

**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**  
**Aug 15, 2024**  
**LOCS 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/98976491646?pwd=MUHQs1k0aStoVGdWTkFkMmlRK04rZz09>

Meeting ID: 989 7649 1646

Passcode: 546994

One tap mobile

+16694449171,,98976491646#,,,,\*546994# US

+16699009128,,98976491646#,,,,\*546994# US (San Jose)

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**

- *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**

**6:12 pm**

### **PRESENT**

Kristin Walter, Board Chair  
Robert Bunce, Board Treasurer  
Justin Lipp, Board Clerk  
Samantha Sheppard, Secretary  
Kristina Tank-Crestetto, Board Director  
Byron Palmer, Board Director  
Steve Bleasdell, Board Director  
Nick Russinko, Board Director  
Linda Delgado, Executive Director

### **ABSENT**

Valerie Miller, Board Director

Identify time-keeper for meeting, BP

### **APPROVE THE AGENDA**

KTC moved to approve, JL seconded, all in favor KW, RB, JL, SS, KTC, BP, SB and NR

### **A. Public Comment on non-agenda items**

No public comment

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.

## **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. Foundation Report (Jennifer)
  - a. The reports are not ready yet, they have submitted their budget to us for this year, it's the same as last year. (Note: They beat the projection last year.) They will have an update on numbers at the next board meeting.
  
2. Director's Update (Linda Delgado)
  - a. Hiring update - we've done quite a bit and have some amazing teachers and have gone through 4 days of PD time, and new teachers are deeply experienced and excited. We even have a PhD coming in as an aide. LD is excited about the new employees we have.
  - b. Traffic and campus access changes - LD and KW meet with the city once a week; vision for the site is to include more public use of the space. We have a new way to access the campus to calm traffic and make things safer. Lanes will be narrower, which slows traffic, and will be one way. Striping will happen tomorrow. LD has been trying to inform families and parking off campus is a good idea. They are also working on fencing, which will be a boundary. Teachers will also monitor the area.
  - c. Update on Partnership with Valley Vista - LD met with VV principal, is working on facilitating cross faculty visits, and LD would like to have 2 board members attend with 2 faculty members, and would like to offer a stipend to them, amount TBD. Between now and Nov. 4, the LO team needs to draft the charter proposal and MOU. On Nov 4, LO team to submit draft charter to PCS staff. Then PCS will add PCS charter elements, and resubmit to LO for approval. Dec. 10 LO team presents charter to the PCS board at regularly scheduled PCS board meeting.  
Schedule of cross faculty visits:
    - i. Aug 27 VV to LO
    - ii. Sept 10 LO to VV
    - iii. Sept 18 Parent event at VV
    - iv. Sept 26 VV to LO
    - v. Second parent event TBD
  - d. Change in meal program-we have a real industrial kitchen ready now, and we secured tables for the new lunch program. There are laws in place to have lunch at school and mandates kids have enough time to eat, and so we have a longer lunch period and adjusted lunch process. Amy has been amazing and continues to solve problems. Lunch will be provided on minimum days.
  - e. Williams report - check to make sure equal access is provided to students; we need to vote on this at our next board meeting.
  - f. Enrollment - We are at our projected 284 enrolled students. We will see how things pan out in the first weeks of school.
  - g. Campus improvements - there is now a flat landing outside the office. Gayla's

husband, Rick Overmeer, came in during his own time to do this. Dori's husband, Warren King, provided all the materials.

Point of gratitude: KW is really grateful to Linda for her openness to make changes and deal with issues.

3. Facilities Report (Kristin Walter)

- a. There are many projects we are tracking as a board to help the administration. Thanks NR for working with KW for working on a management document, and having a board member keep the document updated would be helpful. Intent is to have a living document so that we can all track the status of projects. We will get closure on this at the board retreat.

**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.

1. Board minutes for June 27, 2023

RB moved to approve, KTC second, all in favor RB, KTC, SS JL and KW

**D. The board will discuss the following**

1. PCS Update: Letter of Intent (Kristin/Robert)

- a. We came up with a thorough MOU and submitted it to PCS. PCS looked at it and put together a Letter of Intent, and we submitted some changes, so it has not been presented to us yet. Restated language to include stronger language around requirement that the new charter be accredited as a public Waldorf school by the Alliance for Public Waldorf Education by 2028.
- b. A lot of the LOI is lifted from the MOU we submitted to them.
- c. Per LD, we will need to rewrite the charter in the coming year or two, so doing this will need to be done soon. Also, There are many boilerplate parts.
- d. If we go dependent, PCS will be responsible for hiring with site council approval. And teachers will need to be trained per the charter and Alliance for Public Waldorf Education compliance.
- e. Foundation funding: Per RB, foundation could re-incorporate and continue and PCS has firmly agreed to this, acknowledging that foundation is how we ensure the quality of Waldorf programming. Per KW, there have been movements (not in Petaluma) to make this more equitable. Per JL, in conversations with lawyers, technically the foundation may need to be dissolved into PCS.
- f. KTC expressed concern that we are putting a lot of work into the process and won't get approval from PCS until it is finalized in November. RB suggested bringing PCS in on the process as we go to get buy-in along the way, working from the MOU and tying a timeline to it, getting approval from PCS at each step. That way we can then get approval on the most important items as we go.
- g. KW would like KTC's help with this project.

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

1. Board meeting schedule 2024-25

Regular meetings, Joint faculty/board meetings

Kristin will get a spreadsheet out to inquire about availability for meeting attendance from each board member. Look for an email.

## **F. Board Development**

1. Fall 2024 BOD retreat 8/25 (Kristin)
  - i. Reviewed the agenda found in the packet. BP is concerned there isn't much work time in the retreat. SB is curious if there are more materials to review. KTC recommends Waldorf Alliance to new board members. KW to send a packet on Wednesday to review prior to the retreat, as we only have one day.
  - a. Review of Board Roles and responsibilities for 2024/25
    - a. Board HR liaison to ED
    - b. Parent Survey
    - c. Executive Director Review
    - d. Long Terms Facilities Working Group - Change to Facilities working group
    - e. Transition TeamAlso add:  
Per Linda, add VV transition team for working with VV principle. KTC and BP have volunteered.  
Add parent education committee  
We will hold our retreat at the resort in Glen Ellen.
2. Facilities Project Management Update. Per KW, this was already covered in Facilities Report.
3. Information for New Board Member orientation
  - a. Form 700, [LOCS Charter](#), [LOCS By-laws](#), CA Charter Schools Association Governance Academy Part 1 & 2 powerpoint, Charter School Development Center Resources, Chart School Board University book
    - i. JL to work with Kim on getting new board members access to their email.
    - ii. More information on Form 700 and other items to review and training to follow via email. Board University book has been distributed to new board members.
4. Suggested CSDC Brown Act training  
Info on how to login to follow via email.

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

Please email future agenda items for consideration to [director@liveoakcharter.org](mailto:director@liveoakcharter.org) and the Board Chairperson

## **H. ADJOURNMENT 8:15 PM**