

**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  
April 9, 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:

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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**

- *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.*

### **LIVE OAK CHARTER SCHOOL**

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#### **PRESENT:**

Stacy Ito, Board Chair  
Robert Bunce, Board Treasurer  
Samantha Sheppard, Board Secretary  
Jessica Umphress, Board Director  
Kristin Walter, Board Director  
Linda Delgado, Executive Director

#### **ABSENT**

Kristina Tank-Crestetto, Board Director  
Justin Lipp, Board Clerk

#### **CALL TO ORDER**

Identify a time-keeper for the meeting

**6:11 pm**

#### **APPROVE THE AGENDA**

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

#### **A. CLOSED SESSION**

*(45 mins)*

1. Gov Code 54956.9 Anticipated Litigation
2. Gov Code 54957 Public Employee Contracts, Review of Executive Director

Report out on closed session (pertains to Item A.2.):

- Executive director contract evaluation concluded; 1-year contract approved
- The vote was unanimous, and the approved salary is \$150,472 for the 2024-2025 school year, as determined by the previously approved salary schedule. JU moved to renew executive director contract for 2024-2025 school year; RB seconded; all in favor RB, KW, SI, SS and JU.

## **B. 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

## **C. 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. We put our audit into the IRS tax form 990, to be approved in the consent agenda.
2. Director's Update (Linda Delgado)
  - a. Enrollment for next year - we are almost full (have 3 spots open in 8th and 1 in 6th). However, we won't know if these are the numbers until the school year begins. We do have a large waitlist for Kinder, TK. Full capacity is 284 students.
  - b. Enrollment policy changes to be approved today (see item F) are moved priority of enrollment so children of faculty are highest priority for enrollment (above siblings of those enrolled). Also, split up classes for TK/Kinder so each has its own class.
  - c. Updated Independent Study Policy due to change in state laws. They want students to engage in independent study on school days (monday-friday), and so we have an additional form for parents to complete. In addition, we've updated the policy with new requirement.
  - d. LCAP update - by law, we need to review our LCAP in 2 separate meetings - this is the first one for this period. State funding is tied to our LCAP (Local Control Accountability Program) Goals. We determined our current goals 2 years ago, and review them as a team annually to make certain we're working toward them. This is a 3 year process. We will review the first half of goals and progress today, and the second half in the May board meeting.
    - i. Goal 1 - Basic Service and implementation of Common Core State Standards (CCSS).
      1. Goal-to conduct credential review/audit of teacher credentials - we are 100% credentialed, with 90% credentialed and appropriately placed (1 teacher is single subject rather than multi-subject credentialed).
      2. Core teachers have materials and training on implementing Waldorf and CCSS - All teachers are teaching CCSS; 60% of teachers are Waldorf certified (meets Alliance requirement of a majority of teachers having Waldorf certification).

3. ED ensures budget for instructional & reference materials, classroom equipment; continue to invest in computers and instruments - We have new (to us) laptops and 2 overhead projectors, funding is adequate.
  4. General cleaning by custodial services and school community to maintain campus - custodial services are in place and we've re-instituted cleaning elves/fairies after a break with the pandemic.
  5. Participate in the national lunch program - yes, this is in place.
- ii. Goal 2 - Parent Involvement
1. Parent volunteers for field trips, school festivals, class plays, fundraising - this is in place, the school runs because of parent involvement; LD to work with Kim A to collect data/numbers, out of curiosity.
  2. Continue cultivating volunteer opportunities in the classroom per the class teacher - Parents seem to feel more welcome this year; pandemic had an effect, as parents were unable to be in the classrooms for a time; we're getting back on track with this.
  3. Continue opportunities for school governance, working groups, and other programs as needed - there are parent groups forming; LoTide has started back on campus. Parents are welcome to start parent groups.
  4. Continue annual surveys for feedback and input - Parent survey was just completed. SS to report on results in today's meeting.
  5. Continue to listen to parent ideas, concerns and input - LD is receiving lots of feedback, and will continue to act on it; is also planning to generate data on parent ideas received.
  6. Continue opportunities for parent education, community events and activities - we re-established a beginning of the year orientation event this year; a separate orientation for TK/K is in the works for next year and parent meetings with teachers are/have been scheduled.
- iii. Goal 3 - Student achievement, outcomes and course access
1. LO students in applicable grade levels will score at an equal or higher proficiency level as local surrounding schools in ELA & math in CAASPP statewide assessments - need data for current testing, but we have historically been higher in ELA, equal in math, and much higher in science.
  2. LO students, grades 3-8, will take quarterly benchmark assessment with at least 90% participation rates - Completed - STAR testing has been done and teachers are looking at the results.
  3. Maintain balance between Waldorf practices and CCSS - completed
  4. Positive student character development, social-emotional proficiency and restorative justice practices - completed, and faculty, some admin did RJ training at the beginning of the year. We have a small team who focuses on RJ practices when needed.
  5. School culture that cultivates, engages & inspires participation - Our environment is welcoming due to parent participation.
  6. Provide up to a 9 hour day of instruction (TK-6) conducive to student learning with appropriate CCSS instructional materials throughout the

school year - We passed the Williams review conducted several weeks ago; completed.

7. Review and monitor progress toward standards, assess needs and implement RTI as necessary - LD continues to work with staff on this process; assessments are done by teachers & we are tightening up the process and forms
8. Students acquire and practice a range of essential skills that are based on Waldorf pedagogy and CCSS that teachers evaluate as part of grading process - teachers are happy with the process; LD suggests that we survey parents on this.
9. Teach practices of social inclusion, development of positive attitudes and tolerance of differences - students play together on the yard; inclusion is an ongoing process
10. Participate in a rich school culture including community projects, festivals, field trips, theater and drama, and musical performances - we have all of these, including 3rd grade violin instruction by main lesson teacher. Ms. Mann does recorders daily; festivals and field trips are happening.

iv. Goals 4 and 5 will be reviewed in the next regular board meeting.

### 3. Facilities Report

- a. Removal of the red building will happen. Admin and the City have worked hard to find an appropriate time to do the work.
  - b. Engaging a landscape architect (alumni parent). Per the city, we can plan for landscaping/barriers from the firehouse to back of the annex; want to design intentionally, aware of flooding issues. Want to engage the community in the process. Also includes ideas for barriers to enhance safety. Want to create boundaries for the school, crosswalks.
  - c. Tents require a lot of work - up to \$3k/tent - for proper anchoring, fire extinguishers required for walled tents; need setbacks from property line; child safety issues with walls; permits needed. May be put on hold due to complexity and expense.
- ### 4. Annual Parent/Caregiver Survey Results (Samantha Sheppard and Justin Lipp) (20 min)
- a. There is a report in the packet for review.
  - b. Survey was distributed via ParentSquare, and we received 93 responses (44% of our families). Survey was open for 5 weeks, we sent out many reminders, put up a reminder on the concourse at school, handed out flyers and offered a chance to win a \$50 Copperfields gift card.
  - c. In addition to our annual questions, we asked about Waldorf education, increasing institutional stability (focus on enrollment, belonging and fundraising), restorative justice and our after care program.
  - d. Key takeaways are:
    - i. Waldorf programming continues to be important to our newer families.
    - ii. Parents appreciate the community at Live Oak, the supportive environment for their children, and the effort our director is putting into the community.
    - iii. Communication is important. Areas we can improve here are the board needs to feel more accessible, some parents felt communication from teachers could be better, and there is a need for class parents to communicate as a group (open up ParentSquare to parent communication

- within the grade).
- iv. Discipline/dealing with disruptive student behaviors was a common thread for areas of improvement.
- v. There is a desire expressed by many parents to bring back the music/strings program
- e. There is a lot of information we collected, and SS will work with interested parties & groups to get the information to them.

#### **D. Consent agenda**

(5 min)

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 March 14, 2024, March 26, 2024
2. Financials for March 2024
3. IRS Form 990 2022/2023

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

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

No public comment.

1. Enrollment Policy Update (Linda Delgado)

*JU moves to approve E1, RB seconds, all in favor KW, RB, JU, SS, SI*

2. Update LOCS Independent Study Policy (Linda Delgado)

*JU moves to approve with typo edit to change SICS to LOCS (pg. 5), RB seconds, all in favor KW, RB, JU, SS, SI*

#### **F. The board will consider the following for discussion**

No public comment.

1. 2024/25 LCAP Public Hearing #1: Goals (Linda Delgado)
  - a. Covered in the Director's Report above.
2. Waldorf Certification at LOCS (Stacy Ito, Jessica Umphress, Leah Brosio)
  - a. Goal to define what certification looks like for our teachers, intention to bring all parties into conversation; wanted to get this done by June 2024.
  - b. Invited Leah B into the conversation, orientating question was what would a good Waldorf training look like. Stacy and Leah brainstormed what a good program would look like. Next step is to invite more people into the conversation.
  - c. Leah has a deep background with Waldorf training; has worked with Gradalis, and is working to set up a teacher training in Guatemala. Training consists of 3 parts 1. history/philosophy, 2. practical applications (pair with mentor or coach), training in waldorf arts; grade training 3. culminating project - deep dive into a specific part of curriculum. The training takes 2-3 years (2 weeks in summer for 3 years (beginning/intermediate), monthly grade level grouping meetings, and other meetings).
  - d. Training funding options are schools pay, individuals pay, partial payment/self payment; some programs offer loan forgiveness.
  - e. There is money for professional development that needs to be used by next year. Per JU, attendees at the Waldorf conference this year strongly felt that schools who say they value the training should fund it. Many programs start over the summer.

Ideally include a masters degree (transferrable if they discontinue Waldorf). Per Leah, this is kind of a hybrid program. Antioch offers training on school sites, comes with a Masters (need to do a residency at a university - 2-3 weeks for 3 summers - trying to move to 2 summers - available in Santa Barbara).

- f. This isn't a board initiative - came out of strategic planning. We need to get a working group or committee together.
  - g. Per Krista Wigert, needs to talk with other faculty. Per Gila Mann, also interested in sharing knowledge, would like to talk with other faculty.
  - h. Sacramento does training in-house, offers training to any interested teacher, as they have 3 public Waldorf schools and a large district.
  - i. What is the role of long term mentorship - does this play a role?
  - j. LB to talk about this with the faculty. Next step is to pull together a team to pull together several options. LB to speak in the next faculty meeting on Thursday to get interested parties, then with leadership on Tuesday. It would be great to come back to the topic in the next board meeting, May 9, 2024.
  - k. Per RB, we need to know deadlines for each program, if we want to pursue training for this summer.
  - l. Per RB and JU, is training in Sacramento available?
3. Partnering with PCS for the future (food service, SELPA, Prop 39, governance)
- a. Food Service - Contract with PCS - we were told this year would be our last year; had been bracing to run our own lunch program. Now the district has said they will continue to service us, and have hired a nutritionist, moving to fast scratch cooking and have dropped Revolution Foods (the current provider). Per KW, we need to provide leadership and need to come up with a plan to partner with the district. KW to meet with our administration to figure out what this looks like. District will provide better food if we are ready for it.
  - b. SELPA - special ed service program - LD and JU met with the district today about where we are and how we can fine-tune, have better transparency, and provide a better student experience. District is our service provider for special ed, speech therapy, counselors, and it's been a struggle to communicate with the district around our needs, but today's meeting was productive and seems we will make some positive changes. Per RB, is there a way to bill us quarterly or give us cost estimates. Speech therapist requires
  - c. Prop 39 - mechanism for our authorizer (PCS) to provide facilities for in-district students within a charter school. Offer in February split us across multiple sites, and was a practice run, as we didn't need the facilities for next year. Another option for the district is to help pay for rent rather than offer facilities. Legal is involved, and we gave them a rebuttal to their offer, and have agreed to an extension to May 7th.
  - d. Governance - we are self governed, operate as a local education agency (LEA) as a corporation. Our audit is the annual report. Part of our responsibility for governance is investigating the types of partnerships available to us. Over the past year, our local district has become supportive and offered us the opportunity to become an in-district dependent charter school. Michael Harris met with us last month, toured the school, and was impressed. The board and faculty has worked to put together a list of what makes a good Waldorf school to provide to PCS. John Azzizzi, our finance manager, is working on documenting the finances we need to make this work to see if it is feasible for PCS. Also, we (PCS and LOCS) are looking at

facilities options. Goal for Matthew Harris is to create the best public Waldorf school in Northern California here in Petaluma.

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

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

**H. ADJOURNMENT**

**9:43 PM**