

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

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@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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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.

Call to order 5:39pm

1. Call Meeting to Order, Roll Call 5 Min.

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)	Late 5:45pm	
Mike "Red" Hale, Trustee (RH)	present	

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.*

OPEN SESSION

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.*

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- A. Approve Minutes:
 - a. March 8th, 2023
 - b. March 20th, 2023
 - c. March 21st, 2023
- B. Approve IRS Form 990 and FTB Form 199
- C. Approve Overnight Field Trips - Staff recommendation
 - a. 4/17/2023-4/19/2023 Old Oak Ranch, 5th Grade
 - b. 9/18/2023-9/22/2023 Camp McCumber, 6th Grade
 - c. 9/18/2023-9/22/2023 To be determined, 7th Grade
 - d. 9/18/2023-9/22/2023 Ashland, 8th Grade
- D. Approve NCS-NUSD School Lunch Program 23-24 MOU
- E. Board Election Policy- *Staff recommendation approval*
- F. *Revised salary schedule 94-00: eliminated the column 2 \$115 rate, slid the \$120 and \$130 over to the left (were columns 3 and 4....now 2 and 3) and added \$140 as the new Column 4 rate -Staff Recommendation: Approval*

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

5. BOARD DISCUSSION/ACTION ITEMS

- A. 2023-2024 Novato Charter School Employee Handbook- *Staff recommendation approval*

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

- B. NUSD Bond Allocation; Review NCS Priority List

Handbook primary change is for differential pay for state approved leave (staff gets paid difference between their salary and cost of sub)

6. INFORMATION ITEMS: ADMINISTRATIVE REPORTS

- A. Enrollment Update

Grade	Total/target enrollment	Enrollment 4/5/23	Seats available
TK	20	20	0
K	28	28	0

Bond - NCS presenting to NUSD Board May 9, where hopefully Lois will make recommendation for \$ allocation to NCS. Adding reimbursement for \$204k for new portable to top of list.

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Currently over-enrolled by 2.
Will include waitlist column

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1	28	28	0
2	28	29	-1
3	28	28	0
4	28	28	0
5	28	28	0
6	26	26	0
7	26	26	0
8	26	27	-1
Totals	266	268	-2

- B. Student and Parent Survey Results Review**
 - a. California Healthy Kids Survey for Elementary School
 - b. California Healthy Kids Survey for Middle School
 - c. California Parent Survey
- C. NCS Board Election**
 - a. Review trustee terms
 - b. Review election timeline
- D. Hiring Update for 23-24 School Year**
 - a. Certificated Positions
 - b. Classified Positions
- E. California Distinguished School Award Recognition Activities**
- F. North Bay Childrens' Center Construction Project Update**
- G. Soccer Field Improvement Update**

Survey - held 7th grade parents meeting to discuss "mental health report"

Trustee Terms - Red 2023, Craig 2024, Lia 2024, Robin 2025, Chris 2025

Hiring Update - SpEd Coordinator open; Kinder help open; Para hired; grades teacher open; office assistant hired; grades/RTI teacher hired

CA Distinguished School - fun art project/celebration 4/28; art project to Spring Festival, get bumper sticker; Foundation planning signage

CONVENE TO CLOSED SESSION

In accordance with the Brown Act, the Board may convene a closed session for a limited range of items for which the need for confidentiality takes precedence over the public process. The public will be asked to leave the room while the closed session is in progress. Following a closed session, there will be a report out in open session of any action taken by the Board.

NBCC - working on some re-design, will inform when work starts. Soccer - club working with NUSD, seems changing to real turf for "repalce in kind" so no Board or DSA review

1. With respect to every item of business to be discussed in closed session: PUBLIC EMPLOYMENT (Gov. Code, § 54957, subd. (b)(1)) Title: School Director

RECONVENE TO OPEN SESSION

PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION

Report out: Board Approved hiring committee offering Director position to Candidate A.

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7. NEXT BOARD MEETING 5 Min. Wednesday, May 10th, 2023 at 5:30pm

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, May 5th 2023 by Megan Bloom