

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
February 8, 2024
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/93751505474?pwd=bnZhVmV0NkNXQXAvSWVLbmtGOUVzdZ09>

Meeting ID: 937 5150 5474

Passcode: 004179

One tap mobile

+16694449171,,93751505474#,,,,*004179# US

+16699009128,,93751505474#,,,,*004179# 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. 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

6:05 pm

Identify a time-keeper for the meeting

PRESENT:

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

APPROVE THE AGENDA

Motion to amend the agenda, moving John's items forward (D1 & E1) before consent agenda
JL moved to approve; RB seconded, all in favor JL, SI, KW, JU, RB, 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.

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. Report on use of Field Trip Funds \$34490 allotted to field trips in the budget

- i. Students to share about their field trip experiences. Elenor, 5th grade, thanks the board for the invitation to present. Experiential learning - Ft. Ross. Enjoyed learning at the fort, including night watch, and how to be a team. It was fun to be outside of school with classmates - seemed to get along easier. They learned with brains and hearts. Eily - 8th grade, camping trip was 5 days; it was cold and fun, classmates get along better now. Also visited a museum that has preserved dead bodies, did experiments - anatomy and biology. Ft Ross was also a great experience and the camping trip are favorites from her experience with the school. Per RB, field trips are beneficial to the whole child, and help build community with kids and parents who are able to participate. Per JU, 10 years ago classes needed to fundraise via farmers market on campus. We decided to include them in the budget to keep the school equitable. Per KW, it would be helpful to inform the parent body about field trips, as some classes are wanting to fundraise for field trips. Per guest (JO), we could put a blurb on the field trip form around how we fund, and equity. We have \$20K from last year's fundraiser dedicated to field trips this year.
- ii. RB - we will have a meeting to discuss the budget, LOTA contract. The gap between what we are paying and PCS has doubled over the past year.

2. Foundation Report (Stacy Ito)

- a. We are \$3K over last year at this time, and overall (aside from November) numbers are up both dollar and participation of families. Jennifer O states they are looking at other ways to fundraise, as the auction and monthly giving are not as beneficial as they have been in the past. The Foundation welcomes any ideas from the community. KW would like to get on the same page with the Foundation about the needs around facilities - we need to fundraise for it, and we need to increase enrollment to get financing.

3. Enrollment Report (Casey Wilson)

- a. We are where we were in December.
- 4. Director's Update (Linda Delgado)
 - a. Enrollment - Have been collecting data at tours, and have found Waldorf program, SEL, integrated arts, looping model (in that order) are why parents are interested. Tour groups average 12-15 (many partners). People report overwhelmingly they've been hearing about us from friends and family. Have been thinking about what happens with a grade level if something happens and we lose a group of students - creates legacy issues. TK/K enrollment - the impact of younger kids coming in continues to be a challenge and the team is working on it. If we separate out TK and K, teachers can take 24 kids. Kinder kids with older siblings - looking into priority enrollment. Also in discussion with teachers about potentially increasing class sizes (early stages).
 - b. Budget - Linda has created a model that helps to see how enrollment, ADA, number of teachers, number of aides, etc affect the budget. What we need to work on is enrollment.
 - c. LCAP - Mid-year LCAP was done - looked at promises made and assessed where we are mid-year. This is a requirement, and it's complete.
 - d. SARC report (school accountability) is done.
 - e. Ms. Mann's 5th grade - submitted to Press Democrat. Also, 5th grade play was spectacular and the acting was great; every student participated; it was complicated, the roles were complex, and they all found their way per Gwen. Per JU, parents on tour saw a practice and commented on how engaged they were, complex lines, students waiting were self-regulating. The parents on the tour were very impressed.
- 5. Facilities Report (Kristin Walter)
 - a. Next step is communicating with the community and meeting with experts prior to forming a committee in order to utilize the committee's time appropriately.
 - b. Per JU, the facilities have been looked after much better than previous landlords. Flooding was much less now that the city is managing the property. Leaky roofs have been fixed. JU is meeting with municipal departments on the 22nd to discuss public access, working together. What would safety look like for Live Oak? - this is the first time we've been asked this in 20 years. Jennifer is wondering how to rent facilities. Per JU, we do not need to rent it - just need to reserve. However, it is unclear what the fair board left at Herzog.
 - c. Prop 39 update - process continues to play out. Feb 1, gave initial offer of facilities for next year - proposal is to split Live Oak over 3 schools, but this is really a trial run to begin working together. Also only offered for students in-district, and did not give the option to rent additional space. We were looking at this because we wanted to see what it might look like if we needed to move off campus for facilities building. We will create a counter offer, due March 1.
- 6. Clerk Report (Justin Lipp)
 - a. Form 700 needed; also, a historical project update is due from all for our March board meeting.

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 December 14, 2023 & January 25, 2024

2. Financials for December 2023 & January 2024
3. Audit Report for 2022-2023 Fiscal Year - same as the audit report we reviewed in December.
4. Mid-Year LCAP - It's on track, nothing to review.

JU moves to approve the consent agenda, RB seconds; all in favor JL, SI, KW, JU, RB, SS

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

No public comment

1. Arts, Music & Instructional Materials Block Grant plan (John Azzizzi)

The grant can be used for many things. Recommendation is to dedicate it to cover salary for performing arts teacher, STRS,

RB moves to approve, KW seconds, all in favor KW, RB, JU, SI, JL, SS

Staff recommendation is to approve

2. Enrollment Policy/~~Classroom size for 2023/24~~ (Linda Delgado)

SI moves to amend the agenda item to Enrollment Policy only, striking Classroom size for 2023/24; KW moves to approve the amendment to agenda, JL seconds, all in favor SI, JL, JU, KW, RB, and SS

- a. Revision of Early Admission Lottery to only include TK as available Kindergarten spaces are hard to gauge in early December, going forward the Kindergarten lottery should run with the Grade 1-8 priority lotteries
- b. Recommend adding weight to the lottery for siblings who have been admitted to the school, and it is what the Charter states.
- c. If we make this change, it will reorder the existing wait list, will only affect 2 students now, but can potentially affect several students down the line.

~~*Staff recommendation is to align class sizes with the multi-year projection of 30 students per class (22 in kindergarten) (Fully Enrolled at 284).*~~

Staff recommendation to remove requirement for a board member to observe the lottery, now that lotteries are held through Lotterese software and the lottery is recorded on Zoom.

KW moves to approve policy, RB seconds, all in favor JL, SI, KW, JU, RB, SS

3. 2024/25 Academic Calendar update and approval (Linda Delgado)

- a. Kim and Krista tried to follow the PCS calendar as much as possible. Faculty has approved it. Our start date is a week later than last year. Per KW, PCS has a week off in February (3 days are emergency days); it'll be interesting to see if attendance is affected. Per SI, finding care over summer is an issue experienced by families (and so following PCS calendar is beneficial. Per KA, this year, we needed to vacate the fairgrounds early due to how the 1st of June fell in the calendar, but next year, we will go back to the way things were. We also want to start on the 19th rather than the 14th because the teachers need the weekend after in-service to prepare, and we want to have the 1st day a half-day due to the Rose Ceremony, unable to do this if we start on a wednesday. RB suggests revisiting next year, as we will not need to move out of our classrooms for the fair. KA says we have had several parents asking about first/last day of school and breaks, so if there are any changes, communicate them well.

Staff recommendation is to approve the calendar

JU moves to approve; RB seconds; SI, KW, JU, RB, SS; JL abstained.

4. Resolution on Creating a Community of Belonging (Jessica Umphress)

- a. This a way of saying we are taking a stand on something - for this resolution, we are

creating a community of belonging. Resolution affirms board's commitment to the full expression of humanity, and is the first step
Approve with editing (no material revisions) resolution was introduced by Board Member JU, seconded by Member KW and adopted
on roll call by the following vote:
NO: :(list of members)
YES: : (list of members) KW, JU, RB, JL, SI, SS
WHEREUPON, the President declared the above resolution adopted and SO ORDERED

E. The Board will consider the following for discussion:

1. Governor's Preliminary/January Budget update (John Azzizzi)

No public comment

- a. Governor released the preliminary budget in January, goes through the legislative process; revised budget comes out in May, including COLA, and final budget released June 30th, which is too late for us, so we use the May revision.
- b. The state is in a budget deficit, magnitude is under dispute (68B-legislative analyst or 38B-governor). Governor has guarded education against cuts in his budget, but it looks like the legislative analyst's projections are more realistic. A good portion of the deficit is from 22/23 revenue numbers. Big impact for us is the lower COLA (we estimated 3.94 vs projection of .76 for next year). We are presuming no cuts to education funding, but COLA will be low (may be 1 or 1.2%).
- c. Our enrollment projection of 268 will not dig us out of a deficit. Enrollment of 284 will get us out of the hole. .76 COLA is a problem for us, and low enrollment is an issue. Impact of enrollment and ADA is \$436K less \$ over 4 years vs. June budget.
- d. Per GX, we would need to raise \$1636/student to close the deficit. We can weather a one-year deficit, but not several years. Perhaps we can put out a special plea to the parent body, as we have not changed what we ask of parents in many years. Per JO, the foundation is wondering if it would make sense to apply for educational grants. JA states that given Sebastopol Charter's experience, it is very difficult; a lot of grants go to a specific program or purpose, in most cases in addition to what is already being offered; generally do not help with general fund. Even if the foundation was able to double fundraising, it's not enough to fix the structural problem.

JA leaves meeting, 7:45

2. Programming for 2024/25

No public comment

- a. Establish budget priorities
 - i. During pandemic, we established budget priorities. SI thought it would be helpful to do it again given our low enrollment, ADA and current state budget. Previously (April 2020), the board agreed to: Create our budget with no deficits, use accurate and realistic numbers on all revenue streams, maintain fidelity to Waldorf roots with respect to specialties and staffing changes, minimize classroom budget reductions. In order to keep good people, you need to create good jobs.
 - ii. Per RB, we have a growing disparity between our teachers and PCS, and it needs to be addressed. Per JU this is a quality of life issue; making sure

they have parity is important. Per LD, we have a mature staff, deeply experienced and more expensive - this is unusual and a testament to the school, but does impact our budget.

- iii. Per RB, budget cuts should be made through the lens of enrollment; do cuts we make decrease enrollment; budget decisions need to be made through the lens of the impact on enrollment.
 - iv. JU would like to see something around equity in our budgeting priorities. How do we understand the needs of our staff without being in conversation and relationship with them. For this school, for these people, this time, this place. We want to center the people (relationship, needs, equity).
 - v. Budget priorities act as guardrails for us. We need to establish our values for how we move forward due to our budget. We need to make choices on the level of risk we are willing to accept. Per JL, protecting the academic core is most important (student outcomes). Per RB, we created a priority list in May for negotiations, and we should revisit that.
- b. Establish ad hoc committee for budget recommendations
- i. JU, RB, JL, LD have volunteered to be on this working group. RB is curious if we can get a LOTA working group together and work on this together. Working group will report back to the board. KW is suggesting a communication to the community about this (like a state of the school). Matthew did them on FB live; JU did one last year via Zoom, and it was well received. It is important for the school community to hear our current status. We need to figure out timing, and it's good to get them on the calendar a month in advance. Suggestion is mid-March; working group should decide when and what (multiple messages).

G. Board Development

- 1. Parent Survey review
 - a. Our deadline for deployment is 2/15, and we will focus on the four pillars of our strategic plan for the board portion of the survey (deepening Waldorf practice, creating community and belonging, student experience, institutional stability) and reviewed a few specific questions we're planning, e.g. what does Waldorf mean to our parent body.
- 2. Discussion of plans for Board seats with terms ending June 30, 2024 (Stacy Ito)
 - a. It's time to start talking to friends; 3 terms turning over, and there are 3 openings
- 3. Mid-year Progress Report on Board Goals (Stacy Ito)
 - JL sent out a document for the board to update via email. Please look for it and update. We will come back to this item next month.
 - RB moved to table G3 to next month; JU seconds; all in favor SI, KW, JU, RB, JL, and SS

****Short 5 minute Bio Break between Open and Closed Session****

H. Public Comment on Closed Session agenda item

I. CLOSED SESSION

~9:15 pm

Pursuant to Government Code 54957 Public Employee Contracts, Review of Executive Director

RECONVENMENT FOR OPEN SESSION

estimated time: 9:45 pm

J. Report out from Closed Session

Nothing to report.

K. Topics for consideration for future board meetings

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

L. ADJOURNMENT

10:19 pm