

BOARD OF DIRECTORS  
NOVATO CHARTER SCHOOL  
(A California Non-Profit Public Benefit Corporation)  
940 C Street, Novato, CA  
March 8th, 2023 5:30pm  
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:

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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](mailto: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.

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- 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 5 Min.**

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

**2. AGENDA MODIFICATION CA 5 Min.**

**3. NON AGENDA PUBLIC COMMENT 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. APPROVAL OF CONSENT AGENDA ITEMS 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: February 8th, 2023
- B.** Revised salary schedule 94-00 adding Step 3 Range 7 and 8 for updating Sub Rates
- C.** 21-22 Audit - Certification of Corrective Action

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**D. Auditor Selection- Re-approve CLA Auditor for 2022-2023 SY**

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

**5. BOARD DISCUSSION/ACTION ITEMS**

**A. Second Interim / Budget Revise - Staff Recommendation: Approve**

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

**B. Director Search Update - Discussion**

- a. Review Community Input
- b. Review Timeline

**6. INFORMATION ITEMS: ADMINISTRATIVE REPORTS**

**A. Enrollment Update**

Grade	Total/target enrollment	Enrollment 3/2/23	Seats available
TK	20	20	0
K	28	28	0
1	28	28	0
2	28	28	0
3	28	28	0
4	28	28	0
5	28	28	0
6	26	26	0
7	26	26	0
8	26	27	-1
<b>Totals</b>	<b>266</b>	<b>267</b>	<b>-1</b>

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- B. Lottery for 23-24 School Year Review
- C. UPK Class Size Requirements for 23-24
- D. Site Safety Assessment
- E. Review California Distinguished School Award Ceremony
- F. Certificated and Classified Staffing Update
  - a. Positions open for 22-23 School Year
    - i. Certificated: Class Teacher, Rtl Teacher
    - ii. Classified: Para educator, Office Assistant
  - b. Hiring for 23-24 School Year
    - i. Hiring Committee
- G. NCS Board Election
  - a. Review trustee terms
  - b. Review election timeline
- H. North Bay Childrens' Center Construction Project Update
- I. Soccer Field Improvement Update

**7. NEXT BOARD MEETING** 5 Min. Wednesday, April 5th, 2023 at 5:30pm

**8. COMMENTS FROM BOARD MEMBERS -**

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

**9. ADJOURNMENT**

Agenda for next meeting publicly posted on [www.novatocharterschool.org](http://www.novatocharterschool.org) by Friday, March 31st, 2023 by Megan Bloom

BOARD OF DIRECTORS  
NOVATO CHARTER SCHOOL  
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February 8th, 2023 4:00pm  
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  - Stay focused on speaker and topic (do not engaging in distracting behavior/side conversations)
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**1. Call Meeting to Order, Roll Call 5 Min.**

Board Member	Present Absent Late	Arrival time
Craig Allender, President(CA)	Present	4pm
Chris Shortall, Trustee (CS)	Present	4pm
Robin J. Lee, Trustee (RL)	Present	4pm
Lia Heath, Chief Financial Officer (LH)	Present	4pm
Mike "Red" Hale, Trustee (RH)	Present	4pm

**2. AGENDA MODIFICATION CA 5 Min.**

Moved up some items up in Agenda to prioritize Karina's time as she is planning for 4th grade lesson.

**3. BOARD WORKSHOP 90 Min.-EPOCH Education**

Board members attended 90-min training workshop that staff will take in May.

**4. RECESS 30 Min-5:30-6PM break**

**5. NON AGENDA PUBLIC COMMENT 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.*

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None.

**6. APPROVAL OF CONSENT AGENDA ITEMS** 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: December 8th, 2022
- B. Approve Final Audit Report / Governance Letter-No changes from Draft reports reviewed at the Dec 14, 2022 board meeting

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

**8. INFORMATION ITEMS: ADMINISTRATIVE REPORTS**

- A. NCS Identified as a California Distinguished School by CDE, January 2023

Huge thank you to all staff and congratulations on all the hard work!

- B. School Accountability Report Card (SARC)

No action to report

- C. Student Assessment System

Students are continually assessed by teachers throughout the year in the classroom,, not just the standardized testing. There are two standardized tests throughout the year- FASTBRIDGE, and CASPP interim assessments (practice test). Because NCS follows Waldorf Education, care should be taken when reviewing test results as concepts are taught at a different sequence than traditional public school curriculum.

- D. Review 504 policy flow chart

Lia shared 504 policy flow chart to assist parents in understand the 504 process which is driven by ed code and pre-determined. The flow chart is simply meant to assist parents in understanding the confusion and lengthy code.

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**E. Measure G Bond Update from NUSD Board Workshop held on January 31, 2023**

NUSD Board is looking at whether money from Measure G would be best spent at repairing the 27 year old portable buildings or providing new portables. Still no final decision.

**F. Enrollment Update**

Grade	Total/target enrollment	Enrollment 2/8/23	Seats available
TK	20	20	0
K	28	28	0
1	28	28	0
2	28	28	0
3	28	28	0
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5	28	28	0
6	26	26	0
7	26	26	0
8	26	27	-1
<b>Totals</b>	<b>266</b>	<b>267</b>	<b>-1</b>

**G. Certificated and Classified Staffing Update**

- a. Positions Open for 22-23 sy
  - i. Certificated: Class Teacher, Rtl Teacher
  - ii. Classified: Para educator, Office Assistance

Teacher shortage is making it very challenging to fill open positions. Substitute shortage is very challenging.

**H. Lottery Preview, Lottery for 23-24 School Year**

- a. Lottery Date: Wednesday, Mar 1, 2023
- b. Board Representative

Lia offered to be present at the lottery, it will be hosted virtually.



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**I. North Bay Childrens' Center Construction Project Update**

Rain delayed construction, will start up again. Traffic notifications will be sent out to parents as they are provided by Devcon.

**J. Soccer Field Improvement Update**

Soccer fields are NUSD property. New facility director would like to see plans and have them reviewed by board and sent to state architect. Based on this the timing is probably a year out. North Bay Youth Soccer Association is funding the project.

**8. BOARD DISCUSSION/ACTION ITEMS**

- A. Discuss two options for 2023-2024 Academic Calendar - Option B
- B. Approve 2023-2024 and 2024-2025 Academic Calendar and 2023-2024 and 2024-2025 Instructional Minutes

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

**C. Director Hiring Process**

- a. Discuss Director Hiring Process and Timeline
- b. Review Director Job Description and Candidate Qualifications
- c. Appoint an Ad Hoc Committee

Board of Directors is responsible for hiring the Director Position. February 17th will be a Community Thought Forum at 9am after drop off. Craig, Robin and Bridgett Corrdin will be helping out on the hiring as an ad hoc committee.

**D. Revised salary schedule 94-00 adding Step 1 Range 7 and 8 for updating Sub Rates**

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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	YAY	YAY	YAY

**9. NEXT BOARD MEETING** 5 Min. Wednesday, March 8th, 2023 at **5:30pm**

**10. COMMENTS FROM BOARD MEMBERS -**

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

**11. ADJOURNMENT**

Agenda for next meeting publicly posted on [www.novatocharterschool.org](http://www.novatocharterschool.org) by Friday, March 3rd, 2023 by Megan Bloom

Meeting adjourned at 7:54pm

**2022-23 Novato Charter School  
 Certificated - Other Rates Salary Schedule (94-00)**

	Step-->				
Range	1	2	3	4	
1	60.00	75.00			
2	25.00				
3	30.00				
4	35.00				
5	40.00				
6	50.00				
7	115.00	125.00	156.00		1/2 day (<3.75 hrs)
8	230.00	250.00	312.00		Full day (>4.00 hrs)
9	75.00	80.00			Nurse, SLP, Other
10	85.00	90.00	95.00		Nurse2, SLP2, Other
11	110.00	115.00	120.00	130.00	Psych, SLP3, Other
12	200.00				Overnight FT Stipend

- 2/1 25.00 Certificated Substitute/Hrly Rate 01
- 3/1 30.00 Certificated Substitute/Hrly Rate 02
- 4/1 35.00 Certificated Substitute/Hrly Rate 03
- 5/1 40.00 Certificated Substitute/Hrly Rate 04
- 6/1 50.00 Certificated Substitute/Hrly Rate 05
- 1/1 60.00 Certificated Substitute/Hrly Rate 06
- 1/2 75.00 Certificated Substitute/Hrly Rate 01
- 7/1 115.00 Certificated Sub - 1/2 Day Rate
- 7/2 125.00 Cert Sub-1/2 day (>10,<21 consecutive days)
- 7/3 156.00 Cert Sub-1/2 day (>20 consecutive days)
- 8/1 230.00 Certificated Sub - Full Day Rate
- 8/2 250.00 Cert Sub-full day (>10,<21 consecutive days)
- 8/3 312.00 Cert Sub-full day (>20 consecutive days)
- 9/1 75.00 Cert Spec Rate 01 (Nurse, etc)
- 9/2 80.00 Cert Spec Rate 02 (Nurse, etc)
- 10/1 85.00 Cert Spec Rate 03 (Nurse, etc)
- 10/2 90.00 Cert Spec Rate 04 (Nurse, etc)
- 10/3 95.00 Cert Spec Rate 05 (Nurse, etc)
- 11/1 110.00 Cert Spec Rate 06 (Psych, etc)
- 11/2 115.00 Cert Spec Rate 07 (Psych, etc)
- 11/3 120.00 Cert Spec Rate 08 (Psych, etc)
- 11/4 130.00 Cert Spec Rate 09 (Psych, etc)
- 12/1 200.00 Overnight Field Trip Stipend



**CERTIFICATED SUBSTITUTE  
PAY SCHEDULE  
~~2021-2022~~ **2022-2023****

**DAILY SUB RATE**

**Board Approved: ~~10.11.2022~~ **PENDING 2.7.2023****

Range	Full Day Rate (4 hours or more)	Half Day Rate (up to 3.75 hours)
A. NUSD Daily Substitute Rate (Established by District)	<b>\$230</b>	<b>\$115</b>
B. Long Term Substitute: <b>after</b> 10 consecutive days and <b>up to</b> 20 consecutive days	<b>\$250</b>	<b>\$125</b>
C. Long Term Substitute: <b>after</b> 20 consecutive days (Range 1, Step I of Certificated Salary Schedule #80)	<del>\$276</del> <b>\$312</b>	<del>\$138</del> <b>\$156</b>

- Per Board Policy 4121: Temporary/Substitute Personnel
- Substitute employees are not eligible for employee health and welfare benefits
- Certificated individuals who substitute in a classified paraeducator position will be paid at the Certificated Daily Substitute Rate, regardless of consecutive days worked

**CERTIFICATION OF CORRECTIVE ACTION**

**2021-22 AUDIT FINDINGS AND RECOMMENDATIONS**

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LEA Name Novato Charter School  
Marin County, California

- 2021-22 Certification of Corrective Action is hereby filed by the Governing Board of the school district.

\_\_\_\_\_  
Clerk/Secretary of the Governing Board  
**Megan Bloom**

3/8/23  
\_\_\_\_\_  
Date of Meeting

- 2021-22 Certification of Corrective Action

The Superintendent certifies that all corrective action(s) specified in the attached page(s) have been reviewed by the district's Governing Board and assures that corrective procedures have been implemented and will be used in the ensuing years.

\_\_\_\_\_  
District Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
For additional information

Contact: John Azzizzi

Phone: 707-244-9203

## 2021-22 AUDIT FINDING CORRECTIVE ACTION

**LEA:** Novato Charter School

**Finding Category:** 60000 (see list at bottom of page)

**Finding Number:** 1 of 1      **Page Number:** 1 of 1

- A. Describe below specific corrective action(s) used in resolving the audit finding.  
 B. Specifically address each individual item within the finding. Be certain that your responses are clear and concise. You will need to provide all documentation which supports the specific action taken toward resolving the finding; i.e., copies of amended reports, corrective action plans, etc.

A. An adjusting journal entry (AJE) was recorded in the school accounts as per CSAM 2019 p 215-8 (example 3) - see attached.

DR Audit Adjustments (9573)    \$53,185  
 CR Other Liabilities (9642)      \$53,185

B. Other Liabilities (Obj 9642) was understated by \$53,185 due to final legal settlement agreement (signed Oct'22) for prior year expenses being greater than the amount estimated at June'22 and recorded in the school's financial ledger at the lesser amount as part of the 21-22 year-end closing process.

C. Did this finding require a corrective report? →

Yes

No

If yes, attach a copy of an acceptable plan of correction.

### AB 3627 Finding Category Types

10000	Attendance
20000	Fixed Assets
30000	Internal Control
40000	State Compliance
42000	Charter School Facilities Program
50000	Federal Compliance
60000	Miscellaneous
61000	Classroom Teacher Salaries
62000	Local Control Accountability Plan
70000	Instructional Materials
71000	Teacher Misassignments
72000	School Accountability Report Card

**NOVATO CHARTER SCHOOL  
RECONCILIATION OF ANNUAL FINANCIAL REPORT WITH  
AUDITED FINANCIAL STATEMENTS  
YEAR ENDED JUNE 30, 2022  
(SEE INDEPENDENT AUDITORS' REPORT)**

June 30, 2022 Annual Financial Report Fund Balances (Net Assets)	\$ 1,390,261
Adjustments and Reclassifications:	
Increase (Decrease) of Fund Balance (Net Assets):	
Line of Credit	<u>(53,185)</u>
Net Adjustments and Reclassifications	<u>(53,185)</u>
June 30, 2022 Audited Financial Statement Fund Balances (Net Assets)	<u>\$ 1,337,076</u>

*See accompanying Independent Auditors' Report and the Notes to Supplementary Information.*

Account	Description	Debit	Credit
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**Adjusting Journal Entries**

**Adjusting Journal Entries JE # 1**

PBC post closing entry to accrue for legal settlement received in October for FYE21-22.

5800-04	Legal Costs	53,185.00	
9642-00	Other Current Liabilities		53,185.00
<b>Total</b>		<u><b>53,185.00</b></u>	<u><b>53,185.00</b></u>
	<b>Total Adjusting Journal Entries</b>	<u><b>53,185.00</b></u>	<u><b>53,185.00</b></u>
	<b>Total All Journal Entries</b>	<u><b>53,185.00</b></u>	<u><b>53,185.00</b></u>



**Procedure 215    Audit Adjustments**

**Common Audit Adjustments**

<b>Audit Adjustments (made to the audited financial statements after the books for the audit year have been closed)</b>	<b>Processed Transactions (made in the current fiscal year)*</b>	<b>Entries Needed in the LEA's Books (made in the current fiscal year)</b>
<p>3. The auditors determine that accounts payable (\$10,000) was understated by \$18,000.</p> <p><b>DR    Expenditures            \$18,000</b> <b>CR    Accounts Payable       \$18,000</b></p>	<p>Assumption A: The payable is liquidated before the audit adjustment is booked.</p> <p>The LEA makes the following entry:</p> <p><b>DR    Accounts Payable    \$10,000</b> <b>DR    Expenditures        \$18,000</b> <b>CR    Cash                     \$28,000</b></p>	<p>Assumption A: To book the audit adjustment:</p> <p><b>DR    Audit Adjustments    \$18,000</b> <b>CR    Accounts Payable       \$18,000</b></p> <p>To correct the processed transaction:</p> <p><b>DR    Accounts Payable       \$18,000</b> <b>CR    Expenditures            \$18,000</b></p>
	<p>Assumption B: The payable is not liquidated before the audit adjustment is booked.</p> <p style="text-align: center;">–No Entry–</p>	<p>Assumption B:</p> <p><b>DR    Audit Adjustments    \$18,000</b> <b>CR    Accounts Payable       \$18,000</b></p>
	<p>*Entries made in this column assume that the reversal method is not used in the current year for accounts receivable and accounts payable accrued in the prior year and that the LEA credits and debits Accounts Receivable and Accounts Payable when these accruals are collected and paid, respectively, in the current year.</p>	

**Novato Charter School**  
**General Journal Transaction**  
**January 31, 2023**

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Num	Name	Memo	Account	Class	Debit	Credit
11178		Record 21-22 ...	9793 - Audit Adjustm...		53,185.00	
		Record 21-22 ...	9642 - Other Current...			53,185.00
					53,185.00	53,185.00
<b>TOTAL</b>					<b>53,185.00</b>	<b>53,185.00</b>

**Novato Charter School  
Transaction Journal  
All Transactions**

<u>Trans #</u>	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Account</u>	<u>Debit</u>	<u>Credit</u>
17743	General Journal	01/31/2023	11178	Record 21-22 Post-Closing Audit Adjustment - AP/Other Liabilities (Legal Costs)	9793 · Audit Adjustments	53,185.00	
				Record 21-22 Post-Closing Audit Adjustment - AP/Other Liabilities (Legal Costs)	9642 · Other Current Liabilities		53,185.00
<b>TOTAL</b>						<u>53,185.00</u>	<u>53,185.00</u>

## NCS Lottery Applicants by Grade

<b>Grade</b>	<b>23-24</b>	<b>22-23</b>	<b>21-22</b>	<b>20-21</b>	<b>19-20</b>
<b>TK</b>	79	43	24	25	45
<b>K</b>	41	37	34	48	65
<b>1</b>	15	22	36	17	17
<b>2</b>	26	16	20	22	7
<b>3</b>	18	19	18	8	16
<b>4</b>	17	8	6	6	6
<b>5</b>	13	11	12	7	11
<b>6</b>	22	6	7	11	6
<b>7</b>	9	4	6	0	4
<b>8</b>	3	4	1	2	3
<b>Total applicants</b>	<b>243</b>	<b>170</b>	<b>164</b>	<b>146</b>	<b>170</b>

## **NOVATO CHARTER SCHOOL BOARD ELECTION TIMELINE**

Announce the Election Process: Announcement in the Thread on the last three Fridays in March

Candidate applications & statements: Due on the third Friday in April

Candidate presentations at Board Meeting & application reviews: April Board Meeting

Candidate Statements Published: Published in the Thread on the first three Fridays in May

Election: Wed – Friday during the fourth week of May

Results announced: The last Friday in May