

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
Petaluma Community Center, Craft Room
320 North McDowell Blvd, Petaluma
and Zoom
June 13, 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/99342855821?pwd=cjNRMk9pMWxpYUdsQzZBWWJwZ1VMUT09>

Meeting ID: 993 4285 5821

Passcode: 177801

One tap mobile

+16699009128,,99342855821#,,,,*177801# US (San Jose)

+16694449171,,99342855821#,,,,*177801# 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

6:07pm

Identify a time-keeper for the meeting

PRESENT:

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

APPROVE THE AGENDA

SI amended the agenda to remove the Director's Report
JL moved to approve amended agenda, RB seconded; all in favor SI, SS, JU, JL, RB, KW, and KTC

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.

D. Reports

No public comment

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
 - a. RB ceded time to John for item F1.
2. Foundation Report (Stacy Ito & Foundation Rep)
 - a. Foundation rep Gwen Johnson presented
 - b. We received a grant that is \$10K more than we expected, and we expect around \$5K for months of May and June (not in report)
 - c. Our participation rate is 67% - we started the year at around 50% and a goal of the foundation has been to get this rate up; we were successful.
 - d. Historically, the foundation has not been a fundraising team, they've been part of the community that takes on the task of gathering money from the community. However, with the pandemic and under our old leadership, the community suffered, and the foundation has been working to rebuild the community.
 - e. Historically kindergarten has been a large contributor to fundraising, but the pandemic affected it; the foundation is planning to attend parent meetings. Per KW, back to school night is August 22nd (orientation and class meeting).
 - f. The Foundation is looking forward to receiving information about how much per student is needed to sustain programming.
 - g. Foundation has handed off orientation preparation for this year to LD and faculty, but will still gather and send out Welcome Packets to the community August 1st.
- ~~3. Director's Update (Linda Delgado) (35 min)~~

E. Consent agenda

No public comment

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 May 5, 2024; May 23, 2024
2. Financials for May 2024
3. Title I Application for Funding Approval

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

F. The board will consider the following for discussion

No public comment

1. Public Hearing for the 2024/2025 draft Budget Report (John Azzizzi)
 - a. Legislature approved the placeholder budget today; governor has 12 days to review, veto, line item veto; state is in a budget deficit this year, next year and last year.

Education is the only part of the budget that is going up; there is a funding maneuver that the gov and legislature are working on.

- b. There is a potential for short term independent study to go away, which has been a lifesaver for us.
 - c. The State's first tool is deferrals, but there may be cuts down the line.
 - d. State will continue to fund new programs (lunch program, etc.)
 - e. Current cost structure is unsustainable in the long run (drop in enrollment, facilities, teacher salaries). Charter schools can fail; public school districts cannot (they just get taken over by the state); other disadvantage is we need to pay rent; all sonoma districts got funding for solar power; enrollment lost cost us 478K; facilities cost us 200K; teacher salaries have been raised 23% over the last 2 years; administration fees
 - f. Plan is to outsource TK/K aftercare program next year; kinder/tk will be adjusted to be separate; universal meal program under PCS will continue;
 - g. 1.7% COLA is in the budget
 - h. Conservatively estimating 270 students next year (real number is 277); revenue is going up due to enrollment increase.
 - i. Local revenue is going down due to outsourcing the TK/K aftercare program (made up for with savings from the same)
 - j. Expenditures will be going down
 - k. Reserves - Historically our goal has been to have 2-3 months of expenditures, and we do not meet that, but we are above the required reserve of 5%.
 - l. Cash flow - we have 1.1 month's worth of cash in the bank, covers our working capital fluctuations
 - m. At current level of spending, we need 284 students to keep current cost structure; to increase salaries, need additional students
 - n. This year we have a deficit, but it was planned
 - o. Water fees SI - is curious about the jump in cost - we have the bill for the first half of the year from the fair, and the city is working to untangle the metering, and they are working on it, so for the budget, John just doubled the number that we know.
 - p. JU is impressed with John's summary - it is thorough and contextualizes the budget.
 - q. JU is wondering how likely deferrals are. John clarifies that deferrals are only on state financial aide, 60K would be deferred per John's estimate.
 - r. KW is wondering if it makes sense to put in a comment that we will take necessary measures if we do not go under PCS 25/26; John will add.
2. Public Hearing #3 for the LCAP (Linda Delgado)
- a. There are two things we're navigating at the same time; the LCAP is constrained & purposeful; we are also developing a robust in-house training program, but it's not a part of the LCAP.
 - b. Maintenance goal 1 - required to have credentialed teachers; all students have access to common core state standards; math specialty teacher will provide instruction for grades 4 & 5; school will maintain our current facilities with parents & help from the city, our new landlord; the annex will be used; we will continue to provide meals
 - i. 3 open teaching positions - hiring (completed already)
2 aide positions - hiring

Math program expand to grades 4 & 5 - begin working August 2024

- c. Maintenance goal 2 - parent involvement - parents do a lot - BOD service, field trips, plays, festivals, celebrations, class parents, daily classroom volunteering; communication via PS
 - i. We really rely on parent involvement to run the school
 - ii. Staff to help tracking volunteers
 - iii. Administer, analyze & share family survey - possibly expand - by Feb 2025
 - d. Focus goal 3 - pupil achievement, outcomes and course access - effective math instruction for grades 4&5; Results for math declined by 11.8 points in 2023 dashboard for whites and socioeconomically disadvantaged, and 2024 is not yet available
 - i. 90% or more of LO students grades 3-8 will take star test quarterly; school to address common core state standards using waldorf-inspired evidence based approach - students in middle school math have a better attitude toward the subject, and students who have a better attitude tend to do better.
 - e. Focus goal 4 - support pupil engagement - improve attendance, fewer tardy students leads to higher learning standards - attendance rates of 94-95%, with the help of IS; found that chronically absent students tend to be students with disabilities, followed by those with 2 or more ethnicities, followed by white students then SED (in typical public school). We need to maintain attendance rate of 93%
 - i. Using materials from California Dept of Education, develop a plan for tracking and acting on attendance data - apprise families of situation so we can do better; looking to have a board member or two join a committee; independent study does not replace classroom instruction, LD proposes to
 - ii. Suspension and expulsion rates are low
 - iii. RB is curious about the instant feedback for students - it is for math and computer based - done in practice; math is done through lots of practice and computers can be useful in this. There is program Krista is looking at that can find and fix gaps in learning. KW is wondering what this would look like. LD is working with Krista Wigert on this and doesn't know yet. They will investigate and bring to the faculty and board. SI clarified with LD that this would be for grades 4 & 5.
3. Draft 2024-25 Salary Schedule Updates (John Azzizi)
- a. Reflects what's in the CBA; classified salary schedules were amended to be in line with PCS
 - b. Included salary schedule for the admin staff; idea was to put in place for the future
 - c. A couple of changes to miscellaneous rates
 - d. Budget is built on the salary schedule; new hires are estimated in current budget
 - e. RB is curious about where we were vs. Sebastopol and Novato Charter, John estimates we are at parity or ahead in local public Waldorf Charter School
 - f. Draft can be approved in the next meeting
4. Draft MOU Agreement with PCS for LOCS to become a dependent charter in 2024/25 (Jessica Umphress & Robert Bunce).
- a. LO has been meeting weekly with PCS - the MOU is the starting point of the conversation with the district - we reviewed the first half with them in real time on

Tuesday and they did not express sticking points.

- b. Second thing we will work on will be an implementation plan
- c. Hoping to get this finalized the end of the month (we gave it to them this week) We will meet with PCS Tuesdays at the district, and will have trustees with them beginning this coming week
- d. Pushing to get done at the end of this month; we need to know whether we will go dependent by August, so we can revise the budget, and Matthew Harris will be out on sabbatical
- e. We met with a law firm that specializes in charter schools and turned over our documents (operational essentials, structure of specialty programs, highlights of contract differences between our union and PCS union) - they generated the MOU and we took it to meeting with PCS. Left off at section 12, teacher's contract
- f. We did make a change to facilities (section 7) - we want a guarantee that we will be a TK-8 school situated on one campus (rather than use of a specific school site, ie Valley Vista)

G. The Board will consider the following for approval

No public comment

1. Declaration of need for fully qualified educators (Linda Delgado)
 - a. Document that we've passed for the past few years that allows us to fill positions with those who are working toward their credentials.
JU moves to approve, JL seconds; all in favor JU, SI, RB, KTC, JL, KW and SS
2. Approval of Collective Bargaining Agreement with Live Oak Teachers Association (Robert Bunce)
 - a. Krista, Blythe and Lois were the LOTA team; RB and SS have been working with them for the past several months. We looked toward becoming dependent when drawing up this one-year contract. KW suggested including information for training of ESL students; Leah B. has some ideas.
KW moved to approve; KTC seconds; all in favor JU, SI, RB, KTC, JL, KW and SS
3. Amendment to Live Oak Charter School Bylaws, Article 3, Section 1: number of school board directors (Stacy Ito)
 - a. Changed to increase the number of board members to 9 for the 24/25 school year; need to revisit next year. 9 people is a big board, but we have been doing more than just governance
 - b. Edit to amendment - add 25/26 school years, as we need to keep the corporation alive for 8 months after we dissolve the board, presuming we will go dependent in 25/26 school year.
JU moved to approve; JL seconds; all in favor JU, SI, RB, KTC, JL, KW and SS

H. Board Development

No public comment

1. Election of board members for terms 7/1/2024-6/30/26 (Stacy Ito)
 - a. SI ran the election, as secretary was up for re-election.
 - b. All candidates were nominated. One existing board members elected, Samantha Sheppard and four new board members elected, Steve Bleasdel, Byron Palmer,

Valerie Miller and Nick Russinko, as follows:

- i. Samantha Sheppard, 1st elected, 7 Ayes
- ii. Steve Bleasdel, 2nd, 7 Ayes
- iii. Byron Palmer, 3rd, 7 Ayes
- iv. Valerie Miller, 4th, 5 Ayes
- v. Nick Russinko, 5th, 4 Ayes

2. August/September Board Retreat (Kristin Walter)

- a. We are scheduling a retreat for August. We will include other planning groups in some sessions. KW is trying to get the retreat done on back to back days. More information to follow.

I. Topics for consideration for future board meetings

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

J. ADJOURNMENT

9:19 pm