

BOARD OF DIRECTORS  
NOVATO CHARTER SCHOOL  
(A California Non-Profit Public Benefit Corporation)  
940 C Street, Novato, CA  
September 14th, 2022 2:00pm  
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." Submit your blue forms to the Board Clerk prior to the relevant agenda item.
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@nusc.org](mailto:mbloom@nusc.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.

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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.

**1. Call Meeting to Order, Roll Call** Craig Allender 5 Min.

Board Member	Present Absent Late	Arrival time
Craig Allender, President(CA)	Present	2:00pm PT
Chris Shortall, Trustee (CS)	Present	2:00pm PT
Robin J. Lee, Trustee (RL)	Absent	N/A
Lia Heath, Chief Financial Officer (LH)	Present	2:00pm PT
Mike "Red" Hale, Trustee (RH)	Present	2:00pm PT

**2. Agenda Modification** Craig Allender 5 Min.

None

**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.*

None

**OPEN SESSION**

**4. Consent Agenda Items** Craig Allender 5 Min.

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*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: August 17th, 2022

Board Members	Craig Allender	Chris Shortall	Robin J. Lee	Lia Heath	Mike "Red" Hale
Moved By:				X	
Seconded By:		X			
Action:	Yay	Yay	Absent	Yay	Yay

**5.Board Discussion/Action Items**

A. Swear in new board member

Mike "Red" Hale sworn in. Appointed to replace Dani Harmon on the NCS Board. Term will end at end of 2022-2023 school year.

B. NCS Foundation

- a. Financial Report
- b. Messaging 22-23 sy

- Kaitlyn Zuber presented an update to the NCS Board regarding the NCS Foundation. Will offer another mid-year update to the Board. 2021-2022 NCS Foundation fundraising exceeded annual goals, with Enchanted Garden in particular being a success.
- Participation in Class and Annual Funds has decreased. NCS Foundation is working to improve participation in Class and Annual Funds. First step will be to consolidate Class and Annual Funds into a single Fund to allow parents to make a single contribution. Contribution recommendation will increase this year to \$2400 per student for the entire year.
- Field trip funding is at risk due to lower participation rates. NCS Foundation will focus on this during Back to School Night.
- NCS Foundation is currently looking for additional ways to build community and engagement at NCS beyond fundraising. Fun Committee and other examples were given.

C. Unaudited Actuals 21-22

School CFO John Assizi presented on 2012-2022 unaudited results. NCS Board approved unaudited actuals for 2021-2022. Further detail can be found in the Unaudited Actuals reports.

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Board Members	Craig Allender	Chris Shortall	Robin J. Lee	Lia Heath	Mike "Red" Hale
Moved By:				X	
Seconded By:		X			
Action:	Yay	Yay	Absent	Yay	Yay

D. EDUCATION PROTECTION ACCOUNT (EPA) / PROP 30 FUNDS RESOLUTION - Utilize education protection act funds to support instructional programs (teacher salaries and benefits) 2022-23 Plan/Estimate \$155,790; 2021-22 Actual \$469,561

School CFO John Assizi presented on EPA Funds Resolution. NCS Board approved EPA Funds Resolution.

Board Members	Craig Allender	Chris Shortall	Robin J. Lee	Lia Heath	Mike "Red" Hale
Moved By:					X
Seconded By:		X			
Action:	Yay	Yay	Absent	Yay	Yay

**6. Information Items: Administrative Reports**

- A. Health Protocols
  - a. COVID
  - b. Air Quality
  - c. Extreme Heat

Nikki Lloyd presented on COVID impacts and protocols for air quality and extreme heat days. NCS plans to establish a flag system based on guidance from the Marin County Dept of Public Health and Marin County Department of Education.

- B. Facilities and Safety update
  - a. New Portable Update
  - b. NBCC Project Update

NCS Board was given an update on status of the New Portable and North Bay Children's Center construction.

**7. Annual Board Training**

Dr. Paul Porter provided Annual Board training to the NCS Board.

**8. Next Board Meeting** 5 Min. Wednesday, October 19th, 2022 at 6pm

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Confirmed

**9. Comments from Board Members - None**

Please email future agenda items to [nlloyd@nUSD.org](mailto:nlloyd@nUSD.org) and [callender@nUSD.org](mailto:callender@nUSD.org) 5 Min.

**10. Adjournment**

Agenda for next meeting publicly posted on [www.novatocharterschool.org](http://www.novatocharterschool.org) by Friday October 14th, 2022 by Megan Bloom