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

# Board Agenda
August 21st, 2024

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 MEETING CODE OF CONDUCT

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

# Board Agenda

August 21st, 2024

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 |
|---|---|---|
| President | | |
| Chris Shortall, Trustee (CS) | | |
| Robin J. Lee, Trustee (RL) | | |
| Chief Financial Officer | | |
| 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.*

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

Board Agenda

August 21st, 2024

**A.** Approve Minutes: June 21st, 2024 and July 23rd, 2024
**B.** Workplace Violence Protection Plan
**C.** Salary Schedule update
**D.** NCS Network Security Password Policy

| Board Members | | Chris Shortall | Robin J. Lee | | Mike “Red” Hale |
|---|---|---|---|---|---|
| Moved By: | | | | | |
| Seconded By: | | | | | |
| Action: | | | | | |

**5. BOARD DISCUSSION/ACTION ITEMS**

**A.** Swear in new board member
**B.** Elect Officers
**C.** Preview 24-25 NCS Board Meeting Dates
    a. September Board Meeting
        i. Proposed date of Sept 18 vs Sept 11
    b. October Training & Board Meeting
        i. Training topics of Interest
        ii. Duration of Training/Time
**D.** 2024-2025 School Year Budget
    a. Introduction to new Director of Client Finance
    b. Overview of Fiscal Year 24-25 Budget Requirements
    c. Identify Trustee Liaison for monthly finance review
**E.** Student Attendance Board Message
    a. Review letter sent in 23-24 school year
    b. Preview letter to be sent prior to BackToSchool Night
**F.** Independent Study Law Changes for 2024-25

| Board Members | Tom Weldon | Chris Shortall | Robin J. Lee | Ali Iqbal | Mike “Red” Hale |
|---|---|---|---|---|---|
| Moved By: | | | | | |
| Seconded By: | | | | | |
| Action: | | | | | |

**6. INFORMATION ITEMS: ADMINISTRATIVE REPORTS**

**A.** Enrollment Update
**B.** Review Conflict of Interest Code (every 2 years)
    **a.** 2024 Local Agency Biennial Notice due October 1, 2024
**C.** Review Start of School
    **a.** Gratitude Day
    **b.** 1st Day of 2024 SY

- **D.** Hiring Update for 24-25 School Year
  - **a.** Certificated Positions
  - **b.** Classified Positions
- **E.** Measure G Bond Update - Report on projects completed and scheduled
- **F.** North Bay Childrens' Center Construction Project Update
- **G.** Soccer Field Improvement Update
- **H.** Form 700 Filing Reminder
- **I.** Preview Back to School Night

**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**
2. **With respect to every item of business to be discussed in closed session: Public Employee PerformanceEvaluation (Gov. Code, § 54957, subd. (b)(1)) Title: School Director**

**8. RECONVENE TO OPEN SESSION**

**9. PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION**

**10. NEXT BOARD MEETING** 5 Min. Wednesday, September TBD, 2024 5:30pm

**11. COMMENTS FROM BOARD MEMBERS** -
Please email future agenda items to nlloyd@ovatocharterschool.org and rlee@novatocharterschool.org 5 Min.

**12. ADJOURNMENT**
The agenda for the next meeting will be publicly posted on www.novatocharterschool.org at least 72 hours prior to the meeting

# Novato Charter School

# Workplace Violence Prevention Plan

**(June 25, 2024)**

**Goes into effect July 1, 2024**
**and is a component of the Novato Charter School**
**Injury, Illness and Prevention Program**
**posted on the Novato Charter School Website**

# Table of Contents


1. Purpose and Authority 2
2. Person(s) Responsible for Implementing the WVPP 4
3. Procedures for Involving Employees in the Development and Implementation of the WVPP 5
4. WVPP Implementation and Coordination 6
5. Procedures to Accept & Respond to Reports of Workplace Violence 7
6. Procedures to Ensure Employees Comply with the WVPP 8
7. Disciplinary Action 8
8. Employee Communication 9
9. Employer's Evaluation & Response 11
10. The Workplace Violence Reporting Form 12
11. Employee Training 13
12. Recordkeeping 14
13. Safety Training Record Log (Appendix C of IIPP) 15
14. Workplace Violence Reporting Form 15
15. WVPP Definitions 18

# 1. Purpose and Authority

California SB 553 requires California employers to establish, implement, and maintain at all times in all work areas an effective Workplace Violence Protection Plan (WVPP).

The WVPP, a component of the Injury and Illness Prevention Program, is intended to establish a framework for protecting employees from workplace violence. This plan includes the following components:

1. Names or job titles of the persons responsible for implementing the plan. If there are multiple persons responsible for the plan, their roles shall be clearly described.
2. Effective procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan.
3. Methods that will be used to coordinate the implementation of the plan with other employers, when applicable, to ensure that those employers and employees understand their respective roles, as provided in the plan.
4. Effective procedures should be implemented for the employer to accept and respond to reports of workplace violence and to prohibit retaliation against an employee who makes such a report.
5. Effective procedures to ensure that supervisory and nonsupervisory employees comply with the plan.
6. Effective procedures to communicate with employees regarding workplace violence matters, including, but not limited to, both of the following:
    a. How an employee can report a violent incident, threat, or other workplace violence concern to the employer or law enforcement without fear of reprisal.
    b. How employee concerns will be investigated.
7. Effective procedures to respond to actual or potential workplace violence emergencies, including, but not limited to, all of the following:
    a. Effective means to alert employees of the presence, location, and nature of workplace violence emergencies.
    b. Evacuation or sheltering plans that are appropriate and feasible for the worksite.
    c. How to obtain help from staff assigned to respond to workplace violence emergencies, if any, security personnel, if any, and law enforcement.
8. Procedures to develop and provide employee training.
9. Procedures to identify and evaluate workplace violence hazards, including, but not limited to, scheduled periodic inspections to identify unsafe conditions and work practices and employee reports and concerns. Inspections shall be conducted:
    a. When the plan is first established.
    b. After each workplace violence incident.
    c. Whenever the employer is made aware of a new or previously unrecognized hazard.

10. Procedures to correct workplace violence hazards identified above in a timely manner consistent with the IIPP, including:
    a. Procedures for post-incident response and investigation.
    b. Procedures to review the effectiveness of the plan and revise the plan, including:
        i. Procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan.
11. Maintain a written log recording incidents of workplace violence.

## 2. Person(s) Responsible for Implementing the WVPP

The ultimate responsibility for overseeing the development, implementation, and maintenance of the WVPP rests with the School Director.

The WVPP administrator, SchoolDirector, has the authority and responsibility to implement the provisions of this plan for the Novato Charter School.

In addition, the Administrative Team (Director, Assistant Director, Admin Manager, Office Manager)is responsible for hazard identification, safety inspections, coordinating emergency response to hazards, and maintenance of sites. Here is a list of current personnel in these positions, and contact information for each:

| Responsible Persons | Job Title/Position | WVPP Responsibility(ies) | Phone # | Email |
|---|---|---|---|---|
| Justin Tomola | Director | Overall responsibility, enforcement, and investigating claims. | 415 883-4254 | jtomola@novatocharterschool.org |
| Aimee Landers | Assistant Director | Hazard identification, mitigation, and response | 415 883-4254 | alanders@novatocharterschool.org |
| Megan Bloom<br><br>Jill Healy | Admin Manager<br><br>Office Manager | Brings WVPP issues to Admin Team meetings, supports training, and employee involvement | 415 883-4254<br><br>415 883-4254 | mbloom@novatocharterschool.org<br><br>jhealy@novatocharterschool.org |

All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.

## 3. Procedures for Involving Employees in the Development and Implementation of the WVPP

Involving employees in the development and implementation of our WVPP is a critical component to the program's overall effectiveness. We welcome and encourage employees to participate in both the initial development and implementation as well as the ongoing and annual updates of the plan. We will utilize the following procedures to involve employees in the development and implementation of this plan:

- As a step in the development and implementation of the WVPP, the DRAFT plan will be reviewed and discussed with the NCS Administrative Team at regularly scheduled meetings. The Admin Team will be asked to participate in the identification, evaluation and correcting of workplace violence, in designing and implementation of training, and in reporting and investigating workplace violence.
- Employees feedback and input will be solicited in faculty meetings on specific aspects around the development and implementation of the plan. The plan will be updated and sent out annually.
- Employees are also invited to submit their ideas directly to the Director via email, telephone, or an in-person meeting.
- Any additional feedback and suggestions are always welcome at staff meetings.

## 4. WVPP Implementation and Coordination

It is critical to the implementation of this plan that Novato Charter School employees understand that we all have individual and collective responsibility for bringing any concerns forward in a timely and appropriate manner. In order to ensure we understand our roles, all aspects of the plan, and how to report incidents or concerns around workplace violence, Novato Charter School has established the following plan in place for implementation:

1. Novato Charter School will finalize the plan and provide annual training during back to school activities, and include this training in our series of mandated topics at the start of each school year.
2. Novato Charter School will work with Novato Unified School District and CharterSafe to utilize online modules that are developed, and include quizzes either individually or group training sessions, with follow up questions and answer sessions to verify comprehension and ensure an interactive process.
3. Novato Charter School representatives will share WVPP / IIPP meeting agendas and any pertinent information for changes or updates to the plan as determined by the WVPP committee.
4. As needed, communication will be sent out via email, newsletters, memos, or other means of communication, providing updates to all employees to support the development, implementation and /or updates of the plan, including timelines and next steps.

## 5. Procedures to Accept & Respond to Reports of Workplace Violence

Any employee who observes an imminent threat or act of violence should call 911 and take steps to ensure their immediate personal safety. Novato Charter School, will follow its notification system, and shelter-in-place, lockdown and evacuation procedures as outlined in the NCS safety plan. Initial notification of potential or observed violence and necessary protective actions may be through public address system, intercom, cell phones, radio, walkie-talkie, etc.. When safe to do so, employees should report concerns about workplace violence directly to the Director , who will adhere to the following process for accepting and responding to reports of workplace violence:

1. The reporting employee will be asked to complete a **WORKPLACE VIOLENCE REPORTING FORM**.(See Section 8, Employee Communication, for information that must be included in this report).
2. Once the report has been completed and received, the Director or their designee will take action in conducting an investigation into the threat, including gathering all relevant information, interviewing employees, visiting the location, documenting evidence, and asking follow-up questions.
3. After the investigation, findings will be determined and evaluated to identify the root cause.
4. Appropriate corrective actions will be taken to address the root cause, if necessary following disciplinary processes defined in collective bargaining agreements.
5. The Director will coordinate with the involved departments and staff to implement and ensure corrective actions.
6. The findings and corrective actions will be communicated back to the reporting employee.
7. The effectiveness of the corrective actions will be monitored by assigned supervisors.
8. The incident and all correlating information will be documented in the "Workplace Violence Log" for recordkeeping and reporting purposes.

   All employees are encouraged to report any concerns or incidents related to workplace violence, and that they can do so without fear of reprisal.

   Additional detailed procedural steps are outlined in the Employer's Evaluation & Response section in detail. To navigate to this section click here.

## 6. Procedures to Ensure Compliance with the WVPP

While the Director is responsible for overseeing the development, implementation, and maintenance of the WVPP, all employees are responsible for adhering to their roles, responsibilities, and training provided under this plan. Supervisors will use the following procedures to ensure employees comply with the WVPP:

- Ensure employees take/attend the initial and annual WVPP training(s) and refresher training(s).
- Work with personnel to incorporate WVPP training into onboarding of new employees.
- Monitor employee adherence to topics and concepts covered in the training they received.
- Follow our established disciplinary action process if an employee or supervisor does not follow elements of this plan.

## 7. Disciplinary Action

Novato Charter School will actively support all aspects of the WVPP. An employee that fails to adhere to the established procedures and practices of the plan may be disciplined following Novato Charter School  practice of progressive discipline including:

1. Retraining
2. Warning
3. Warning with reprimand placed in personnel file
4. Suspension from work with no compensation and record added to personnel file
5. Termination of employment, with a record added to the personnel file.

Whenever an employee is disciplined for non-compliance with the WVPP, their supervisor, Director or designee shall document the action taken.

## 8. Employee Communication

As noted in Section 5, any employee who observes an imminent threat or act of violence should call 911 and take steps to ensure their immediate personal safety. When safe to do so, and completing a **WORKPLACE VIOLENCE REPORTING FORM**, please include the following information (please note that workplace violence does not include lawful acts of self-defense or defense of others):

1. Date
2. Time
3. Location
4. Type of workplace violence:
    a. **Type 1** = Committed by a person who has no legitimate purpose at the worksite
    b. **Type 2** = Committed by a person who does have a legitimate purpose at the worksite (customer, client, patient, student, inmate, or visitor).
    c. **Type 3** = Committed by a present or former employee, supervisor, or manager.
    d. **Type 4** = Committed by a person who does not work at the workplace but has or is known to have had a relationship with an employee
5. Circumstances at the time of the incident, including but not limited to the following:
    a. Was the employee completing usual job duties?
    b. Was the area poorly lit?
    c. Was the work being "rushed"?
    d. Was the employee working during a low staffing level?
    e. Was the employee isolated/alone?
    f. Was the employee able to get help/assistance?
    g. Was the employee working in a community setting?
    h. Was the employee working in an unfamiliar/new location?
    i. Other: please explain.
6. Classification of where the incident occurred:
    a. At the workplace, indoors (please include building name and/or room number).
    b. At the workplace, outdoors (please specify).
    c. Other area (please explain).
7. Type of incident (including but not limited to):
    a. Physical attack – no weapon/object.
    b. Physical attack – with a weapon/object.
    c. Threat of physical force or threat of use of a weapon/object.
    d. Sexual assault/threat (including rape, attempted rape, physical display, or unwanted verbal/physical sexual contact).
    e. Other (please specify):

An employee may also use the form contained within the WVPP plan or the fillable form found here to report any workplace violence incidents:

**WORKPLACE VIOLENCE REPORTING FORM**

## 9. Employer's Evaluation & Response

When responding to a report of workplace violence the Director or their designee will adhere to the following process:

1. Determine any steps that need to be taken to protect the reporting employee, or any other employee, against an immediate threat of violence.
2. Investigate the report to gather all relevant information (interview employees, visit the location, document evidence, ask follow-up questions), including capturing the following information:
    a. Consequences of the incident (including but not limited to):
        i. Was security or law enforcement contacted?
            1. If so, what was their response:
        ii. Actions taken to protect employees from a continuing threat or any other hazards resulting from the incident:
    b. Information about the person completing the employer's response/log:
        i. Name
        ii. Title
        iii. Date

3. Evaluate the findings to identify the root cause.
4. Define corrective actions/steps to be taken to address each cause.
5. Coordinate with the necessary departments/staff to implement the corrective actions.
6. Communicate your findings and corrective actions back to the reporting employee.
7. Monitor the effectiveness of the corrective actions.
8. Document the incident and all correlating information in the "Violent Incident Log" for recordkeeping and reporting purposes.

## 10. The Workplace Violence Reporting Form

This form is to be used by employees who have identified an incident, threat, or concern related to workplace violence. In addition to verbal reporting, this form brings the issue and specific details to the attention of the management.

It is illegal for the employer to take action against an employee for making such a report. The employer must investigate the report and explain to employees the action taken and any subsequent actions, as necessary.

**WORKPLACE VIOLENCE REPORTING FORM**

- A printable version can be found in Section 14 below.

## 11. Employee and Supervisor Training

Novato Charter School will provide employees and supervisors with initial training when the plan is first established and annually, or more frequently as needed, thereafter on all of the following:

1. Where to find a copy of the WVPP at no cost. The plan will be a component of the Novato Charter School's IIPP which is posted on the Novato Charter School website.
2. The definitions and requirements of SB 553, which are included in the WVPP.
3. How to report workplace violence incidents or concerns to us and/or law enforcement, without fear of reprisal.
4. Workplace violence hazards specific to employees' jobs, the corrective measures we have implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
5. A Workplace Violence Log and how to obtain copies of records.
6. An opportunity for interactive questions and answers with a person knowledgeable about the employer's plan.

Additional training shall be provided when a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. Additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

Annual training will be provided to all employees through multiple channels including:

- Online courses through Charter Safe, with an interactive question and answer period.
- New employee training, as needed

## 12. Recordkeeping

Records of workplace violence hazard identification, evaluation, and correction will be created and maintained for a minimum of five years. This information will be captured through the Notice of Hazard/Safety Concern form.

Training records will be created and maintained for a minimum of one year and include training dates (link to form for training records), contents or a summary of the training sessions, names and qualifications of persons conducting the training, and names and job titles of all persons attending the training
Violent incident logs will be maintained for a minimum of seven years in the Workplace Violence Log.

Records of workplace violence incident investigations will be maintained for a minimum of seven years. These records shall not contain "medical information," as defined in subdivision (j) of Section 56.05 of the Civil Code.

All records required above will be made available to employees and their representatives, upon request and without cost, for examination and copying within 15 calendar days of a request.

The Director will be responsible for ensuring that all relevant records are completed, maintained, and made available upon request as required by this program and/or Cal/OSHA. A safe and healthy workplace is the goal of everyone at Novato Charter School, with responsibility shared by management and staff alike.

## 13. General Safety Training Record Log

## 14. Workplace Violence Reporting Form

## 15. WVPP Definitions

**Emergency** - Unanticipated circumstances that can be life-threatening or pose a risk of significant injuries to employees or other persons.

**Engineering controls** - An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

**Log** - The violent incident log is required by LC section 6401.9. (Link to Novato Charter School Workplace Violence log).

**Plan** - The workplace violence prevention plan is required by LC section 6401.9.

**Serious injury or illness** - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

**Threat of violence** - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

**Workplace violence** - Any act of violence or threat of violence that occurs in a place of employment.

Workplace violence includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The following four workplace violence types:

**Type 1 violence** - Workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

**Type 2 violence** - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

**Type 3 violence** - Workplace violence against an employee by a present or former employee, supervisor, or manager.

**Type 4 violence** - Workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.

Workplace violence does not include lawful acts of self-defense or defense of others.

**Work practice controls** - Procedures and rules that are used to effectively reduce workplace violence hazards.

Novato Charter School

# Salary Schedules Update

Board Approved: _____

Revised: 2024 07 04

**Novato Charter School**
**Certificated Teacher Salary Schedule (96-00)**

| Range | I | II | III | IV | VI | VIII |
|---|---|---|---|---|---|---|
| Step | BA [Intern] | BA+30 [Intern] | BA+45 | BA+60 | BA+75 | BA+90 /Sci/ Math/SpEd |
| 1 | $ 53,500 | $ 55,640 | $ 57,780 | $ 60,990 | $ 63,130 | $ 66,340 |
| 2 | $ 56,068 | $ 58,208 | $ 60,348 | $ 63,558 | $ 65,698 | $ 68,908 |
| 3 | $ 58,636 | $ 60,776 | $ 62,916 | $ 66,126 | $ 68,266 | $ 71,476 |
| 4 | | | $ 65,484 | $ 68,694 | $ 70,834 | $ 74,044 |
| 5 | | | $ 68,052 | $ 71,262 | $ 73,402 | $ 76,783 |
| 6 | | | $ 70,620 | $ 73,830 | $ 75,970 | $ 79,180 |
| 7 | | | $ 73,188 | $ 76,398 | $ 78,538 | $ 81,748 |
| 8 | | | $ 75,756 | $ 78,966 | $ 81,106 | $ 84,316 |
| 9 | | | $ 78,324 | $ 81,534 | $ 83,674 | $ 86,884 |
| 10 | | | $ 80,892 | $ 84,102 | $ 86,242 | $ 89,452 |
| 11 | | | $ 80,892 | $ 84,102 | $ 86,242 | $ 89,452 |
| 12 | | | $ 83,460 | $ 86,670 | $ 88,810 | $ 92,020 |
| 13 | | | $ 83,460 | $ 86,670 | $ 88,810 | $ 92,020 |
| 14 | | | $ 86,028 | $ 89,238 | $ 91,378 | $ 94,588 |
| 15 | ** | | $ 86,028 | $ 89,238 | $ 91,378 | $ 94,588 |
| 16 | | | $ 88,168 | $ 91,378 | $ 93,518 | $ 96,728 |
| 17 | | | $ 88,168 | $ 91,378 | $ 93,518 | $ 96,728 |
| 18 | | | $ 90,308 | $ 93,518 | $ 95,658 | $ 98,868 |
| 19 | | | $ 90,308 | $ 93,518 | $ 95,658 | $ 98,868 |
| 20 | | | $ 92,448 | $ 95,658 | $ 97,798 | $ 101,008 |
| 21 | | | $ 92,448 | $ 95,658 | $ 97,798 | $ 101,008 |
| 22 | | | $ 94,588 | $ 97,798 | $ 99,938 | $ 103,148 |
| 23 | | | $ 94,588 | $ 97,798 | $ 99,938 | $ 103,148 |
| 24 | | | $ 96,728 | $ 99,938 | $ 102,078 | $ 105,288 |
| 25 | | | $ 96,728 | $ 99,938 | $ 102,078 | $ 105,288 |
| 26 | | | $ 98,868 | $ 102,078 | $ 104,218 | $ 107,428 |
| 27 | | | $ 98,868 | $ 102,078 | $ 104,218 | $ 107,428 |
| 28 | | | $ 101,008 | $ 104,218 | $ 106,358 | $ 109,568 |
| 29 | | | $ 101,008 | $ 104,218 | $ 106,358 | $ 109,568 |
| 30 | | | $ 103,148 | $ 106,358 | $ 108,498 | $ 111,708 |
| 31 | | | $ 103,148 | $ 106,358 | $ 108,498 | $ 111,708 |
| 32 | | | $ 105,288 | $ 108,498 | $ 110,638 | $ 113,848 |
| 33 | | | $ 105,288 | $ 108,498 | $ 110,638 | $ 113,848 |
| 34 | | | $ 107,428 | $ 110,638 | $ 112,778 | $ 115,988 |

Notes:

1) New certificated teachers shall receive credit on the Certificated Salary Schedule for experience in other public school districts and accredited private schools on a year-for-year basis up to a maximum of fourteen (14) years

2) Placement on schedule may not correspond exactly with seniority due to differences in salary schedules from other schools and prior year salary actions

3) After reaching Step 34, teachers will receive a $1,000 longevity bonus for each additional year of service at NCS after reaching that step.

4) Teachers hired beginning in the 24-25 school year and current teachers who do not yet have a Waldorf Certificate the school will offer a $3,000 annual stipend for obtaining Waldorf Teacher Certification from a recognized Waldorf Teacher Training program

5) After reaching Step 34, teachers will receive a $1,000 longevity bonus for each additional year of service at NCS after reaching that step.

Rev: 2024 07 04

History:
7/1/2022 Bench salary schedule to NUSD Schedule 80
7/1/2023 Increase salary schedule by 7%
7/1/2024 No change to step/column values; changes to Column Headings and Notes section

**Novato Charter School**
**Certificated Speech Therapists & Program Specialists (83-00)**

| Range | I | II | III | IV | V | VI |
|---|---|---|---|---|---|---|
| Step | BA + 45 or BA + 30 + MA | BA + 60 or BA + 45 + MA | BA + 75 or BA + 60 + MA | BA + 75 + MA/MS | BA + 75 + PhD | BA + 75 + MA + PhD |
| 1 | $ 68,477 | $ 71,329 | $ 74,183 | $ 75,099 | $ 75,406 | $ 76,323 |
| 2 | 71,350 | 74,206 | 77,055 | 77,975 | 78,280 | 79,197 |
| 3 | 74,225 | 77,075 | 79,930 | 80,847 | 81,155 | 82,071 |
| 4 | 77,096 | 79,950 | 82,803 | 83,721 | 84,027 | 84,945 |
| 5 | 79,967 | 82,825 | 85,677 | 86,596 | 86,901 | 87,819 |
| 6 | 82,842 | 85,695 | 88,547 | 89,463 | 89,771 | 90,687 |
| 7 | 85,715 | 88,570 | 91,421 | 92,340 | 92,646 | 93,564 |
| 8 | 88,593 | 91,441 | 94,295 | 95,212 | 95,520 | 96,436 |
| 9 | 91,463 | 94,313 | 97,168 | 98,086 | 98,392 | 99,310 |
| 10 | | 97,188 | 100,041 | 100,959 | 101,265 | 102,183 |
| 11 | | 97,188 | 100,041 | 100,959 | 101,265 | 102,183 |
| 12 | | 100,059 | 102,915 | 103,832 | 104,139 | 105,057 |
| 13 | | 100,059 | 102,915 | 103,832 | 104,139 | 105,057 |
| 14 | | 102,934 | 105,791 | 106,708 | 107,015 | 107,933 |
| 15 | | 102,934 | 105,791 | 106,708 | 107,015 | 107,933 |
| 16 | | 105,805 | 108,663 | 109,581 | 109,888 | 110,805 |
| 17 | | 105,805 | 108,663 | 109,581 | 109,888 | 110,805 |
| 18 | | 108,679 | 111,536 | 112,454 | 112,761 | 113,678 |
| 19 | | 108,679 | 111,536 | 112,454 | 112,761 | 113,678 |
| 20 | | 111,554 | 114,411 | 115,328 | 115,635 | 116,552 |
| 21 | | 111,554 | 114,411 | 115,328 | 115,635 | 116,552 |
| 22 | | 114,426 | 117,284 | 118,202 | 118,508 | 119,426 |
| 23 | | 114,426 | 117,284 | 118,202 | 118,508 | 119,426 |
| 24 | | 117,303 | 120,160 | 121,079 | 121,384 | 122,302 |
| 25 | | 117,303 | 120,160 | 121,079 | 121,384 | 122,302 |
| 26 | | 120,179 | 123,036 | 123,955 | 124,260 | 125,178 |
| 27 | | 120,179 | 123,036 | 123,955 | 124,260 | 125,178 |
| 28 | | 123,055 | 125,911 | 126,831 | 127,135 | 128,054 |
| 29 | | | | | | |
| 30 | | | | | | |

Notes:

1) New hires shall receive credit on the Salary Schedule for experience in other public school districts and accredited private schools on a year-for-year basis up to a maximum of fourteen (14) years

Rev: 2024 07 04

History

7/1/2021 Bench salary schedule to NUSD Schedule 83
7/1/2023 Increase salary schedule by 5%
7/1/2024 No change to step/column values; change to Note 1

**Novato Charter School**
**Classified - Hourly Salary Schedule (98-00)**

| | Step-> | 2.5% | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Range | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 1 | 15.38 | 15.76 | 16.15 | 16.56 | 16.97 | 17.40 | 17.83 | 18.28 | 18.73 | 19.20 |
| 2 | 16.91 | 17.34 | 17.77 | 18.21 | 18.67 | 19.13 | 19.61 | 20.10 | 20.61 | 21.12 |
| 3 | 18.45 | 18.91 | 19.38 | 19.87 | 20.37 | 20.87 | 21.40 | 21.93 | 22.48 | 23.04 |
| 4 | 20.50 | 21.01 | 21.54 | 22.08 | 22.63 | 23.19 | 23.77 | 24.37 | 24.98 | 25.60 |
| 5 | 22.55 | 23.11 | 23.69 | 24.28 | 24.89 | 25.51 | 26.15 | 26.80 | 27.47 | 28.16 |
| 6 | 23.58 | 24.16 | 24.77 | 25.39 | 26.02 | 26.67 | 27.34 | 28.02 | 28.72 | 29.44 |
| 7 | 25.63 | 26.27 | 26.92 | 27.60 | 28.29 | 28.99 | 29.72 | 30.46 | 31.22 | 32.00 |
| 8 | 26.96 | 27.57 | 28.26 | 28.97 | 29.69 | 30.43 | 31.20 | 31.98 | 32.78 | 33.59 |
| 9 | 30.75 | 31.52 | 32.31 | 33.11 | 33.94 | 34.79 | 35.66 | 36.55 | 37.47 | 38.40 |
| 10 | 32.80 | 33.62 | 34.46 | 35.32 | 36.21 | 37.11 | 38.04 | 38.99 | 39.96 | 40.96 |
| 11 | 34.85 | 35.72 | 36.61 | 37.53 | 38.47 | 39.43 | 40.42 | 41.43 | 42.46 | 43.52 |
| 12 | 36.90 | 37.82 | 38.77 | 39.74 | 40.73 | 41.75 | 42.79 | 43.86 | 44.96 | 46.08 |
| 13 | 38.95 | 39.92 | 40.92 | 41.94 | 42.99 | 44.07 | 45.17 | 46.30 | 47.46 | 48.64 |
| 14 | 40.80 | 41.81 | 42.86 | 43.93 | 45.03 | 46.16 | 47.31 | 48.49 | 49.70 | 50.95 |
| 15 | 43.05 | 44.13 | 45.23 | 46.36 | 47.52 | 48.71 | 49.92 | 51.17 | 52.45 | 53.76 |
| 16 | 47.15 | 48.28 | 49.48 | 50.72 | 51.99 | 53.29 | 54.62 | 55.99 | 57.39 | 58.82 |
| 17 | 47.61 | 48.80 | 50.02 | 51.27 | 52.55 | 53.87 | 55.21 | 56.59 | 58.01 | 59.46 |
| 18 | 51.25 | 52.53 | 53.84 | 55.19 | 56.57 | 57.98 | 59.43 | 60.92 | 62.44 | 64.00 |
| 19 | 55.35 | 56.68 | 58.10 | 59.55 | 61.04 | 62.57 | 64.13 | 65.73 | 67.38 | 69.06 |
| 20 | 60.17 | 61.71 | 63.25 | 64.83 | 66.45 | 68.11 | 69.81 | 71.56 | 73.35 | 75.18 |
| 21 | 63.55 | 65.14 | 66.77 | 68.44 | 70.15 | 71.90 | 73.70 | 75.54 | 77.43 | 79.37 |
| 22 | 67.65 | 69.34 | 71.07 | 72.85 | 74.67 | 76.54 | 78.45 | 80.41 | 82.42 | 84.49 |
| 23 | 71.75 | 73.54 | 75.38 | 77.27 | 79.20 | 81.18 | 83.21 | 85.29 | 87.42 | 89.61 |

Notes:

Rev: 2024 07 04

History
7/1/2023 increase salary schedule by 2.5%
7/1/2024 No change to step/column values

**Novato Charter School**
**Classified - Annual Salary Schedule (97-00)**

| | Step-> | | | 2.5% | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Range | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Position |
| I * | 56,883 | 58,305 | 61,763 | 63,307 | 64,890 | 66,512 | 68,175 | 69,879 | 71,626 | 73,417 | Office Mgr |
| II | 63,071 | 64,648 | 66,264 | 67,920 | 69,618 | 71,359 | 73,143 | 74,971 | 76,846 | 78,767 | Music/Spec |
| III | 58,000 | 59,450 | 60,936 | 62,460 | 64,021 | 65,622 | 67,262 | 68,944 | 70,667 | 72,434 | Acct/Admin Asst |
| IV * | 64,081 | 65,725 | 67,410 | 69,095 | 70,823 | 72,593 | 74,408 | 76,268 | 78,175 | 80,129 | Asst Bus Mgr |

Notes:

History
7/1/2023 Increase salary schedule by 2.5%
7/1/2023 Re-bench Range IV
7/1/2024 No change to step/column values

* Steps 1-3 of Ranges I and IV represent historical increases; revise salary schedules when positions turn over

Rev: 2024 07 04

**Novato Charter School**
**Certificated/Classified - Director/Management Salary Schedule (99-00)**

| | Range -> | | | | |
|---|---|---|---|---|---|
| Step | I | II | III | IV | V |
| 1 | 113,500 | 70,000 | 87,000 | 90,000 | 116,338 |
| 2 | 117,473 | 72,450 | 90,045 | 93,150 | 120,410 |
| 3 | 121,585 | 74,986 | 93,197 | 96,410 | 124,624 |
| 4 | 125,840 | 77,611 | 96,459 | 99,784 | 128,986 |
| 5 | 130,244 | 80,327 | 99,835 | 103,276 | 133,501 |
| 6 | 134,803 | 83,138 | 103,329 | 106,891 | 138,174 |
| 7 | 139,521 | 86,048 | 106,946 | 110,632 | 143,010 |
| 8 | 144,404 | 89,060 | 110,689 | 114,504 | 148,015 |
| 9 | 149,458 | 92,177 | 114,563 | 118,512 | 153,196 |
| 10 | 154,689 | 95,403 | 118,573 | 122,660 | 158,558 |
| 11 | 154,689 | 95,403 | 118,573 | 122,660 | 158,558 |
| 12 | 160,103 | 98,742 | 122,723 | 126,953 | 164,108 |
| 13 | 160,103 | 98,742 | 122,723 | 126,953 | 164,108 |

| | |
|---|---|
| I | Certificated Director |
| II | Classified Director |
| III | Project Mgr |
| IV | Stud Spt; RSP Coord |
| V | Administrative Officer / Director Emeritus |

Notes:

After reaching Step 13, staff will receive a $1,000 longevity bonus for each

History

7/1/2022 Re-structure Salary Schedule
Range I mirrors NUSD Range 8: "Certificated Management Salary Schedule 20-21" [Middle School Principal]
Range III mirrors NUSD Range 1: "Certificated Management Salary Schedule 20-21"
7/1/2023 Add steps 11 - 13, increase schedule by 2.5%
7/1/2024 No change to step/column values

Rev 2024 07 04

**Novato Charter School**
**Certificated - Other Rates Salary Schedule (94-00)**

| | Step--> | | | | |
|---|---|---|---|---|---|
| Range | 1 | 2 | 3 | 4 | |
| 1 | 60.00 | 75.00 | | | |
| 2 | 25.00 | | | | |
| 3 | 30.00 | | | | |
| 4 | 35.00 | | | | |
| 5 | 40.00 | | | | |
| 6 | 50.00 | | | | |
| 7 | 115.00 | 125.00 | 156.00 | | 1/2 day (<3.75 hrs) |
| 8 | 230.00 | 250.00 | 312.00 | | Full day (>4.00 hrs) |
| 9 | 75.00 | 80.00 | | | Nurse, SLP, Other |
| 10 | 85.00 | 90.00 | 95.00 | | Nurse2, SLP2, Other |
| 11 | 110.00 | 120.00 | 130.00 | 140.00 | Psych, SLP3, Other |
| 12 | 200.00 | | | | Overnight FT Stipend |
| | | | | | |
| | | | | | |

| | | |
|---|---|---|
| 2/1 | 25.00 | Certificated Substitute/Hrly Rate 01 |
| 3/1 | 30.00 | Certificated Substitute/Hrly Rate 02 |
| 4/1 | 35.00 | Certificated Substitute/Hrly Rate 03 |
| 5/1 | 40.00 | Certificated Substitute/Hrly Rate 04 |
| 6/1 | 50.00 | Certificated Substitute/Hrly Rate 05 |
| 1/1 | 60.00 | Certificated Substitute/Hrly Rate 06 |
| 1/2 | 75.00 | Certificated Substitute/Hrly Rate 01 |
| 7/1 | 115.00 | Certificated Sub - 1/2 Day Rate |
| 7/2 | 125.00 | Cert Sub-1/2 day (>10,<21 consecutive days) |
| 7/3 | 156.00 | Cert Sub-1/2 day (>20 consecutive days) |
| 8/1 | 230.00 | Certificated Sub - Full Day Rate |
| 8/2 | 250.00 | Cert Sub-full day (>10,<21 consecutive days) |
| 8/3 | 312.00 | Cert Sub-full day (>20 consecutive days) |
| 9/1 | 75.00 | Cert Spec Rate 01 (Nurse, etc) |
| 9/2 | 80.00 | Cert Spec Rate 02 (Nurse, etc) |
| 10/1 | 85.00 | Cert Spec Rate 03 (Nurse, etc) |
| 10/2 | 90.00 | Cert Spec Rate 04 (Nurse, etc) |
| 10/3 | 95.00 | Cert Spec Rate 05 (Nurse, etc) |
| 11/1 | 110.00 | Cert Spec Rate 06 (Psych, etc) |
| 11/2 | 120.00 | Cert Spec Rate 07 (Psych, etc) |
| 11/3 | 130.00 | Cert Spec Rate 08 (Psych, etc) |
| 11/4 | 140.00 | Cert Spec Rate 09 (Psych, etc) |
| 12/1 | 200.00 | Overnight Field Trip Stipend |

Rev 2024 07 04

History

| | |
|---|---|
| 7/1/2023 | No change |
| 7/1/2024 | No change |

**Novato Charter School**
**Classified - Other Rates Salary Schedule (95-00)**

| | Step--> | | | |
|---|---|---|---|---|
| Range | 1 | 2 | 3 | |
| 1 | 25.00 | 40.00 | 60.00 | |
| 2 | 15.00 | | | |
| 3 | 20.00 | | | |
| 4 | 22.00 | | | |
| 5 | 30.00 | | | |
| 6 | 50.00 | | | |
| 7 | 75.00 | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |

| | | |
|---|---|---|
| 2/1 | 15.00 | Classified Substitute/Hrly Rate 01 |
| 3/1 | 20.00 | Classified Substitute/Hrly Rate 02 |
| 4/1 | 22.00 | Classified Substitute/Hrly Rate 03 |
| 1/1 | 25.00 | Classified Substitute/Hrly Rate 04 |
| 5/1 | 30.00 | Classified Substitute/Hrly Rate 05 |
| 1/2 | 40.00 | Classified Substitute/Hrly Rate 06 |
| 6/1 | 50.00 | Classified Substitute/Hrly Rate 07 |
| 1/3 | 60.00 | Classified Substitute/Hrly Rate 08 |
| 7/1 | 75.00 | Classified Substitute/Hrly Rate 09 |

Rev 2024 07 04

History

| | |
|---|---|
| 7/1/2023 | No change |
| 7/1/2024 | No change |

NOVATO CHARTER SCHOOL
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www.novatocharterschool.org

**Network Security Password Policy**

**Overview**

This policy is intended to establish guidelines for effectively creating, maintaining, and protecting passwords at Novato Charter School.

**Scope**

This policy shall apply to all employees, contractors, and affiliates of Novato Charter School and shall govern acceptable password use on all systems that connect to the Novato Charter network or access or store Novato Charter data.

**Policy**

**Password Creation**

1. All user and admin passwords must be at least twelve (12) characters in length. Longer passwords and passphrases are strongly encouraged.
2. Passwords must contain characters from the following three character classes: (3 out of 4)
    1. Uppercase letters (A-Z)
    2. Lowercase letters (a-z)
    3. Numeric (i.e. 0-9)
    4. Punctuation and other characters (e.g., !@#$%^&*()_+|~-=\`{}[]:";'<>?,./)
3. Where possible, password managers should be utilized to prevent the use of common and easily cracked passwords.
4. Passwords must be completely unique, and not used for any other system, application, or personal account.
5. Default installation passwords must be changed immediately after installation is complete.

**Password Protection**

1. Passwords must be reset every 6 months.
2. Accounts will be temporarily locked out after 10 attempts. Attempts will be reset after 15 minutes.
3. Passwords must not be shared with anyone (including coworkers, IT support staff, and supervisors), and must not be revealed or sent electronically.

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4. Passwords shall not be written down or physically stored anywhere in the office.
5. When configuring password "hints," do not hint at the format of your password (e.g., "zip + middle name")
6. User IDs and passwords must not be stored in an unencrypted format.
7. User IDs and passwords must not be scripted to enable automatic login.
8. "Remember Password" feature on websites and applications should not be used.
9. All mobile devices that connect to the school network must be secured with a password and/or biometric authentication.
10. Many services used at Novato Charter either are required or have the ability to use Multi Factor Authentication (MFA). It is strongly recommended that employees use MFA as a further safeguard with any account in use. Forms of MFA include SMS text messages, cellular phone push notifications, or One Time Password authentication.

**Enforcement**

It is the responsibility of the end user to ensure enforcement with the policies above. If you believe your password may have been compromised, please immediately report the incident to the IT team and change the password.

# OATH OF OFFICE

**I, _____, DO SOLEMNLY AFFIRM OR SWEAR THAT I WILL SUPPORT AND DEFEND THE CONSTITUTION OF THE UNITED STATES AND THE CONSTITUTION OF THE STATE OF CALIFORNIA AGAINST ALL ENEMIES, FOREIGN AND DOMESTIC; THAT I WILL BEAR TRUE FAITH AND ALLEGIANCE TO THE CONSTITUTION OF THE UNITED STATES AND THE CONSTITUTION OF THE STATE OF CALIFORNIA; THAT I TAKE THIS OATH FREELY WITHOUT ANY MENTAL RESERVATION OR PURPOSE OF EVASION; AND THAT I WILL WELL AND FAITHFULLY DISCHARGE THE DUTIES UPON WHICH I AM ABOUT TO ENTER.**

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# 2024-2025
# Board of Directors

## Board Members

Mike"Red" Hale
Lia Heath
Ali Iqbal
Robin Lee
Chris Shortall
Thomas Weldon

## Board Meeting Schedule

August 21, 2024

* September 2024- Board Orientation
(Ethic Training) & Meeting TBD

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

NCS Attendance Message

To: NCS Community
From: NCS Board of Directors
Date: April 26, 2024
Subject: Student Attendance

Dear NCS Community,

This is an open message to all NCS families regarding student attendance. As many of you are aware, the primary source of NCS school funding, like any other public school in the state of California, is tied to student attendance. NCS has historically had excellent attendance which of course helps us obtain good funding; it is important to note, however, that NCS is the lowest funded school in the lowest funded district in Marin County.

In recent years, NCS has streamlined the process and made efforts to increase the ability of families to utilize Independent Study, a legal approach to augmenting learning opportunities for those who have to miss school for a variety of reasons. The intent is two-fold: to improve the students' ability to keep up with classwork, and to qualify for financial recoupment for the day (days) during which Independent Study is completed. Independent Study is not, however, without its drawbacks:

- Learning in the classroom, surrounded by peers with a teacher, is undoubtedly the best way for our children to learn and thrive. Nothing can take its place.
- There is a social-emotional benefit to children being in the classroom daily.
- Teachers bear a burden for Independent Study, including preparing the lessons to be available for those not in attendance, and reviewing every work item submitted by students during Independent Study. Providing out of school learning requires a different skill set and pulls teacher time away from planning in class lessons.
- The Independent Study program itself requires notable administrative and staff oversight, including organizing materials prepared by the teachers, connecting with parents to complete the agreement found in the policy, and gathering the materials for return to the teachers. Multiple signatures are required at different times during the process.
- Currently the state does not require any separate tracking of Independent Study attendance versus in-person attendance, but NCS has separated the attendance at the Board's request to evaluate the amount of effort by faculty and staff, and the breakdown can be found below (noting this indicates ~3% of attendance to date is Independent Study).

## Novato Charter School

2/6/2024

2023-2024 **ATTENDANCE SUMMARY by Grade** Page 1

**8/21/2023 through 2/6/2024**

| Grade | * Inactives: | Active: | Days Enrolled | Days Present | Exc Abs | Unex Abs | Exc Tdy | Unex Tdy | ISC | TDY | UNX | EXC |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| TK | 0 | 20 | 1980 | 1934 | 46 | 0 | 38 | 0 | 97 | 38 | 0 | 46 |
| K | 0 | 28 | 2772 | 2720 | 52 | 0 | 113 | 0 | 127 | 113 | 0 | 52 |
| 1 | 0 | 28 | 2748 | 2678 | 70 | 0 | 128 | 0 | 119 | 128 | 0 | 70 |
| 2 | 1 | 28 | 2758 | 2724 | 34 | 0 | 102 | 0 | 56 | 102 | 0 | 34 |
| 3 | 1 | 28 | 2835 | 2799 | 36 | 0 | 124 | 0 | 103 | 124 | 0 | 36 |
| 4 | 0 | 28 | 2772 | 2721 | 51 | 0 | 138 | 0 | 92 | 138 | 0 | 51 |
| 5 | 0 | 28 | 2772 | 2715 | 57 | 0 | 77 | 0 | 71 | 77 | 0 | 57 |
| 6 | 2 | 24 | 2557 | 2495 | 58 | 4 | 85 | 0 | 62 | 85 | 4 | 58 |
| 7 | 0 | 25 | 2475 | 2430 | 45 | 0 | 95 | 0 | 78 | 95 | 0 | 45 |
| 8 | 0 | 26 | 2574 | 2507 | 67 | 0 | 222 | 0 | 52 | 222 | 0 | 67 |
| School Totals: | 4 | 263 | 26243 | 25723 | 516 | 4 | 1122 | 0 | 857 | 1122 | 4 | 516 |

As such, the message from the NCS Board, with the support of NCS Administration and Faculty, is to please do all you can to have your children attend school in-person every day. Independent Study is an excellent resource for those in need, but it can all too easily be misused and even sometimes abused. Independent Study is an actual burden on staff and faculty, and we need to limit the negative effects if we want to avoid revisiting the benefit of the program to the students, families, and school.

We appreciate your consideration regarding this important topic.

Signed,
2023-2024 NCS Board

Craig Allender
Red Hale
Lia Heath
Robin Lee
Chris Shortall

NOVATO CHARTER SCHOOL
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Board Policy adopted on: (DATE)

Revised on: 8/19/2024

**Novato Charter School (NCS)**
**Independent Study Policy**

While Novato Charter School (NCS) is primarily dedicated to offering a classroom-based program, the Board of NCS authorizes Independent Study as an optional alternative instructional strategy for students enrolled in Transitional Kindergarten through Eighth Grades as a means for students in certain circumstances to pursue curriculum objectives outside the regular classroom. It is the intent of the NCS Board that the prospective Independent Study student understands the requirements for Independent Study and is prepared to meet them.

Each student's independent study shall be coordinated, evaluated, and carried out under the general supervision of a school employee who possesses a valid certification document or credential pursuant to applicable state laws, and who consents to the assignment. The responsibilities of the supervising teacher shall include, but are not limited to:

1. Completing designated portions of the written agreement and signing the agreement
2. Supervising and approving coursework and assignments
3. Maintaining records of student assignments showing the date the assignment is given and the date the assignment is due
4. Providing direct instruction and counsel as necessary for individual student success
5. Regularly meeting with the student to discuss the student's progress
6. Assessing student work and assigning grades or other approved measures of achievement
7. Documenting each student's attendance and participation in live interaction and/or synchronous instruction as applicable

Student participation in independent study shall be voluntary and no student shall be required to participate. Independent study provides a means for students in certain circumstances to pursue curriculum objectives outside the regular classroom.

The Board authorizes a short-term independent study program only. The length of an independent study program shall be a minimum of 1 day and not more than 15 (cumulative throughout the school year) school days. A request for independent study must be received during the school year in which the independent study takes place.

The Administrator will consider specific instances for a long-term independent study program of 16 or more school days only when an event arises that would cause a significant impact to the larger community without a long-term Independent Study program. In the event a long-term independent study program is considered, the Administrator will consult with the NCS Board of Directors The final decision of the Administrator and Board of Directors will determine whether to initiate a long-term (16 days or more) Independent Study program.
. The Administrator's decision will be based on non-discriminatory factors and will consider, at a minimum, whether the reason for the request was unavoidable, whether the NCS has staff available to provide the services required in a long-term independent study program, and whether the long-term independent study request will undermine the classroom-based program in any way.

Independent study assignments shall allow no more than five (5) school days after assigned until the assignment must be completed and returned to the teacher for evaluation. When necessary based on the specific circumstances of the student's approved program, the Administrator or designee may allow for a longer period of time between the date an assignment is made and when it is due. However, in no event shall the due date of an assignment be extended beyond the termination date specified in the student's written agreement.

The Administrator or designee shall ensure that students participating in independent study are provided with content aligned to grade level standards at a level of quality and intellectual challenge substantially equivalent to in person instruction.

Other than providing access to Internet connectivity and school-owned devices adequate to participate in independent study and complete assigned work consistent with Education Code section 51747, NCS shall not provide independent study students and their parents/guardians with funds or items of value that are not provided for other students and their parents/guardians.

**Requirements for Long-Term Independent Study Only (15 or more school days)**

1. **Synchronous Instruction**
   The Administrator or designee shall ensure that all students participating in independent study for 15 school days or more receive the following throughout the school year:
   1. For students in grades transitional kindergarten, kindergarten, and grades 1 to 3, opportunities for daily synchronous instruction
   2. For students in grades 4-8, opportunities for both daily live interaction and at least weekly synchronous instruction
2. **Tiered Reengagement**

The Administrator or designee shall ensure that procedures for tiered reengagement

strategies are used for all students participating in an independent study program for 15 school days or more who are:

1. Not generating attendance for more than ten percent of required minimum instructional time over four continuous weeks of the district's approved instructional calendar;
2. Not participating in synchronous instructional offerings pursuant to Education Code 51747.5 for more than 50 percent of the scheduled times of synchronous instruction in a school month as applicable by grade span; or
3. In violation of their written agreement.

Tiered reengagement strategies procedures shall include local programs intended to address chronic absenteeism, as applicable, including but not limited to the following:

1. Verification of current contact information for each enrolled student
2. Notification to parents/guardians of lack of participation within one school day of the recording of a nonattendance day or lack of participation
3. A plan for outreach from the school to determine student needs, including connection with health and social services as necessary
4. A clear standard for requiring a pupil-parent-educator conference to review a pupil's written agreement, and reconsider the independent study program's impact on the pupil's achievement and well-being, consistent with the policies adopted herein

3. **Transition back to In-Person Instruction**
   The Administrator or designee shall, for students who participate in an independent study program for 15 or more school days, develop a plan to transition students whose families wish to return to in-person instruction from independent study expeditiously, and in no case later than five instructional days.

   When any student enrolled in classroom-based instruction is participating in independent study due to necessary medical treatment or inpatient treatment for mental health or substance abuse under the care of appropriately licensed professionals, the student shall be exempt from the live interaction and/or synchronous instruction, tiered reengagement strategies, and transition back to in-person instruction requirements specified above. In such cases, evidence from appropriately licensed professionals of the student's need to participate in independent study shall be submitted to the Administrator or designee.

**Required Conferences (both Short and Long Term Independent Study)**

Upon the request of the parent/guardian of a student, and before signing a written agreement as described below in the section "Master Agreement," NCS shall conduct a telephone, videoconference, or in-person student-parent-educator conference or other meeting during which the student, parent/guardian, and, if requested by the parent/guardian an advocate, may ask questions about the educational options, including which curriculum offerings and

nonacademic supports will be available to the student in independent study.

An evaluation shall be conducted to determine whether it is in a student's best interest to remain in independent study whenever the student fails to make satisfactory educational progress and/or misses three assignments. In accordance with Education Code section 51747, satisfactory educational progress shall be determined based on all of the following indicators:

1. The student's achievement and engagement in the independent study program, as indicated by the student's performance on applicable student-level measures of student achievement and engagement specified in Education Code 52060
2. The completion of assignments, assessments, or other indicators that evidence that the student is working on assignments
3. Learning of required concepts, as determined by the supervising teacher
4. Progress towards successful completion of the course of study or individual course, as determined by the supervising teacher

**Master Agreement (both Short and Long Term Independent Study)**

A written independent study master agreement shall be developed and implemented for each participating student, and shall be maintained on file as prescribed by law. For student participation **for 15 school days or more**, the agreement shall be signed and dated and in effect before the student begins independent study. For student participation of **less than 15 school days,** a signed written agreement shall be obtained within ten days of the first day of the student's participation.

The independent study agreement for each participating student shall include general student data, including the student's name, address, grade level, birth date, school of enrollment, and program placement. The agreement also shall include, but is not limited to, all of the following:

1. The manner, time, frequency, and place for submitting the student's assignments, reporting the student's academic progress, and communicating with a student's parent or guardian regarding the student's academic progress.
2. The objectives and methods of study for the student's work and the methods used to evaluate that work.
3. The specific resources that will be made available to the student, including materials and personnel, and access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work.
4. A statement of the Board's policy regarding the maximum length of time allowed between an assignment and its completion (5 days), the level of satisfactory educational progress, and the number of missed assignments

which will trigger an evaluation of whether the student should be allowed to continue in independent study.

5. The expected duration of the independent study agreement, including the beginning and end dates for the student's participation in independent study under the agreement. No independent study agreement shall be valid for any period longer than 14 school days without prior Administrator approval.
6. An evaluation as to whether it is in the student's best interest to participate in the independent study program at NCS during an extended absence whenever the student is missing three (3) or more independent study assignments. A written record of the findings of this evaluation shall be placed in the student's permanent record and shall be maintained for a period of three years from the date of the evaluation. If the student transfers to another California public school, the record shall be forwarded to that school.
7. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the student upon completion.
8. A statement detailing the academic and other supports that will be provided to address the needs of students who are not performing at grade level, or need support in other areas, such as English learners, students with disabilities with an individualized education program or a Section 504 plan in order to be consistent with their program or plan, students in foster care or experiencing homelessness, and students requiring mental health supports.
9. A statement that independent study is an optional educational alternative in which no student may be required to participate.
10. Prior to the commencement of independent study projected to last for 15 school days or more, or within ten school days of the first day of participation for less than 15 school days, the agreement shall be signed by:
    a. the student;
    b. the student's parent, legal guardian, or caregiver, if the student is less than 18 years of age;
    c. the certificated employee who has been designated as having responsibility for the general supervision of the independent study; and
    d. the certificated employee designated as having responsibility for the special education programming of the student, as applicable.

Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education (CDE). (Education Code 51747) The parent/guardian's signature on the agreement shall constitute permission for the student to receive instruction through independent study.

**Students with IEPs (both Short and Long Term Independent Study)**

An individual with exceptional needs may participate in independent study, if the pupil's individualized education program specifically provides for that participation. If a parent or guardian of an individual with exceptional needs requests independent study pursuant to Education Code section 51747(a)(5) (parent health concerns related to in person instruction), the pupil's individualized education program team shall make an individualized determination as to whether the pupil can receive a free appropriate public education in an independent study placement. A pupil's inability to work independently, the pupil's need for adult support, or the pupil's need for special education or related services shall not preclude the individualized education program team from determining that the pupil can receive a free appropriate education in an independent study placement.

**Records (both Short and Long Term Independent Study)**

NCS shall document each student's participation in live interaction and synchronous instruction pursuant to Education Code 51747 on each school day, as applicable, in whole or in part, for which live interaction or synchronous instruction is provided as part of the independent study program. A student who does not participate in scheduled live interaction or synchronous instruction shall be documented as non-participatory for that school day.

The Administrator or designee shall also maintain a written or computer-based record such as a grade book or summary document of student engagement, for each class, of all grades, assignments, and assessments for each student for independent study assignments.

Records shall be maintained at NCS for audit purposes and shall include the following:

- A copy of the NCS Board policy and procedures related to independent study.

- A file of all agreements, with representative samples of each student's work products bearing the supervising teacher's signed or initialed and dated notations indicating that he/she has personally evaluated the work or personally reviewed the evaluations made by another certificated teacher.

**Public Hearing**

The Board shall hold a public hearing when considering the scope of its existing or prospective use of independent study as an instructional strategy, its purposes in authorizing independent study, and factors bearing specifically on the maximum realistic lengths of assignments and acceptable number of missed assignments for specific populations of students. (5 CCR 11701)

Adopted: May 10, 2023
Revised: November 15, 2023

# 8/2024 Enrollment Update for NCS BOD

| Grade | Total/target enrollment | Enrollment as of 8/14/24 | Seats available | Wait List |
|---|---|---|---|---|
| TK | 20 | 20 | 0 | 47 |
| K | 28 | 28 | 0 | 60 |
| 1 | 28 | 28 | 0 | 35 |
| 2 | 28 | 28 | 0 | 26 |
| 3 | 28 | 28 | 0 | 11 |
| 4 | 28 | 28 | 0 | 39 |
| 5 | 28 | 28 | 0 | 23 |
| 6 | 28 | 28 | 0 | 4 |
| 7 | 28 | 28 | 0 | 1 |
| 8 | 28 | 24 | 4 | 0 |
| Totals | 272 | 268 | 4 | 255 |

COUNTY OF MARIN

# BOARD OF SUPERVISORS

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Dennis Rodoni
4TH DISTRICT

VICE PRESIDENT
Mary Sackett
1ST DISTRICT

2ND VICE PRESIDENT
Eric Lucan
5TH DISTRICT

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CLERK OF THE BOARD

Carla Kacmar
ASSISTANT CLERK OF THE BOARD

Marin County Civic Center
3501 Civic Center Drive
Suite 329
San Rafael, CA 94903
415 473 7331 T
415 473 3645 F
415 473 6172 TTY
MarinCounty.gov/board

Date: June 11, 2024

To: All Special Districts, Boards, Commissions and School Districts for which the Marin County Board of Supervisors is the Code Reviewing Body

From: Office of the Clerk of the Marin County Board of Supervisors

Re: REMINDER: 2024 Biennial Notice – Conflict of Interest Code

As you may recall, the State Political Reform Act requires all public agencies to adopt a Conflict of Interest Code. The Code designates positions required to file Statement of Economic Interests (Form 700) and assigns disclosure categories specifying the types of interests to be reported Every local government agency is required to review its Conflict of Interest Code every two years. The County Board of Supervisors, as the Code reviewing body for your agency, is charged with the responsibility of approving any changes to your Conflict of Interest Code.

No later than **October 1, 2024,** your agency must submit to the County Board of Supervisors the 2024 Local Agency Biennial Notice indicating whether an amendment to your Conflict of Interest Code is necessary. Even if your Code needs no changes State law requires that you submit the enclosed notice stating that no changes to your Code are necessary.

If you need any assistance with reviewing your Code or completing the Notice, please call the Fair Political Practices Commission (FPPC) toll-free at 1-866-275-3772. (Forms and other information may be obtained from www.fppc.ca.gov including the links below.)

Thank you in advance for your immediate attention to this matter.

Kindest regards,

/S/ Marie Banas

Marie Banas
Deputy Clerk of the Board

Biennial Notice
Local Biennial Notice Instructions

# 2024 Local Agency Biennial Notice

Name of Agency: _____

Mailing Address: _____

Contact Person: _____ Phone No. _____

Email: _____ Alternate Email: _____

**Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.**

This agency has reviewed its conflict of interest code and has determined that *(check one BOX):*

☐ **An amendment is required. The following amendments are necessary:**

*(Check all that apply.)*

- ☐ Include new positions
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☐ Other *(describe)* _____

☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is over five years old, amendments may be necessary.)

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**Verification** **(to be completed if no amendment is required)**

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

_____ _____

*Signature of Chief Executive Officer* *Date*

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2024**, or by the date specified by your agency, if earlier, to:

*(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)*

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**