

BOARD OF DIRECTORS  
NOVATO CHARTER SCHOOL  
(A California Non-Profit Public Benefit Corporation)  
940 C Street, Novato, CA  
December 13th, 2023 5:30 pm  
**Minutes**

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](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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**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 5 Min.**

| Board Member                            | Present Absent Late | Arrival time |
|---|---------------------|--------------|
| Craig Allender, President(CA)           | Present             | 5:30pm       |
| Chris Shortall, Trustee (CS)            | Present             | 5:30pm       |
| Robin J. Lee, Trustee (RL)              | Present             | 5:30pm       |
| Lia Heath, Chief Financial Officer (LH) | Late                | 6:00pm       |
| Mike "Red" Hale, Trustee (RH)           | Present             | 5:30pm       |

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

**Moved Item 5.C to 5.A**

**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.*

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**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: November 15th, 2023**

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

**5. BOARD DISCUSSION/ACTION ITEMS**

**A. 1st Interim Budget Report**

John Azzizi presented the 1st interim budget report

- State is presenting budget cuts that will impact NCS overall funding
- Updated budget will be presented in the Spring to the Board
- In 24/25 school year, TK will be required to have a 10-1 teacher ratio, which could reduce the overall student population, which also reduces funding
- John also presents the importance of the Foundation money that supports the additional programs in the budget

| 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. CLA Draft Audit Reports**

John Azzizi presented the CLA Adit Report

No significant findings

**C. NCS Foundation**

a. Financial Report

Guest Carin Gruwell presented the Foundation Financial Report

- Grade participation was presented by grade (included in Foundation's December newsletter)
- Pie charts were presented on the grants that the foundation has made to the school
- The Foundation has been developed to raise money that is granted to NCS to spend

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towards the specialty programs that public funding of the charter school does not cover (spanish, music, hand work, garden, middle school math, field trips, etc)

- Overall the school's participation is around 60%, target is 85%

**D. Attendance Policy-Review and Second Reading-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             |

**E. Involuntary Removal Policy - First Reading**

Charter Center Development Center advises that all Charters have a policy. Board to review and send comments and vote in February.

**F. Student Internet Use Policy and Agreement-First Reading**

New policy for student using school devices on campus, will be in acknowledgement form in enrollment packets. Board to review and send comments and vote in February.

**G. Academic Integrity Policy-First Reading**

Existing policy that was updated. Board to review and send comments and vote in February.

**6. INFORMATION ITEMS: ADMINISTRATIVE REPORTS**

**A.** MCOE Williams Settlement Legislation letter - Craig and Nikki both received, nothing to report

**B.** Enrollment Update - school is down one seat in 7th grade, overall enrollment is strong

**C.** Student Attendance Update - independent study contracts are requiring significant staff time to administer. Board will work on messaging to community

**D.** Hiring Update for 23-24 School Year

**a.** Certificated Positions - using contracts for SLP and OT

**b.** Classified Positions - full

**E.** NCS Business Services School Year 2024-2025

NCS has contacted NUSD for business services at a rate of 2% of operating costs. These services include 9 areas - attendance, accounting, STRS, PERS, payroll, human resources, IT, insurance certificates, health benefits administration, other, and insurance. NUSD has been struggling to provide all these services, yet the fee that NCS pays has remained the same. Looking to move business services to Charter Impact. Looking towards Charter Safe for insurance. It has become apparent that NCS is under insured. Nikki and Megan have met with schools that have been using Charter Safe, Charter Life, and Charter Impact. The reality is that these services will cost more, however, the services will better serve NCS where NUSD has struggled.

**F.** Measure G Bond Update - Report on projects completed and scheduled

NUSD increased NCS allotment from \$1.3 up to \$2.3 million. Kudos to Nikki! Kickoff was held yesterday, upcoming projects include:

Fencing and access control

Interior classroom toolkit (AV)

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Speakers to be in 5th grade and up

Interior and exterior PA and bell system (includes internet phones)

Network infrastructure

Existing network is insufficient

Lighting (parking lot will be coordinated with North Bay, but around buildings will be installed to add security)

Exterior dry rot repair

Campus wide internet

Window shades and film

Security cameras

**G. North Bay Children's Center Construction Project Update**

Closure on C Street in January for water lines, work will also be in parking lot

**H. Soccer Field Improvement Update**

Soccer club has run out of money

NCS Foundation has donated \$10k, NCS will have use of the field once it is completed

Walking path will be installed for NCS students to walk to library

**7. NEXT BOARD MEETING** 5 Min. Wednesday, February 7th, 2024 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**

The agenda for the next meeting will be publicly posted on [www.novatocharterschool.org](http://www.novatocharterschool.org) by Friday, February 2nd, 2024 by Megan Bloom

Meeting adjourned at 1948.