

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

Minutes for the Regular Meeting of the Board of Directors Live Oak Charter School
Handwork Room room
August 8, 2019
6:30pm

Present:

Sarah Grossi (SG), chair
Josh Kizner (JK), director
James Jensen (JJ), treasurer
Stacy Ito (SI), secretary
Chris Fox (CF), director
Justin Tomola (JT), executive director

Absent:

Daniella Baker, director
Erin Wrightsman, director

OPENING: 6:33pm

PUBLIC COMMENT

None

OPEN SESSION

A. Approve the agenda

JJ moved to approve agenda with C2 amended, CF 2nd, Aye: SG, JK, JJ, SI, CF.
Motion passed.

B. Reports

1. Committee reports
 - a. JJ: Finance committee did not meet in July, report will be made in September
2. Executive Director Report
 - a. Updates on: enrollment, new staff & faculty, volunteer needs/work day, restorative justice contract.
3. Foundation Report
 - a. Emailed by Richard: participation down 7%, but pledges up \$10,365, due to end-of-year match program.

C. Consent agenda: JK move to approve, JJ 2nd, Aye: SG, JK, JJ, SI, CF. Motion passed.

1. Board minutes for June 27, 2019
2. Board minutes for June 3, 2019
3. Board minutes for July 11, 2019
4. Board minutes for July 14, 2019
5. Monthly financials for June 2019
6. Monthly financial for July 2019

- D. The board will consider the following for discussion and approval
1. Regular board meeting schedule for 2019/20 school year
 - a. Discussion of dates for monthly BOD meetings
 - b. Proposed dates: 8/8, 9/12, 10/10, 11/14, 12/12, 1/16, 2/13, 3/12, 4/9, 5/21, 6/11 (changed Jan & May)
 - i. JK move to approve, JJ 2nd, Aye: SG, JK, JJ, SI, CF. Motion passed.
 2. Prop 30 endorsement
 - a. Discussion of need to advertise on website how much and where funds from Prop 30 are sent.
 - b. JK move to approve, JJ 2nd, Aye: SG, JK, JJ, SI, CF. Motion passed.
 3. Executive Director Employment Agreement for 2019/20 school year between Justin Tomola and Live Oak Charter School
 - a. Discussion of employment agreement for Justin Tomola as Executive Director, with salary of \$110k for 2019/2020 school year.
 - b. SI move to approve, 2nd JJ, Aye: SI, JK, JJ, CF. Motion passed.
 4. Business Services Manager Employment Agreement for 2019/20 school year between John Azzizzi and Live Oak Charter School
 - a. Discussion of employment agreement for John Azzizzi
 - b. JK move to approve, CF 2nd, Aye: SG, JK, JJ, SI, CF. Motion passed.

E. The board will consider the following for discussion

1. Facilities remediation actions and plan
 - a. Public Comment: Community member would like update
 - b. 3rd grade deep cleaning completed, closet was included in original air testing according to Will Davis at RESIG.
 - c. Katie Louderback (school secretary) getting bids for cleaning library, office, and SEEDS therapy room by Serafin.
 - d. Removing carpets are not in professional remediation plan, though included in previous remediation emails, but have been professionally cleaned as required by RESIG.
 - e. JT to follow-up with RESIG regarding retesting procedure for LOCS.
 - f. Alison (fairgrounds CEO) will be repairing and replacing downspouts on campus; need identified for better water management. JJ working with Alison regarding facility improvements. Maybe possible to incorporate aspects of waterways plan provided by parent Ann Baker.
 - g. Update on rain collection project facilitated by parent Amber Szoboszlai: rain barrels will be installed behind 3rd grade, 2 barrels holding 1300 gals each.
 - h. CF is updating facilities remediation checklist; will send to JT to distribute to community.
 - i. Discussion regarding fairgrounds' reimbursement of LOCS expenditures for remediation. Suggest JT and facility committee deliver receipts by the end of August to fairgrounds.
 - j. JT will craft community letter and include checklist.

2. SB 740 (Charter Schools Facilities Grant) update
 - a. Monday letter: PCS attorney in letter to our attorney, PCS will not reconsider school boundaries. PCS will try to increase outreach to garner all the eligible F&RL participants at McKinley School, thereby assisting LOCS in qualifying for SB740.
 - b. EW, SG and JT to follow-up with PCS to answer questions regarding outreach and improving communication between school and district.
3. Communications plan: messaging at start of year class meetings, new communications initiatives, back-to-school night, volunteerism needs
 - a. Back to School Class Meetings Plan: Introduce Justin, highlight volunteer needs and attendance, keep combined BOD and Foundation talks short (5mins) to keep focus on teachers' class meetings.
 - b. Discussion of possible new initiatives: parent council and/or communications committee, comment box in office, BOD & Foundation pictures/emails in the office.
 - c. Volunteerism: we need more! Sign-Up Genius seems helpful in sourcing volunteers.
4. School lunch program
 - a. JT provided updates in program logistics and implementation, troubleshooting ordering challenges with SG and Katie Louderback.
5. Board member tasks/responsibilities 2019/20
 - a. Liaison w/PCS: EW
Parent Survey: ?, SG
 - b. Executive Director Evaluation: SG, ?
 - c. Liaison w/ Foundations: JJ
 - d. Liaison w/Leaflet: SI
 - e. Administrative committee on diversity: JT to follow up with new Parent Council?
 - f. Board Development Committee:
 - g. Executive Committee: SG, JJ, SI
 - h. Communications Committee: ? EW--middle school
 - i. Finance Committee: JJ, JK, JT
 - j. Facilities Committee: admin committee for ED-- JJ, CF
 - k. HR committee: JK, HR liaison from Board
6. Board retreat
 - a. Purpose: how to best support the new ED, discussion tabled for next month.

CLOSED SESSION

F. Pursuant to Government Code 54956.8 Conference with Real Property Negotiator
Property: 100 Gness Concourse, Petaluma; Negotiating Parties: Sonoma-Marín Fair; under negotiation: price and terms

G. Pursuant to Government Code 54957: Public Employee Contracts

OPEN SESSION

No actions taken in closed session

ADJOURNMENT 9:52pm