BOARD OF DIRECTORS

NOVATO CHARTER SCHOOL

(A California Non-Profit Public Benefit Corporation)

940 C Street, Novato, CA

October 13th, 2021 6:00pm

REGULAR MEETING AGENDA

The Novato Charter School welcomes your participation at the School's Board of Director meetings. The purpose of a public meeting is to conduct the affairs of the school in public. 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 the Novato Charter School shall meet via the Zoom meeting platform. Members of the public who wish to access this Board meeting may do so at:
https://nusd-org.zoom.us/j/86573586061?pwd=cnBwc0dzemxYRmFKYVFjeHhEMElBZz09have
Meeting ID: 865 7358 6061 Passcode: 124641

Members of the public who wish to comment during the Board meeting may use the "raise hand" tool on the Zoom platform. Members of the public calling in will be given the opportunity to address the Board during the meeting. 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 Board meeting.

As discussed in Legal Update No. 15-2021 regarding recent amendments to the Brown Act and pursuant to AB 361, local public agencies in Marin County may proceed to hold virtual meetings after September 30, 2021 without holding a separate meeting to make a determination that meeting in person would present imminent danger. For so long as the public health recommendations remain in effect, local public agencies should also plan to reconsider the circumstances of the emergency every 30 days and make appropriate findings to continue with virtual meetings.

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 Novato 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 mbloom@nusd.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.

BOARD MEMBER CODE OF CONDUCT

BOARD OF DIRECTORS

NOVATO CHARTER SCHOOL

(A California Non-Profit Public Benefit Corporation)

940 C Street, Novato, CA

October 13th, 2021 6:00pm

REGULAR MEETING AGENDA

We will demonstrate **respect** for each other and all school constituents through open communication and by practicing gratitude and appreciation.
We will **collaborate** by honoring each member's unique point of view when working on the common goal of supporting the mission and vision of NCS.
We will align our actions to support the faculty and staff in their endeavor to provide a **holistic/developmentally** appropriate education through **creativity and the art of teaching**. We will hold ourselves and each other accountable to arrive at Board meetings prepared and in follow-through of additional responsibilities including committee work outside of meetings.

BOARD MEETING CODE OF CONDUCT

We welcome the public to our Board Meetings! We request that each visitor honor the following agreements in support of our school core values:

- Maintain open, respectful body language and tone of voice when sharing viewpoints.
- Respect the Direct Communication model by bringing any concern first to the person(s) most directly connected or responsible for the topic.
- Offer full listening and attention and lend a benefit of the doubt to each member.
- Honor established agreements and limitations of the board meeting format including:
- Time limits
- Discussion limited only to agenda items (no discussion of non-agendized topics)
- Avoid interrupting others
- Stay focused on speaker and topic (do not engaging in distracting behavior/side conversations)
- Express gratitude and appreciation whenever/wherever possible.

BOARD OF DIRECTORS

NOVATO CHARTER SCHOOL

(A California Non-Profit Public Benefit Corporation)

940 C Street, Novato, CA

October 13th, 2021 6:00pm

REGULAR MEETING AGENDA

AGENDA ITEM SPONSOR Approx. Time **1. Call Meeting to Order, Roll Call** Craig Allender 5 Min.

Board Member	Present Absent Late	Arrival time
Craig Allender, Chair (CA)		
Erik Berkowitz, Trustee (EB)		
Bridgette Corridan, Secretary (BC)		
Lia Heath, Chief Financial Officer (LH)		
Alexandria Quam, Trustee (AQ)		

2. Agenda Modification Craig Allender 5 Min.

3. Public Comment Craig Allender 5 Min. *This is the opportunity for members of the community to speak on topics that are not agendized on tonight's board meeting. Because these are not agendized items the board and staff may not dialog back and forth with you. If you have a specific question that staff may be able to answer, staff may contact you. Should a board member choose to have this placed on a future meeting they may contact staff to do that*.

4. Consent Agenda Items Craig Allender 5 Min.
Consent Agenda Items : All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board votes on them.

A. Approve Minutes: September 8th, 2021

Moved By:							
Seconded By:							
Action:							

BOARD OF DIRECTORS

NOVATO CHARTER SCHOOL

(A California Non-Profit Public Benefit Corporation)

940 C Street, Novato, CA

October 13th, 2021 6:00pm

REGULAR MEETING AGENDA

5. Board Discussion/Action Items

A. Review Finance Report
B. Review and Approve IEE School Policy, 1st Reading
C. NOV 10 BOARD MEETING - IN PERSON OR VIA ZOOM Decide whether to have the board meeting on November 1 in person or through Zoom. Staff recommendation: For safety reasons, continue through Zoom

Moved By:							
Seconded By:							
Action:							

D. Student Success:
    a. 21-22 Dashboard Local Indicators Presentation
    b. Assessment Update-FastBridge BOY Assessments

6. Information Items: Administrative Reports

A. Facilities and Safety update,
    a. NBCC Project Upcoming
B. Emergency Preparedness
C. COVID UPDATE
    a. Staff and Eligible Students Vaccination Percentage posted 10/1/21 per state requirement
    b. COVID Safety Update

BOARD OF DIRECTORS

NOVATO CHARTER SCHOOL

(A California Non-Profit Public Benefit Corporation)

940 C Street, Novato, CA

October 13th, 2021 6:00pm

REGULAR MEETING AGENDA

7. Next Board Meeting 5 Min. Wednesday, November 10th, 6pm

8.. **Comments from Board Members** -
Please email future agenda items to NIloyd@nusd.org and CAllender@nusd.org 5 Min.

9. Adjournment
Agenda publicly posted on www.novatocharterschool.org on Friday September 30th, 2021 by Megan Bloom

BOARD OF DIRECTORS

NOVATO CHARTER SCHOOL

(A California Non-Profit Public Benefit Corporation)

940 C Street, Novato, CA

September 8th, 2021 12:00pm

REGULAR MEETING AGENDA

MINUTES

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 the Novato Charter School shall meet via the Zoom meeting platform. Members of the public who wish to access this Board meeting may do so at:

Topic: NCS BOARD MEETING
MEGAN BLOOM NCS is inviting you to a scheduled Zoom meeting.

Topic: NCS Board Meeting September 8th, 2021
Time: Sep 8, 2021 12:00 PM Pacific Time (US and Canada)

Join Zoom Meeting
https://nusd-org.zoom.us/j/85221933201?pwd=QWNVQzVPMGxGcGM4WW85VkY4Vy9jdz09

Meeting ID: 852 2193 3201
Passcode: 622388
One tap mobile
+16699009128,,85221933201#,,,,*622388# US (San Jose)
+13462487799,,85221933201#,,,,*622388# US (Houston)

Meeting ID: 852 2193 3201
Passcode: 622388

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- Stay focused on speaker and topic (do not engaging in distracting behavior/side conversations)
- Express gratitude and appreciation whenever/wherever possible.

AGENDA ITEM SPONSOR Approx. Time **1. Call Meeting to Order, Roll Call** Alexandria Quam 5 Min.
MEETING CALLED TO ORDER BY ALI QUAM AT 12:04PM

Board Member	Present Absent Late Arrival time

Craig Allender (CA)	PRESENT
Erik Berkowitz (EB)	PRESENT
Bridgette Corridan (BC)	PRESENT
Lia Heath (LH)	PRESENT
Alexandria Quam (AQ)	PRESENT

2. Agenda Modification Alexandria Quam 5 Min.

Item 6D regarding the LCAP will be removed from this agenda and moved to the October meeting when there is more information available from CAASP.

3. Public Comment Alexandria Quam 5 Min. *This is the opportunity for members of the community to speak on topics that*
are not agendized on tonight's board meeting. Because these are not
agendized items the board and staff may not dialog back and forth with you. If you have a specific question that staff may be able to answer, staff may contact you. Should a board member choose to have this placed on a future meeting they may contact staff to do that.

No public members present.

4. Consent Agenda Items Alexandria Quam 5 Min.

A. Approve Minutes: August 11th, 2021

MOTION: Erik / SECOND: Bridgette
VOTE:
Craig Allender (CA) - YAY
Erik Berkowitz (EB) - YAY
Bridgette Corridan (BC) - YAY
Lia Heath (LH) - YAY
Alexandria Quam (AQ) - YAY

5. Board Discussion/Action Items John Azzizzi/Alexandria Quam

A. Unaudited Actuals:Review and consider approval of 2020-21 Unaudited Actuals financial report

John Azizi:

Finished year with a surplus according to our annual goals. Working on further building our surplus as we move forward.

Staff and personnel-related costs are 85-90% of our budget.

We are now fully paid up with NUSD and the Marin SELPA for special education costs. This contributes greatly to our ability to carry a surplus.

Our forgiveness application for the PPP loan was submitted yesterday and we will hopefully hear back about that soon. We are still showing it as a liability/loan until we are approved for forgiveness and then it will be converted to income.

We will see a revised budget for the current year at the December meeting.

Recommendation from administration is to approve the budget actuals.

MOTION: Bridgette / SECOND: Craig
VOTE:
Craig Allender (CA) - YAY
Erik Berkowitz (EB) - YAY
Bridgette Corridan (BC) - YAY
Lia Heath (LH) - YAY
Alexandria Quam (AQ) - YAY

B. EPA Funds: Utilize Education Protection Act funds to support instructional programs in accordance with standing resolution. 2021-22 budget and 2020-21 actual(see attached report)

John Azizi: We are now required to post how we are using EPA funds and show that we are restricting their use to instructional funds only. Two reports showing our EPA budget and actual are posted to the NCS website. This is an annual formality/requirement that goes along with our budget process.

MOTION: Erik / SECOND: Bridgette
VOTE:
Craig Allender (CA) - YAY
Erik Berkowitz (EB) - YAY
Bridgette Corridan (BC) - YAY
Lia Heath (LH) - YAY
Alexandria Quam (AQ) - YAY

C. Board Training with Caitlin O'Halloran from CSDC

Caitlin O'Halloran provided board training session via Zoom.

D. Independent Study, 2nd Reading/Adoption

Nikki: Update. Our current Independent Study policy does not need to be updated from current and is in compliance with the district and Covid requirements. Note that once a student crosses 15 days absent, a time-consuming re-engagement process must be taken. Best for students to avoid extended absences.

E. Adopting an IEE School Policy, 1st Reading-Karina

Karina: Our SELPA recommends we formalize/adopt a policy for when a parent requests an IEE (Individual Educational Evaluation), which happens when the parent(s) are in disagreement with an LEA assessment that has already been conducted.
The policy provides a cost ceiling for LEA related expenses which needs to be updated every 3 years.
The 1st draft of the policy will be provided for review before the October board meeting.

F. Election of Board officers

BOARD CHAIR
Ali nominated Craig for Chair
VOTE:
Craig Allender (CA) - YAY
Erik Berkowitz (EB) - YAY
Bridgette Corridan (BC) - YAY
Lia Heath (LH) - YAY
Alexandria Quam (AQ) - YAY

BOARD SECRETARY
Ali nominated Bridgette for Secretary
VOTE:
Craig Allender (CA) - YAY
Erik Berkowitz (EB) - YAY
Bridgette Corridan (BC) - YAY
Lia Heath (LH) - YAY
Alexandria Quam (AQ) - YAY

BOARD CFO
Ali nominated Lia for CFO
VOTE:
Craig Allender (CA) - YAY
Erik Berkowitz (EB) - YAY
Bridgette Corridan (BC) - YAY
Lia Heath (LH) - YAY
Alexandria Quam (AQ) - YAY

6. Information Items: Administrative Reports Nikki Lloyd/Karina.

A. North Bay Children's Center -New Construction/Rough Timeline
Nikki: NBCC has been fundraising for a long time to be able to build their new site and they are finally funded and able to proceed. Offsite prep work (water, sewer, electrical) is expected to start in December. An update will be provided to the community as we get information. Construction is expected to continue through April 2023.

B. New Portable Update
Craig: Architect expects approvals from the state in October and then portable could be ready for occupation after Winter Break. So far plans are going along smoothly. Would be great to have this project complete before the NBCC project starts.

C. COVID-19 Response Update
Nikki: Some rapid tests for faculty and students are expected to come in but haven't arrived yet, hoping for more on Friday.
Current policy is that any staff or student should stay home based on: headache, sore throat, diarrhea.
Substitutes are not available, some schools are reaching out to parents. This is a potential crisis going into the winter.
Vaccination information has been requested/ recorded for both staff & eligible students.

D. Student success -Nikk/ Karina - LCAP
Agenda item moved to October meeting when we have further CAASP information.

7. Next Board Meeting 5 Min. Wednesday,October 13th , 6pm

8.. Comments from Board Members -
Please email future agenda items to Nlloyd@nusd.org and Aquam@nusd.org 5 Min.

9. Adjournment
Agenda publicly posted on www.novatocharterschool.org on Friday September 3rd, 2021 by Megan Bloom
Ali: Meeting adjourned at 2:41pm

TO: NCS Board

FROM: Karina Haedo, Assistant Director
DATE: 10/18/21
RE: First Reading of Independent Educational Evaluation (IEE)
Board Priority/Goal:
1. Student Support

2. Fiscal Responsibility

Objective: To identify parameters for IEE, including evaluator qualifications and reasonable maximum cost allowances.
Background:
The NCS Special Education Services are guided by the El Dorado Charter (EDC) SELPA. The EDC SELPA recommends all member schools adopt policies in regards to local norms and practices in order to ensure quality and consistency of programming and fiscal responsibility
Key elements of the IEE draft policy include:

- That a parent has the right to obtain an independent educational evaluation (IEE) and that the results of an IEE shall be considered in the consideration of FAPE
- That the cost of an IEE may be assumed by the LEA if a parent disagrees with an assessment conducted by the LEA in the past two years
- When an IEE request is granted the NCD Director or designee will ensure that specific evaluator qualifications are met or that a parent has the opportunity to justify a waiver of the qualifications listed in the IEE Policy.

Funding Source Recommendations: Special Education
Recommendation: to approve the first reading of IEE Policy
Supporting Documents: N/A
Legal References:

California Education Code Section 56322
California Education Code Section 56329
34 CFR 300.502

Independent Educational Evaluation (IEE)

IEE at Parent Expense

The local education agency (Novato Charter School) governing board acknowledges that a parent/guardian has the right to obtain an independent educational evaluation (IEE) at their own expense at any time. In these circumstances, the ***Novato Charter School*** or designee(s) shall ensure that the student's independent education plan (IEP) team shall consider the results of the IEE when determining an offer of a free appropriate public education (FAPE) for the student. However, the results of an IEE will not dictate the IEP team's determinations.

If a parent/guardian requests reimbursement for an IEE assessment obtained by the parent/guardian at their own expense, the ***(Director)*** or designee(s) shall ensure that the unilaterally obtained IEE meets the LEA criteria discussed in this policy.

IEE at Public Expense

The local education agency (LEA) governing board recognizes that federal and state laws provide parents/guardians of students with disabilities with the right to obtain an IEE, at public expense, when the parent/guardian disagrees with an assessment conducted by the LEA within the last two years.

The ***(Director)*** or designee(s) shall ensure that when a parent/guardian requests an IEE at public expense the LEA/district shall provide the parent/guardian with a copy of their Procedural Safeguards *and* either:

DRAFT

I. Initiate a due process hearing to show that the evaluation, completed by the LEA/district, is appropriate; or

II. Provide the parent/guardian with information about where an IEE may be obtained, the LEA's criteria applicable for IEEs, and ensure than an IEE is provided at public expense.

In instances in which the NCS is granting the parent's request for an IEE, the ***(Director)*** or designee(s) shall ensure the following:

1. The criteria under which the IEE is obtained at public expense, including the location of the evaluation and the qualifications of the examiner, must be the same as the criteria that the LEA uses when it initiates an evaluation.
2. The LEA does not impose conditions or timelines related to obtaining an IEE at public expense.
3. All assessments shall be completed by persons competent to perform the assessment as determined by the LEA.
4. The IEE shall be administered by an evaluator who holds equivalent certifications, licenses, or other qualifications that would be required of the LEA staff to provide similar evaluations.
5. A parent/guardian shall have the opportunity to demonstrate that unique circumstances justify a waiver of any of the criteria listed above as defined by the LEA.

IEE Cost Determination

DRAFT

The cost determination for an IEE shall be comparable to the costs incurred by the LEA when it uses its own employees or contractors to complete an assessment, whenever possible. As a result, the ***(Director)*** or designee(s) shall provide a parent/guardian with a recommended cost ceiling. The cost ceiling shall be updated ***(once every three years)*** and determined by averaging the cost of the following three assessors:

I. The cost of an assessment provided by a LEA employee;

II. The cost of an assessment provided by a neighboring LEA; and

III. The cost of an assessment provided by a private service provider, with appropriate qualifications, within ***(40 miles)*** from the LEA.

The ***(Director)*** or designee(s) shall ensure a parent/guardian may demonstrate that unique circumstances, related to the student's educational need(s), justify a financial waiver of any of the cost ceiling as defined by the LEA.

The ***(Director)*** or designee(s) shall request that the parent/guardian voluntarily have their private health insurance pay the costs of the IEE if covered by their insurance. However, the LEA governing board recognizes that federal and state laws specify that parents/guardians are not required to have private insurance cover the costs of an IEE if the process would result in a financial cost to the parent/guardian including but not limited to:

I. A decrease in available lifetime coverage or any other benefit under an insurance policy;

II. An increase in premiums or the discontinuance of the policy; or

III. An out-of-pocket expense such as payment of a deductible amount incurred in filing a claim.

DRAFT

Legal References

California Education Code Section 56322

California Education Code Section 56329

34 CFR 300.502

Adopted

(Date)

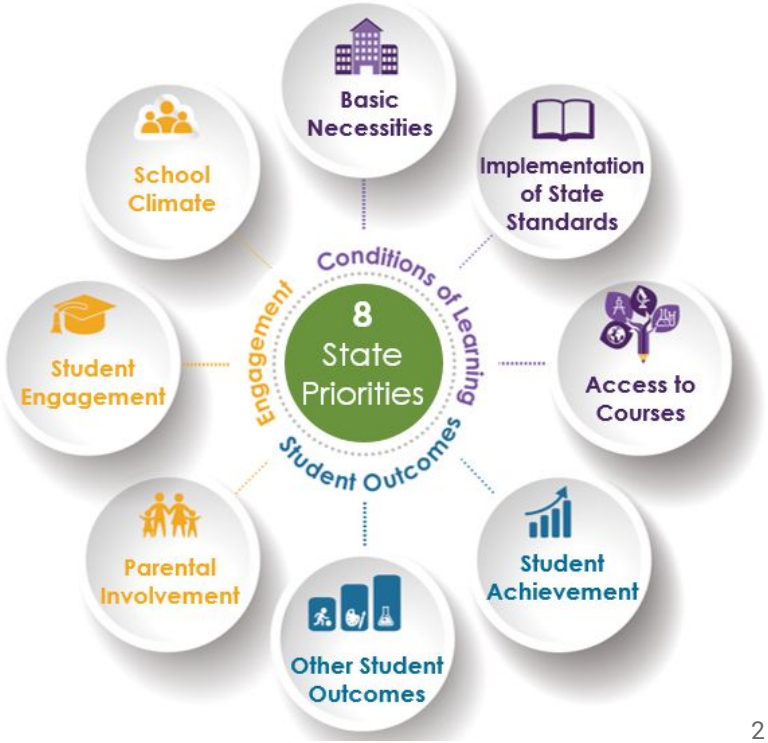
DRAFT

NOVATO CHARTER SCHOOL

2020-2021 Local Indicators

California School Dashboard Priorities

Priority 1: Basic Services and conditions of Schools
Priority 2: Implementation of State Standards
Priority 3: Parent/Family Involvement
Priority 4: Pupil Achievement
Priority 5: Pupil Engagement
Priority 6: School Climate
Priority 7: Access to a Broad Course of Study
Priority 8: Outcomes in a Broad Course of Study



California School State vs. Local Indicators

STATE INDICATORS:

Based on data collected consistently across the state:

- Academic progress as measured by Smarter Balanced Summative Assessments
- Chronic Absenteeism
- College and Career Readiness
- High School Graduation Rates
- Suspension Rates

.

LOCAL INDICATORS:

Based on data collected at the local level. These indicators include, but are not limited to:

- Materials accessibility
- Facilities Examination
- Correctly Assigned Teachers
- Progress Made in Implanting State Standards
- Stakeholder Engagement
- Local Climate Survey (YouthTruth)
- Access to Broad Base of Study

Novato Charter School
2020-21 Local Indicators

PRIORITY 1

Basics: Teachers, Instructional Materials, Facilities

STANDARD MET

PRIORITY 2

Implementation of Academic Standards

STANDARD MET

PRIORITY 3

Parent and Family Engagement

STANDARD MET

PRIORITY 6

Local Climate Survey

STANDARD MET

PRIORITY 7

Access to a Broad Course of Study

STANDARD MET

Questions

Novato Charter School Local Indicators Report for School Dashboard 2021-2022

Appropriately Assigned Teachers, Access to Curriculum-Aligned Instructional Materials, and Safe, Clean and Functional School Facilities (LCFF Priority 1)

LEAs will provide the information below:

- Number/percentage of misassignments of teachers of ELs, total teacher misassignments, and vacant teacher positions - 0
- Number/percentage of students without access to their own copies of standards-aligned instructional materials for use at school and at home - 0
- Number of identified instances where facilities do not meet the “good repair” standard (including deficiencies and extreme deficiencies) - 0

Note: The requested information are all data elements that are currently required as part of the School Accountability Report Card (SARC).

All teachers are appropriately assigned. All students have access to their own copies of standards-aligned instructional materials for use at school and home. All facilities are in good repair.

Implementation of State Academic Standards (LCFF Priority 2)

LEAs may provide a narrative summary of their progress in the implementation of state academic standards based on locally selected measures or tools (Option 1). Alternatively, LEAs may complete the *optional* reflection tool (Option 2).

OPTION 1: Narrative Summary (Limited to 3,000 characters)

In the narrative box provided on the Dashboard, identify the locally selected measures or tools that the LEA is using to track its progress in implementing the state academic standards adopted by the state board and briefly describe why the LEA chose the selected measures or tools.

Additionally, summarize the LEA's progress in implementing the academic standards adopted by the SBE, based on the locally selected measures or tools. The adopted academic standards are:

- English Language Arts (ELA) – Common Core State Standards for ELA
- English Language Development (ELD) (Aligned to Common Core State Standards for ELA)
- Mathematics – Common Core State Standards for Mathematics
- Next Generation Science Standards
- History-Social Science
- Career Technical Education
- Health Education Content Standards
- Physical Education Model Content Standards
- Visual and Performing Arts
- World Language

OPTION 2: Reflection Tool

Recently Adopted Academic Standards and/or Curriculum Frameworks

1. **Rate the LEA's progress in providing professional learning for teaching to the recently adopted academic standards and/or curriculum frameworks identified below.**
   Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability

Academic Standards	1	2	3	4	5
ELA – Common Core State Standards for ELA					5
ELD (Aligned to ELA Standards)				4	
Mathematics – Common Core State Standards for Mathematics					5
Next Generation Science Standards					5
History-Social Science					5

2. **Rate the LEA's progress in making instructional materials that are aligned to the recently adopted academic standards and/or curriculum frameworks identified below available in all classrooms where the subject is taught.**
   Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability

Academic Standards	1	2	3	4	5
ELA – Common Core State Standards for ELA					5
ELD (Aligned to ELA Standards)				4	
Mathematics – Common Core State Standards for Mathematics					5
Next Generation Science Standards					5
History-Social Science					5

3. **Rate the LEA's progress in implementing policies or programs to support staff in identifying areas where they can improve in delivering instruction aligned to the recently adopted academic standards and/or curriculum frameworks identified below (e.g., collaborative time, focused classroom walkthroughs, teacher pairing).**
   Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability

Academic Standards	1	2	3	4	5
ELA – Common Core State Standards for ELA				4	
ELD (Aligned to ELA Standards)				4	
Mathematics – Common Core State Standards for Mathematics				4	
Next Generation Science Standards				4	
History-Social Science				4	

Other Adopted Academic Standards

4. **Rate the LEA's progress implementing each of the following academic standards adopted by the state board for all students.**
   Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability

Academic Standards	1	2	3	4	5
Career Technical Education					
Health Education Content Standards				4	
Physical Education Model Content Standards				4	
Visual and Performing Arts					5
World Language					5

Support for Teachers and Administrators

5. **Rate the LEA's success at engaging in the following activities with teachers and school administrators during the prior school year (including the summer preceding the prior school year).**

   Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability

Activities	1	2	3	4	5
Identifying the professional learning needs of groups of teachers or staff as a whole					5
Identifying the professional learning needs of individual teachers					5
Providing support for teachers on the standards they have not yet mastered					5

Optional Narrative (Limited to 1,500 characters)

6. **Provide any additional information in the text box provided in the Dashboard that the LEA believes is relevant to understanding its progress implementing the academic standards adopted by the state board.**

Novato Charter School tracks progress in the implementation of the state academic standards through teacher observations of work habits, grade-based formative and summative assessments, FastBridge Benchmark Assessments, CAASPP Interim Assessments, and Dig Deeper Assessments, such as DIBELS, SONDAY and Read Naturally.

Novato Charter School utilizes a curriculum guided by the core principles of the Alliance for Public Waldorf Education. The curriculum is aligned with Common Core State Standards with slight differences in the placement of specific grade level standards. The faculty regularly studies Common Core State Standards during faculty and grade level meetings. Novato Charter School has worked with the Essential Standards, as delineated by the Novato Unified School District, in order to prioritize standards necessary in order to prepare for the subsequent grade level.

Parent and Family Engagement (LCFF Priority 3)

This self-reflection tool is organized into three sections. Each section includes promising practices in family engagement:

1. Building Relationships between School Staff and Families

2. Building Partnerships for Student Outcomes

3. Seeking Input for Decision-making

LEAs use this self-reflection tool to reflect on its progress, successes, needs and areas of growth in family engagement policies, programs, and practices. This tool will enable an LEA to engage in continuous improvement and determine next steps to make improvements in the areas identified.

The results of the process should be used to inform the LCAP and the development process, to assess prior year goals, actions and services as well as to plan or modify future goals, actions, and services in the LCAP.

For each statement in the table below:

1. Identify the diverse stakeholders that need to participate in the self-reflection process in order to ensure input from all groups of families, staff and students in the LEA, including families of unduplicated students and families of individuals with exceptional needs as well as families of underrepresented students.

2. Engage stakeholders in determining what data and information will be considered to complete the self-reflection tool. LEAs should consider how the practices apply to families of all student groups, including families of unduplicated students and families of individuals with exceptional needs as well as families of underrepresented students.

3. Based on the analysis of data, identify the number which best indicates the LEA's current stage of implementation for each practice using the following rating scale (lowest to highest):

    1 – Exploration and Research Phase

    2 – Beginning Development

    3 – Initial Implementation

    4 – Full Implementation

5 – Full Implementation and Sustainability

4. Write a brief response to the prompts following each of the three sections.

5. Use the information from the self-reflection process to inform the LCAP and the LCAP development process, as well as the development of other school and district plans.

Building Relationships

Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability

Building Relationships	**1**	**2**	**3**	**4**	**5**
1. Rate the LEA's progress in developing the capacity of staff (i.e. administrators, teachers, and classified staff) to build trusting and respectful relationships with families.					5
2. Rate the LEA's progress in creating welcoming environments for all families in the community.					5
3. Rate the LEA's progress in supporting staff to learn about each family's strengths, cultures, languages, and goals for their children.					5
4. Rate the LEA's progress in developing multiple opportunities for the LEA and school sites to engage in 2-way communication between families and educators using language that is understandable and accessible to families.					5

Dashboard Narrative Box (Limited to 3,000 characters)

Briefly describe the LEA's current strengths and progress in this area, and identify a focus area for improvement, including how the LEA will improve the engagement of underrepresented families.

Each K-8 teacher sends out a weekly email to inform parents of class happenings including a summary of what students will be learning in the coming week. These letters include updates from specialty teachers (art, handwork, math, movement, music, and Spanish), along with information on parent education topics and upcoming school events. The office sends out a weekly email newsletter to all families, which contains articles on school events and parent education topics. This newsletter frequently addresses topics relating to the eight state priorities. Each teacher hosts three or more parent evenings for the parents in their class each school year. Our annual Back to School Night in September helps parents connect with the teachers, curriculum, parent committees, and volunteer opportunities. We hold a number of community events throughout the school year, including school festivals, and parent education events. Teachers schedule an annual conference in the fall with every parent to discuss their child's progress and also offer an optional follow-up conference in the spring. All of these methods of communication help to engage underrepresented families. We provide Spanish translations of important school documents as needed.

Our focus area for improvement this year in LCFF Priority 3 is to resume community building events including festivals, field trips, and in-person parent informational meetings.

Building Partnerships for Student Outcomes

Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability

Building Partnerships	1	2	3	4	5
5. Rate the LEA's progress in providing professional learning and support to teachers and principals to improve a school's capacity to partner with families.					5

6. Rate the LEA's progress in providing families with information and resources to support student learning and development in the home.			5
7. Rate the LEA's progress in implementing policies or programs for teachers to meet with families and students to discuss student progress and ways to work together to support improved student outcomes.			5
8. Rate the LEA's progress in supporting families to understand and exercise their legal rights and advocate for their own students and all students.			5

Dashboard Narrative Box (Limited to 3,000 characters)

Briefly describe the LEA's current strengths and progress in this area, and identify a focus area for improvement, including how the LEA will improve the engagement of underrepresented families.

Novato Charter School teachers hold a parent-teacher conference for every student in the fall and offer an optional follow-up conference in the spring.

We celebrate several cultural events with parent volunteer support including Dia De Los Muertos and an annual Spanish Assembly. Our Spanish Assembly features class performances in Spanish and a variety of art and writing activities celebrating the cultures of Spanish speaking countries. We encourage students and their families, to share their cultural traditions with the school community.

We have a parent run committee, called the "Many Hearts Committee," that supports diversity efforts at school and also plans community events of its own to help every family feel welcome at our school.

One way in which we will improve engagement of underrepresented families is through continuing social and emotional learning (SEL) work internally as well as with community partners.

Seeking Input for Decision Making

Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability

Seeking Input	1	2	3	4	5
9. Rate the LEA's progress in building the capacity of and supporting principals and staff to effectively engage families in advisory groups and with decision-making.					5
10. Rate the LEA's progress in building the capacity of and supporting family members to effectively engage in advisory groups and decision-making.				5	
11. Rate the LEA's progress in providing all families with opportunities to provide input on policies and programs, and implementing strategies to reach and seek input from any underrepresented groups in the school community.				5	

12. Rate the LEA's progress in providing opportunities to have families, teachers, principals, and district administrators work together to plan, design, implement and evaluate family engagement activities at school and district levels.			5

Dashboard Narrative Box (Limited to 3,000 characters)

Briefly describe the LEA's current strengths and progress in this area, and identify a focus area for improvement, including how the LEA will improve the engagement of underrepresented families.

Novato Charter School will continue to hold community events, including community meetings to discuss programs and academic achievement. These events include Back to School Night, Parent Education evenings, Class Parent Meetings, and Community Meetings. Our focus area for improvement is to resume community building events including festivals, field trips, and in-person parent informational meetings. We also plan to continue to distribute and explain our "subject through the grades" guide.

School Climate (LCFF Priority 6)

LEAs will provide a narrative summary of the local administration and analysis of a local climate survey that captures a valid measure of student perceptions of school safety and connectedness in at least one grade within the grade span (e.g., K–5, 6– 8, 9–12) in a text box provided in the California School Dashboard (response limited to 3,000 characters). LEAs will have an opportunity to include differences among student groups, and for surveys that provide an overall score, such as the California Healthy Kids Survey, report the overall score for all students and student groups. This summary may also include an analysis of a subset of specific items on a local survey and additional data collection tools that are particularly relevant to school conditions and climate.

1. **DATA:** Reflect on the key learnings from the survey results and share what the LEA learned.

2. **MEANING**: What do the disaggregated results (*if applicable*) of the survey and other data collection methods reveal about schools in the LEA, such as areas of strength or growth, challenges, and barriers?

3. **USE**: What revisions, decisions, or actions has, or will, the LEA implement in response to the results for continuous improvement purposes? Why? If you have already implemented actions, did you see the results you were seeking?

Evidence:

Novato Charter School annually administers the California Healthy Kids Survey to grades 5-8. We also administer one or more parent surveys per year.

In 2021, 60% of our middle school students responded positively on School Connectedness questions, which is slightly below the state average from previous years. However, the state average in this case is misleading because this survey was given at a time when schools were impacted by Covid prevention measures, such as remote and hybrid learning along with a shortened school day while the state average is from a previous year when schools were not impacted in this way.

77% of our middle school students responded positively on Academic Motivation questions, which is slightly above the state average. 81% of our middle school students responded positively on Caring Adult Relationships questions, which is significantly above the state average. 62% of our middle school students responded positively on Perceived School Safety questions, which is slightly above the state average.

Considering that this survey was given during a time when schools were impacted by Covid prevention measures, we conclude that Novato Charter is doing well in all school climate measures. The area with most room for improvement is student perception of school connectedness.

In our annual parent survey given in 2021, 79% of parents agreed strongly and 17%

agreed somewhat that Novato Charter School provides a safe learning environment for students. 64% of parents agreed strongly and 27% agreed somewhat that Novato Charter encourages and supports students to develop healthy relationships with adults at the school. 86% of parents reported overall satisfaction with the school.

To improve our school climate, Novato Charter School aims to continue implementation and analysis of anti-bias education, engage services of a school counselor, continue social and emotional learning (SEL) work internally as well as with community partners, and implement Positive Behavior Interventions and Supports (PBIS) and social and emotional learning (SEL) supports schoolwide to maintain a positive school climate.

Optional: Provide any additional information that the local educational agency believes is relevant to understanding its progress on school climate.

Criteria:

Access to a Broad Course of Study (LCFF Priority 7)

LEAs provide a narrative summary of the extent to which all students have access to and are enrolled in a broad course of study by addressing, at a minimum, the following four prompts:

1. Briefly identify the locally selected measures or tools that the LEA is using to track the extent to which all students have access to, and are enrolled in, a broad course of study, based on grade spans, unduplicated student groups, and individuals with exceptional needs served. (response limited to 1,500 characters)

The curriculum at Novato Charter School is aligned with California State Standards for each grade level and the core principles of the Alliance for Public Waldorf Education.

2. Using the locally selected measures or tools, summarize the extent to which all students have access to, and are enrolled in, a broad course of study. The summary should identify any differences across school sites and student groups in access to, and enrollment in, a broad course of study, and may describe progress over time in the extent to which all students have access to, and are enrolled in, a broad course of study. (response limited to 1,500 characters

All students at Novato Charter School have access to the entire curriculum appropriate for their grade. Our curriculum includes English Language Arts, Mathematics, History, Science, Social Science, Spanish, Music, Physical Education, Gardening, Health Education, Visual and Performing Arts, and Technology.

3. Given the results of the tool or locally selected measures, identify the barriers preventing the LEA from providing access to a broad course of study for all students. (response limited to 1,500 characters)

Novato Charter School fully meets the requirements of LCFF Priority 7. We have not identified any barriers preventing us from providing access to a broad course of study for all students.

4. In response to the results of the tool or locally selected measures, what revisions, decisions, or new actions will the LEA implement, or has the LEA implemented, to ensure access to a broad course of study for all students? (response limited to 1,500 characters)

Novato Charter School fully meets the requirements of LCFF Priority 7. We have not identified any barriers preventing us from providing access to a broad course of study for all students.

CITY OF NOVATO COMMUNITY DEVELOPMENT	**CITY OF NOVATO** **NOTICE OF PUBLIC HEARING** THE NOVATO DESIGN REVIEW COMMISSION WILL HOLD A PUBLIC HEARING TO CONSIDER THE FOLLOWING:
Hearing Date, Time & Format	**Wednesday October 6, 2021, 7:00 PM** This hearing will be held via teleconference. Please visit: www.novato.org/agendas to obtain participation options and instructions.
Project Name & Application	North Bay Children's Center Remodel P2014-095, P2019-092
Project Location & APN	932 C Street APN: 157-980-03
Project Description	Review and consideration of the final design details of the site design, architecture, and landscaping for North Bay Children's Center (NBCC), a child day care facility. The project consists of the replacement of existing modular classrooms and offices with a new 19,824 square foot early-childhood education facility. Site work includes an increase from 40 to 59 parking spaces and landscaping that includes an outdoor play area, as well as teaching gardens. This project received approval from the Novato Planning Commission on August 9, 2021.
California Environmental Quality Act (CEQA)	On August 9, 2021, the Planning Commission found the project to be categorically exempt from the requirements of CEQA and the City of Novato Environmental Review Guidelines pursuant to CEQA Guidelines Section 15302. The Design Review Commission will not be taking any further action regarding CEQA.
Staff Contact	Kaitlin Zitelli, Planner II 415-899-8941 kzitelli@novato.org
Application Information for Public Review	Project information can be viewed and downloaded online at: www.novato.org/nbcc or by appointment at: Novato Community Development Department 922 Machin Avenue, Novato, CA 94945 **For questions about this proposal or to make an appointment to view project information please call or email the staff contact listed above.**

If anyone wishes to challenge this project in court, they may be limited to raising only those issues they or anyone else raised prior to the hearing described in this notice or in written correspondence delivered to the Community Development Department on, or prior to, the hearing date.

Date: September 24, 2021

NOVATO UNIFIED SCHOOL DISTRICT

Emergency Preparedness and Safety Plan

Mitigation • Preparedness • Response • Recovery

Novato Charter School

August 2021

FORWARD

This plan is intended for use by *District Office* leadership personnel to assist them in responding to and preparing for a disaster or emergency situation. For the purposes of this plan, Emergency and Disaster Preparedness will be defined as the planning and testing of plans to minimize the loss of life and property in the event of natural or man-made disaster or other emergency.

This Safety Plan addresses hands-on EMERGENCY PROTOCOL, while the District Safety Plan is directed at EMERGENCY PROTOCOL coordination and resource allocation relative to an affected school site.

It is also the express intent of this document to comply with the National Incident Management System (NIMS) concepts that provide a common language and standard operating procedures for NUSD staff and first responders (e.g., police, fire, city, etc.). Adopting NIMS provides the structure for interagency cooperation and seamless management in crisis situations.

NIMS was adopted by the Board of Education.

Emergency Phone Numbers and Resources

Agency		
Novato Police Department (Dispatch)	**911**	**415 897-1122**
Novato Police Department (General)		**415 897-4361**
Novato Fire Protection District	**911**	**415 878-2690**
Bill Welch - North Bay Security		**415 235-2340**
North Bay Security		**415 572-4196**
Novato Unified School District (Supt)		**415 897-4211**
Jan La Torre-Derby		**415 747-4148 cell**
NUSD Public Information Officer/		**415 897-4259**
Director, Communications		**415 328-3395 cell**
Leslie Benjamin		
NUSD Director, Maintenance,		**415 798-1683 cell**
Operations & Transportation		
Tony Albini		**707 696-1275 cell**

Novato Community Hospital	415 209-1300
Marin General Hospital	415 925-7000
Kaiser Hospital	415 444-2000
Poison Control	800-222-1222
Marin County Office of Emergency Services	473-6584/499-6584
Marin County Sheriff's Department	473-7250/479-2311
California Highway Patrol	415 924-1100
American Red Cross (Bay Area)	415 721-2365
Pacific Gas & Electric (PG&E)	800-743-5000
North Marin Water District	415 945-1500
City of Novato	415 899-8900
Marin County Office of Education	415 472-4110
Marin Humane Society	415 883-4621
KCBS Radio AM-740	415 765-4000
KGO Radio AM-810	415 995-6800
Channel 2 – TV	(510) 834-1212
Channel 4 – TV	415 441-4444 (day) 415 561-8905(night)
Channel 5 – TV	415 362-5550
Channel 7 - TV	415 954-7926

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This page must be updated annually and submitted to the Superintendent's Office by September 3.

SCHOOL SITE ROSTER OF ALL STAFF

(Admin, Teachers, Office Staff, FANS, Custodians, Resource, Library Tech, etc. with mobile phone numbers)

NCS FACULTY	2021-2022			
Nikki	Lloyd	Director	707-758-7275	nlloyd@nusd.org
Jill	Healy	Office Manager	707-481-1180	jhealy@nusd.org
Angela	McDuffee	Office Assistant	415-385-0226	amcduffee@nusd.org
Annie	Cheng	Office Assistant	650-776-6688	acheng@nusd.org
Megan	Bloom	Admin Manager	707-486-3173	mbloom@nusd.org
John	Azzizzi	CFO	707-824-9700x305	jazzizzi@nusd.org
K thru 8 Teachers				
Tara	Spellman	K-Dandelion	415-301-1390	tspellman@nusd.org
Dani	Young	K-Dandelion Aide	415-847-2953	dyoung@nusd.org
Gina	Espinosa	K-Sunflower	415-233-0314	respinosa@nusd.org
Regan	Nadelberg	K Sunflower Aide		rnadelberg@nusd.org
Tara	Waterman	1st Grade	510-499-5986	twaterman@nusd.org
Sofia	Spositto	2nd Grade	845-521-5137	ssposittо@nusd.org
Michael	Rohner	3rd Grade	415-233-1673	mrohner@nusd.org
Stacey	Lisker	4th Grade	310-904-2583	slisker@nusd.org
Helen	Smith	5th Grade	415-827-1549	hlambert@nusd.org
Tamara	Lemesh	6th Grade	707-695-1184	tlemesh@nusd.org
Kevin	McDonald	7th Grade	415-827-4321	kmcdonald@nusd.org
Rick	Betz	8th Grade	415-637-1957	rbetz@nusd.org
Specialty Teachers				
Kenny	Blacklock	Strings & Recorder	415-497-0577	kblacklock@nusd.org
Justin	Bayer	Movement Teacher 1-8	415-533-7830	jbayer@nusd.org
Liliana	Castro	Spanish K-8	831-334-7181	lcastro@nusd.org
Marie Louise	Little	Math 6-8	714-686-3909	mlittle@nusd.org

Jennie	Olson	Handwork	805-748-3663	jolson1@nusd.org
Laurie	Lawson	Garden Coordinator	774-551-6490	llawson@nusd.org
Bob	Harrington	Art 6-8	415-858-4533	rharrington@nusd.org
NCS Special Ed/Resource				
Karina	Haedo	Student Support Coordinator	415-500-5713	khaedo@nusd.org
Sarah	Foley	Resource Teacher	808-369-4750	sfoley@nusd.org
Ruth	Rotman	Paraeducator/RTI	415-827-2029	rrotman@nusd.org
Jen	Luu	Paraeducator/RTI	415-686-1148	jluu@nusd.org
Rochelle	Giannone	Speech Therapist	707-478-9075	rgiannone@nusd.org
Jennifer	Dickson	Councelor	510-828-3295	j3n.dickson@gmail.com
Linda	Brosh	Nurse	415-608-6947	lbrosh@nusd.org
Jordan	James	YMCA	415-446-2134	JAJames@ymcasf.org
Michelle	Jacobsen-McCarthy	Psychologist	707-217-5505	mfjacobsen@yahoo.com

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This page must be updated annually and submitted to the Superintendent's Office by September 3.

NOVATO UNIFIED SCHOOL DISTRICT
DISASTER/FIRE DRILL SCHEDULE

SCHOOL NAME: **SCHOOL YEAR:**

NOVATO CHARTER SCHOOL **2021-22**

MANDATED DRILLS

Per Education Code Section 32001, 35297

Elementary schools must complete monthly fire drills

Middle schools must complete 4 fire drills

High schools must complete 2 fire drills

FIRE DRILL SCHEDULE		
Month	Date	Time
August	8/27/21	10:30am
October	10/18/21	11:50am
November	11/09/21	1:05pm
January	1/13/22	11:45pm
February	2/11/22	8:50am
March	3/10/22	11:10am
April	4/18/22	10:40am
May	5/10/22	12:30pm

In accordance with state law:

An earthquake "Drop, Cover and Hold" drill will be held each quarter (4) for elementary schools and one each semester (2) for secondary schools. (EC 35297)

All students and staff will participate in these mandated drills.

A district-wide drill/simulation is recommended annually.

NUSD Required: 1 comprehensive disaster drill

DISASTER DRILL		
Type	Date	Time
Earthquake	9/16/21	10:15 am
Earthquake	1/18/22	11:05am
Earthquake	3/2/22	2:10pm
Earthquake	4/29/22	9:30am

This page must be updated annually and submitted to the Superintendent's Office by September 3.

NOVATO UNIFIED SCHOOL DISTRICT
LOCKDOWN DRILL SCHEDULE

SCHOOL NAME: NOVATO CHARTER SCHOOL **SCHOOL YEAR: 2021-22**

NUSD Required: 3 Lockdown Drills per year

DISASTER DRILL		
Type	Date	Time
Lockdown	9/21/21	12:15pm
Lockdown	2/16/22	12:15pm
Lockdown	5/26/22	9:00am

Three (3) Lockdown drills per school year:

- One when students are in class
- One when students are at either access or recess
- Unannounced

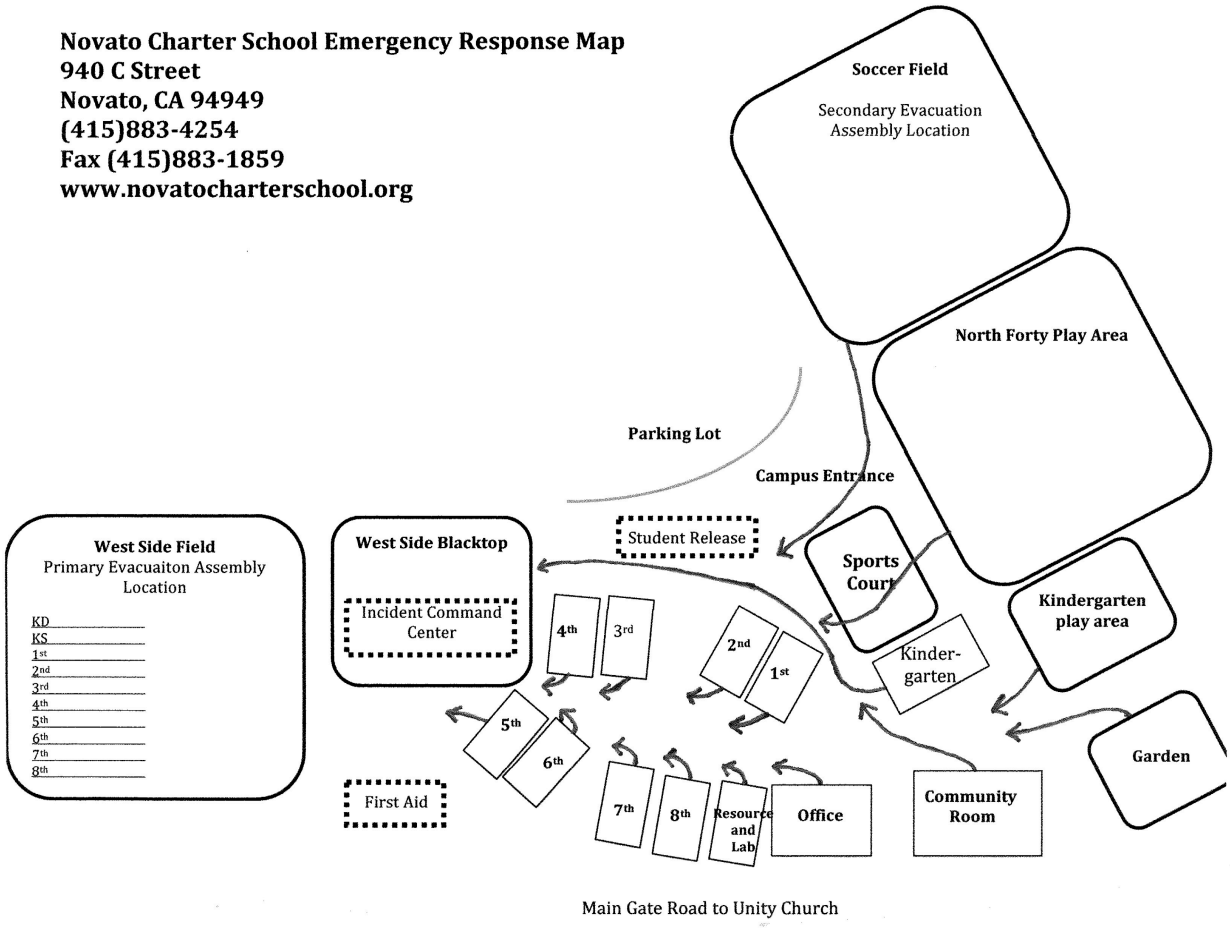
This page must be updated annually and submitted to the Superintendent's Office by September 3.

(Site Map)
(B&W copy or PDF okay)

Please include the following on School Site Map designating:

1. Primary / Secondary assembly area locations
2. Offsite evacuation location
3. Primary / Secondary Incident command post locations
4. Primary / Secondary First Aid Triage area locations
5. Primary / Secondary Student release locations.

Novato Charter School Emergency Response Map
940 C Street
Novato, CA 94949
(415)883-4254
Fax (415)883-1859
www.novatocharterschool.org



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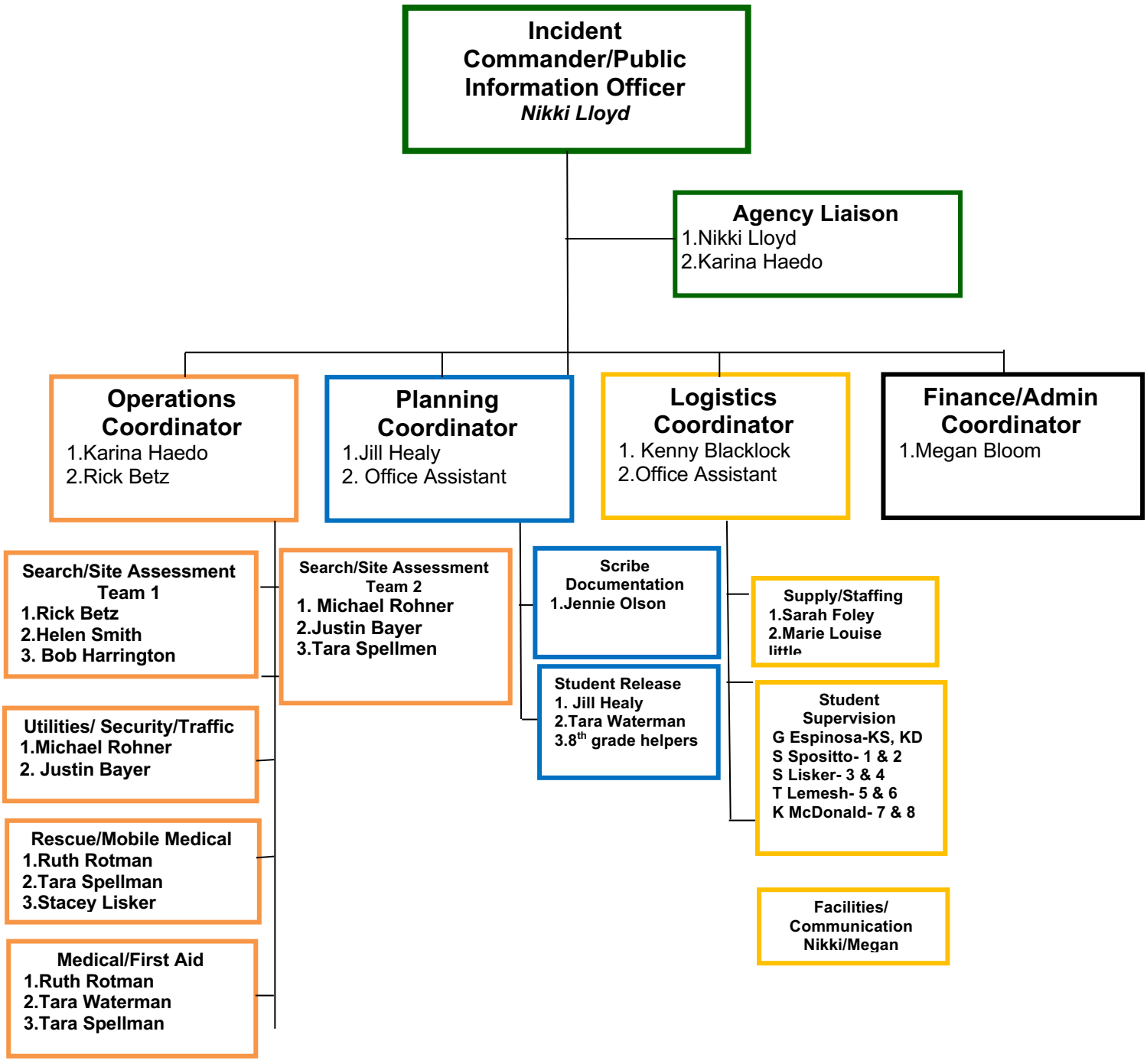

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SCHOOL RESOURCES

Safety Container (list location)Blue container located at the southwest side of the campus near our release area and contains all safety supplies.

Red Cross Trailer (list location) all items are in the Safety Container

Other Equipment (list location) In addition to the items in the blue safety container, additional supplies are on a cart in the main office which is brought out to the release area.

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EMERGENCY PREPAREDNESS PLANNING CALENDAR

PERSON RESPONSIBLE	ACTIVITY	MONTH
PRINCIPAL or DESIGNEE	○ School Facilities Hazard Assessment Walk-through (buildings, grounds, evacuation routes, shut-off valves)	August
	○ Review School Emergency Management Plan	August
	○ Update School Emergency Team Assignments	August
	○ Staff Skills Survey for new teachers	August
	○ New assignments as needed	August
	○ Staff orientation of School Emergency Management Plan	August
	○ Plan annual training schedule	August
	○ Update resource agreements and contacts	September
	○ Parent Back to School Assembly	September
	○ *Fire Drill*	September
	○ Staff meeting: Review winter storm and flooding preparedness	October
	○ *Earthquake Drill*	October
	○ CPR/ First Aid training if possible	November
	○ *Fire Drill*	November
	○ Staff development emergency training	January
	○ *Earthquake Drill*	February
	○ Earthquake drill planning with staff	March
	○ *Fire Drill*	March
	○ Table top exercise	April
	○ *Countywide/District Drill*	April
	○ Review drill assessment	May
SECRETARY	○ Update classroom backpacks (rosters, etc.)	September
	○ Distribute emergency cards/ student release procedures to families	September
MAINTENANCE DIRECTOR	○ Conduct facility hazard assessment	August
	○ Check fire extinguishers, batteries	August
	○ Review equipment needs	September
	○ Update school maps and site plans	September
TEACHERS	○ Staff Orientation of School Emergency Management Plan	August
	○ CPR/ First Aid training if possible	November
	○ Staff development emergency training	January
PTA DISASTER COORDINATOR	○ Recruit Parent Disaster Committee	September
	○ Family preparedness materials to parents	September
	○ Replenish emergency supply cache and classroom backpack	Sept – Oct
	○ Attend Parent Disaster Advisory Council Meetings	Quarterly
	○ Preparedness tips in PTA Newsletter	Monthly
	○ Recruit Parent Disaster Committee	April

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ANNUAL EMERGENCY PREPAREDNESS BEST PRACTICES

School: Novato Charter School School Year **2021-22**

Date	Activity	Responsible Person	Date Completed
Summer	Review School Safety Plan	Jill Healy	8/23/2021
Summer	School facilities walk-thru with public safety	Megan Bloom	8/25/2021
Summer	Grounds access/egress and hazard assessment and mitigation	Megan Bloom	8/25/2021
Summer	Inventory/restock emergency supplies	Jill Healy	8/9/2021
Summer	Test communication equipment	Jill Healy	8/9/2021
Summer	Assess training needs (see "Other", below) and schedule workshops	Jill Healy	8/9/2021
August	Review evacuation/alternate evacuation routes	Jill Healy	8/09/2021
August	Survey special staff skills	Jill Healy	8/09/2021
August	Survey staff dismissal priorities	Jill Healy	8/09/2021
August	Update staff and emergency phone numbers and resources	Jill Healy	9/9/2021
August	Assign school staff to Incident Command System (ICS) functions	Jill Healy	8/09/2021
September	Distribute maps, emergency contact info to local public safety agency	Jill Healy	8/24/2021
September	Staff orientation of School Safety Plan, emergency response actions, policies and performance expectations	Jill Healy	9/2/2021
September	Disaster Service Worker training for new staff	Jill Healy	9/02/2021
September	Parent orientation/information on	Nikki Lloyd	9/14/2021

Date	Activity	Responsible Person	Date Completed
	School Safety Plan		
October	Earthquake/evacuation drill: Great California ShakeOut	Jill Healy	10/21/2021
Other Drills	California Education Code, Section 32001. Fire alarm and drill at least once every month in elementary schools, at least four times every school year in middle schools and at least twice every school year in secondary schools. California Education Code, Section 35297. Drop, Cover, Hold On drill at least once each school quarter in elementary schools, once a semester in secondary schools.		
Other Trainings	Special ICS functions for staff (damage assessment, search and rescue, CERT) CPR – every other year Basic First Aid – every other year NIMS IS-100.SCa for new staff		

Prepared By Jill Healy Date 08/24/2021

Suspension and Expulsion Rates
Perceptions of School Safety by
Students, Parents/Guardians, and Staff

Include:

Suspension and Expulsion rates at your school

YouthTruth or California Healthy Kids survey data

If using YouthTruth data:

"Family Survey" = parents
School Safety Section

"Overall School Experience" = students
School Safety Section

"Staff Survey" = Staff
Relationship Section

Marin County School District and Charter School
Annual Comprehensive School Safety Plan Report to the
Marin County Office of Education

Fall 2021 Compliance Audit and Confirmation

As instructed by the State Superintendent of Public Instruction and the California Department of Education with regard Comprehensive School Safety Plans (defined in Education Code 32280-32288), a state compliance audit requirement will begin in the 2018-19 school year. Local school districts must approve safety plans for all schools in its district by March 1 of each year. School safety plans are mandatory and help ensure that schools are as prepared as possible for emergencies and maintain safe and secure learning environments. School safety plans must present clear policies to address hate crimes, acts of violence, and their perpetrators. Comprehensive school safety plans must also include a discrimination and harassment policy.

A February 1, 2018 letter from the California Department of Education to all County and District Superintendents and Charter School Administrators titled ***Comprehensive School Safety Plans: Annual School Safety Plan Update Reminder and New Guidance.*** A copy of this letter can be found on the Letters Web page. As instructed, County Offices of Education must notify the CDE by October 15 (of each school year), if any schools in its jurisdiction have not complied with safety plan requirements.

This form is to be submitted by school districts and charter schools in Marin County, to the the Marin County Office of Education by October 1 of each school year confirming compliance with Comprehensive School Safety Plan Requirements.

School District or Charter School: Novato Unified School District

Schools within our jurisdiction in compliance with all requirements	Schools needing to take additional steps to be in compliance (please include additional information regarding steps to be taken and timeline)
Hamilton K-8 School Loma Verde Elementary School Lu Sutton Elementary School Lynwood Elementary School Olive Elementary School Pleasant Valley Elementary School Rancho Elementary School San Ramon Elementary School San Jose Middle School Sinaloa Middle School Hill Education Center Novato High School San Marin High School Novato Charter School	

Leslie Benjamin/Director, Communications & Comm. Engmt.
Print School District Representative / Title

Signature

9/24/21
Date

Please complete, sign and forward this form by email or fax to:
Attn: Ken Lippi, Deputy Superintendent, Marin County Office of Education
Email: klippi@marinschools.org or Fax: (415) 491-6621