

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
April 11, 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/91868183145?pwd=SUITY1g4dG1HMzljaDhrZVVNK1pFZz09>

Meeting ID: 918 6818 3145

Passcode: 587519

One tap mobile

+16699009128,,91868183145#,,,,*587519# US (San Jose)

+16694449171,,91868183145#,,,,*587519# 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

- *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

6:10 pm

Identify a time-keeper for the meeting

PRESENT

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

ARRIVED LATE (6:15)

Kristin Walter, Board Director

Move to amend agenda, table item C4, JU moved to amend, SI second, all in favor JU, RB, CF, SS, SI

APPROVE THE AGENDA

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

APPROVE THE AGENDA

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)
 - a. Tonight will approve 990 draft in consent agenda; revenues are still running behind expenses, but everything is where we expect
2. Foundation Report (Jessica Umphress)
 - a. Don't have participation numbers, and don't show auction numbers yet; recordkeeping is behind. JU will invite the foundation to next month's board meeting. Auction was successful.
3. Director's Update (Justin Tomola)
 - a. Enrollment - Casey enrollment coordinator; Heather marketing volunteer; Shelly mentor. Casey suggests providing priority enrollment for siblings - per Stacy, it will be a material change to our charter, and so we need to get it approved by PCS.
 - b. LCAP overview - We follow the 8 state priorities listed.
 - c. Events - There are 27 events between now and the end of the school year.
 - d. Software updates - Patrick is working on the substitute teacher system; we've received great feedback so far; everyone is using the new system now. Also, there is new Public Schoolworks software; Kim has tested it and it seems good.
4. Strategic Planning Update (Kristin Walter, Jessica Umphress)
 - a. There were 4 town halls, one on each of the priority areas. We had engagement from staff and parents. We're now doing workshops on each priority (deepen waldorf roots, community and belonging, improved institutional stability). Ten faculty/staff were interested in participating, volunteering their time.

C. 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.

No public comment

1. Board minutes for March 9, 2023
2. Financials for March 2023
3. IRS Form 990 2022/2023
4. ~~Multi-Jurisdictional Hazard Mitigation Plan~~

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

D. The board will consider the following for discussion

No public comment

1. Family Exit/Stay Surveys by the Board (Chris Fox)
 - a. Enrollment team does not have time to inquire about why families leave; there hasn't been a process to drill into the reason why they are leaving. Chris proposes we roll this into a board responsibility. Process would be the office informs board that the family is leaving and sends out a templated email with link to survey and

opportunity to have an exit interview. Board will create an annual report. Per Kim, 10-20 families leave each year. Jessica is curious if the information can be shared with the Board per FERPA. Per Kim, has Sebastopol or Novato Charter done this? Current disenrollment process is some paper and some digital. Chris will work on setting up the process and getting the policy in place.

2. Study Sessions in April: Specialty programs and Kindergarten program
 - a. Programming - curriculum and past practices have morphed due to pandemic effects on our classroom communities, and it will help to have a better idea of what programs will look like moving forward out of Covid.
 - b. Two study sessions are coming up - specialty programs and kindergarten
 - c. Last week, music teacher came in and talked about the music program, stress points, experience in the classroom, painting a picture of where we are. The board is invited to see what the process is. Goal was to understand the program as it is now, determine a vision for it moving forward, and have the ability to support it institutionally.
 - d. Pre-covid, programming was discussed and reflected on in-depth at faculty meetings. The faculty finds those discussions valuable and hopes to return to having more of them.
3. Update on future facilities and chartering options (Jessica Umphress)
 - a. We have 3 options:
 - i. Stay at our current site and partner with the city; Jessica had a meeting with the city yesterday. Issues on horizon - overdue maintenance on current buildings, finding funding to replace facilities in the future. Our current needs - rent relief, minor fixes. Looking forward we will need to get a long term lease in order to secure financing for re-building. One short-term idea is to replace the current badly aged portables with newer "gently used" portables while the city works on the master plan for the fairgrounds over 5 years. Cost of purchasing a used portable/modular building is low, but moving and installing them costs \$100-200K or more per building.
 - ii. Move to a PCS facility (as independent using Prop 39 rights or as a dependent charter). What does it mean to be a dependent charter - we are looking into this question. One issue is loss of control (e.g. the ED is hired by the district, with input from the school). PCS Superintendent Matthew Harris is coming to the school April 27, and bringing his cabinet.
 - iii. Partnering with Credo. Toured building space adjacent to Credo at SOMO Village; interior would need remodeling, but not major build out, plus outdoor work for kindergarten space. Rent quoted is more than our current rent. Potential for collaboration with Credo on programming and resources. This would move our community from Petaluma to Rohnert Park.

KW left at 8:25 pm

4. Executive Director Hiring Process (Robert Bunce)
 - i. First interview was today, and there are 3 additional interviews in the next week; board to interview candidate(s) by the 24th. Agreed on adding the option of an additional interview with a small group, after the board interviews if further follow-up conversation with any of the candidates feels necessary.
 - ii. Proposed having a Town Hall on 4/25 to inform the community of where we

are in the process, and invite the community to provide input on leadership qualities they're looking for (not to comment on any specific candidates).

E. Board Development

Board Candidates for 2023/24

- i. Jessica is meeting with potential candidates this week

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

9:14 pm