16694449171,,94766045425#,,,,*741217# 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

Identify a time-keeper for the meeting

5:23 pm

PRESENT

Jessica Umphress, Board Chair

Stacy Ito, Board Director

Robert Bunce, Board Treasurer

Samantha Sheppard, Board Secretary

Kristin Walter, Board Director (arrive 6:45, leave 7:30)

ABSENT

Chris Fox, Board Director

APPROVE THE AGENDA

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

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. 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)
 - Finance working group met, all costs where they should be with some exceptions like sub costs, revenues lag expenditures at this time of year.
 - Attendance rate projections were off, last 2 months were low (88%), will have an effect on budget; we're looking at getting a J13 waiver to help.
 - John did a presentation to the faculty last month.
2. Foundation Report (Jessica Umphress)
 - Not much new to report, numbers are pretty dismal; they are working on the auction. Foundation has a new member and just had a retreat.
3. Enrollment Report (Heather Bleasdel)
 - Tours have been well attended, there are 100 people signed up for the enrollment faire.
 - Lottery numbers are looking ok, but not where they were some years ago.
 - Live Oak Love Bomb is going forward - asking community members to share pictures
4. Director's Update (Justin Tomola)
 - Enrollment - we have a student not enrolling because aftercare is full.
 - Aftercare has been challenging staffing-wise. TK/K also has aftercare challenges - dismissal time changes are also an option. Will we offer aftercare for free for all TK/K

- aftercare for all PCS students (mostly Boys and Girls Club staffed).
 - Finished YouthTruth survey to students; we could use them next year for the parent survey.
 - Upcoming through the end of June: Open house is coming up; 6th grade shield ceremony coming up; 8th grade field trip planning is happening for their end of year field trip.
 - Software update - replacing substitute software - process is starting next week.
 - Calendaring for the year - please look at the document explaining calendar considerations.
5. Long Term Facilities Team Update (Chris Fox, Kristin Walter)
- Met with the city manager last week; she sees fairgrounds as a community hub that's accessible; very committed to having LO included. We will follow up with PCS on Measure E funding. We will continue to build relationships with city council members.

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 comments

1. Board minutes for January 19, 2023
2. Plan to hold March 2023 board meeting in hybrid model of in-person attendance for Board members, school staff, and members of the public and online attendance for additional members of the public using Zoom platform
 - a. Substantive changes - Board members need to meet in person with a physical quorum; we can stream, but members have rules (can only teleconference in 2 times a year, need to join by audio and visual, need a physical quorum, can only do so in an emergency or under a just cause).
3. Financials for January 2023

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

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

No public comment

1. Title IX, Harassment, Intimidation, Discrimination, and Bullying Policy (JT)
 - Policy we are reviewing was legal-approved in 2019, but was not approved due to transitions happening at the time.
 - Policy defines what behaviors are, not what disciplinary measure we go through once the behavior happens. The document is in legalese.
 - Robert is curious if this coincides with the student handbook, per Jessica and Justin, the handbook hasn't been updated and is not currently online, and the intent was to get it done by the end of year.

Staff recommendation is to approve the policy

RB moved to approve, once document amended to specify Live Oak, SI seconded; all in favor JU, RB, SS, SI

2. 2023/24 Academic Calendar update and approval (Justin Tomola)
No public comment

- Differences in calendar are (from a historical perspective)
1st day of school for grades 1-8, kindergarten is a visiting day
Winter break uses PCS's model; couldn't match it exactly; kids get 12 days off
Spring break is March 18-22 (different from PCS)
- Robert suggests giving a video explanation of the calendar to post to ParentSquare
- Stacy is curious why there are 2 teacher in service days in December (giving kids the days off); makes sense for ADA.
- Concerns were voiced about working parents, and having care offered for the spring break week plus 2 December teacher work days; are there opportunities with our alumni who would like to do service to address childcare needs.
- In January, we will have a new landlord, so options for using different buildings for aftercare may be there.
- Is it CBA rule that the teachers review and approve the calendar?
- We will notify parents that we understand potential issues and we are working to get solutions for childcare brought on by the calendar.
- Kim will post the calendar to the website and do a ParentSquare post.
- If we move spring break to agree with PCS, getting all end of year festivities in before the end of the year won't be possible.
- Need to have more time to review and ask questions about the calendar next year.

Staff recommendation is to approve the calendar

RB moved to approve, SS seconds; All in favor KW, JU, SI, RB, SS

3. Executive Director Job Description and Salary Schedule (Robert Bunce) (15 min)
Job will be posted on EdJob. It starts with a summary about our school's culture to give a good feel for who we are. The only thing that was changed from the 2020 job description is changing he/she to they. Salary - we looked at local similar local schools & our history to come up with the salary schedule. Will be posted next week. Looking to hire by the beginning of May. We will also survey the community to see what their priorities are for the ED position. Jessica is talking with various resources to reorganize office to take some burden off the ED.

SI moves to approve, RB seconds, all in favor JU, SI, RB, KW and SS

E. Board Development

1. Work assignment check-in (Jessica Umphress) (30 min)
KW and JU working on LT facilities
One duty not in a work group is recruiting 1-2 board members

F. Topics for consideration for future board meetings

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

G. ADJOURNMENT

8:08 pm