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.

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

## 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.*

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

**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: | | | | | |

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

**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)