BOARD OF DIRECTORS
NOVATO CHARTER SCHOOL
(A California Non-Profit Public Benefit Corporation)
940 C Street, Novato, CA
March 6th, 2024 5:30 pm
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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- 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)		
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 7th, 2024

B. Disposal Request: Chromebooks and Projectors-Staff Recommendation: Approval

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. Approve 2024-2025 Board Meeting Calendar

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

C. Employer Resolution: Tax Deferred Deduction Plan for Service Credit Purchases - for Novato Charter School participation/membership in the state California Public Employees' Retirement System (CalPERS)- Staff Recommendation: Approve

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

D. Overview of Administrative Evaluation Process

E. Student Attendance / Independent Study Message

6. INFORMATION ITEMS: ADMINISTRATIVE REPORTS

A. Lottery for 24-25 School Year Review

B. NCS Board Election
  a. Review trustee terms
  b. Review election timeline

C. Enrollment Update
D. Hiring for 24-25 School Year
E. NCS Business Services School Year 2024-2025 Update
F. Measure G Bond Update - Report on projects completed and scheduled
G. North Bay Children's Center Construction Project Update
H. Soccer Field Improvement Update

7. NEXT BOARD MEETING 5 Min. Wednesday, April 3rd, 2024 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
The agenda for the next meeting will be publicly posted on www.novatocharterschool.org at least 72 hours prior to the meeting (by Sunday, March 31st, 5:30pm, 2024) by Megan Bloom

BOARD OF DIRECTORS
NOVATO CHARTER SCHOOL
(A California Non-Profit Public Benefit Corporation)
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February 7th, 2024 5:30 pm
Minutes

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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	5:30pm
Chris Shortall, Trustee (CS)	Present	5:30pm
Robin J. Lee, Trustee (RL)	Present	5:30pm
Lia Heath, Chief Financial Officer (LH)	Present	5:34pm
Mike “Red” Hale, Trustee (RH)	Present	5:30pm

2. AGENDA MODIFICATION CA 5 Min.

Item 5.A will not have a vote

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*.

None

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*

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removed from the agenda, there will be no discussion of these items prior to the Board votes on them.

A. Approve Minutes: December 13th, 2023

B. Approve Final Audit Report / Governance Letter-No changes from Draft reports reviewed at the Dec 13th, 2023 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

5. BOARD DISCUSSION/ACTION ITEMS

A. Instructional Academic Calendar and Instructional
Required to have 170 days, NCS includes 180 to align with NUSD
24/25 calendar was approved at last year's board meeting

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

B. Foundation MOU 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

C. Involuntary Removal 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

D. Student Internet Use Policy and Agreement-Review and Second Reading-Staff Recommendation:

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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. Academic Integrity 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

F. Disposal Request: Chromebooks and Projectors-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

G. 2023-24 Local Control Accountability Plan (Lcap) - Mid-Year Update - Review 2023-24 Mid-Year LCAP Update

Board reviewed, no action required

6. INFORMATION ITEMS: ADMINISTRATIVE REPORTS

A. School Accountability Report Card (SARC)

B. Enrollment Update

Fully enrolled

C. Student Attendance / Independent Study Message

Lia and Craig to work with Nikki on a board message

Board members to send Nikki bullet items that should be covered in the annoucement

D. Hiring for 24-25 School Year

Robin will serve as the board rep for hiring

E. NCS Business Services School Year 2024-2025

Admin has been working on moving Charter Impact, Chater Safe (insurance) and INNOVA

All of these outside consultant groups will take over July 1 2024 and NCS moves away from NUSD for these services

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F. Measure G Bond Update - Report on projects completed and scheduled
Campus security is top priority - campus is soon to be a locked campus.
6-ft high fence will be around the site
Some changes will be made to entry ways
More lights and cameras
Plans and drawings are going to DSA
Targeting construction in the summer ready for 24/25 School Year
Projectors and screens are going in classrooms

G. North Bay Children's Center Construction Project Update
Been on hold for weather
Upcoming road closure within 7-10 days

H. Lottery Preview, Lottery for 24-25 School Year
- **a.** Lottery Date: Wednesday, Mar 6, 2024 (always held on first Wednesday in March)
  March 6th lottery 12-1pm - Red will rep Board
- **b.** Board Representative

I. Soccer Field Improvement Update
No updates

7. 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 cases

8. RECONVENE TO OPEN SESSION

9. PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION

No action was taken during closed session

10. NEXT BOARD MEETING 5 Min. Wednesday, March 6th,2024 at 5:30pm

11. COMMENTS FROM BOARD MEMBERS -
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12. ADJOURNMENT

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Meeting Adjourned at 8:23pm

Novato Charter School

DISPOSAL REQUEST: BOOKS / EQUIPMENT

PROCESS: COMPLETE FORM→ ADMIN→ BOARD MEETING→ APPROVED COPY→ WORK ORDER BY OFFICE MANAGER

A. SCHOOL SITE / DEPARTMENT: NOVATO CHARTER – office/storage

B. ITEM IDENTIFICATION: (if multiple books or items, please attach a complete list (word or excel)

QUANTITY	FULL DESCRIPTION (serial # if applicable)	NCS #	ESTIMATED AGE	ESTIMATED VALUE
2	HP Monitors	NO1X NC02X	10 yrs.	$ N/A
1	Samsung		10 yrs.	$ N/A
12	MACs	see attached	10 yrs.	$ 100 each
				$
				$

C. LOCATION: (where item(s) can be picked up) office storage

D. CONDITION: *(check one)* ☐ STILL USEABLE ☐ NEEDS REPAIR ☒ BEYOND REPAIR

E. REASON FOR REQUEST: See attached note

No longer use = to ewaste
= to keep

F. RECOMMENTATION FOR DISPOSAL: *(check one)*

BOOKS / INSTRUCTIONAL MATERIALS

- ☐ RECYCLE *(Damaged Materials Only)*
- ☐ DONATE
  - Follett Educational Services
  - Academic Book Services
  - Novato Library
  - OTHER: _____

EQUIPMENT

- ☒ RECYCLE
- ☐ DISPOSE
- ☐ KEEP FOR PARTS
- ☐ DONATE *(see below)*
- ☐ SELL *(see below)*

G. INDIVIDUALS INTERESTED IN THE ABOVE EQUIPMENT:

NAME	EMAIL ADDRESS	PHONE

Site Administrator / Department Head

2/12/24
Date

DISPOSE OF AS FOLLOWS:

☒ RECYCLE ☐ DISPOSE ☐ SELL ☐ KEEP FOR PARTS ☐ DONATE: _____

Board Approval: _____

MSIC 1 ✓

Office 3 (staff + Justin) ✓

KS – stolen

KD – given to gina (1) #NCS10 ✓

1 NO

2 NO – has a projector

3 NO

4 NCS1004

5

6 NCS1007

7 NCS06

8 (2) NCS25 + unmarked

9B Closet

(2) HP monitors

(8) MAC's NCS1010, NCS08, NCS15, NCS29
NCS16, 3 unmarked

Amy NCS18

Chrissy NCS1011

SAMSUNG (9B+ in closet)

9A

Mac NCS1008

West Wing / Room 12

NCS17

NCS1013 – Math

NCS1014 – Spanish

NOVATO CHARTER SCHOOL
940 "C" Street, Novato, CA 94949
Ph: 415-883-4254 | Fax: 415-883-1859
www.novatocharterschool.org

2024-2025

Board of Directors

Board Members

Craig Allender
Mike"Red" Hale
Lia Heath
Robin Lee
Chris Shortall

Board Meeting Schedule

August 21, 2024

* September 11, 2024- Board Orientation (Ethic Training) &

Meeting 12:00 pm

October 16, 2024

November 6, 2024

December 11, 2024

February 5, 2025

March 5, 2025

April 2, 2025

May 7, 2025

June 4, 2025

Regular meetings are held at 5:30 pm in the Community Room at NCS

CalPERS ID:

EMPLOYER RESOLUTION
TAX DEFERRED DEDUCTION PLAN
FOR SERVICE CREDIT PURCHASES

WHEREAS, the Board of Administration of the California Public Employees' Retirement System (CalPERS) at the April 1996 meeting approved a Tax-Deferred payroll deduction plan for service credit purchases under Internal Revenue Code (IRC) section 414(h)(2);

WHEREAS, the Novato Charter School has the authority to implement the provisions of IRC section 414(h)(2) and has determined that even though implementation is not required by law, the tax benefit offered by this section should be provided to those employees who are members of CalPERS; and

WHEREAS, the Novato Charter School elects to participate in the Tax-Deferred payroll deduction plan for all employees in the following CalPERS employee groups or classifications (i.e., miscellaneous, safety, police, fire, etc.):

Non-Certificated School Employees

NOW, THEREFORE, BE IT RESOLVED:

I. That the Novato Charter School will implement the provisions of IRC section 414(h)(2) by making employee contributions for service credit purchases pursuant to the California State Government Code on behalf of its employees who are members of CalPERS and who have made a binding irrevocable election to participate in the Tax-Deferred payroll deduction plan. "Employee contributions" shall mean those contributions reported to CalPERS which are deducted from the salary of employees and are credited to individual employee accounts for service credit purchases, thereby resulting in tax deferral of employee contributions.

II. That the contributions made by the Novato Charter School to CalPERS, although designated as employee contributions, are being paid by the Novato Charter School in lieu of contributions by the employees who are members of CalPERS.

III. That the employees shall not have the option of choosing to receive the contributed amounts directly instead of having them paid by the Novato Charter School to CalPERS.

IV. That the Novato Charter School shall pay to CalPERS the contributions designated as employee contributions from the same source of funds as used in paying salary, thereby resulting in tax deferral of employee contributions.

V. That the effective date for commencement of the Tax-Deferred payroll deduction plan cannot be any earlier than the date the completed resolution is received and approved by CalPERS.

VI. That the governing body of the Novato Charter School shall participate in and adhere to requirements and restrictions of the Tax-Deferred payroll deduction plan by reporting Tax-Deferred payroll deductions when authorized by CalPERS for those employees of the above stated employee groups or classifications who have elected to participate in this plan.

PASSED AND ADOPTED by the governing body of the Novato Charter School this 6th of March, 2024.

BY _____

(Signature of Official)

_____

(Title of Official)

3/1/2024 Enrollment Update for NCS BOD

Grade	Total/target enrollment	Enrollment as of 2/1/24	Seats available	Wait List 23-24
TK	20	20	0	73
K	28	28	0	37
1	28	28	0	15
2	28	28	0	14
3	28	28	0	24
4	28	28	0	24
5	28	28	0	12
6	26	26	0	7
7	26	25	1	0
8	26	26	0	5
Totals	266	265	1	251

Novato Charter School

2/29/2024

2023-2024

ATTENDANCE SUMMARY by Grade

8/21/2023 through 2/29/2024

Grade	* Inactives:	Active:	Days Enrolled	Days Present	Exc Abs	Unex Abs	Exc Tdy	Unex Tdy	ISC	TDY	UNX	EXC
TK	0	20	2220	2161	56	3	42	0	109	42	0	56
K	0	28	3108	3048	58	2	124	0	152	124	0	58
1	0	28	3084	3003	81	0	142	0	136	142	0	81
2	2	27	3091	3048	36	7	107	0	67	107	0	36
3	1	28	3171	3127	42	2	136	0	111	136	0	42
4	0	28	3108	3051	56	1	145	0	94	145	0	56
5	0	28	3108	3043	61	4	84	0	72	84	0	61
6	2	25	2837	2768	64	5	93	0	65	93	4	64
7	0	25	2775	2720	53	2	104	0	94	104	0	53
8	0	26	2886	2808	78	0	255	0	56	255	0	78
School Totals:	5	263	29388	28777	585	26	1232	0	956	1232	4	585