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

June 21st, 2024 4:30 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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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)		
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*.

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. Minutes: June 18th, 2024: Staff Recommendation: Approval

A. EDUCATION PROTECTION ACCOUNT (EPA) FUNDS RESOLUTION / REPORT - Utilize EPA funds to support instructional programs (teacher salaries) 2024-25 Plan: $140,814. Review and Approval

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

B. 2023-2024 PROP 28 ANNUAL REPORT - Review and Approve

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

C. REVIEW AND APPROVE BOARD POLICY: INVESTMENT POLICY - Establish an Investment Policy for the School.

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

D. ESTABLISH INVESTMENT ACCOUNT - Authorize the Administrative Officer to establish an institutional investment account for the School with The Vanguard Group.

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

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E. Addition of Administrative Title/Position within School Administrative Structure - Assistant Director, Reports to Director. Review and Approve

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

7. NEXT BOARD MEETING 5 Min. Wednesday, August 21st, 2024 at 5:30pm

8. COMMENTS FROM BOARD MEMBERS -
Please email future agenda items to nlloyd@novatocharterschool.org and rlee@novatocharterschool.org

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, August 18th, 5:30pm, 2024)

2024-25 Education Protection Account PLAN
Program by Resource Report
Revenue and Expenditures by Function - Detail
NOVATO CHARTER SCHOOL

Operating Plan for Revenue and Expenditures through: June 30, 2025
For Education Protection Account (Resource 1400)

Description	Object Codes	Amount
AMOUNT AVAILABLE FOR THIS FISCAL YEAR		
Adjusted Beginning Fund Balance	9791-9795	0.00
Revenue Limit Sources	8010-8099	140,814.00
Federal Revenue	8100-8299	0.00
Other State Revenue	8300-8599	0.00
Other Local Revenue	8600-8799	0.00
All Other Financing Sources and Contributions	8900-8999	0.00
Deferred Revenue	9650	0.00
TOTAL AVAILABLE		140,814.00
EXPENDITURES AND OTHER FINANCING USES		
(Objects 1000-7999)		
Instruction	1000-1999	140,814.00
Instruction-Related Services		
Instructional Supervision and Administration	2100-2150	0.00
AU of a Multidistrict SELPA	2200	0.00
Instructional Library, Media, and Technology	2420	0.00
Other Instructional Resources	2490-2495	0.00
School Administration	2700	0.00
Pupil Services		
Guidance and Counseling Services	3110	0.00
Psychological Services	3120	0.00
Attendance and Social Work Services	3130	0.00
Health Services	3140	0.00
Speech Pathology and Audiology Services	3150	0.00
Pupil Testing Services	3160	0.00
Pupil Transportation	3600	0.00
Food Services	3700	0.00
Other Pupil Services	3900	0.00
Ancillary Services	4000-4999	0.00
Community Services	5000-5999	0.00
Enterprise	6000-6999	0.00
General Administration	7000-7999	0.00
Plant Services	8000-8999	0.00
Other Outgo	9000-9999	0.00
TOTAL EXPENDITURES AND OTHER FINANCING USES		140,814.00
BALANCE (Total Available minus Total Expenditures and Other Financing Uses)		0.00

Proposition 28: Arts and Music in Schools Funding

Annual Report

Fiscal Year 2023-24

Name: Novato Charter
CDS Code: 21-65417-6113229
Charter School Number: 89
Allocation Year: 2023·24

1. Narrative description of the Prop 28 arts education program(s) funded.
The Arts and Music in Schools funding is being used to supplement resources in the school's already existing Music and Practical Arts program as well as adding Visual Arts instruction. Resources include adding/supplementing teacher salaries and supplementing materials and supplies expenditures for these programs. The school's Music program serves all of the school's students (TK-8). Practical Arts serves students in Grades 1 – 4. Visual Arts served students in Grades 5-7.

2. Number of full-time equivalent teachers (certificated).	0.342
3. Number of full-time equivalent personnel (classified).	0
4. Number of full-time equivalent teaching aides.	0
5. Number of students serviced.	266
6. Number of school sites providing arts education.	1
Date of Approval by Governing Board/Body.	June 18, 2024

Annual Report Data URL

https://novatocharterschool.org/board/accountability/

Completed By	John Azzizzi
Title	Finance Manager
Email	jazzizzi@novatocharterschool.org
Telephone	707-824-9700

NOVATO CHARTER SCHOOL
940 "C" Street, Novato, CA 94949
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www.novatocharterschool.org

BP 3430

Novato Charter School

Investment Policy

This policy establishes procedures to govern the investment of funds held by Novato Charter School ("NCS" or the "Charter School"). This policy is based upon federal, state and local laws and regulations, and prudent money practices. To the extent that this policy conflicts with state or federal law, the applicable law shall prevail.

PURPOSE:

NCS' primary investment objective shall be to maintain a balance of safety and liquidity of its funds. Safety of principal is the foremost objective of NCS. The primary objectives of NCS investment activities shall be:

1. **Safety:** The safety of principal is the foremost objective of NCS's investment program. NCS's investments shall be undertaken in a manner that shall strive to preserve NCS's capital.
2. **Liquidity:** NCS's secondary objective shall be to meet its liquidity needs. The investment portfolio shall maintain sufficient liquidity to enable NCS to meet necessary cash flow and operating requirements which might be reasonably anticipated.
3. **Yield:** The investment portfolio shall be designed with the objective of attaining a market rate of return over the course of budgetary and economic cycles, considering the investment risk, constraints and the cash flow characteristics of the portfolio.
4. **Maintaining the Public's Trust:** The investment officers shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence while conforming to all applicable statutes and regulations governing the investment of public funds.
5. **Mitigating Credit Risk and Market Risk:** Credit risk shall be mitigated by diversifying investments among issuers and market sectors so that the failure of any one issuer or market sector would not result in a significant loss of income or principal. Occasional market losses on individual securities are inevitable and must be considered within the context of the overall investment return.

SCOPE:

It is recommended that NCS mirror the intent of California Education Code Section 41015 and California Government Code Sections 16430 or 53601. NCS will strive to make investments following the guidelines of the Uniform Prudent Investor Act. (Probate Code Section 16045, *et seq.*) This Policy covers all funds and investment activities under the direct authority of NCS.

Compliance with Investment Policy

All outside investment advisors/managers, attorneys and other financial professionals

employed or retained by NCS and/or its representatives, including without limitation financial advisors, underwriters, bond counsel, and disclosure counsel, must receive this policy, and confirm that they have reviewed and will fully comply with this Investment Policy.

RESPONSIBILITIES:

Delegation of Authority

Management responsibility for the investment program is hereby delegated by the Board of Directors to the Executive Director, as deemed appropriate or necessary, who shall thereafter assume full responsibility for those transactions until the delegation of authority is revoked. The Executive Director may delegate the day-to-day operations of investing to his/her designee(s) but not the responsibility for the overall investment program. The Executive Director and/or his/her designee(s) shall make all investment decisions and transactions in strict accordance with state law and this Policy.

The Executive Director may utilize an external investment advisor to assist with investment decision-making and trade-execution authority. The investment advisor shall be under the supervision of the Executive Director and/or his/her designee(s) and shall follow this Policy and such other written instructions as are provided by the Board.

The Board of Directors shall ensure that its fiduciary responsibilities concerning the proper management of NCS' funds are fulfilled through appropriate investment structure, internal and external management, consistent with applicable policies and procedures, and based on the advice and recommendations of its financial advisor(s) and the Executive Director and/or his/her designee(s).

The Board of Directors, its Officers and Staff of Novato Charter School are not held liable for less than desirable outcomes, rather, they are responsible only for adherence to procedure and processes. The Executive Director and/or his/her designee(s) are responsible for the development, implementation, and maintenance of all investment policies and shall not be held personally liable for these decisions so long as they are made in good faith and in a reasonably prudent manner.

PROCEDURE:

Internal Controls

The Executive Director shall establish a system of written internal controls to regulate NCS's investment activities. Procedures should include references to individuals authorized to execute transactions or transfers, safeguard agreements, (including repurchase agreements, wire transfer agreements, collateral/depository agreements), and banking services contracts, as appropriate. As part of the annual audit, NCS's external auditor will perform a review of investment transactions to verify compliance with policies and procedures.

The controls shall be designed to prevent loss of public funds due to fraud, employee error, and misrepresentation by third parties, unanticipated market changes, or imprudent actions by employees of the Charter School.

Authorized Financial Institutions and Brokers/Dealers

It shall be NCS's policy to purchase securities only from authorized institutions and firms. The Executive Director shall maintain a list of authorized broker/dealers and financial institutions that are approved by the Board of Directors for investment purposes. NCS shall use at least one authorized broker/dealer to advise NCS on investments, except for purchases of Certificates of Deposits from FDIC insured institutions in amounts less than $250,000 for which it may maintain its own account.

Before engaging in investment transactions with a broker/dealer, the Executive Director shall have received from said firm a signed Certification Form (except for purchases of Certificates of Deposits from FDIC insured institutions in amounts less than $250,000 for which NCS may directly maintain and manage its own account). This form shall attest that the individual responsible for NCS's account has reviewed NCS's Investment Policy and that the firm understands the policy and intends to present investment recommendations and transactions to NCS that are appropriate under the terms and conditions of this Investment Policy.

Prohibited Transactions

At the time of purchase, all permitted investments shall conform in all respects with this Investment Policy, as may be amended from time to time. No investment prohibited by California Government Code shall be permitted herein.

Any investment transactions, credit risk criterion, percentage limitations or market valuation that are not in compliance with this Investment Policy and cannot be corrected without penalty at time of purchase must be documented and approved by the Charter School in writing as soon as possible. Thereafter, action shall be taken by the Charter School to correct such matter as soon as practical.

Ethical and Conflict of Interest

The Charter School and all persons involved in the investment process shall refrain from personal business activity which could create a conflict with proper execution of the investment program, or which could impair the ability to execute impartial investment decisions. The Charter School and all treasury and investment personnel shall disclose to the Board of Directors any material financial interests in financial institutions, broker dealers and vendors ("outside entities") and shall disclose any material financial investment positions in such outside entities.

Adopted/Ratified:

Last Updated:

California Code, Education Code - EDC § 41015

The governing board of any school district or any county office of education which has funds in a special reserve fund of the district or county office of education or any surplus moneys not required for the immediate necessities of the district or county office of education, is hereby authorized to invest all or any part of the funds in any of the investments specified in Section 16430 or 53601 of the Government Code.

CA Gov't Code § 16430

Eligible securities for the investment of surplus moneys shall be any of the following:

(a) Bonds or interest-bearing notes or obligations of the United States, or those for which the faith and credit of the United States are pledged for the payment of principal and interest.

(b) Bonds or interest-bearing notes on obligations that are guaranteed as to principal and interest by a federal agency of the United States.

(c) Bonds, warrants, and notes of this state, or those for which the faith and credit of this state are pledged for the payment of principal and interest.

(d) Bonds or warrants, including, but not limited to, revenue warrants, of any county, city, metropolitan water district, California water district, California water storage district, irrigation district in the state, municipal utility district, or school district of this state.

(e) Bonds, consolidated bonds, collateral trust debentures, consolidated debentures, or other obligations issued by federal land banks or federal intermediate credit banks established under the Federal Farm Loan Act, as amended, in debentures and consolidated debentures issued by the Central Bank for Cooperatives and banks for cooperatives established under the Farm Credit Act of 1933, as amended, in bonds or debentures of the Federal Home Loan Bank Board established under the Federal Home Loan Bank Act, in stock, bonds, debentures and other obligations of the Federal National Mortgage Association established under the National Housing Act as amended, and in the bonds of any federal home loan bank established under that act, obligations of the Federal Home Loan Mortgage Corporation, in bonds, notes, and other obligations issued by the Tennessee Valley Authority under the Tennessee Valley Authority Act as amended, and bonds, notes, and other obligations guaranteed by the Commodity Credit Corporation for the export of California agricultural products under the Commodity Credit Corporation Charter Act as amended.

(f) (1) Commercial paper of "prime" quality as defined by a nationally recognized organization that rates these securities. Eligible paper is further limited to issuing corporations, trusts, or limited liability companies approved by the Pooled Money Investment Board that meet the conditions in either subparagraph (A) or subparagraph (B):

(A) Both of the following:

(i) Organized and operating within the United States.

(ii) Having total assets in excess of five hundred million dollars ($500,000,000).

(B) Both of the following:

(i) Organized within the United States as a special purpose corporation, trust, or limited liability company.

(ii) Having program wide credit enhancements including, but not limited to, overcollateralization, letters of credit, or surety bond.

(2) Purchases of eligible commercial paper may not exceed 180 days' maturity, represent more than 10 percent of the outstanding paper of an issuing corporation, trust, or limited liability company, nor exceed 30 percent of the resources of an investment program. At the request of the Pooled Money Investment Board, this investment shall be secured by the issuer by depositing with the Treasurer securities authorized by Section 53651 of a market value at least 10 percent in excess of the amount of the state's investment.

(g) Bills of exchange or time drafts drawn on and accepted by a commercial bank, otherwise known as bankers acceptances, which are eligible for purchase by the Federal Reserve System.

(h) Negotiable certificates of deposits issued by a federally or state-chartered bank or savings and loan association, a state-licensed branch of a foreign bank, or a federally or state-chartered credit union. For the purposes of this section, negotiable certificates of deposits do not come within the provisions of Chapter 4 (commencing with Section 16500) and Chapter 4.5 (commencing with Section 16600).

(i) The portion of bank loans and obligations guaranteed by the United States Small Business Administration or the United States Farmers Home Administration.

(j) Bank loans and obligations guaranteed by the Export-Import Bank of the United States.

(k) Student loan notes insured under the Guaranteed Student Loan Program established pursuant to the Higher Education Act of 1965, as amended (20 U.S.C. SEC. 1001 and following) and eligible for resale to the Student Loan Marketing Association established pursuant to Section 133 of the Education Amendments of 1972, as amended (20 U.S.C. SEC. 1087-2).

(l) Obligations issued, assumed, or guaranteed by the International Bank for Reconstruction and Development, the Inter-American Development Bank, the Asian Development Bank, the African Development Bank, the International Finance Corporation, or the Government Development Bank of Puerto Rico.

(m) Bonds, debentures, and notes issued by corporations organized and operating within the United States. Securities eligible for investment under this subdivision shall be within the top three ratings of a nationally recognized rating service.

(Amended by Stats. 2009, Ch. 23, Sec. 1.)

Novato Charter School - Assistant Director

Job Overview: Under the direction of the Director, organize, coordinate and administer assigned programs and activities related to student discipline, attendance and instruction; assist the Director with administrative duties involving student conduct, curriculum development and school operations as assigned; supervise and evaluate the performance of assigned personnel. All of the functions listed below are essential.

Administrative:

- Plan, organize, coordinate, implement and participate in programs and activities related to the operation of school, including instruction, student discipline and other programs

- Faculty Co Chair-Work directly with the Director to create weekly faculty meeting agenda. Facilitate weekly faculty meetings. Support PD for teachers including attending parent evenings as needed for support

- Perform a variety of administrative duties to assist the Director in managing the school; assume the duties of the Director as assigned.

- Assist with monitoring the school budget; order supplies as needed; manage student body accounts as assigned.

- Attend collaborative meetings to help guide conversations to productive areas of teacher development and holding teachers accountable

- Operate a computer and a variety of office equipment.

Human Resources:

- Assist with supervision and evaluation of the performance of designated certificated and/or classified personnel; assign duties to faculty and staff as appropriate to meet school objectives; assist with recruiting, interviewing and selecting new faculty and staff.

- Provide direction, mentoring, and evaluations to assigned faculty and/or staff; participate in informal and formal classroom visitations and observations; provide recommendations and suggestions as appropriate.

School and Student Culture:

- Supervise students on campus before and after school; monitor students during lunch, recess and other activities; discipline students as needed.

- Establish, coordinate and maintain communication with community and parent groups; attend and conduct a variety of meetings and events; develop correspondence to promote school activities and achievements.

- Assist in monitoring and organizing attendance functions; prepare letters and call parents as needed regarding absent or tardy students.

- Lead Restorative Justice/Discipline - Assist Director supporting community partners when conflict arises

- Lead Student Support Action Committee - 7th/8th grade student leadership team.

- Prepare and maintain a variety of LEA, County, State and federally mandated records and reports regarding student attendance, discipline, cumulative records and academic achievement.

- Provide direction to the school's guidance and counseling services, school attendance issues and plant maintenance; assure programs and services meet established objectives and requirements.

- Assist with implementation, enforcement, and administration of disciplinary procedures in accordance with LEA policies and State laws; receive referrals and confer with students, parents, teachers and community agencies; respond to and resolve parent, student and staff complaints

- Assure the health, safety and welfare of students.

Curriculum and Instruction

- RtI Coordinator-work directly with the Director and SpEd coordinator to identify baselines, interventions and goals for students in GE settings that are not meeting learning expectations. Coordinate RtI schedule and supervise two part time para educators who would deliver services to students in RtI

- Oversee standardized assessments
    - Benchmark Assessments -FastBridge - 3 x year
    - ELPAC/CAASPP

- Lead/facilitate SST meetings for students, including SART when needed
- Oversee after school Learning Hub
- 504/IEP Plan Support- Attend meetings as appropriate and in coordination with Director
- Other Duties as Assigned