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

REGULAR MEETING AGENDA

October 14th, 2024 at 5:30 pm

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.
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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.

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BOARD MEMBER CODE OF CONDUCT

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1. Call Meeting to Order, Roll Call 5 Min.

Board Member	Present Absent Late	Arrival time
Robin J. Lee, President		
Chris Shortall, Secretary		
Tom Weldon, Trustee		
Ali Iqbal,Chief Financial Officer		
Mike “Red” Hale, Trustee		

2. AGENDA MODIFICATION CA 5 Min.

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4. APPROVAL OF CONSENT AGENDA ITEMS 5 Min. *Consent Agenda Items: All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board votes on them.*

- **A.** Approve Minutes: September 11,st, 2024
- **B.** Approve Minutes: September 17th, 2024
- **C.** Approve Minutes: September 24th, 2024
- **D.** Education Protection Account (EPA) / PROP 30 Funds Resolution Reports - 2023-24 Actuals / 2024-25 Plan- Utilize education protection act funds to support instructional programs (teacher salaries and benefits) 2024-25 Plan/Estimate $140,814; 2023-24 Actual $155,769
- **E.** Facility Inspection Tool 2024-25
- **F.** Disposal Request Form - Disposal Request for two MacBooks.

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

5. BOARD DISCUSSION/ACTION ITEMS

- **A.** Charter Impact Monthly Report
- **B.** Annual Board Training Date - Confirm November Date and Time;Wednesday, November 6th, 2024 12:30pm
- **C.** Discussion around establishment of Volunteer Policy

6. INFORMATION ITEMS: ADMINISTRATIVE REPORTS

- **A.** Enrollment Update
- **B.** NorthBay Children's Center Project Update, including Parking Lot Construction/Changes
- **C.** Measure G Bond Activities
- **D.** Novato Charter School Buildings-Anticipated Life Span and Future Considerations to update Buildings
- **E.** Staffing Update for 24-25 School Year

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.

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Closed session agenda items:

1. Pursuant to Government Code section 54957 (b)(1), discussion of findings report from internal complaint received on 9/20
2. Pursuant to Government Code section 54956.9(d)(4) conference with legal counsel regarding anticipated litigation
3. Pursuant to Government Code section 54957 (b)(1), discussion of actions regarding personnel matters
4. Pursuant to Government Code section 54957 (b)(1), discussion of findings report from internal complaint received on 9/25
5. Pursuant to Government Code section 54957 (b)(1), discussion of actions regarding personnel matters

8. RECONVENE TO OPEN SESSION

9. PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION

10. NEXT BOARD MEETING 5 Min. Wednesday, November 6th, 2024 12:30pm

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

12. ADJOURNMENT
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BOARD OF DIRECTORS
NOVATO CHARTER SCHOOL
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Minutes

September 11th, 2024

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- Express gratitude and appreciation whenever/wherever possible.

1. Call Meeting to Order, Roll Call 5 Min.

Board Member	Present - Absent - Late	Arrival time
Mike “Red” Hale, Trustee	*Present*	*5:30pm*
Ali Iqbal, Chief Financial Officer	*Present*	*5:30pm*
Robin J. Lee, President	*Present*	*5:30pm*
Chris Shortall, Secretary	*Present*	*5:30pm*
Tom Weldon, Trustee	*Present*	*5:30pm*

2. AGENDA MODIFICATION CA 5 Min.

No agenda modifications.

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*.

No non-agenda public comments.

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A. Approve Minutes: August 21st, 2024

B. Salary Schedule update

Board Members	Mike "Red" Hale	Ali Iqbal	Robin J. Lee	Chris Shortall	Tom Weldon
Moved By:	*X*				
Seconded By:					*X*
Action:	*YEA*	*YEA*	*YEA*	*YEA*	*YEA*

5. BOARD DISCUSSION/ACTION ITEMS

A. Unaudited Actuals 23-24

Overview of unaudited actuals 23-24 document provided.

Board Members	Mike "Red" Hale	Ali Iqbal	Robin J. Lee	Chris Shortall	Tom Weldon
Moved By:	*X*				
Seconded By:					*X*
Action:	*YEA*	*YEA*	*YEA*	*YEA*	*YEA*

6. INFORMATION ITEMS: ADMINISTRATIVE REPORTS

A. Enrollment Update
- ***a.*** *All grades at full enrollment except for 8th Grade (space for 4 students - no one on 8th grade waiting list at this time)*

B. Attendance Message to Community from NCS BOD
- ***a.*** *The Board message will be shared with NCS parents via ParentSquare and handed out at Back to School Night on 9/12/2024.*
- ***b.*** *Recommend that we **bold** the last line of the message to highlight that point and add NCS letterhead.*

C. Hiring Update for 24-25 School Year
- ***a.*** *Kindergarten (Dandelion) teacher submitted resignation. NCS is actively engaged with finding a replacement.*

D. Measure G Bond Update - Report on projects completed and scheduled
- ***a.*** *Electrical and fencing projects are out for approval.*
- ***b.*** *It is possible that fencing work may start in late November.*
- ***c.*** *Still waiting on additional cameras to come in while some cameras have already been installed.*
- ***d.*** *Expecting a report back on the status of NCS roofs soon.*

E. North Bay Children's Center Construction Project Update
- ***a.*** *Concern about the parking lot metal plate was shared with the project team.*
- ***b.*** *Ali will contact NBCC project lead to get ongoing schedule updates.*

F. Soccer Field Improvement Update
- ***a.*** *There is an issue with water leaking that needs to be addressed which is leading to issues with the grass dying.*

G. Form 700 Filing Reminder
- ***a.*** *Reminder to all Board Members to submit: 2 Board Members still need to submit.*

H. Preview Back to School Night - Thursday, September 12
- ***a.*** *1 NUSD Trustee is planning to attend.*
- ***b.*** *Board Members will be introduced at start of Back to School Night.*

7. NEXT BOARD MEETING 5 Min. Wednesday, October 16th, 2024 12:00pm.

Start time subject to change pending identification of Board Training Topic and Timing.

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

9. ADJOURNMENT
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Meeting adjourned at 6:40pm.

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Trustee Location
Trustee Shortall will be joining the meeting remotely.
His offsite location is as follows:
4516 Lucille Drive,
San Diego, CA 92115
Minutes
September 17th, 2024 at 8:30 am

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1. Call Meeting to Order, Roll Call 5 Min.

Board Member	**Present Absent Late Arrival time**
Mike “Red” Hale, Trustee	***Present (8:30am)***
Ali Iqbal,Chief Financial Officer	***Absent***
Robin J. Lee, President	***Present (8:30am)***
Chris Shortall, Secretary	***Present (8:30am)***
Tom Weldon, Trustee	***Absent***

2. AGENDA MODIFICATION CA 5 Min.

None

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may contact staff to do that.

None

4. BOARD DISCUSSION/ACTION ITEMS

A. Discussion and approval of new health benefits contributions plan for full-time and part-time employees. Staff proposes restructuring NCS' contributions to health benefits for part-time employees regularly working 30 or more hours a week. The potential cost to NCS of this change is approximately $11,657.34.

Insurance brokers indicated that we need to adjust benefits offering to be in compliance with regulations. Important to make change now during open enrollment period. Insurance benefits must be offered for employees working 30 or more hours per week.

Board Members	Mike "Red" Hale	Ali Iqbal	Robin J. Lee	Chris Shortall	Tom Weldon
Moved By:	***X***				
Seconded By:				***X***	
Action:	***Yea***	***-***	***Yea***	***Yea***	***-***

5. NEXT BOARD MEETING Wednesday, October 16th, 2024 at 12:30pm

6. COMMENTS FROM BOARD MEMBERS -
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5 Min.

None

7. ADJOURNMENT
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Meeting adjourned at 8:54am

BOARD OF DIRECTORS
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SPECIAL MEETING AGENDA

September 24th, 2024 at 6pm

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1. **Closed session agenda item**

Pursuant to Government Code section 54957 (b)(1), discussion of potential personnel action involving existing employee.

4. RECONVENE TO OPEN SESSION

5. PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION

6. NEXT BOARD MEETING 5 Min. Wednesday, October 16th, 2024 12:30pm

7. COMMENTS FROM BOARD MEMBERS -
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2023-24 Education Protection Account
Program by Resource Report
Revenue and Expenditures by Function - Detail
NOVATO CHARTER SCHOOL

ACTUAL Revenue and Expenditures through: June 30, 2024
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	155,769.00
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		155,769.00
EXPENDITURES AND OTHER FINANCING USES		
(Objects 1000-7999)		
Instruction	1000-1999	155,769.00
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		155,769.00
BALANCE (Total Available minus Total Expenditures and Other Financing Uses)		0.00

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

GENERAL INFORMATION

The Facility Inspection Tool (FIT) has been developed by the Office of Public School Construction to determine if a school facility is in "good repair" as defined by Education Code (EC) Section 17002(d)(1) and to rate the facility pursuant to EC Section 17002(d)(2). The tool is designed to identify areas of a school site that are in need of repair based upon a visual inspection of the site. In addition, the EC specifies the tool should not be used to require capital enhancements beyond the standards to which the facility was designed and constructed.

Good repair is defined to mean that the facility is maintained in a manner that ensures that it is clean, safe, and functional. As part of the school accountability report card, school districts and county offices of education are required to make specified assessments of school conditions including the safety, cleanliness, and adequacy of school facilities and needed maintenance to ensure good repair. In addition, beginning with the 2005/2006 fiscal year, school districts and county offices of education must certify that a facility inspection system has been established to ensure that each of its facilities is maintained in good repair in order to participate in the School Facility Program and the Deferred Maintenance Program. This tool is intended to assist school districts and county offices of education in that determination.

County superintendents are required to annually visit the schools in the county of his or her office as determined by EC Section 1240. Further, EC Section 1240(c)(2)(I), states the priority objective of the visits made shall be to determine the status of the condition of a facility that poses an emergency or urgent threat to the health or safety of pupils or staff as defined in district policy, or as defined by EC Section 17592.72(c) and the accuracy of data reported on the school accountability report card with the respect to the safety, cleanliness, and adequacy of school facilities, including good repair as required by EC Sections 17014, 17032.5, 17070.75, and 17089. This tool is also intended to assist county offices of education in performing these functions.

The EC also allows individual entities to adopt a local evaluation instrument to be used in lieu of the FIT provided the local instrument meets the criteria specified in EC Section 17002(d) and as implemented in the FIT. Any evaluation instrument adopted by the local educational agency for purpose of determining whether a school facility is maintained in good repair may include any number of additional items but must minimally include the criteria and rating scheme contained in the FIT.

USER INSTRUCTIONS

The FIT is comprised of three parts as follows:

Part I, Good Repair Standard outlines the school facility systems and components, as specified in EC Section 17002(d)(1), that should be considered in the inspection of a school facility to ensure it is maintained in a manner that assures it is clean, safe and functional. Each of the 15 sections in the Good Repair Standard provides a description of a minimum standard of good repair for various school facility categories. Each section also provides examples of clean, safe and functional conditions. The list of examples is not exhaustive. If an evaluator notes a condition that is not mentioned in the examples but constitutes a deficiency, the evaluator can note such deficiency in the applicable category as "other."

Some of the conditions cited in the Good Repair Standard represent items that are critical to the health and safety of pupils and staff. Any deficiencies in these items require immediate attention and, if left unmitigated, could cause severe and immediate injury, illness or death of the occupants. They constitute extreme deficiencies and indicate that the particular building system evaluated failed to meet the standard of good repair at that school site. These critical conditions are identified with underlined text followed by an (X) on the Good Repair Standard. If the underlined statement is not true, then there is an extreme deficiency (to be marked as an "X" on the Evaluation Detail) resulting in a "poor" rating for the applicable category. It is important to note that the list of extreme deficiencies noted in the Good Repair Standard is not exhaustive. Any other deficiency not included in the criteria but meeting the definition above can be noted by the evaluator and generate a poor rating.

Part II, Evaluation Detail is a site inspection template to be used to evaluate the areas of a school on a category by category basis. The design of the inspection template allows for the determination of the scope of conditions across campus. In evaluating each area or space, the user should review each of the 15 categories identified in the Good Repair Standard and make a determination of whether a particular area is in good repair. Once the determination is made, it should be recorded on the Evaluation Detail, as follows:

OK	**No Deficiency - Good Repair:** Mark "OK" if all statements in the Good Repair Standard are true, and there is no indication of a deficiency in the specific category.
D	**Deficiency:** Mark "D" if one or more statement(s) in the Good Repair Standard for the specific category is not true, or if there is other clear evidence of the need for repair.
X	**Extreme Deficiency**: Indicate "X" if the area has a deficiency that is considered an "Extreme Deficiency" in the Good Repair Standard or there is a condition that qualifies as an extreme deficiency but is not noted in the Good Repair Standard.
NA	**Not Applicable:** If the Good Repair Standard category (building system or component) does not exist in the area evaluated, mark "NA".

Below are suggested methods for evaluating various systems and areas:

• **Gas** and **Sewer** are major building systems that may span the entire school campus but may

Part III includes the **Category Totals and Ranking**, the **Overall Rating**, and a section for **Comments and Rating Explanation**.

• **Gas** and **Sewer** are major building systems that may span the entire school campus but may not be evident as applicable building systems in each classroom or common areas. However, because a deficiency in either of these systems could become evident and present a health and safety threat anywhere on campus, the user should not mark “NA” and should instead include an evaluation of these systems in each building space.

• **Roofs** can be easily evaluated for stand alone areas, such as portable classrooms. For permanent buildings containing several areas to be evaluated, roofs should be considered as parts of individual areas in order to accurately account for a scope of any roofing deficiency. For example, a 10 classroom building contains damaged gutters on one side of the building, spanning across five classrooms. Therefore, an evaluator should mark five classrooms as deficient in the roof category and the other five classrooms as in good repair, assuming there are no other visible deficiencies related to roofing.

• **Overall Cleanliness** is intended to be used to evaluate the cleanliness of each space. For example, a user should note a deficiency due to dirty surfaces in Overall Cleanliness, rather than **Interior Surfaces**. At the same time, the user should note such deficiency only in Overall Cleanliness in order to avoid accounting for such deficiency twice, i.e. in two sections.

• The tool is designed to evaluate stand-alone restrooms as separate areas. However, restrooms contained within other spaces, such as a kindergarten classroom or a library, can be evaluated as part of that area under Restrooms. If the area evaluated does not contain a restroom, Restrooms should be marked “NA.”

• **Drinking fountains** can exist within individual classrooms or areas, right outside of classrooms or restrooms or other areas, or as stand alone fixtures on playgrounds and sports fields. If a drinking fountain or a set of fountains is located inside a building or immediately outside the area being evaluated, it should be included in the evaluation of that area under Drinking Fountains. If a fountain is located on the school grounds, it should be evaluated as part of that outside space. If there is no drinking fountain in the area evaluated, Drinking Fountains should be marked “NA.”

• **Playgrounds/School Grounds**, should be evaluated as separate areas by dividing a campus into sections with defined borders. In this case, several sections of the good repair criteria would not apply to the evaluation, as they do not exist outside of physical building areas, such as **Structural Damage** and **Fire Safety**, for example.

Once the inspector completes the site inspection, he or she must total the number of areas evaluated. The inspector must also count all of the spaces deemed in good repair, deficient, extremely deficient, or not applicable under each of the 15 sections. Next, the evaluator must determine the condition of each section by taking the ratio of the number of areas deemed in good repair to the number of areas being evaluated (after subtracting non-applicable spaces from the total number of areas evaluated). If any of the 15 sections received a rating of extreme deficiency, the ratio (i.e., the percentage of good repair) for that section and the category the section is in should default to zero. The total percent per category (A through H) is determined by the total of all percentages of systems in good repair divided by the number of sections in that category. For example, to determine the total percent for the Structural category, add the percentages for the Structural Damage and Roof sections and divide the result by two.

Next, the overall school site score is determined by computing the average percentage rating of the eight categories (i.e., the total of all percentages divided by eight). Finally, the rater should determine the overall School Rating by applying the Percentage Range in the table provided in Part III to the average percentage calculated and taking into consideration the Rating Description provided in the same table.

*Although the FIT is designed to evaluate each school site within a reasonable range of facility conditions, it is possible that an evaluator may identify critical facility conditions that result in an Overall School Rating that does not reflect the urgency and severity of those deficiencies and/or does not match the rating’s Description in Part III. In such instances, the evaluator may reduce the resulting school score by one or more grade categories and describe the reasons for the reduction in the space provided for Comments and Rating Explanation.

When completing Part III of the FIT, the inspector should note the date and time of the inspection as well as weather conditions and any other pertinent inspection information in the specific areas provided and utilize the Comments and Rating Explanation Section if needed.

When completing Part III of the FIT, the school district should be provided the opportunity to provide comments and utilize the Comments and Rating Explanation Section if needed.

PART I: GOOD REPAIR STANDARD

(X): If underlined statement is not true, then this is an extreme deficiency (marked as an "X") on the Evaluation Detail resulting in a "poor" rating for the applicable category.

Gas Leaks
Gas systems and pipes appear safe, functional, and free of leaks.
Examples include but are not limited to the following:

a. There is no odor that would indicate a gas leak. (X)
b. Gas pipes are not broken and appear to be in good working order. (X)
c. Other

Mechanical Systems
Heating, ventilation, and air conditioning systems (HVAC) as applicable are functional and unobstructed. Examples include but are not limited to the following:

a. The HVAC system is operable. (X)
b. The facilities are ventilated (via mechanical or natural ventilation).
c. The ventilation units are unobstructed and vents and grills are without evidence of excessive dirt or dust.
d. There appears to be an adequate air supply to all classrooms, work spaces, and facilities (i.e. no strong odor is present, air is not stuffy)
e. Interior temperatures appear to be maintained within normally accepted ranges.
f. The ventilation units are not generating any excessive noise or vibrations.
g. Other

Sewer
Sewer line stoppage is not evident. Examples include but are not limited to the following:

a. There are no obvious signs of flooding caused by sewer line back-up in the facilities or on the school grounds. (X)
b. The sanitary system controls odors as designed.
c. Other

Interior Surfaces (Floors, Ceilings, Walls, and Window Casings)
Interior surfaces appear to be clean, safe, and functional. Examples include but are not limited to the following:

a. Walls are free of hazards from tears and holes.
b. Flooring is free of hazards from torn carpeting, missing floor tiles, holes.
c. Ceiling is free of hazards from missing ceiling tiles and holes.
d. There is no evidence of water damage (e.g. no condensation, dampness, staining, warping, peeling, mineral deposits, etc.)
e. Other

Overall Cleanliness
School grounds, buildings, common areas, surfaces, and individual rooms appear to have been cleaned regularly. Examples include but are not limited to the following:

b. An area should appear to be clean with minimal dirt, dust, or buildup. Floors and carpets should appear to have been swept or cleaned within the last week. Light fixtures and all bulbs are working properly. Facilities area adequately stocked and odor free. (OK)

Part IIb (Optional) - The Cleanliness Detail worksheet may be used to evaluate the Overall Cleanliness of each area. Based on Part IIb, use the following to complete Part IIa:
The district may choose how to report maintenance and custodial staff. The district may report staffing at the site or district level. Staffing may be based on assigned staff or represented as Full-Time Equivalent increments.
a. If 75.0 percent or more of the review is "Yes", the area should be rated clean (OK).
b. If 50 - 74.9 percent of the review is "Yes", the area should be rated "Deficient (D)".
c. If 49.9 percent or less of the review is "Yes", the area should be rated Extreme Deficiency (X)

1. Floors swept, vacuumed, and/or mopped. Free of spots stains, and build up.
2. Walls and Doors free of spots and grime.
3. Desk and Counters clean.
4. Furniture dusted and clean.
5. Baseboards and window sills dusted and clean.
6. Light fixtures clean.
7. Sink clean and drains working properly.
8. Trash cans are empty and clean. The ground is free of trash. Floors and furniture are free of gum and/or other food residue.
9. Windows are free from damage, clean, and in working condition.
10. Water fountains, including handles/buttons, are clean and in working condition.
11. Toilets and bathroom sinks are clean and in working condition.
12. Mirrors and Hand Dryers are clean, intact, and in working condition.
13. Bathroom supplies are stocked and in working condition.
14. Area is free of graffitti.
15. Landscaping - Maintained sufficiently to not hinder student and staff.

Pest/Vermin Infestation
Pest or vermin infestation are not evident. Examples include but are not limited to the following:
a. There is no evidence of a major pest or vermin infestation. (X)
b. There are no holes in the walls, floors, or ceilings.
c. Rodent droppings or insect skins are not evident.

a. Restrooms, drinking fountains, and food preparation or serving areas appear to have been cleaned each day that school is in session.

Electrical (Interior and Exterior)
1. There is no evidence that any portion of the school has a power failure. (X)

2. Electrical systems, components, and equipment appear to be working properly. Examples
a. There are no exposed electrical wires. Electrical equipment is properly covered and secured from pupil access. (X)
b. Outlets, access panels, switch plates, junction boxes and fixtures are properly covered and secured from pupil access.
c. Other

3. Lighting appears to be adequate and working properly, including exterior lights. Examples include but are not limited to the following:
a. Lighting appears to be adequate.
b. Lighting is not flickering.
c. There is no unusual hum or noise from the light fixtures.
d. Other

Restrooms
Restrooms in the vicinity of the area being evaluated appear to be accessible during school hours, clean, functional and in compliance with SB 892 (EC Section 35292.5) and AB 367 (EC Section 35292.6). The following are examples of compliance with SB 892 and AB 367:

a. Restrooms are maintained and cleaned regularly.
b. Restrooms are fully operational.
c. Restrooms are stocked with toilet paper, menstrual products, soap, and paper towels.
d. Restrooms are open during school hours.
e. Other

Sinks/Fountains (Inside and Outside)
Drinking fountains appear to be accessible and functioning as intended. Examples include but are not limited to the following:
a. Drinking fountains are accessible.
b. Water pressure is adequate.
c. A leak is not evident.
d. There is no moss, mold, or excessive staining on the fixtures.
e. The water is clear and without unusual taste or odor.
f. Other

Fire Safety
The fire equipment and emergency systems appear to be functioning properly. Examples include but are not limited to the following:
a. The fire sprinklers appear to be in working order (e.g., there are no missing or damaged sprinkler heads). (X)
b. Emergency alarms appear to be functional. (X)
c. Emergency exit signs function as designed, exits are unobstructed. (X)
d. Fire extinguishers are current and placed in all required areas.

d. Odor caused by a pest or vermin infestation is not evident.
e. There are no live rodents observed.
f. Other

c. There does not appear to be damaged tiles or other circumstances that may indicate asbestos exposure.
d. Surfaces (including floors, ceilings, walls, window casings, HVAC grills) appear to be free of mildew, mold odor and visible mold.
e. Other

Structural Damage
There does not appear to be structural damage that has created or could create hazardous or uninhabitable conditions. Examples include but are not limited to the following:

a. Severe cracks are not evident. (X)
b. Ceilings & floors are not sloping or sagging beyond their intended design. (X)
c. Posts, beams, supports for portable classrooms, ramps, and other structural building members appear to be intact, secure and functional as designed. (X)
d. There is no visible evidence of severe cracks, dry rot, mold, or damage that undermines the structural components. (X)
e. Other

Roofs (observed from the ground, inside/outside the building)
Roof systems appear to be functioning properly. Examples include but are not limited to the following:
a. Roofs, gutters, roof drains, and down spouts are free of visible damage.
b. Roofs, gutters, roof drains, and down spouts are intact.
c. Other

Playground/School Grounds
The playground equipment and school grounds in the vicinity of the area being evaluated appear to evaluated appear to be clean, safe, and functional. Examples include but are not limited to the following:

Windows/Doors/Gates/Fences (Interior and exterior)
Conditions that pose a safety and/or security risk are not evident. Examples include but are not include but are not limited to the following:
a. There is no exposed broken glass accessible to pupils and staff. (X)
b. Exterior doors and gates are functioning and do not pose a security risk. (X)
c. Windows are intact and free of cracks.
d. Windows are functional and open, close, and lock as designed, unless there is a valid reason they should not function as designed.

e. Fire alarms pull stations are clearly visible.
f. Other

Hazardous Materials (Interior and Exterior)
There does not appear to be evidence of hazardous materials that may pose a threat to pupils or staff. Examples include but are not limited to the following:
a. Hazardous chemicals, chemical waste, and flammable materials are stored properly (e.g. locked and labeled properly). (X)
b. Paint is not peeling, chipping, or cracking.
e. Doors are intact.
f. Doors are functional and open, close, and lock as designed, unless there is a valid reason they should not function as designed.
g. Gates and fences appear to be functional.
h. Gates and fences are intact and free of holes and other conditions that could present a safety hazard to pupils, staff, or others.
i. Other

PART IIa: EVALUATION DETAIL Date of Inspection: 09/05/24 School Name: Novato Charter School

Building / Area Name	Estimated Square Footage	1 GAS LEAKS	2 MECH/HVAC	3 SEWER	4 INTERIOR SURFACES	5 OVERALL CLEANLINESS	6 PEST/VERMIN INFESTATION	7 ELECTRICAL	8 RESTROOM	9 SINKS/ FOUNTAINS	10 FIRE SAFETY	11 HAZARDOUS MATERIALS	12 STRUCTURAL DAMAGE	13 ROOFS	14 PLAYGROUND/SCHOOL GROUNDS	15 WINDOWS/ DOORS/ GATES/FENCES
North 40 and West Side		N/A	N/A	OK	N/A	OK	OK	OK	N/A	N/A	OK	N/A	D	N/A	D	N/A
		COMMENTS:	* Bus Stop/West side - Dry rot on door * West Side kickball field													
KD		N/A	OK	OK	OK	OK	OK	OK	OK	OK	OK	N/A	N/A	OK	N/A	OK
		COMMENTS:														
KS		N/A	OK	OK	OK	OK	OK	OK	OK	OK	OK	N/A	N/A	OK	N/A	OK
		COMMENTS:														
lower bathrooms		N/A	N/A	OK	OK	OK	OK	OK	N/A	OK	OK	N/A	OK	OK	N/A	D
		COMMENTS:	metal doors rusted on bottom													
1		N/A	OK	N/A	OK	OK	OK	OK	N/A	OK	OK	N/A	D	OK	N/A	OK
		COMMENTS:	Dry rot outside of building													
2		N/A	OK	N/A	OK	OK	OK	OK	N/A	OK	OK	N/A	D	OK	N/A	OK
		COMMENTS:	Dry rot outside of building													
3		N/A	OK	N/A	OK	OK	OK	OK	N/A	OK	OK	N/A	D	OK	N/A	OK
		COMMENTS:	Dry rot outside of building													
4		N/A	N/A	N/A	OK	OK	OK	OK	N/A	OK	OK	N/A	D	OK	N/A	OK
		COMMENTS:	Dry rot outside of building													
5		N/A	OK	N/A	OK	OK	OK	OK	N/A	OK	OK	N/A	OK	OK	N/A	OK
		COMMENTS:														
6		N/A	OK	N/A	OK	OK	OK	OK	N/A	OK	OK	N/A	OK	OK	N/A	OK
		COMMENTS:														
7		N/A	OK	N/A	OK	OK	OK	OK	N/A	OK	OK	N/A	OK	OK	N/A	OK
		COMMENTS:														
8		N/A	OK	N/A	OK	OK	OK	OK	N/A	OK	OK	N/A	OK	OK	N/A	OK
		COMMENTS:														
9		N/A	OK	N/A	OK	OK	N/A	OK	N/A	N/A	OK	N/A	OK	OK	N/A	OK
		COMMENTS:														
Office		N/A	OK	OK	OK	OK	OK	OK	OK	OK	OK	N/A	OK	OK	N/A	OK
		COMMENTS:														
Upper bathroom		N/A	N/A	OK	D	OK	OK	OK	N/A	OK	OK	N/A	D	OK	N/A	OK
		COMMENTS:	baseboard peeling away from wall, rust on room dividers, bathroom fan not working, broken light cover, broken light switch cover													
community room		N/A	OK	OK	OK	OK	OK	OK	N/A	OK	OK	N/A	OK	OK	N/A	OK
		COMMENTS:	lights flicker													

west room		N/A	OK	OK	OK	OK	OK	OK	N/A	OK	OK	N/A	OK	OK	N/A	OK
		COMMENTS:														
District's Plan to Address:																
Deficiencies Noted in Prior Year?																

Use additional Building/Area Lines as necessary.

Marks:

OK = Good Repair
D = Deficiency
X = Extreme Deficiency
N/A = Not Applicable

PART IIb: CLEANLINESS DETAIL Date of Inspection: 09/05/24 School Name: Novato Charter School

NUMBER OF CUSTODIAL STAFF ASSIGNED TO SITE: **Independent** **Vendor**

	Area Characteristics (Grade level served, events, traffic volume, public usage, etc.)	1 Floors	2 Walls & Doors	3 Desks & Counters	4 Furniture	5 Baseboards /Window Sill	6 Light Fixtures	7 Sinks	8 Trash / Refuse	9 Windows	10 Water Fountains	11 Toilets	12 Mirrors & Hand Dryers	13 Bathroom Supplies	14 Graffiti	15 Landscaping	Rating	Total Yes/No	Yes	% Yes
North 40 and West Side		N/A	N/A	N/A	N/A	N/A	N/A	N/A	Yes	N/A	Yes	N/A	N/A	N/A	N/A	Yes	OK	3	3	100.0%
		COMMENTS:																		
KD		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	N/A	OK	14	14	100.0%
		COMMENTS:																		
KS		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	N/A	N/A	OK	13	13	100.0%
		COMMENTS:																		
lower bathrooms		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	N/A	N/A	OK	13	12	92.3%
		COMMENTS:																		
1		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	OK	10	10	100.0%
		COMMENTS:																		
2		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	OK	10	10	100.0%
		COMMENTS:																		
3		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	OK	10	10	100.0%
		COMMENTS:																		
4		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	OK	10	10	100.0%
		COMMENTS:																		
5		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	N/A	Yes	Yes	N/A	N/A	OK	12	12	100.0%
		COMMENTS:																		
6		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	N/A	Yes	Yes	N/A	N/A	OK	12	12	100.0%
		COMMENTS:																		
7		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	N/A	Yes	Yes	N/A	N/A	OK	12	12	100.0%
		COMMENTS:																		
8		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	N/A	Yes	Yes	N/A	N/A	OK	12	12	100.0%
		COMMENTS:																		
9		Yes	Yes	Yes	Yes	Yes	Yes	N/A	Yes	Yes	Yes	N/A	Yes	Yes	N/A	N/A	OK	11	11	100.0%
		COMMENTS:																		
Office		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	N/A	N/A	OK	13	13	100.0%
		COMMENTS:																		
Upper bathroom		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	N/A	N/A	OK	13	13	100.0%
		COMMENTS:																		
community room		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	N/A	Yes	Yes	Yes	N/A	N/A	OK	12	12	100.0%
		COMMENTS:																		
West room		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	N/A	Yes	N/A	N/A	N/A	OK	11	11	100.0%
		COMMENTS:																		

Use additional Building/Area Lines as necessary.

Marks: **Yes** = Clean **No** = Not Clean **N/A** = Not Applicable

*This button will transfer the Rating in Excel column R from this page to FIT's column 5 on the Evaluation Detail page, for each Building / Area. It will overwrite existing data (in the Cleanliness column) for the Building Area / Name.

SCHOOL DISTRICT/COUNTY OFFICE OF EDUCATION Novato Charter School/Marin County Office of Education		COUNTY Marin	
SCHOOL SITE Novato Charter School		SCHOOL TYPE (GRADE LEVELS) TK - 8	NUMBER OF CLASSROOMS ON SITE: 10 NUMBER OF RESTROOMS ON SITE: 8
INSPECTOR'S NAME Megan Bloom and Angela McDuffee	INSPECTOR'S TITLE Admin Manager and Facilities Coordinator	NAME OF DISTRICT REPRESENTATIVE ACCOMPANYING THE INSPECTOR(S) (IF APPLICABLE)	
TOTAL ESTIMATED BUILDING VOLUME (CUBIC FEET):	TIME OF INSPECTION 10:00 am	SITE ENROLLMENT 266	
TOTAL ESTIMATED SITE SQUARE FOOTAGE / ACREAGE: TOTAL ESTIMATED BUILDING SQUARE FOOTAGE:	WEATHER CONDITION AT TIME OF INSPECTION Clear and sunny		

PART III: CATEGORY TOTALS AND RANKING (round all calculations to two decimal places)

TOTAL NUMBER OF AREAS EVALUATED	CATEGORY TOTALS	A. SYSTEMS			B. INTERIOR	C. CLEANLINESS		D. ELECTRICAL	E. RESTROOMS/FOUNTAINS		F. SAFETY		G. STRUCTURAL		H. EXTERNAL	
		GAS LEAKS	MECH/HVAC	SEWER	INTERIOR SURFACES	OVERALL CLEANLINESS	PEST/VERMIN INFESTATION	ELECTRICAL	RESTROOMS	SINKS/ FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	Structural	ROOFS	PLAYGROUND/ SCHOOL GROUNDS	WINDOWS/DOORS/ GATES/FENCES
	Number of "OK"s:	0	13	8	15	17	16	17	3	15	17	0	9	16	0	15
	Number of "D"s:	0	0	0	1	0	0	0	0	0	0	0	6	0	1	1
18	Number of "X"s:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Number of N/As:	17	4	9	1	0	1	0	14	2	0	17	2	1	16	1
Percent of System in Good Repair Number of "OK"s divided by (Total Areas - "NA"s)*		100.00%	100.00%	100.00%	94.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	60.00%	100.00%	100.00%	94.00%
Total Percent per Category (average of above)*		100.00%			94.00%	100.00%		100.00%	100.00%		100.00%		80.00%		97.00%	
Rank (Circle one) GOOD = 90%-100% FAIR = 75%-89.99% POOR = 0%-74.99%		GOOD			GOOD	GOOD		GOOD	GOOD		GOOD		FAIR		GOOD	

*Note: An extreme deficiency in any area automatically results in a "poor" ranking for that category and a zero for "Total Percent per Category".

OVERALL RATING:	DETERMINE AVERAGE PERCENTAGE OF 8 CATEGORIES ABOVE →	96.00%	SCHOOL RATING** →	GOOD

**For School Rating, apply the Percentage Range below to the average percentage determined above, taking into account the rating Description below.

PERCENTAGE	DESCRIPTION	RATING
99%-100%	The school meets most or all standards of good repair. Deficiencies noted, if any, are not significant and/or impact a very small area of the school.	EXEMPLARY
90%-98.99%	The school is maintained in good repair with a number of non-critical deficiencies noted. These deficiencies are isolated, and/or resulting from minor wear and tear, and/or in the process of being mitigated.	GOOD
75.%-89.99%	The school is not in good repair. Some deficiencies noted are critical and/or widespread. Repairs and/or additional maintenance are necessary in several areas of the school site.	FAIR
0%-74.99%	The school facilities are in poor condition. Deficiencies of various degrees have been noted throughout the site. Major repairs and maintenance are necessary throughout the campus.	POOR

INSPECTOR'S COMMENTS AND RATING EXPLANATION:

DISTRICT'S RESPONSES TO REPORT (Attach additional pages if necessary):

When completing Part III of the FIT, the inspector should note the date and time of the inspection as well as weather conditions and any other pertinent inspection information in the specific areas provided and u

Novato Charter School

DISPOSAL REQUEST: BOOKS / EQUIPMENT

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

A. SCHOOL SITE / DEPARTMENT: _____

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

QUANTITY	FULL DESCRIPTION (serial # if applicable)	serial #	ESTIMATED AGE	ESTIMATED VALUE
1	MAC BOOK	NS staff 1101	10+	$ 0
1	MAC BOOK	NS staff 1103	10	$ 0
				$
				$
				$

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

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

E. REASON FOR REQUEST:

to send to e-waste + extra to wipe

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

BOOKS / INSTRUCTIONAL MATERIALS

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

EQUIPMENT

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

G. INDIVIDUALS INTERESTED IN THE ABOVE EQUIPMENT:

NAME	EMAIL ADDRESS	PHONE

_____ _____

Site Administrator / Department Head Date

DISPOSE OF AS FOLLOWS:

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

Board Approval: _____

CHARTER IMPACT

Novato Charter School

Monthly Financial Presentation – August 2024

August Highlights

Highlights

- End of August enrollment 268; Forecast built with 97.3% attendance rate
- Forecast deficit ($187k)

- Based on current level of spending, cash is forecast to be $539K at June 30th, 2024.

Compliance and Reporting

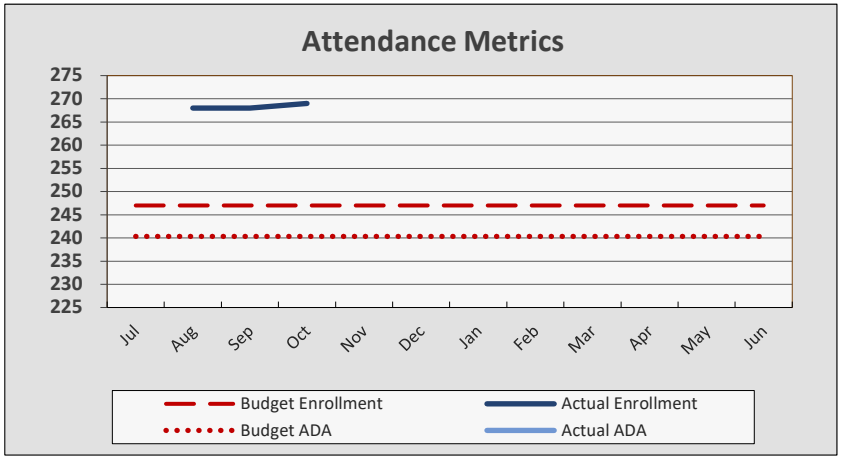
- Arts, Music Grant (Prop 28) Board approved plan required before utilizing funding.

Attendance Data and Metrics

Enrollment and Per Pupil Data

Enrollment & Per Pupil Data			
	Actual	**Forecast**	**Budget**
Average Enrollment	*268*	*268*	*268*
ADA	*n/a*	*261*	*260*
Attendance Rate	*n/a*	*97.3%*	*97.3%*
Unduplicated %	*14.8%*	*14.8%*	*14.8%*
Revenue per ADA		*$14,090*	*$14,116*
Expenses per ADA		*$14,971*	*$14,871*

Attendance Metrics



Enrollment 268
93% ADA forecast (261)

Revenue

- **August Updates**
  - **ADA Consistent with budgeted ADA**
  - **Forecast includes additional $57K one-time funding for Extended Learning Opportunities**

	Year-to-Date			*Annual/Full Year*		
	Actual	**Forecast**	**Fav/(Unf)**	**Forecast**	**Forecast**	**Fav/(Unf)**
Revenue						
State Aid-Rev Limit	$ 54,677	$ 146,167	$ (91,490)	$ 2,924,747	$ 2,915,468	$ 9,279
Federal Revenue	-	1,729	(1,729)	40,400	40,274	126
Other State Revenue	25,038	12,592	12,446	375,752	374,581	1,171
Other Local Revenue	-	54,714	(54,714)	333,323	336,940	(3,618)
Total Revenue	**$ 79,715**	**$ 215,201**	**$ (135,486)**	**$ 3,674,222**	**$ 3,667,262**	**$ 6,959**

Expenses

	Year-to-Date			Annual/Full Year		
	Actual	Forecast	Fav/(Unf)	Actual	Forecast	Fav/(Unf)
Expenses						
Certificated Salaries	$ 201,690	$ 199,441	$ (2,248)	$ 1,730,117	$ 1,721,063	$ (9,054)
Classified Salaries	51,081	55,436	4,355	494,397	499,463	5,066
Benefits	67,344	104,213	36,868	758,551	787,696	29,145
Books and Supplies	33,463	24,481	(8,982)	128,514	97,250	(31,264)
Subagreement Services	3,541	10,925	7,384	92,666	120,174	27,508
Operations	43,418	29,094	(14,324)	206,203	199,008	(7,195)
Facilities	35,501	9,365	(26,137)	56,187	52,186	(4,001)
Professional Services	48,254	20,595	(27,659)	349,929	336,889	(13,040)
Depreciation	9,765	7,126	(2,640)	45,393	42,753	(2,640)
Interest	-	-	-	-	-	-
Total Expenses	**$ 494,057**	**$ 460,674**	**$ (33,383)**	**$ 3,861,956**	**$ 3,856,481**	**$ (5,474)**

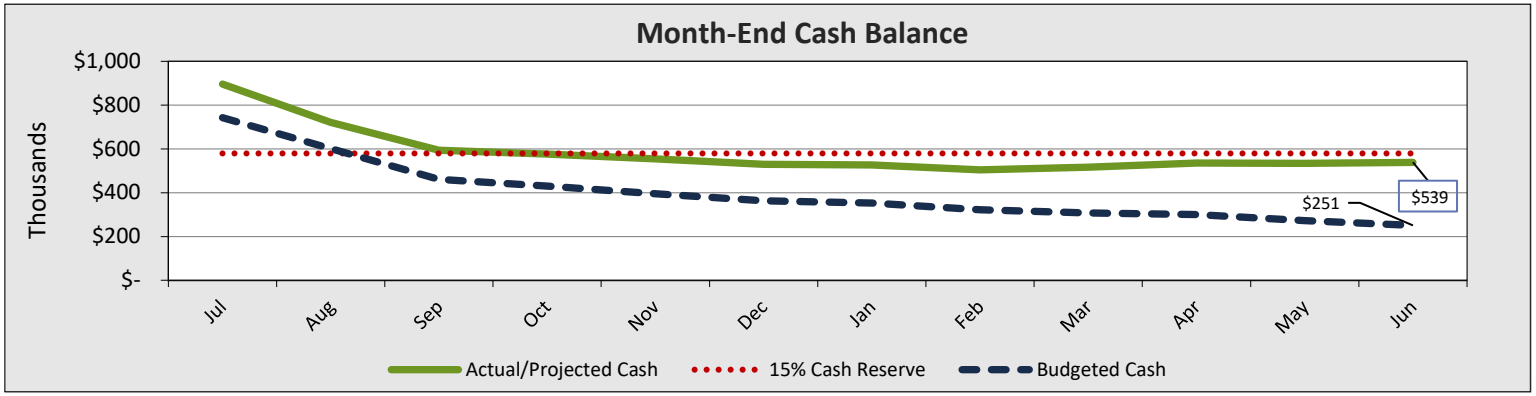
Surplus / (Deficit) & Fund Balance

- Forecast **deficit ($187k)**
- Year End Fund balance projected at 36%. Min requirement 5%

	Year-to-Date			*Annual/Full Year*		
	Actual	**Forecast**	**Fav/(Unf)**	**Forecast**	**Forecast**	**Fav/(Unf)**
Total Surplus(Deficit)	**$ (414,342)**	**$ (245,473)**	**$ (168,870)**	**$ (187,734)**	**$ (189,219)**	**$ 1,485**
Beginning Fund Balance	1,576,150	1,576,150		1,576,150	1,576,150	
Ending Fund Balance	**$ 1,161,808**	**$ 1,330,677**		**$ 1,388,416**	**$ 1,386,931**	
As a % of Annual Expenses	*30.1%*	*34.5%*		*36.0%*	*36.0%*	

Cash Balance

- Cash at August 31, 2024 **$720K ; Forecasted to be $539k at June 30, 2024**



Appendices

As of August 31, 2024

- Cash Flow – Monthly and Annual Forecast
- Statement of Financial Position (Balance Sheet)
- Statement of Cash Flows
- Detailed Month and YTD Budget vs. Actual
- Accounts Payable Aging
- Check Register

Novato Charter Academy

Budget vs Actual

For the period ended August 31, 2024

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Revenues							
State Aid - Revenue Limit							
LCFF State Aid	$ 54,677	$ 146,167	$ (91,490)	$ 54,677	$ 146,167	$ (91,490)	$ 1,102,793
Education Protection Account	-	-	-	-	-	-	279,657
In Lieu of Property Taxes	-	-	-	-	-	-	1,533,017
Total State Aid - Revenue Limit	54,677	146,167	(91,490)	54,677	146,167	(91,490)	2,915,467
Federal Revenue							
Special Education - Entitlement	-	1,729	(1,729)	-	1,729	(1,729)	40,274
Total Federal Revenue	-	1,729	(1,729)	-	1,729	(1,729)	40,274
Other State Revenue							
State Special Education	11,190	11,530	(340)	22,403	11,530	10,873	233,015
State Child Nutrition	-	-	-	-	-	-	(1)
State Lottery	-	-	-	-	-	-	64,691
Other State Revenue	2,635	1,062	1,573	2,635	1,062	1,573	76,876
Total Other State Revenue	13,825	12,592	1,233	25,038	12,592	12,446	374,581
Other Local Revenue							
Interest Revenue	-	1,500	(1,500)	-	3,000	(3,000)	18,000
School Fundraising	-	619	(619)	-	619	(619)	12,370
Contributions, Restricted	-	25,548	(25,548)	-	51,095	(51,095)	306,570
Total Other Local Revenue	-	27,666	(27,666)	-	54,714	(54,714)	336,940
Total Revenues	**$ 68,502**	**$ 188,154**	**$ (119,652)**	**$ 79,715**	**$ 215,201**	**$ (135,486)**	**$ 3,667,262**
Expenses							
Certificated Salaries							
Teachers' Salaries	$ 126,558	$ 125,399	$ (1,159)	$ 154,111	$ 142,556	$ (11,555)	$ 1,403,252
Teachers' Substitute Hours	230	545	315	230	545	315	6,000
Pupil Support Salaries	7,024	12,407	5,383	7,024	12,407	5,383	136,481
Administrators' Salaries	20,162	21,966	1,804	40,325	43,932	3,608	263,594
Total Certificated Salaries	153,975	160,318	6,343	201,690	199,441	(2,248)	1,809,326
Classified Salaries							
Instructional Salaries	16,124	22,582	6,458	16,849	22,582	5,733	250,494
Supervisors' and Administrators' Salaries	6,050	-	(6,050)	12,099	-	(12,099)	-
Clerical and Office Staff Salaries	15,559	20,829	5,270	22,133	32,853	10,721	241,148
Total Classified Salaries	37,733	43,412	5,679	51,081	55,436	4,355	491,642
Benefits							
State Teachers' Retirement System, certifica	25,682	30,507	4,826	33,017	37,952	4,935	336,065
Public Employees' Retirement System, classi	11,537	11,693	156	16,911	14,932	(1,979)	131,862
OASDI/Medicare/Alternative, certificated pc	2,329	2,680	351	4,182	3,422	(759)	30,223
Medicare/Alternative, certificated positions	2,733	2,943	210	3,576	3,682	105	33,110
Health and Welfare Benefits, certificated po	11,635	20,683	9,048	9,533	41,367	31,834	248,200
State Unemployment Insurance, certificated	95	7	(88)	125	14	(111)	143
Workers' Compensation Insurance, certificat	-	2,273	2,273	-	2,844	2,844	25,574
Total Benefits	54,012	70,787	16,775	67,344	104,213	36,868	805,177
Books & Supplies							
Textbooks and Core Materials	-	875	875	1,170	875	(295)	3,500
Books and Reference Materials	-	5,137	5,137	-	10,274	10,274	25,684
School Supplies	9,758	4,219	(5,539)	9,834	8,438	(1,396)	50,630
Software	2,290	-	(2,290)	4,495	-	(4,495)	-
Office Expense	1,297	-	(1,297)	1,620	-	(1,620)	-
Business Meals	344	-	(344)	344	-	(344)	-
Noncapitalized Equipment	-	4,894	4,894	-	4,894	4,894	24,470
Food Services	16,000	-	(16,000)	16,000	-	(16,000)	-
Total Books & Supplies	29,689	15,125	(14,564)	33,463	24,481	(8,982)	104,284

Novato Charter Academy

Budget vs Actual

For the period ended August 31, 2024

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Subagreement Services							
Special Education	-	10,925	10,925	2,703	10,925	8,222	120,174
Security	-	-	-	288	-	(288)	-
Other Educational Consultants	-	-	-	550	-	(550)	-
Total Subagreement Services	-	10,925	10,925	3,541	10,925	7,384	120,174
Operations & Housekeeping							
Auto and Travel	579	-	(579)	579	-	(579)	-
Dues & Memberships	-	317	317	-	635	635	3,808
Insurance	22,288	3,908	(18,380)	25,888	7,815	(18,072)	46,891
Utilities	4,854	3,637	(1,217)	5,154	7,274	2,120	43,641
Janitorial Services	6,290	3,523	(2,768)	9,230	7,045	(2,185)	42,270
Miscellaneous Expense	328	-	(328)	552	-	(552)	22,945
Communications	871	3,163	2,292	1,973	6,326	4,352	37,953
Postage and Shipping	-	-	-	43	-	(43)	1,500
Total Operations & Housekeeping	35,209	14,547	(20,663)	43,418	29,094	(14,324)	199,008
Facilities, Repairs & Other Leases							
Rent	-	642	642	-	1,283	1,283	7,700
Additional Rent	-	-	-	-	-	-	-
Equipment Leases	1,061	1,057	(4)	1,971	2,114	143	12,683
Repairs and Maintenance	30,282	2,984	(27,299)	33,530	5,967	(27,563)	35,804
Total Facilities, Repairs & Other Leases	31,343	4,682	(26,661)	35,501	9,365	(26,137)	56,187
Professional/Consulting Services							
IT	-	833	833	750	1,667	917	10,000
Audit & Taxes	-	-	-	-	-	-	32,000
Legal	-	2,083	2,083	625	4,167	3,542	25,000
Professional Development	284	-	(284)	1,266	-	(1,266)	32,300
General Consulting	22,500	-	(22,500)	22,500	-	(22,500)	34,500
Special Activities/Field Trips	1,779	-	(1,779)	8,979	-	(8,979)	52,590
Bank Charges	30	-	(30)	40	-	(40)	500
Printing	-	-	-	-	-	-	1,200
Other Taxes and Fees	70	-	(70)	70	-	(70)	16,500
Payroll Service Fee	600	-	(600)	1,200	-	(1,200)	-
Management Fee	6,250	7,381	1,131	12,500	14,761	2,261	88,567
County Fees	-	-	-	-	-	-	43,732
SPED Encroachment	162	-	(162)	324	-	(324)	-
Total Professional/Consulting Services	31,675	10,297	(21,378)	48,254	20,594	(27,659)	336,889
Depreciation							
Depreciation Expense	4,883	3,563	(1,320)	9,765	7,126	(2,640)	42,753
Total Depreciation	4,883	3,563	(1,320)	9,765	7,126	(2,640)	42,753
Total Expenses	**$ 378,520**	**$ 333,656**	**$ (44,864)**	**$ 494,057**	**$ 460,674**	**$ (33,383)**	**$ 3,965,440**
Change in Net Assets	**(310,018)**	**(145,502)**	**(164,516)**	**(414,342)**	**(245,472)**	**(168,870)**	**(298,178)**
Net Assets, Beginning of Period	1,471,826			1,576,150			
Net Assets, End of Period	**$ 1,161,808**			**$ 1,161,808**			

Novato Charter Academy

Statement of Financial Position

August 31, 2024

	Current Balance	Beginning Year Balance	YTD Change	YTD % Change
Assets				
Current Assets				
Cash & Cash Equivalents	$ 720,547	$ 957,092	$ (236,544)	-25%
Accounts Receivable	375,604	375,604	-	0%
Prepaid Expenses	15,271	11,463	3,807.80	33%
Total Current Assets	**1,111,422**	**1,344,158**	**(232,737)**	**-17%**
Long-Term Assets				
Property & Equipment, Net	642,633	652,399	(9,765)	-1%
Right-of-Use Asset, Net	17,906	17,906	-	0%
Total Long Term Assets	**660,539**	**670,305**	**(9,765)**	**-1%**
Total Assets	**$ 1,771,961**	**$ 2,014,463**	**$ (242,502)**	**-12%**
Liabilities				
Current Liabilities				
Accounts Payable	$ 24,725	$ 13,794	$ 10,931	79%
Accrued Liabilities	398,838	240,428	158,409	66%
Deferred Revenue	98,361	95,861	2,500	3%
Other Short-term Liabilities	70,323	70,323	-	0%
Operating Lease Liability, Current Portion	17,906	17,906	-	0%
Total Current Liabilities	**610,153**	**438,313**	**171,840**	**39%**
Total Liabilities	**$ 610,153**	**$ 438,313**	**$ 171,840**	**39%**
Total Net Assets	1,161,808	1,576,150	**(414,342)**	**-26%**
Total Liabilities and Net Assets	**$ 1,771,961**	**$ 2,014,463**	**$ (242,502)**	**-12%**

Novato Charter Academy

Statement of Cash Flows

For the period ended August 31, 2024

	Month Ended 08/31/24	YTD Ended 08/31/24
Cash Flows from Operating Activities		
Change in Net Assets	$ (310,018)	$ (414,342)
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Depreciation	4,883	9,765
Decrease/(Increase) in Operating Assets:		
Prepaid Expenses	(4,540)	(3,808)
Accounts Payable	20,299	10,931
Accrued Expenses	111,339	158,409
Deferred Revenue	2,500	2,500
Total Cash Flows from Operating Activities	**(175,538)**	**(236,544)**
Cash Flows from Financing Activities		
Change in Cash & Cash Equivalents	(175,538)	(236,544)
Cash & Cash Equivalents, Beginning of Period	896,085	957,092
Cash and Cash Equivalents, End of Period	**$ 720,547**	**$ 720,547**

Novato Charter Academy

Check Register

For the period ended August 31, 2024

Check Number	Vendor Name	Check Date	Check Amount
532	Flexible Learning Paths, LLC	8/7/2024	$ 1,032.25
7822	Amanda Tiwari	8/2/2024	454.98
7823	Lillana Castro	8/15/2024	36.35
7824	Victoria Lundberg	8/12/2024	971.96
12706	Legacy Mechanical & Energy Services Inc	8/19/2024	11,958.00
16242	Charter Impact LLC	8/2/2024	6,850.00
46494	Charter Safe	8/19/2024	21,016.00
46749	Charter Safe	8/30/2024	5,254.00
47257	Vanguard Cleaning Systems of the North Bay	8/9/2024	2,940.00
47338	Vanguard Cleaning Systems of the North Bay	8/19/2024	3,350.00
50382	Park Landscape Maintenance	8/2/2024	1,560.00
68978	Imagine Learning LLC	8/23/2024	1,320.00
145755	Bay Counties Pest Control Inc.	8/19/2024	115.00
224838	Fagen Friedman & Fullfrost LLP	8/2/2024	858.00
230724	Creative Floor Covering	8/2/2024	3,743.00
240112	Novato Unified School District	8/2/2024	1,009.90
250009	Novato Unified School District	8/23/2024	1,271.59
502188	Pini Hardware	8/19/2024	146.30
502248	Pini Hardware	8/23/2024	134.50
980665	Soil Plus	8/19/2024	285.84
2621999	Chem	8/19/2024	6,204.39
9133780	Brady Industries, LLC	8/19/2024	257.60
9141170	Brady Industries, LLC	8/23/2024	19.05
22153205	AT&T	8/23/2024	224.43
3190579049	International Fire	8/19/2024	578.90
3478272904	AT&T	8/19/2024	646.28
5030833639	Wells Fargo Vendor Financial Services, LLC	8/19/2024	758.07
9.59672E+11	Kaiser Foundation Health Plan Inc.	8/19/2024	6,674.00
08012024-25	Novato Unified School District	8/19/2024	16,000.00
AR25-00001	Live Oak Charter School	8/23/2024	22,500.00
GONT081324	Brooke Gonterman	8/19/2024	79.00
MCDU081424	Angela McDuffee	8/23/2024	70.00
NORT072524-620	North Marin Water District	8/9/2024	3,729.48
NORT072524-810	North Marin Water District	8/9/2024	955.88
PGEX080224-487	PG&E	8/19/2024	168.64
SM0FVN20240707(	Texas Life Insurance	8/2/2024	161.25
SM0FVN20240715(	Texas Life Insurance	8/23/2024	161.25
THOM082724	Jennifer Thompson	8/27/2024	1,032.25
TOMO080624	Justin Tomola	8/19/2024	578.88
ACH	Bank of Marin	8/1/2024	10.00
ACH	UMPQUA	8/6/2024	2,712.82
ACH	Inova	8/8/2024	20,669.20
ACH	Optum	8/13/2024	972.49
ACH	Optum	8/13/2024	599.99
ACH	Pitney Bowes Global Financial Services LLC	8/21/2024	151.53
ACH	Bank of Marin	8/27/2024	20.00
ACH	Optum	8/29/2024	1,341.22
ACH	Inova	8/9/2024	7,554.45
ACH	Inova	8/20/2024	44.73

Total Disbursements Issued in August **$ 159,183.45**

Novato Charter Academy

Accounts Payable Aging

August 31, 2024

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Brady Industries, LLC	9150638	8/26/2024	9/15/2024	$ -	$ 630	$ -	$ -	$ -	$ 630
Brady Industries, LLC	9150637	8/26/2024	9/15/2024	-	25	-	-	-	$ 25
Garden Gophers Hunter Inc.	280	8/26/2024	8/24/2024	-	100	-	-	-	$ 100
Mark Jones - Contractor	1ncs	8/26/2024	9/8/2024	-	5,520	-	-	-	$ 5,520
Kaiser Foundation Health Plan Inc.	656333	8/14/2024	10/31/2024	-	6,674	-	-	-	$ 6,674
Mercurius	16667	8/27/2024	9/7/2024	-	519	-	-	-	$ 519
Mercurius	16668	8/27/2024	9/7/2024	-	768	-	-	-	$ 768
Mercurius	16665	8/27/2024	9/7/2024	-	796	-	-	-	$ 796
Mercurius	16666	8/27/2024	9/7/2024	-	2,023	-	-	-	$ 2,023
Mercurius	16674	8/27/2024	9/7/2024	-	592	-	-	-	$ 592
Mercurius	16673	8/27/2024	9/7/2024	-	918	-	-	-	$ 918
Mercurius	16675	8/27/2024	9/7/2024	-	383	-	-	-	$ 383
Mercurius	16670	8/27/2024	9/7/2024	-	272	-	-	-	$ 272
Mercurius	16672	8/27/2024	9/7/2024	-	377	-	-	-	$ 377
Mercurius	16671	8/28/2024	9/7/2024	-	61	-	-	-	$ 61
Mercurius	16669	8/28/2024	9/7/2024	-	2,852	-	-	-	$ 2,852
Novato Glass, Inc.	E 4700	8/26/2024	9/21/2024	-	503	-	-	-	$ 503
Park Landscape Maintenance	50598	8/26/2024	9/10/2024	-	1,560	-	-	-	$ 1,560
Pitney Bowes Global Financial Services LLC	3106763039	8/27/2024	8/21/2024	$ -	$ 152	$ -	$ -	$ -	$ 152
			Total Outstanding Invoices	$ -	$ 24,725	$ -	$ -	$ -	$ 24,725

NOTE TO CHARTER SCHOOL USERS OF THIS VOLUNTEER HANDBOOK TEMPLATE

It is your responsibility to fully review the contents of this material to ensure that it is consistent with the school's policies and procedures. You may wish to replace sections with your actual internal policy language.

Please also note that the handbook obligates you to provide training to the volunteer (page 10, paragraph 22); we also recommend making sexual harassment training available to volunteers (both adult-to-adult and adult-to-student). Yard Supervisors should have playground supervisor training. These training modules are available through SafeSchools.com and other sources. The handbook also states that you do not provide workers' compensation insurance to the volunteers (page 9). You can make the decision to offer workers' compensation or accident insurance if you wish. Consult your insurance provider or risk manager to discuss the pros and cons before revising this template.

Do not include this page when providing the handbook to your volunteers.

CharterSAFE

BE SAFE • FEEL SAFE

888.901.0004 // chartersafe.org

VOLUNTEER HANDBOOK & APPLICATION TEMPLATE

06/2022

[SCHOOL LETTERHEAD]

Welcome Letter

Dear School Volunteer:

On behalf of <CHARTER SCHOOL>, I would like to extend our appreciation for your dedication and support to our school and our mission of improving the academic achievement of our students. Volunteers play an important and valuable role at our school. Students, teachers, staff, parents, and the community all benefit from the work of individuals like you who give of your time and talents. We know that you will benefit from this experience as well.

This handbook is directed to all volunteers who wish to devote a portion of their time to our school and students. We want you to get the most out of your volunteer experience and as such, we want to make sure you are an informed volunteer.

Volunteers help in many different ways: tutoring, classroom assistants, playground supervision, library assistants, office assistants, field trip chaperones, team sports, and special projects. We appreciate your hard work and dedication. On behalf of the teachers, staff, and students, we say “Thank You!”

If I can ever be of assistance to you, please do not hesitate to contact me.

Sincerely,

Name
Executive Director [or other position title]

DEFINITION OF VOLUNTEERS

Volunteers are individuals who donate their time, without financial compensation, to benefit their communities. The volunteer's participation may occur in a classroom setting during the school day or outside the school setting as part of an extracurricular activity. *A person who comes to the school for a one-time special event, such as a guest speaker, presenter, or visitor is considered a guest and they do not complete a volunteer application.* School policy prohibits discrimination on the basis of race, color, national origin, creed, marital status, sex, religion, age, disability, or any other protected status as defined by federal, state or local law.

Volunteer Opportunities include: (*School should customize this list***)**

- Tutoring
- Mentoring
- Athletics
- Classroom assistance
- School/classroom events like career fairs and field trips
- Before/After-school programs
- Non-classroom (main office, library/media center, etc.) assistance
- Yard or Playground supervision
- Food service

VOLUNTEER REQUIREMENTS

All volunteers are required to complete a "School Volunteer Application Form." Volunteers will be subject to a criminal background/ fingerprint check. No volunteer shall be assigned to provide supervision or instruction of students unless the applicant has submitted evidence of a TB Risk Assessment with the past 60 days (to determine that the applicant is free of active tuberculosis in compliance with CA Education Code section 49406. Volunteers who are found to be free of infectious TB shall thereafter be required to have a TB Risk Assessment every four years.

Effective 1/1/2022, "Regular Volunteers", meaning a volunteer with the youth service organization who is 18 years of age or older and who has direct contact with, or supervision of, children for more than 16 hours per month or 32 hours per year.

Acceptance as a volunteer is based on factors including, but not limited to:

- No record of a serious or violent felony conviction (pursuant to Ed Code 45122.1), or requirement to register as a sex offender, or with a history of child abuse under California law (Penal Code 290)
- Live Scan fingerprinting, with clearance from the Department of Justice
- A completed "School Volunteer Application Form" on file.
- Tuberculosis (TB) Clearance (Risk Assessment or Skin Test)
- Positive attitude; interest in and enthusiasm for working with children
- Ability to work cooperatively with school personnel and participate regularly
- Good communication skills, health, and personal hygiene; ethical conduct; dependability.

SCHOOL VOLUNTEER PROCEDURES/CHECKLIST

Procedures for all volunteers are as follows:

- ☐ Completed and Signed Volunteer Application Form
- ☐ Copy of Valid State Issued Driver's License/ID Card
- ☐ Signed Volunteer Guidelines Agreement
- ☐ Signed Volunteer Confidentiality Agreement
- ☐ Signed Declaration of Volunteers as Disaster Service Workers
- ☐ Signed Volunteer Participation Informed Consent / Waiver & Release
- ☐ Signed Acknowledgment of Receipt of Volunteer Handbook
- ☐ Criminal Background check with Live Scan
- ☐ TB Risk Assessment Signed by a Health Care Provider
- ☐ Mandated Reporter, Sexual Abuse Prevention, and Bloodborne Pathogen Training

SUGGESTIONS FOR MAKING YOUR VOLUNTEER EXPERIENCE SUCCESSFUL

The following are suggestions that should prove helpful in developing a successful partnership with <CHARTER SCHOOL> students and staff.

- Meet with the teacher/staff member before you start. Volunteers are placed with teachers or other staff members who have requested volunteer assistance. Some have specific roles and tasks for their volunteers, while others identify those tasks on an as-needed basis.
    - Ask questions if you are unclear about something
    - Keep communication open
- Get to know the school grounds
    - Know the location and phone number of the school office
    - Know the location of important rooms such as the office, restrooms, staff lounge, etc.
    - Find out where to park.
- If you are volunteering in a classroom, spend some time observing the class
    - Become familiar with classroom routines
    - Identify the location of supplies and materials within the classroom.
- If you are volunteering on the playground, be well-informed of the playground supervision expectations and rules, and if you are unsure, ask a staff member.
- Establish positive relationships with the students.
    - Be friendly; let them know you are glad to be here!
    - Be encouraging to students.
- If you are experiencing some problems with your placement or responsibilities, try to resolve them first with the teacher or staff member with whom you are working. If you need more assistance with your problem, please contact school administration.
- When the teacher/staff member first orients you, the following should be discussed:
    - Days and time to work in classrooms/on campus
    - Procedures for you and staff member to be in communication
    - Alternate plans for the days when the teacher or staff member is absent
    - How you will be told of the day's assignment (folder, note, etc.)
    - Teachers' own classroom management
    - Where to leave your personal belongings
    - Where the lounge and adult restrooms are located.
- Be punctual. In the event that you must be absent, please notify the teacher or staff member as soon as possible.
- Sign in and out upon your arrival and departure in the main office (or as school policy dictates).
- Wear your nametag or school badge throughout your stay on campus. This badge or nametag will help students, staff, and other volunteers recognize that you are a volunteer on campus.
- Remember that you are a role model for students and the school community.
- Feel free to ask questions about programs, policies, materials, and supplies. Talk to the teacher about any difficulties at appropriate times, not in front of students or parents.
- Learn the names of students.
- Help students tackle their work but do not do their work for them. If they get off-track, help them get back on task in a tactful manner.
- Work at the student's level; sit or stand with him/her. Show your interest and involvement.
- Speak in a positive manner to students.
- Remember that corrective discipline is the responsibility of the teachers, counselors, and School Leader.

VOLUNTEER APPLICATION

(Please type or print)

School Name/Location: _____

Name: _____
Last First Middle

Maiden Name/Other Names Used: _____

Residence Address: _____
Street City State Zip

Home Telephone: (___) _____ Work or Mobile Telephone: (___) _____

Emergency Contact Name and Phone: _____ (___) _____

Health Insurer and Policy #_____

Date of Birth: ___/___/___ CA Driver's License or ID Card: Yes ( ) No ( ) Number: _____

Length of residence in county? _____

Previous Address (if less than 5 years): _____

Physical Limitations: Yes ( ) No ( ) Explain: _____
_____

Relationship to any student(s) or staff members at school? Yes ( ) No ( ) Explain: _____
_____

Languages spoken: _____

Please respond to the following: "I am interested in volunteering because _____
_____
_____

Do you have any felony convictions: Yes ( ) No ( ) If so, please list: _____
_____

Have you **EVER** been convicted of any sex offense for which you must register with any Law Enforcement Agency pursuant to Penal Code Section 290? Yes ( ) No ( )

I certify under penalty of perjury that the foregoing statements are true and complete, and I authorize <CHARTER SCHOOL> to complete a background check as a condition of school volunteer service, as provided by California Education Code 45125.5

I understand that I will not receive any compensation or salary, or any other health or retirement benefits, or workers' compensation insurance coverage during this volunteer assignment. I agree to waive all claims against the <CHARTER SCHOOL> and hold the <CHARTER SCHOOL>, its officers, agents, employees, authorizer, and volunteers harmless from any and all liability or claims which may arise out of or in connection with my participation in this volunteer activity.

In the event of illness or injury, I do hereby consent to whatever x-ray examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care and emergency transportation considered necessary in the best judgment of the attending physician, surgeon, or dentist and performed under the supervision of a member of the medical staff of the hospital or facility furnishing medical or dental services.

All volunteer work is done under the direction of an assigned teacher, site volunteer coordinator, or school administrator. Volunteers must comply with the sign-in/out procedures at the school site and other terms and conditions of this Volunteer Handbook.

Volunteers do not receive compensation, health benefits, or worker's compensation. Additionally, section 35330 of the California Education Code contains the following statement of immunity in favor of the school when students or volunteers are participating in field trips: "All persons making the field trip shall be deemed to have waived all claims against the district, charter school, or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion."

Volunteer Signature: _____ Date: _____

VOLUNTEER GUIDELINES AGREEMENT

- Immediately upon arrival, I will sign in at the main office or the designated sign-in station.
- Volunteers will follow all policies, procedures, and rules established by the school and all applicable laws.
- Volunteers must wear the appropriate identification badge and will show volunteer identification whenever required by the school to do so.
- Volunteers must follow the appropriate dress code applicable to staff.
- Volunteers cannot smoke in any school facility or building or within 50' of a school building.
- Volunteers will not lend money and/or bring gifts to students, unless authorized by school administrators.
- Volunteers will not transport students unless they have been given express permission to do so by the school principal and have provided the appropriate insurance and driving record verification. Do not put yourself in the position of being alone with any student in any vehicle.
- Volunteers must not be alone with students in unsupervised areas of the campus or activity.
- Volunteers will not have access to student educational records.
- Volunteers will not photograph or videotape students unless authorized by the principal or designee.
- Volunteers will not dress/undress or provide personal hygiene assistance, or supply medication to students.
- Volunteers should not exchange telephone numbers, home addresses, e-mail addresses or any other home directory information with students for any purpose.
- Volunteers will use universal precautions to avoid contact with bodily fluids.
- Volunteers will use only "adult" designated restrooms.
- Volunteers can monitor student behavior; however, if a situation is serious, the volunteer should seek immediate assistance from school personnel.
- Volunteers will not discriminate against or harass any person and will report all harassment or discrimination observed, in accordance with school policy.
- Volunteers will not search students or student property.
- Volunteers will make every reasonable effort to make sure that the school's technology resources are used appropriately and responsibly.
- Volunteers will make themselves familiar with and agree to follow the school's emergency procedures.
- Volunteers will not direct a student to remove an emblem, insignia, or garment. If the volunteer believes a student's clothing is disruptive or promotes disruptive behavior, the volunteer will contact a staff member immediately.
- Volunteers must report suspected cases of abuse or neglect to the school administrator.
- Volunteers understand that the school will not be responsible for lost or damaged personal items brought to school by the volunteer. You are discouraged from bringing valuables to the school.
- Volunteers understand that the school reserves the right to decline their volunteer services at any time.
- Volunteers shall not be in possession or under the influence of any medication or substance that produces physical, mental, emotional, or behavioral impairment.
- Volunteers shall not be in possession of alcoholic beverages, illegal drugs, or firearms while serving in a volunteer capacity.
- Volunteers shall not use obscene or discriminatory language at school or at any school event.

I have read and agree to abide by the above guidelines.

Volunteer Signature: _____ Date: _____

VOLUNTEER CONFIDENTIALITY AGREEMENT

In accordance with federal law, all school volunteers are expected to maintain confidentiality while working at the school. All things that are seen and heard at school about employees or children and their families should be considered privileged/confidential information. Trust must be established and maintained in order for our volunteer program to be successful. Volunteers can strengthen the bond between themselves and the school by following these guidelines:

- Treat all student and employee information as personal and confidential regardless of the source.
- Communicate relevant information about students only to the respective classroom teacher or principal/school leader.
- Seek clarification of unusual situations that occur in the school from the person(s) involved and avoid discussing such matters with others unless so directed by the assigned teacher or principal/school leader.
- Retain a sense of perspective regarding comments heard and actions observed.
- Understand that not all information can and will be shared with volunteers, due to legal considerations including state and federal law.
- Deal impartially with students regardless of background, intelligence, physical or emotional maturity.
- Do not discuss student progress or behavior with the parent. All relevant information should be referred to the teacher or the principal. Direct all inquiries about students to the professional staff.
- Speak constructively of all school staff; however, report difficulties involving the welfare of students or the school to the principal.
- Do not discuss confidential information with anyone. This information includes, but is not limited to: scholastic and health records; test scores and grades; discipline and classroom behavior; character traits of children; supports and services a student may receive.
- All volunteers are required to sign a statement of confidentiality.

Discipline: Discipline of students is solely the responsibility of the teacher in charge. Volunteers should under no circumstances discipline students. Should students misbehave in your presence, you should report this immediately to the teacher in charge. The teacher will then determine the necessary course of action. Also note that we expect students to treat volunteers with the same level of respect given to other school personnel. If you feel that students are not being respectful towards you, do not hesitate to discuss the matter with the teacher or principal.

While all student information should be treated confidentially and sharing student information with others may be a violation of the law, do not make a promise to a student that you will keep confidential any information that pertains to the welfare of the student(s). Although the student is free to share confidential information with you, there are certain things you are required by law to tell the principal or school administrator. Any personal information learned from a student, should be held in strictest confidence **except:**

- If a student confides that he or she is the victim of sexual, emotional, chemical, or physical abuse (including bullying and cyber bullying).
- If a student confides that he or she is involved in any illegal activity.
- If a student confides that he or she is considering homicide or suicide.

Should one of these exceptions arise, you are required by law to immediately notify the school principal or administrator. Remember, the information is extremely personal and capable of damaging lives, so do not share it with anyone (including other school staff members) except the principal, school administrator, or other appropriate authorities. If you have questions, please ask the principal or your assigned school

administrator. Any needs of students communicated to the volunteer should be referred to the appropriate staff person.

Volunteer Statement:

I understand that in the course of my association with <CHARTER SCHOOL>, I am responsible for maintaining the confidentiality of all employee and student information (both written and verbal) that may become known to me during the course of my volunteer activities.

I further understand that in the performance of my volunteering, I am not to discuss academic or other confidential information regarding students or employees with anyone, including the parents of any student. Any breach of confidentiality will be carefully reviewed and if substantiated may result in termination of any and all volunteer involvement with the school and may be reported to the proper authorities.

I acknowledge that I have read and understand this statement of confidentiality.

Volunteer Name: _____

Volunteer Signature: _____ Date: _____

DECLARATION OF VOLUNTEERS AS DISASTER SERVICE WORKERS

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in the protection of its citizens and resources, all public employees and all volunteers in any disaster council or emergency organization accredited by the Office of Emergency Services are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law. (Required by Government Code 3100-3102 of the State of California)

I acknowledge that I have read and understand that I may be declared to be a disaster service worker subject to such disaster service activities.

Volunteer Signature: _____ Date: _____

VOLUNTEER PARTICIPATION INFORMED CONSENT / WAIVER & RELEASE

In consideration of the acceptance of my voluntary participation in the above event/activity, I hereby waive, release and discharge any and all claims for damages for death, personal injury or property damage which I may have, or which may hereafter accrue to me, against the <CHARTER SCHOOL> as a result of my participation as a volunteer.

This release is intended to discharge the <CHARTER SCHOOL> their trustees, officers, employees and volunteers from and against any and all liability arising out of or connected in any way with my participation, even though that liability may arise out of negligence or carelessness on the part of the charter school mentioned above.

I understand that participation as a volunteer may include a great deal of physical activity. I further understand that accidents and injuries can arise out of this activity; knowing the risk, nevertheless, I hereby agree to assume those risks and to release and to hold harmless the <CHARTER SCHOOL> and persons mentioned above.

It is further understood and agreed that this waiver, release and assumption of risks is to be binding on my heirs and assigns.

Volunteer Signature: _____ Date: _____

PROCEDURES FOR RETURNING VOLUNTEERS

Returning volunteers that have tested negative must have on file with the school a TB Risk Assessment showing that within the last four years, the person has been examined and has been found to be free of communicable tuberculosis in accordance with Education Code 49406. (Education Code 45106, 45347, 45349, 49406 & Health and Safety Code 121545)

All returning volunteers shall complete a new application each school year and will need to re-do the criminal history check as well as mandatory training.

ACKNOWLEDGMENT OF RECEIPT OF VOLUNTEER HANDBOOK

My signature below confirms that I have received a copy of the Volunteer Handbook. I agree to follow and abide by all of the procedures, rules, and policies that it contains. I understand that the Volunteer Handbook is intended to cover the procedures, rules, and policies most often applied to day-to-day activities. These policies are subject to change at the sole discretion of <CHARTER SCHOOL>. From time to time, I may receive updated information concerning changes in policy. I am aware that I may ask questions about procedures, rules, and policies.

Volunteer Signature: _____ Date: _____

Risk Management Best Practices: Volunteers

Risk Considerations with Volunteers: Injuries, sexual misconduct, student/ school confidentiality, motor vehicle accidents, boundary issues, etc.

Definition of a School Volunteer: A volunteer is any individual who donates his or her time, without financial compensation, to benefit the charter school. The volunteer's participation may occur on or off-campus, during school, or after hours. *A person who comes to the school for a one-time special event, such as a guest speaker, presenter, or visitor is considered a guest and they do not complete a volunteer application.*

Volunteer Application Process: All volunteer applicants must complete and submit the following before volunteering on a school campus or activity:

- Volunteer Application Form
- Copy of valid state-issued driver's license/ID Card
- Volunteer Guidelines Agreement
- Volunteer Confidentiality Agreement
- Signed Boundaries Policy
- Criminal Background check with Live Scan
- TB Risk Assessment administered by a healthcare provider

Volunteer Approval Process: School policy must prohibit discrimination based on race, color, national origin, creed, marital status, sex, religion, age, disability, or any other protected status as defined by federal, state, or local law. Once the above requirements have been met, the designated volunteer coordinator or school administration office must:

- Review the application for completion and ensure all applicable forms are signed
- Verify that Live Scan results are acceptable and that applicant is not a sex offender on www.meganslaw.ca.gov
- Assign applicable training, including Mandated Reporter, Sexual Abuse Prevention, and Bloodborne Pathogens

Volunteers under the age of 18: Due to the inability to obtain criminal records and the ability to use good judgment relative to their maturity level, it is not recommended that schools utilize minors as volunteers.
Should a school choose to make an exception, the following should apply:

- The minor's parent/ guardian must sign the application and corresponding forms along with the applicant
- Minors must be supervised by staff at all times, ensuring that there is no one-on-one contact with students

Volunteer Drivers: The school must communicate to its volunteer drivers that the driver's auto liability is the primary insurance when driving on its behalf, including transporting equipment, staff, and/or students, and that the school is not responsible for damage to the volunteer's vehicle or reimbursement of the deductible in the event of an accident.

Volunteer Driver Requirements: Drivers must be at least 24 years of age provide the school with the following:

- Valid CA driver's license & vehicle registration
- Automobile Liability - $100,000 per person; $300,000 per occurrence; Property Damage - $50,000 per occurrence

Regulations:
AB 1667
Health and Safety Code §121545
Education Code section §35021, 45122.1, 45340 - 45349

Resources:
https://www.cdph.ca.gov/programs/cid/dcdc/cdph%20document%20library/tbcb-ca-school-staff-volunteer-tb-risk-assessment-faq.pdf
www.meganslaw.ca.gov

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

Volunteer Application Requirements

Interested in being a Classroom Volunteer, a Field Trip Chaperone or Field Trip Driver?

We are so glad you are interested in joining our amazing force of parents, family, and community members who work with students here at Novato Charter School. Novato Charter School vigorously screens all volunteers to maintain the safety and well-being of our students and staff.

Before you begin volunteering, driving or chaperoning you will need to complete the following steps:

- **Complete the Volunteer Application** (non-expiring) Complete these steps included in the form
- **Complete the Confidentiality Agreement for School Volunteers** (non-expiring) form
- **Submit TB Risk Assessment Form from doctor OR cleared TB test** (required every 4 years)
- **Complete Fingerprinting Clearance** (non-expiring) fingerprint form
    - Visit the UPS Store to be fingerprinted using LiveScan
    - Cost at the UPS store = $35 roll fee and state fee $50 total = $85 Sheriff's office= $52. (Please let us know if cost is a prohibitive factor and we can try to find a sponsor for you. If you would like to be a sponsor, please email the office manager)

Additional requirements to drive on a School Field Trip:

- **Driver Authorization** (yearly)
    - Complete and return to the NCS office with:
        - Completed Driver's Authorization Form
        - Copy of Current Driver's License Record
        - Copy of Current Insurance Policy Declaration Page
        - Copy of Current Insurance Card
        - Copy of Valid Driver's License

The impact of your investment is immeasurable and will have positive effects on students long past their time in the classroom!

1/2/2023

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

VOLUNTEER APPLICATION

This application must be completed if you wish to be a Site-Based Volunteer, Field Trip Driver, or a Chaperone. The following information is required:

Volunteer Name:_____

Address: _____
Street City Zip

Telephone#_____ Email: _____

Student Name:_____

Emergency Contact Name and Phone No: _____

Complete List of Requirements:

☐ **All Volunteers (Site Volunteer and Field Trip Chaperones**)
- Volunteer Application
- Confidentiality Agreement for School Volunteers link
- Proof of Identification: i.e. Driver's License or Passport
- TB Risk Assessment Form from doctor OR cleared TB test
- Fingerprint Clearance (Live Scan Form) link

☐ **Additional Requirements for Driving Volunteers:**
- Driver Authorization form and required documentation.

_____ _____

Volunteer Signature Date

- Please turn all documents into the NCS Office at least 2 weeks prior to first volunteer date
- Please note: Fingerprint Clearance processing can take up to 6 weeks for school to receive final approval of clearance.

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

Adopted on: 12/14/2022

Confidentiality Agreement for School Volunteers

The Family Educational Rights and Privacy Act (FERPA) is a federal law enacted in 1974 that protects the confidentiality of a student's educational records. As a volunteer at Novato Charter School ("School") it is important for you to familiarize yourself with some of the basic provisions of FERPA to ensure that you do not violate this federal law.

- You must not, under any circumstances, release to any person(s) information about a student –unless your position specifically authorizes and requires you to do so.

- You must not acquire or collect any information from a student's record that you do not need in order to perform your duties as a volunteer. You must not share information about students that you may have learned while performing your role. Even a seemingly minor disclosure of information (e.g., speaking to another parent about disciplinary action, academic progress, or disabilities regarding a child other than your own child) is a violation and may result in adverse legal actions against you and the school. It is your responsibility to keep any information obtained in your involvement with the school confidential.

As a volunteer of Novato Charter School ("School"),
I will honestly and faithfully abide by the following:

1. **Compliance with School Policies:** I have read the above statement as regards confidential student or family information protected under FERPA.

2. **Limited Access/Use of Confidential Information:** I will only access or use confidential information, especially identifiable pupil records, as needed to perform any legitimate duties as a volunteer.

3. **Refraining from Disclosure Unless Authorized:** I understand that confidential information, especially including identifiable pupil records, cannot lawfully be released to third parties without specific written authorization, and I will not disclose or release any such information unless specifically authorized to do so.

4. **Safeguarding Confidential Information:** Should I obtain access to any confidential pupil or personnel information, I agree that I will not transmit, divulge, copy, release, sell, loan, review, alter, or destroy any such confidential information except as properly authorized by a School official and within the scope of my volunteer duties; I will also safeguard any passwords I may be given and agree not to disclose any such passwords to any unauthorized third parties.

5. **Refraining from Removing Confidential Information:** I will not remove any confidential information from the School unless specifically authorized by a School official to do so.

6. **Immediate Reporting of Any Known Security Breaches:** I will immediately report any known security breaches or any activities if I suspect such activities may compromise the confidentiality of pupil or personnel records.

7. **Compliance with Continuing Confidentiality Obligations:** I understand that my obligations under this agreement continue after I cease any volunteer work with the School.

8. **Compliance with All Computer Use Protocols:** If I use a School computer which allows access to any confidential information, I will comply with all School Computer Use policies, including logging off once finished and/or following any other security or operational protocols specified by the School.

9. **Inquiry When In Doubt:** If I have any question concerning School policies or what constitutes confidential information or should be asked to release confidential information, if I should have any questions or doubt about whether information may lawfully be released to a third party, I agree to immediately inquire with an appropriate School official before taking any action.

10. **Consequences for Unauthorized Release of Information:** I understand that unauthorized disclosures of confidential information can cause grave consequences and may constitute violations of state or federal law which can lead to civil liability resulting in significant monetary damages.

_____ _____

Volunteer Signature Date

_____

Volunteer Name [Print]

_____

Volunteer Address (Street)

_____

Volunteer Address (City, State, Zip)

Administrative Approval:

_____ _____

Novato Charter School Representative Date

NOVATO UNIFIED SCHOOL DISTRICT

DRIVER AUTHORIZATION FORM

EMPLOYEES ★ PARENTS ★ VOLUNTEERS

*** AT LEAST 10 DAYS BEFORE DRIVING: COMPLETE/RETURN FORM & REQUIRED DOCUMENTS TO SCHOOL SITE ***

Driver's Name:	Driver's Phone:
Driver's Email (for notification):	
School(s):	☐ FIELD TRIP(S) ☐ ATHLETIC EVENT(S)

* * MINIMUM INSURANCE REQUIREMENTS * *

$100,000 Bodily Injury–*Per Person* ◆ $300,000 Bodily Injury–*Per Occurrence* ◆ $25,000 Property Damage

★Insurance Provider:		
★Bodily Injury Limit – Per Person:	★Bodily Injury Limit – Per Occurrence:	★Property Damage Limit:

1. Vehicle capacity is one passenger per seat belt. *I will ensure that all of my passengers wear their seat belts.*
2. I have inspected my vehicle and it is in safe operating condition: lights, horn, turn signals, brakes, tires and suspension.
3. I have no physical limitations that would adversely affect my ability to drive safely, including, but not limited to, blackouts, seizures, or release from an alcohol or detoxification facility within the last 6 months.
4. I have **no prior convictions** for driving under the influence, nor will I consume any alcoholic beverages or other drugs while on a school-sponsored field trip or athletic event.
5. I have **no prior convictions** for violent or serious felonies as listed and described in subdivision (c) of Section 667.5, Section 1192.7, and Section 44010 of the Penal Code.
6. I have provided Novato Unified School District with (1) a copy of my driver's license, (2) current DMV driving record, (3) current insurance billing statement and (4) current proof of insurance card.
7. I am an adult **over the age of 25**:
   - I certify that the above information is correct, and that the insurance coverage provided is in force. I agree to advise the District in writing of any changes in the above information.
   - I will be using a vehicle listed on my insurance document. I understand that my insurance is **PRIMARY** in case of an accident, and Novato Unified School District accepts no responsibility for damage or loss to my vehicle.
   - **I understand that I must IMMEDIATELY notify Novato Unified School District of any changes to my driver's license validation or restrictions, or if my insurance coverage no longer meets the specified requirements.**

PLEASE NOTE: ***This form expires on the last day of the current school year and must be renewed each school year***

Signature of Driver: _____ Date:_____

Site: ☐ Office Manager ☐ Principal: _____ Date:_____

DISTRICT OFFICE:

INS		DMV		DL		APPROVED:		DATE:	

REQUIRED DOCUMENTATION

ALL DRIVERS, *including parents and district employees*, must complete and sign a Driver Authorization Form and submit all required documentation **at least ten (10) working days prior to the trip**. *This includes parents driving only their children for any school function.*

Signed form and required documents must be taken to the Office Manager at your school site.
The Office Manager will acquire site approval and forward documents to the district office for review/authorization.

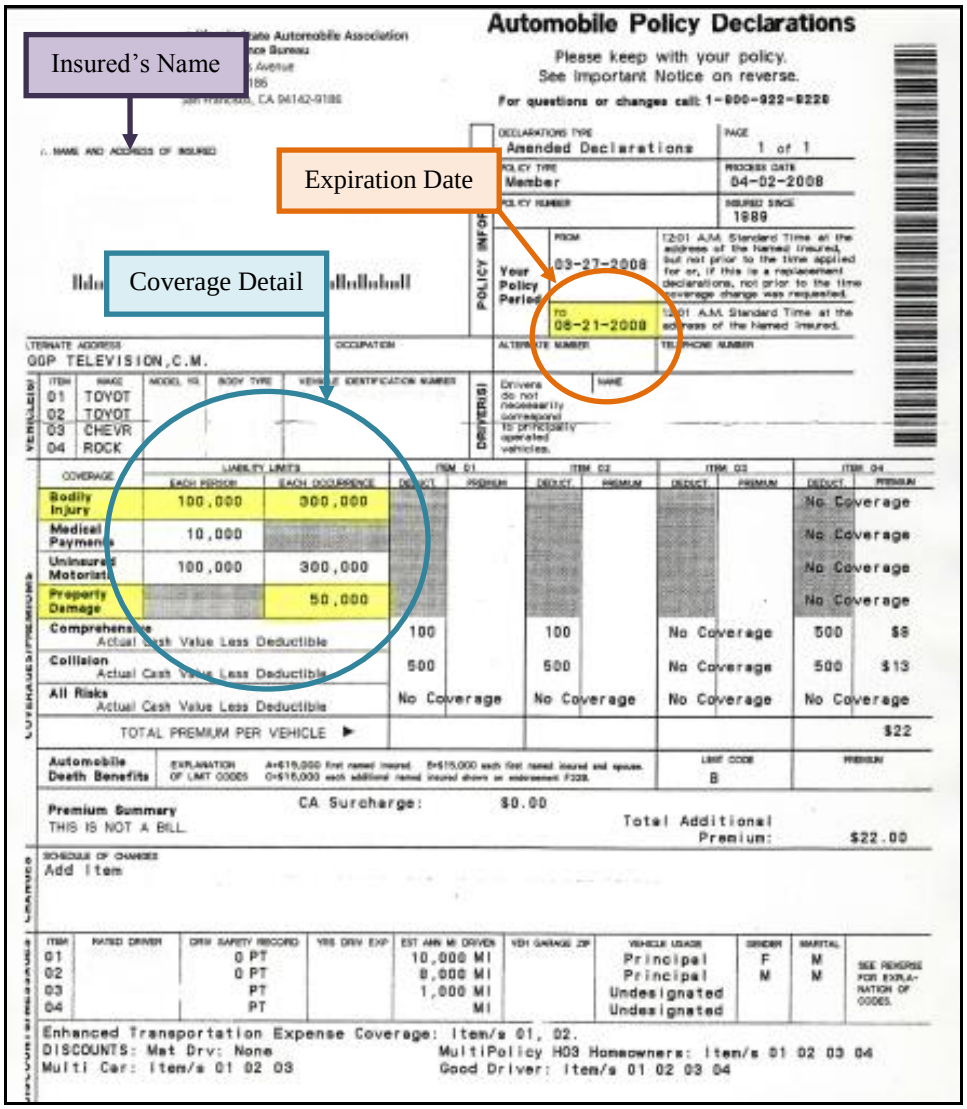
*** * ONCE YOUR FORM IS APPROVED, YOU ARE AUTHORIZED TO DRIVE FOR *ANY SITE* WITHIN NOVATO UNIFIED * ***

PLEASE NOTE: Submitting paperwork **IS NOT** automatic authorization to drive.
You must receive notification of approval via email or phone **PRIOR TO DRIVING**.

Required documentation includes:

1. **CURRENT** Driver Authorization Form - #600130 (original) – *signed by parent **and school site***
2. **CURRENT** Driver License Record (DMV)- $5.00 at DMV; $2.00 online *http://www.dmv.ca.gov/online/dr/welcome.htm*
3. **CURRENT** Insurance Policy **Declaration** Doc (copy) – *includes driver's name, coverage limits & expiration date*
4. **CURRENT** Proof of Insurance Card (copy)
5. **VALID** Driver's License (copy)

SAMPLE INSURANCE BILLING DOC:



REMINDERS:

- Driver Authorization Forms are valid for ONE SCHOOL YEAR. Each school year (July–June) ALL DRIVERS, including parents and **district employees**, must submit a new driver form with current documentation prior to driving students for any field trip/athletic event.
- Prior to trip, drivers must conduct a thorough inspection of their vehicle. The inspection should include lights, horn, turn signals, brakes, tires (including spare), and emergency tools.
- *Carry only the number of passengers for which the vehicle has safety restraints.* All passengers must use their seat belts at all times, **one passenger per seat belt.**
- Students under the age of eight (8), or less than four feet nine inches tall (4'9"), must be in a child safety seat (or booster) in the back seat of the vehicle. Please visit chp.ca.gov online for current California child safety seat laws.
- Caravan travel is required if more than one vehicle is used for any trip.

10/14/2024 Enrollment Update for NCS BOD

Grade	Total/target enrollment	Enrollment as of 8/14/24	Seats available	Wait List
TK	20	20	0	20
K	28	28	0	56
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	25	3	0
Totals	272	269	3	215

February 29, 2024

Ms. Nikki Lloyd
Administrative Officer
Novato Charter School
940 C Street
Novato, CA 94949

Mr. Joshua Braff
CEO
Novato Unified School District
1015 7th Street
Novato, CA 94945

Access and Circulation Study for the Novato Charter School

Dear Ms. Lloyd and Mr. Braff;

W-Trans has completed an evaluation of access to and circulation in the existing parking lot that serves the Novato Charter School at 940 C Street in the City of Novato. The purpose of this letter is to detail our findings in light of the planned modifications to the lot as part of the planned construction of the North Bay Children's Center, which shares the parking lot.

Project Description

The North Bay Children's Center and soccer field replacement projects are expected to reduce the existing parking supply by eliminating 44 parking spaces, add 60 spaces for the Children's Center, modify the existing drive aisles, and remove the existing portable classrooms.

Setting

The study area consisted of the parking lot and driveways serving the Novato Charter School at 940 C Street. The parking lot currently has 98 marked spaces and would have 54 spaces with implementation of the Children's Center and soccer field projects. Conditions during the morning drop-off and afternoon pick-up periods were evaluated. C Street has one travel lane in each direction and a *prima facie* speed limit of 25 mph near the school.

Site Observations

To understand the existing operations and how they may be affected by the nearby projects, a site visit was conducted during the afternoon pick-up on Tuesday, February 6, 2024. The site is accessed by two driveways on C Street.

Sight Distance

Sight distances at the access points were evaluated based on sight distance criteria contained in the *Highway Design Manual* published by Caltrans. Sight distance requirements are generally not applicable to driveways on a public street in an urban environment, though it was evaluated using stopping sight distance criteria to ensure that minimal safety needs are met. Approach travel speeds are used as the basis for determining the recommended sight distance. C Street along the project frontage has a *prima facie* speed limit of 25 mph because it is within 1,000 feet of a school, so the recommended stopping sight distance is 150 feet. The stopping sight distances at both the northern and southern driveways were field measured at over 150 feet in both directions, so are adequate.

The Children's Center as proposed includes a driveway about 30 feet north of the school's existing southern driveway. It is common for driveways to be this close together and does not pose a safety concern so long as no signing or landscaping is installed that would block sight lines between the two driveways. Consideration should be given to this issue during the design and construction of the proposed driveway and placement of signage, monuments, or other structures should be avoided within the sight triangles of the existing and proposed driveways. Any landscaping in the vision triangle should be lower than three feet tall for ground cover and tree canopies trimmed to be seven feet above the pavement surface.

Queuing

Queuing in the pick-up line up was also observed. The pick-up queue was observed extending beyond the designated pick-up area onto the southern driveway towards C Street and at its maximum length had about two car lengths of storage remaining before it would have spilled over onto C Street. According to school employees the queue has spilled over onto C Street in the past. Some drivers were also observed driving the wrong way on the southern driveway to bypass the queue and access the school's parking lot.

Parking Supply

Parking demand was determined estimated using standard rates published by the Institute of Transportation Engineers (ITE) in *Parking Generation*, 6th Edition, 2023, for an Elementary School (ITE LU #520). The parking demand rate for middle schools was not used to present a more conservative analysis because middle schools have a lower parking demand rate than elementary schools. The 85th percentile parking rate was used. With an expected parking demand rate of 0.19 parking spaces for every student and a student body of 270 students, the school has an expected demand of 52 parking spaces. Given the supply of 54 spaces that would remain after the modifications, this would result in a surplus of two parking spaces with the reduced supply of parking.

While the existing supply is expected to be adequate under most circumstances and during most of the day, the Novato Charter School should coordinate with the Children's Center in the scheduling of events to ensure that both facilities do not have an event on the same day. This would also allow both facilities to make use of the entire parking supply during events that require more parking than either facility has.

Findings

To eliminate the possibility of queues spilling into C Street as well as the wrong way driving, it is suggested that the southern driveway be restricted to exit only traffic with a sign at C Street directing drivers to enter the parking lot and pick-up queue using the northern driveway. This restriction could be enacted during drop-off and pick-up times only through use of signs and barricades or could be used at all times by converting the single-lane approach into separate left- and right-turn lanes.

The pick-up and drop-off queues should be retained entirely on-site. The most convenient access to the front of the school requires routing the queue from the northerly driveway through the proposed new drive aisle in front of the Children's Center. This route leads directly into the entrance of the loading zone along the school's frontage and provides sufficient stacking space to maintain the queue on-site.

As proposed, there would be an eight-foot gap between the proposed bioswale and the existing parking spaces. This gap is of insufficient width to be used for either a drive aisle or stacking space. To provide the necessary width for this to remain as a drive aisle six existing parking spaces would need to be eliminated. If six parking spaces were eliminated to provide sufficient width for a drive aisle adjacent to the proposed bioswale, then there would be a shortfall of four parking spaces. This shortfall could be addressed by using the proposed children's school parking spaces as needed or by creating a parking lot on the land that would be vacated upon the removal of the portable classrooms. The drive aisle as reconfigured would direct traffic towards an existing fire hydrant, which

would be a potential safety concern as it would increase the chance of a driver hitting either the fire hydrant or one of the bollards that surround it.

Conclusions and Recommendations

- Sight lines at the existing driveways on C Street are adequate to accommodate traffic turning into and out of the school site.

- The proposed driveway near the southern driveway does not pose a safety concern so long as existing sight lines are preserved by positioning any new signage, monuments, or other structures outside of the vision triangles of drivers waiting on the existing and proposed driveways. Landscaping planted in the vision triangles should be low-lying or above seven feet and maintained to remain outside the area needed for adequate sight lines.

- Queues were observed extending along the southern driveway and within two car lengths of spilling over into C Street. School employees have witnessed queues extending into C Street. Wrong way driving was also seen on the southern driveway.

- ITE *Parking Generation* rates indicate an 85th percentile parking demand of 52 spaces and a supply surplus of two parking spaces with the supply as proposed for the Children's Center project.

- The Novato Charter School should coordinate events with the Children's Center to avoid parking demand exceeding the supply and also to allow both facilities access to the full parking supply during events.

- The southern driveway should be restricted to outbound traffic only during drop-off and pick-up times or potentially converted to one-way and the proposed drive aisle in front of the Children's Center should be used for the pick-up and drop-off queue.

- Eliminating additional existing parking spaces to provide sufficient width for the drive aisle on the west side of the parking lot is not recommended because it will cause a parking shortfall and presents a safety concern. If the drive aisle is deemed necessary, so existing parking must be eliminated, the proposed parking for the Children's Center will need to be available for the school's occasional use or else the land currently occupied by portable classrooms should be paved or otherwise improved to be used for parking after these temporary structures are removed.

We hope this information is helpful in determining the potential effects of the North Bay Children's Center project on the Novato Charter School. Thank you for giving us the opportunity to provide these services.

Sincerely,

William Andrews, EIT
Assistant Engineer

Dalene J. Whitlock, PE (Civil, Traffic), PTOE
Senior Principal

DJW/wia/NOV154.L1