

Communication at Novato Charter School

~Direct Communication is Healthy Communication~
A helpful guide when questions arise

Who to talk to when...

Topic	Position/Personnel		Questions about:
School Financial and Student Accountability	NCS Board of Directors		<ul style="list-style-type: none"> Fiscal responsibility Educational Success
Fundraising	NCS Foundation, Independent 501c3		<ul style="list-style-type: none"> School Fundraising Opportunities
Overall School Vision and Direction	Executive Director		<ul style="list-style-type: none"> Whole school culture and pedagogy Issues you feel have not been resolved through direct communication
Student Learning/Progress	Assistant Director	<i>Classroom Teacher</i>	<ul style="list-style-type: none"> Waldorf Pedagogy - What we teach and why Student overall progress and social experience
		<i>Specialty Teacher</i>	<ul style="list-style-type: none"> Student experience & progress in specialty classes
		<i>Class Teacher</i>	<ul style="list-style-type: none"> Rti support
		<i>Class Teacher</i>	<ul style="list-style-type: none"> MTSS and student service
Class Fund, NCS Foundation and Pledges	Admin Manager Accounting		<ul style="list-style-type: none"> Annual & Class Fund Contribution Expense Reimbursements Fundraising
Business and Operations	Admin Manager Facilities		<ul style="list-style-type: none"> Campus Improvement Projects & Maintenance
HR	Admin Manager HR		<ul style="list-style-type: none"> Payroll & Benefits Contracts, job listings
NCS Board	Board clerk		<ul style="list-style-type: none"> Board Agendas and Packets
Student Information		<i>Office Assistants</i>	<ul style="list-style-type: none"> Enrollment Attendance Student Records & Health School Directory

School Safety	Office Manager		<ul style="list-style-type: none"> ● Emergency Prep & School Safety
Tech support		<i>Tech Support Assistant</i>	<ul style="list-style-type: none"> ● Student Chromebooks ● student Google accounts ● Staff tech support
School Meal Programs			<ul style="list-style-type: none"> ● School Meal Options
Volunteering			<ul style="list-style-type: none"> ● Classroom sign-up ● Field Trip chaperone requirements ● Hospitality
Communications and School Projects	Project Manager		<ul style="list-style-type: none"> ● Website, Social Media, Newsletter (Thread), Parent and Student Surveys ● LCAP and Charter Renewal