

LIVE OAK CHARTER SCHOOL
100 GROSS CONCOURSE PETALUMA, CA 94952 • (707) 762-9020

Minutes for the Special Meeting of the Board of Directors of Live Oak Charter School
July 16, 2020
6:00pm

This meeting will be by teleconference pursuant to Executive Orders N-25-20 and N-29-20.

The Board of Directors ("Board") and employees of Live Oak Charter shall meet via the Zoom meeting platform. Members of the public who wish to access the Board meeting may do so at: Join Zoom Meeting

<https://us02web.zoom.us/j/89169940354?pwd=b1B3T0JSMmNsdDEzUHMwc09mZnluUT09>

You may also call in using the Zoom phone number:

669 900 6833 US

Meeting ID: 891 6994 0354

Password: 5JfVSV

Members of the public who wish to comment during public comment sections at the start of the meeting or after presentation of items on the agenda may use the "raise hand" on the Zoom platform. Public comment is limited to three (3) minutes. If an interpreter is needed for comments, they will be translated into 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 Board 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 this 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 24 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 Americans with Disabilities Act.

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Present

Sarah Grossi, Board Chair
Erin Wrightsman, Board Director
Patrick Kennel, Board Director
Chris Fox, Board Director
Stacy Ito, Board Secretary
Jessica Umphress, Board Director
Justin Tomola, Executive Director
John Azzizzi, Business Manager

Absent

James Jensen*, Board Treasurer, *joined 7:20pm

OPENING 6:03pm

PUBLIC COMMENT

None

OPEN SESSION

A. Approve the agenda
Move EW, 2nd CF, Aye all

B. Reports

1. Director's report (Justin Tomola)
 - a. Katie Louderback, our school secretary, will be moving out of state in August. We will miss her dearly and we appreciate all her hard work and dedication to the school. We wish her the best in all the future brings!
 - b. Our school secretary position will be posted soon and applications from the community are encouraged.
 - c. Fairgrounds
 - i. As part of our new lease contract, LOCS will be renting less space from FG. Lease is on terms of one year, with option to renegotiate for the following year. LOCS will save approx. \$20k on rent for 2020-2021 school year.

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.

1. Board minutes for June 11, 2020 Regular Board meeting; June 18, 2020 Special Board meeting; June 25, 2020 Special Board meeting

- a. Move to approve SI, 2nd EW, Aye all
- D. The board will consider the following for discussion
- 1. 2020/21 budget update (John Azzizzi)
 - a. Public Comment: None
 - b. Updates
 - i. Gov. Newsom signed the budget act on 6/29/20. This act rescinds the 10% LCFF cut, but instead the State will defer the 2020-21 payment to 2021-22. Effectively the State will owe LOCS \$392k for the 2020-21 school year. LOCS will need to have at least an extra \$392k in reserves in order to stay solvent while enduring deferrals. This is likely to be a standing \$392k debt from the State for the next few years as the California economy restabilizes.
 - ii. If the State economy continues to worsen, these deferrals will become cuts (very likely to happen).
 - iii. All schools including LOCS will need to revise budgets due to these changes.
 - iv. Estimating that LOCS will receive approx. \$121k from CARES funding in 2020-21 to help mitigate learning loss, student technology costs, and teacher training costs that are caused by the pandemic. There are special requirements on how and when these funds are used.
 - c. 2 Big Concerns
 - i. Cash: LOCS would have \$606k in unrestricted funds based on draft 45 revise budget, which would create 2.6 months of expenses in reserves.
 - 1. Ending cash (Reserves) for LOCS needs to stay around 30% or about \$800k in order to stay solvent through the coming years.
 - ii. SBA/Working Capital Loans: still waiting on forms for loan forgiveness for PPP, but estimating that much of the loan will be forgiven. This would increase revenue for LOCS. Many questions still surround these monies and how LOCS will be able to use them.
 - 1. If this loan is forgiven, and LOCS does not add costs, and does not lose enrollment below the 19-20 ADA funding levels, then LOCS will have the minimum required (\$800k/30%) in reserves.
 - 2. Community forum update (Deb Fox)
 - a. Town Hall #3: 7/1/20 Summary
 - i. Previewed 3 possible models for the Fall: am/pm cohorts, AA/BB hybrid, distance learning models all presented and discussed.
 - ii. Families need a date of when chosen plan will be announced
 - iii. Childcare is big concern for working families
 - iv. Finding safe educational models for families with immunocompromised individuals
 - v. When having in-person classes, desire to focus on Waldorf curriculum
 - vi. AM/PM cohorts had issues for working families, families who live out of Petaluma area
 - vii. AA/BB Model still some challenges for working families, but more feasible
 - viii. Distance Learning-- concerns losing connection with classroom teachers if placed with a Distance Learning teacher.

- ix. Any model that is taken up would need to have the ability to toggle back to DLO if needed.
3. Reopening/operations plan for 2020/21 (Justin Tomola)
- a. Public Comment
 - i. We love Live Oak and want to return safely to school, and would like to advocate for a Distance Learning Only option, at least for those who are in need. Since PCS has announced DLO for the start of their school year, we hope that LOCS will also start in this way, for the benefit of our students, teachers, and staff.
 - ii. Very uncomfortable sending our child back to school, in-person.
 - iii. Would we be the only school that would open with in-person learning?
 - iv. So much appreciation and empathy for the administration and board for managing during these difficult times, making difficult decisions and considering all the needs of the community.
 - v. Would like to clarify in the last Town Hall update summary, we want to know if distance learning would continue to be an option for all families, from the onset of the school year. We would like that choice to remain a parent choice and not a school or board choice, so even if the school went back to in-person learning, we would like parents to retain the ability to choose for our family what we need.
 - b. June 24, 2020 Survey results (Justin)
 - i. 80% family participation, 100% board participation
 - ii. Great responses on request for volunteers at LOCS--thank you community!
 - iii. At time of the survey, 75% respondents wanted to have their students on campus in some capacity, 25% respondents wanted distance learning only.
 - c. Fall Reopening
 - i. Student and Staff health and safety will be the #1 priority at LOCS
 - ii. ED recommendation is to start the 2020-21 school year with 100% Distance Learning, with a Phase in approach.
 - iii. In-classroom instruction is not required by the State; schools may use Distance Learning at their discretion.
 - iv. LOCS needs to have a plan that is Flexible, Adaptable, and Nimble. LOCS will move into the next phase, when it's available to move into. This is a fluid and developing situation.
 - v. Phase In Approach
 - 1. Distance Learning Only
 - 2. Hybrid model(s)
 - 3. Full reopening
 - vi. New Distance Learning will be different than DL in Spring 2020
 - 1. 180 days of school
 - a. Kindergarten: 180 minutes of daily instruction
 - b. 1st-3rd: 230 minutes of daily instruction
 - c. 4th-8th: 240 minutes of daily instruction
 - i. These daily minute requirements do not mean

- on-computer time requirements; more details forthcoming.
 - 2. Daily interaction with teachers & peers
 - 3. Daily attendance
 - 4. Content aligned with grade/subject matter standards
 - 5. Supports and interventions available
 - vii. Town Hall #2 feedback on DL improvements from Spring have become very helpful and relevant; information is being used by faculty and staff to improve the DL offering for the Fall.
 - viii. Timeline
 - 1. July 8-15: Conceptual Framework
 - a. Concepts, Feedback, Revisions
 - 2. July 15-August 17: Operationalize
 - a. Details, Specifics, Actions Needed
 - 3. July 20-August 17: Communication
 - a. Inform, Orient, Train, Engage
 - ix. Next Steps
 - 1. Continue to work with Leadership Team to develop pictures of instructional day
 - 2. Continue to work on reopening plans for in-person instruction, when the time comes.
 - 3. Continue communication loop with Town Halls, and electronic formats.
 - x. Working Groups--Please join if you are interested in helping LOCS!
 - 1. Distance Learning
 - 2. Campus Safety
 - 3. Communications
 - 4. SEL
 - 5. Childcare
 - xi. Town Hall #4--Reopening Plan, Tuesday 7/21/20, 4:00-5:30pm
4. Executive and Finance Committee functions and compliance (Sarah Grossi)
- a. Historically, LOCS has had an Executive Committee and Finance Committee. However, upon review of our bylaws and the Brown Act, the Chair realizes that these committees are no longer in compliance as they are used currently. At other sister charter schools, Executive and Finance committees do not exist as they do at LOCS. It is therefore the recommendation of the Chair to transition the Executive Committee and Finance Committee to Working Groups. Working Groups can have a maximum of 3 board members. However it is also possible to keep these Committees as committees, and to bring them into compliance with Brown Act requirements. This is the beginning of this conversation, action to convert or keep the Committees will not occur until the August 2020 regular board meeting.
 - i. Concerns & thoughts:
 - 1. How will the public be able to get items recommended for the agenda, if LOCS doesn't have an Executive Committee?
 - 2. How will board members add items to the agenda?

3. Suggestion to have more Brown Act training for Board members.
 4. Working Groups would happen at the sole discretion of the Executive Director--would that be helpful or not?
 5. Proposal is not to change the purpose of these groups or how they operate, but to name them correctly as they actually are.
5. Board roles and responsibilities for 2020/21 term (Sarah Grossi)
- a. During the August regular board meeting, LOCS BOD elects officers and discusses the roles and responsibilities of board members. The board nominates members to the offices of Chair, Vice Chair (optional), Treasurer and Secretary. James Jensen has expressed interest in retaining the Treasurer role. ED has expressed desire to retain Sarah Grossi in the Chair office, to maintain continuity. Email will be sent out to board members with information in preparation for August regular board meeting.

CLOSED SESSION 9:42 pm

E. Pursuant to Government Code 54957: Public Employee Contracts
No action taken

ADJOURNMENT 10:30 pm