

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
May 7, 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/94305788077?pwd=eHFxZlVSb2pSZjBiSnZMUTh2eFRSQT09>

Meeting ID: 943 0578 8077

Passcode: 847325

One tap mobile

+16699009128,,94305788077#,,,,*847325# US (San Jose)

+16694449171,,94305788077#,,,,*847325# 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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PRESENT:

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

CALL TO ORDER

6:09 pm

Identify a time-keeper for the meeting

APPROVE THE AGENDA

JU moved to approve the agenda, KTC seconded, all in favor KTC, SI, JU, JL, RB and SS.
KW abstained.

KW arrived at 6:11 pm.

A. Public Comment on non-agenda items

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.

Public comment from our TIDE group, would like to set up parent participation in honoring other cultures and ethnicities through special days and festivities. Things like MLK Jr day, Lunar New Year, Dia de los Muertos, etc. Parent acknowledged that teachers are busy, and would like to set up more parental involvement in arranging these activities (beginning in 3rd grade).

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. Refer to packet, page 45-50. Our expenses are lagging. Revenue is at 78%, expenses are at 74%. We need clarification about our options for reserves if we become a dependent charter with PCS. Prop 28 - we do not qualify for it, as we are not adding a new music program.
2. Foundation Report (Stacy Ito)
 - a. See packet, page 2-4. Participation bumped up slightly in a few classes; overall participation is a bit lower than we had hoped. Goal for the remaining time is to get those who are close to 50% to 50%, and those who are close to 75% to 75%. RB mentioned that Credo is very clear about their ask, and we should follow that model. SS echoed that, based on survey comments. JU stated that other schools have success with a more concrete ask for specific things. KW said that the board partnering with the foundation might be helpful. JU stated that traditionally, the foundation and board have been very separate culturally.
3. Director's Update (Linda Delgado)
 - a. LCAP results - see packet, page 5-15 for more details.
 - i. Credential reviews done - all credentialed or working toward; one exception is a teacher has one core subject and is working toward a second core subject, required for her position. We have one teacher working toward a Waldorf certificate. Our school is cleaned by a custodial company, and we are participating in the national lunch program.
 - ii. Parent involvement - use parent volunteers for field trips, on average the ratio is 1:4 students; we have had 30 parent volunteers for practical arts in 3rd grade this year; 97% of parents feel they have an adult on campus they can reach out to. 88% of families find 20 hours/year volunteering feasible, and there are some parents who volunteer at least 20 hours/week. This year, we restarted the LoTIDE group to increase diversity and inclusion.
 - iii. Student achievement - LD proposes doing a deeper dive next month. We do beat the California average on student achievement, which is the metric used for re-chartering. Grades 3-8 are participating in benchmark tests, using STAR tests. We strike a balance between Waldorf and state standards. We are also working on the Waldorf training plan, to be discussed later in this meeting. We use restorative justice in every classroom every day, and the Director does see individual students. 90% of parents agree it is a good discipline method, but report not knowing when/how their children are involved in RJ practices - per LD, this is an opportunity for a PS update.

- iv. Student engagement and school climate - our attendance is at 94% right now, would be great to get up to 95%. LD has done multiple PS posts about attendance and tardiness - trying to help parents understand the importance of being at school and on time pertaining to student experience and learning. LD is working on a plan for sending a letter to parents of chronically absent students; and is looking into the county SARB team as an option, but will start with an internal process. MS teachers are working together well on curriculum, etc, and will offer up a soft landing to our new MS teacher. We have had 2 suspensions this year and no expulsions. LD would like to survey students next year.
 - v. Local goals - we are working toward increasing Waldorf pedagogy; board has made some tough decisions to increase teacher pay. Faculty has been creative and stepped up on providing additional special education support, and some aides, Ms. Gayla, and Ms. Osner have all provided extra support. We are continuing to develop our Special Ed support, and have improved the 504 and SST processes. We've been working on SEL in every grade. KTC is curious if we have a MTSS process outlined and widely available, and per LD, we do not. KW suggested LoTIDE may be able to help with the communication to the community. KTC is curious where the SEL plan is located so parents can understand explicit skills that are being taught. Per LD, it is so interwoven, it isn't articulated anywhere. We are working closely with LOTA and finance to provide teacher salaries commiserate with local schools. See p13 & 14 in the packet for more details.
 - b. Farm grant - applied at the beginning of the year; help the students understand the importance of . Also, will be used to beautify the school and provide a quiet area for kids to do quiet activities at lunch and recess.
 - c. Hiring update - Have screened 8 candidates; interviewed 4, 3 more interviews tomorrow, plus a candidate will do a class lesson. 2 of the candidates interviewing tomorrow are Waldorf certified.
 - d. Enrollment - there are 12 open slots next year.
4. Facilities Report (Kristin Walter & Jessica Umphress)
- a. The fair is going to use the buildings to the extent they have always used it; the city is reimbursing us for the cost of movers, storage containers and cleaning after the fair.
 - b. Red building is gone, and there have been some concerns around environmental contamination. LD has gotten data from the city, but there are still concerns from the community. We have suggested that the city perform environmental testing to assuage fears.
 - c. Facility fixes - there have been discrepancies around what our general fund would pay for. We had understood that our maintenance requests would be paid for by the city. We will work this our with the city and will have a revised lease outlining expectations more clearly.
 - d. Prop 39 update - we haven't finalized and have given PCS extensions, last proposal was to provide us with rent money; now we are suggesting they provide us with maintenance - a tour with their maintenance services team is scheduled for Friday. We are also asking for the loan of furniture for aftercare; we are also working with facilities requirements for food service.

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 comment

1. Board minutes for April 9, 2024
2. Revised AMIM plan, Prop 28
3. Financials for April 2024
4. Fixed Asset Capitalization Policy

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

D. The board will consider the following for discussion

No public comment

1. Update on Study Session about Waldorf Certification & Training (Stacy Ito)
 - a. There is a summary in the packet, pages 53-56.
 - i. SI, Gayla, Gila and Krista have met twice to discuss Waldorf training plan; Board has met to discuss as well, and have identified significant funds to spend next year, and would like to fund Waldorf training. Waldorf Alliance requires 51% of staff complete a Waldorf teacher preparative program. We do want to incentivize Waldorf certification, and faculty suggests adding a column to the salary schedule (rather than a stipend).
 - ii. SI says the Waldorf trained is what would be required to work at Live Oak (this is the plan she and faculty are working together on). Waldorf certificated is what the alliance requires (and a majority of our teachers need to be certificated to be a Waldorf school = 51% - this is 400-500 hours of training).
 - iii. Timing for the training hasn't been discussed. General plan is textbook would be given at hiring, yearly summer grade level renewal would happen in summer before starting; foundations course is full for next year, but ideally would happen during first year, plus structured mentoring; the whole process would take 3 years, with majority of work happening in the first year.
 - iv. Another needs - in-house support (mentoring, pedagogy, on-going education). One idea is to have retired teachers provide mentorship. Another idea is to use one faculty meeting a month to focus on Waldorf pedagogy, to be led by faculty. On-going education - many teacher conferences are available.
2. 2024/25 LCAP Public Hearing #2 (Linda Delgado)
 - a. See director's update, item 3a.
3. Partnering with PCS for the future (Jessica Umphress & Kristin Walter)
 - a. We continue to meet with the district; Matthew remains excited about the prospect of a public Waldorf school as part of PCS. For the benefit of both communities (LO and the district), we need to determine when we will know whether or not we are moving forward. Questions for the board: What do we need from the district for us to determine whether we are going down this path? Also, what do we need to do in the way of formal response? KW says that Valley Vista faculty has either been positive or non-committal, nothing negative. We've given them our list of operational requirements, model of how we offer specialties, operational distinctions on class sizes, work days, and we have heard they can do it, but we haven't gotten responses to any specifics. Per RB, what is the timeline to fill a dual track school? Also, we need to provide them with materials costs. And need to know what do we

need to do with reserves. Per KTC, has the conversation ever come up with PCS to explore another site? Per SI, we know the cost structure of our school is unsustainable, and we have an amazing faculty that should be paid in parity with other schools, and so dependent charter is the way to go. Her questions are 1. Do we have autonomy over curriculum? 2. Do we have the ability to say no to technology whatever the district decides? 3. Will our teachers be able to join their union? We also need to see where our community is, with the understanding that at our current level of programming, with enrollment how it is, and pay parity for our faculty, our model is unsustainable. Per JL, we should set parameters around negotiation and go through the non-negotiables we have and categorize. PCS needs to know known costs. Per KTC, we should have our budget and our ideal budget (without compromising programming). Per RB, we should ask PCS what the full number they are willing to fund, and then we tell them how much over that we would need. Per JU, our foundation fundraises for general use, so we are supplementing our programming with parent funds. How do we translate this into what would happen under the district?

4. Town Hall Update (Jessica Umphress & Kristin Walter)
 - a. Town Hall is next week, Monday, 5/13. We will listen to our community, they'll have a space to ask questions, a parent is working with KW and JU to collect questions and categorize them so they can be answered that night. We want to get community feedback - what do they love about LOCS? what are they wondering? what are they excited about? what do they see as needing improvement? We will start with concrete answers to questions that will be asked. It will be in person, and offered on Zoom. We want to encourage people to come in person. Valley Vista ambassadors will be invited.

E. Board Development

No public comment

1. Board governance structure for 2024/25 (Jessica Umphress)
 - a. Our bylaws state that we should have board elections in May, but in reality we push them to June. What does the board need to look like for 24/25, especially given our possible transitional year? KW is our vice-chair and is on deck for board president. If we are planning to be independent, we know what the board will look like. If we are pursuing becoming a dependent charter, we will have a set of additional tasks to take on. The list includes all the things we already do, plus: working with attorneys on new charter; working with district to codify location and logistics; working with attorneys to transition our portables, other assets, subscriptions, debts, liabilities; working to close our corporation; transfer assets to foundation; dispose of property; working to transfer and store our records; work with foundation to absorb assets we want to transfer and help them to facilitate merging with Valley Vista PTA. A lot of this work will happen during the school year, but there will be much happening in June and July 2025. The BOD is the corporation. Board members need to make certain we have the right insurance, under the school and also potentially personally.
 - b. We need to get candidates in June for new board members, once we figure out what is needed and hear from our community about possible transition to dependent charter. There will be two spots available on the board because two are terming out.
LD left at 9:32 pm.

F. Topics for consideration for future board meetings

Please email future agenda items for consideration to director@liveoakcharter.org and boardchair@liveoakcharter.org

G. ADJOURNMENT
pm

9:44