

BOARD OF DIRECTORS
NOVATO CHARTER SCHOOL
(A California Non-Profit Public Benefit Corporation)
940 C Street, Novato, CA
August 17th, 2022 6:00pm
REGULAR MEETING AGENDA

The Novato Charter School welcomes your participation at the School's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the School in public. We are pleased that you are in attendance and hope that you will visit these meetings often. Your participation assures us of continuing community interest in our School.

To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to all audience members at the door to the meeting.
2. Blue "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Public Comment."
3. "Public Comment" is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may (a) give direction to staff to respond to a concern, (b) direct that the item be referred to the Director for action or (c) schedule the item on a subsequent agenda.
4. With regard to items that are on the agenda, you may specify that agenda item on your blue request form and you will be given an opportunity to speak for up to five (5) minutes when the Board discusses that item, and total time allotted for agenda items will not exceed twenty (20) minutes.
5. When addressing the Board, speakers are requested to state their name and adhere to the time limits set forth.

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

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

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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.

1. Call Meeting to Order, Roll Call Craig Allender 5 Min. **Call to Order 6:09pm**

Board Member	Present Absent Late	Arrival time
Craig Allender, President(CA)	Present	
Chris Shortall, Trustee (CS)	Present	
Robin J. Lee, Trustee (RL)	Present	
Lia Heath, Chief Financial Officer (LH)	Present	
Dani Harmon, Trustee (DH)	Absent	

2. Agenda Modification Craig Allender 5 Min. **Item 5C “Preview” changed to “Review”**

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.*

One community member spoke on return of field trips and Covid protection/safety in classes.

OPEN SESSION

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.

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A. Approve Minutes: June 8th, 2022

Moved By:	Lia						
Seconded By:	Craig						
Action:	Craig - Yay	Lia - Yay					

5.Board Discussion/Action Items

- A. Swear in new board members Robin Lee and Chris Shortall sworn in as new Board Members.
- B. Elect Officers President/Chair – Craig; Treasurer/CFO – Lia; Secretary - Robin

CONVENE TO CLOSED SESSION

In accordance with the Brown Act, the Board may convene to closed session to discuss a narrow range of items for which the need for confidentiality takes precedence over the need for a transparent process. The public will be asked to leave the room while the Board is in closed session, and will be invited to return when the closed session has concluded. Prior to the Board convening to closed session, the public will be given the opportunity to comment on closed session agenda items. Following a closed session, there will be a report out in open session of any action taken by the Board.

- 1. Conference with Legal Counsel Regarding Anticipated Litigation
 Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2), two potential lawsuits

RECONVENE TO OPEN SESSION

PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION

Report – No action is required by the Board at this time related to anticipated litigation.

5. Board Discussion/Action Items (Continued)

- C. Preview 22-23 NCS Board Meeting Dates
 - a. September Board Meeting – Timing Meeting September 14 at 1pm for Board Training.
 - b. Propose November Meeting date change from 11/9 to 11/16 November Meeting set for 11/16 at 6pm

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D. 2022-23: 45-Day Budget Revision- Staff Recommendation: Approve

School CFO John Azzizi Presented: NCS APPROVES BUDGETS IN JUNE FOR SUBMISSION; WITHIN 45 DAYS OF STATE BUDGET APPROVAL, SCHOOLS MUST RE-ISSUE BUDGET WITH STATE CHANGES; 45 DAY REVISE INCLUDES NET POSITIVE ~\$100K IN FUNDING, REDUCE FOUNDATION GRANT FOR \$0 NET CHANGE IN UNRESTRICTED POSITION; SHARED FINANCIAL REPORTING CYCLE

Moved By:	Lia						
Seconded By:	Robin						
Action:	Chris - Yay	Robin - Yay	Lia - Yay	Craig - Yay			

E. Overnight field trips for 6th, 7th and 8th grade - Staff Recommendation: Approve

Moved By:	Robin						
Seconded By:	Lia						
Action:	Chris - Yay	Robin - Yay	Lia - Yay	Craig - Yay			

F. Preview Board Training (September Meeting)

Nikki Lloyd Presented: COULD INVITE CSDC OR YMC; COULD WATCH BROWN ACT VIDEOS TOGETHER; WATCH INDEPENDENT THEN DISCUSS; COULD REVIEW BYLAWS; FOCUS ON BROWN ACT TRAINING WITH OUTSIDE RESOURCE; INCLUDE BYLAW REVIEW; COMMUNITY RELATIONS

6. Information Items: Administrative Reports

- A. COVID Update **Nikki Lloyd Presented:** NCS HAS MANY TEST KITS AVAILABLE; CURRENTLY HAVE A TEACHER OUT AND HAD TEACHERS/STAFF OUT LAST WEEK; NO CLASSROOM PROTOCOLS REQUIRED, BUT THERE ARE REACTIONARY REQUIREMENTS TO SYMPTOMS; NOTIFICATIONS NOW SIMILAR TO STREP/LICE; NO SUBSTITUTES AVAILABLE; CLASSROOMS STILL USE AIR PURIFIERS AND A/C SYSTEM; REGULAR CLEANING CREW SCHEDULE
- B. Preview Start of School
 - a. Gratitude Day 8/13 **Nikki Lloyd and Megan Bloom Presented:** GD WAS LOW ON VOLUNTEERS, GARDEN DIDN'T GET ATTENTION IT NEEDED; BETTER MESSAGING AND ADVANCED NOTIFICATION OF TIMING; EVALUATE DURATION/TIMING OF GD
 - b. 1st Day of 22-23 SY 8/15 **Nikki Lloyd Presented:** first day had high morale and enthusiasm
- C. Review Administrative Structure for 22-23 SY **Nikki Lloyd Presented:** KARINA INTERIM SCHOOL DIRECTOR, NIKKI ADMINISTRATIVE OFFICER; KENNY .3 PROJECT MANAGER; ORG CHART IN PROGRESS
- D. NUSD Measure G Bond approved in November 2016
 - a. NCS as a recipient of bond measure funds **Nikki Lloyd Presented:** 2015 NUSD PURSUED BOND, INCLUDED NCS ON FLYERS; INCLUDED FLEX FURNITURE, IT UPGRADES, SECURITY CAMERAS AT ELEMENTARY SCHOOLS INCLUDING NCS; NUSD BOND MEETING IN OCTOBER AND PROMISED WE WILL BE INCLUDED; WE HAVE GOTTEN CHROMEBOOKS AS PART OF BOND;

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E. Enrollment Update for August 2022

Nikki Lloyd Presented: FULLY ENROLLED; 8TH GRADE AT 1 OVER FOR YEARS WITH NO ATTRITION; MS AT 26 FOR WORKLOAD OF TEACHERS AND PHYSICAL SPACE

Grade	Total/target enrollment	Enrollment 8/4//2022	Seats available
TK	22	22	0
K	28	28	0
1	28	27	1*
2	28	28	0
3	28	28	0
4	28	27	1*
5	28	28	0
6	26	26	0
7	26	26	0
8	26	27	-1
Totals	268	267	2*
*admissions in process with anticipated enrollment by 8/15/22			

F. Review NUSD Opening District Leadership Team Retreat; Focus on Equity **Nikki Lloyd Presented:** KARINA AND NIKKI ATTENDED; NUSD BIG FOCUS ON EQUITY; HIRED SPECIALISTS TO PERFORM EQUITY REVIEWS AND MEET WITH LEADERSHIP TEAM; NCS NOT INCLUDED IN ONSITE WORK; CONSIDERING WORKING WITH DR NANCY DOME TO DO ONSITE WORK

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AND WITH BOARD; NCS SIMILAR IN DEMOGRAPHICS TO PV BUT DISTANT FROM HAMILTON; OUR NUMBERS ARE IMPROVING AND WE'RE DOING OUTREACH

G. Facilities and Safety update

- a. New Portable Update **CWA Presented: new portable online and usable, signoff by end of September**
- b. NBCC Project Update **Nikki Lloyd Presented: Demo starts 8/18, then C Street utility work begins; coordinating with NBCC**
- c. Summer projects/maintenance, Gratitude Day, future needs **Megan Bloom Presented: Need volunteers for various urgent and non-urgent projects**
- d. Foundation report & messaging **Nikki Lloyd presented: FOUNDATION WORKING TO TAKE OVER ASK FOR CLASS FUND (FIELD TRIPS AND KINDER SNACK SUPPLIES); MESSAGING AT BTSN (GRANT COVERS SPECIALTY PROGRAMS); WORKING TO SUPPORT EG TEAM**

7. Next Board Meeting 5 Min. Wednesday, September 14th, 2022 at 1pm

8. Comments from Board Members -

Please email future agenda items to nlloyd@nUSD.org and callender@nUSD.org 5 Min.

9. Adjournment

Agenda for next meeting publicly posted on www.novatocharterschool.org by Friday August 12th, 2022 by Megan Bloom

Adjourn 9:09pm