

**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**  
**March 9, 2023**  
**6:00 pm**

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/94205013427?pwd=VXV3RVFScXk0amwvMlhJdnRRK0xXdz09>

Meeting ID: 942 0501 3427

Passcode: 545744

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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**

- *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

**6:33pm**

### **PRESENT**

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

### **ABSENT**

Stacy Ito, Board Director  
Kristin Walter, Board Director

### **APPROVE THE AGENDA**

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

## 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.

Thanks for doing this crazy job!

## 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. *Expenses are where we expect; revenues have not come in as expected (revenues of 500K haven't yet been pulled into budget)*
2. Foundation Report (Jessica Umphress)
  - a. Nothing to report; moved meeting to next week - auction is this weekend
3. Enrollment Report (Heather Bleasdel)
  - a. This year's enrollment team has been a big team effort; website-team has some big ideas and wants to make changes; need to enroll the parent body to get them involved in the community; will keep doing tours; we get our students through word of mouth; will try to do Butter & Eggs. Board comments-thank you to the team for all the hard work; timing of rebranding is good.
4. Director's Update (Justin Tomola)
  - a. Admin focus has been on enrollment and attendance; still around 250 students; have 2 students we're not getting ADA for this year, but will for next
    - i. Enrollment faire was successful; ¾ of RSVPs showed up; teachers were compensated for their time at the faire
    - ii. Lottery update: 92 applications have been received, 47 offers extended.
      1. Immunization is still a heavy lift because there is a bit of paperwork
      2. Will know more next month about the final numbers
    - iii. For 23/24 school year, goal is to double the aftercare space for TK/K
  - b. Academics - met with local schools to collaborate on ideas on grade level teams
  - c. Covid - 0 cases this month
5. Strategic Planning Update (Kristin Walter, Jessica Umphress)
  - a. Exploration phase completed. Next step to set up committee and set up initiatives

## C. Consent agenda

No public comment

Move to approve RB, SecondCF, All in favor JU, SS, CF, RB

(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.

1. Board minutes for February 9, 2023
2. Financials for February 2023

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

1. Second Interim Budget (John Azzizzi)

No public comment

- a. CA budget - expecting slowdown, so we expect some cuts to education; Prop 28 passed and is in the budget for the next 2 years; enrollment, attendance, and ADA are all important.
- b. Our attendance and ADA rates are lower than expected-this is a general trend across the state (91%); Novato Charter has really focused on Independent Study;
- c. We're spending down reserves this year and next; 25/26 school year needs to be a break-even year.
- d. Reserve levels have improved slightly; revenues lag expenses, which is typical
- e. Question from JU: Will the state move toward require moving TK ratio to 10:1 (and will they fund it)? A: The state needs to be projecting revenues running higher; it's a big priority for the governor, but will likely be put on back burner at least for the next 2 years.
- f. Question from JU: Attendance rate is bad at all PCS; will the state backfill for lousy attendance? A: Not for charter schools (unless there is a surplus). The fact that education was shielded for so long is pretty amazing
- g. Question from CF for JU: Is there a chance that rent relief is in the future at all? Answer: There is potential for rent relief if the city becomes our landlord. However, we are currently keeping the rental costs in the budget the same as they have been.
- h. Chartering options - facilities are the most important aspect to figure out; other items important - special education, lunch program, administration, staff salary structure

Move to approve CF; RB seconds; all in favor CF, RB, JU, SS

**E. The board will consider the following for discussion**

1. Annual Parent/Caregiver Survey Results (Samantha Sheppard)

- a. Reviewed parent survey; report in board packet

2. Future facilities and chartering options (Jessica Umphress)

- a. Letter sent to superintendent; has not responded. Invited to the auction; haven't heard back. Moving on 3 fronts
  - i. Dependent Charter
  - ii. Partner with Credo (dependent or independent)
  - iii. Independent Charter
- b. We are investigating the options independent v. dependant charter. Reached out to CSDC to see if they have anything on file and they don't.
- c. Met with charter school financing company who works on getting facilities. 300 students is the floor for getting financing. We are under the floor, but our history may be helpful. Financing may be too difficult, and we will need to pursue Prop 39 funding.
- d. Credo also rents, and has done facilities build out, and has information. Partnering with Credo is an option - their ED is excited at the prospect.

3. Programming goals: UTK transition, desired program offerings, sustainable structuring of specialty programs, potential study sessions (Jessica Umphress)

- a. Strategic planning goals - our goal is to manage how well it is going (Admin does how it happens). We will have two meetings in April:

- i. Study session - Goals relating to our programming - kindergarten programming - still dealing with Covid effects; age span between TK and K is growing so we need to manage around it, anticipate pressure points
- ii. Study session - speciality programs, specifically music, facing the prospect of potentially filling music teacher position next year; what is our core value with the program? Based on core value, there's a wide variety of options for other specialty programs; our preferred course is to keep Mr. Castro and build on his program.
- iii. Question from RB: What does the Waldorf programming look like? Would like to meet with Staff and discuss. JU proposed doing this in the fall.
- iv. Comment from CF: A leadership role for Kindergarten would be good. For music program, feel we need a student voice (a survey? input in meetings?). The music program has changed over the years.

#### **F. Board Development**

1. Board Work Assignments (Jessica Umphress)

No public comments

- a. Exec director search committee-have received applicants for the job, and they look good. Now we need to create a hiring committee. Proposed is 2 board members, 2 staff members, a parent and a specialty teacher; timeline - will review and select questions now, interviews second week of April.
- b. Parent Orientation meeting -

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

Please email future agenda items for consideration to [Justin.Tomola@liveoakcharter.org](mailto:Justin.Tomola@liveoakcharter.org) and [jessica.umphress@liveoakcharter.org](mailto:jessica.umphress@liveoakcharter.org)

#### **H. ADJOURNMENT**

**9:31**