BOARD OF DIRECTORS
NOVATO CHARTER SCHOOL
(A California Non-Profit Public Benefit Corporation)
940 C Street, Novato, CA
Trustee Location
Trustee Shortall will be joining the meeting remotely.
His offsite location is as follows:
4516 Lucille Drive,
San Diego, 92115

SPECIAL MEETING AGENDA
October 21th, 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.
To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to all audience members at the door to the meeting.

2. Blue "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Public Comment." Submit your blue forms to the Board Clerk prior to the relevant agenda item.

3. "Public Comment" is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may (a) give direction to staff to respond to a concern, (b) direct that the item be referred to the Director for action or (c) schedule the item on a subsequent agenda.

4. With regard to items that are on the agenda, you may specify that agenda item on your blue request form and you will be given an opportunity to speak for up to five (5) minutes when the Board discusses that item, and total time allotted for agenda items will not exceed twenty (20) minutes.

5. When addressing the Board, speakers are requested to state their name and adhere to the time limits set forth.

Access to Board Materials: A copy of the written materials which will be submitted to the Board may be reviewed by any interested persons on The Novato Charter School's website along with this agenda following the posting of the agenda at least 72 hours in advance of this meeting.

Disability Access: Requests for disability-related modifications or accommodations to participate in this public meeting should be made 24 hours prior to the meeting by emailing mbloom@novatocharterschool.org. All efforts will be made for reasonable accommodations. The agenda and public documents can be modified upon request as required by Section 202 of the Americans with Disabilities Act.

BOARD MEMBER CODE OF CONDUCT

We will demonstrate **respect** for each other and all school constituents through open communication and by practicing gratitude and appreciation. We will **collaborate** by honoring each member's unique point of view when working on the common goal of supporting the mission and vision of NCS.
We will align our actions to support the faculty and staff in their endeavor to provide a **holistic/developmentally** appropriate education through **creativity and the art of teaching**. We will hold ourselves and each other accountable to arrive at Board meetings prepared and in follow-through of additional responsibilities including committee work outside of meetings.

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- Maintain open, respectful body language and tone of voice when sharing viewpoints.
- Respect the Direct Communication model by bringing any concern first to the person(s) most directly connected or responsible for the topic.
- Offer full listening and attention and lend a benefit of the doubt to each member.
- Honor established agreements and limitations of the board meeting format including:
- Time limits
- Discussion limited only to agenda items (no discussion of non-agendized topics)
- Avoid interrupting others
- Stay focused on speaker and topic (do not engaging in distracting behavior/side conversations)
- Express gratitude and appreciation whenever/wherever possible.

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

Board Member	Present Absent Late	Arrival time
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.

3. NON AGENDA PUBLIC COMMENT 5 Min. *This is the opportunity for members of the community to speak on topics that are not agendized on tonight's board meeting. Because these are not agendized items the board and staff may not dialog back and forth with you. If you have a specific question that staff may be able to answer, staff may contact you. Should a board member choose to have this placed on a future meeting they may contact staff to do that*.

4. APPROVAL OF CONSENT AGENDA ITEMS 5 Min. *Consent Agenda Items: All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one*

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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: October 14, 2024

5. 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.

Closed session agenda items:

1. Pursuant to Government Code section 54956.9(d)(4) conference with legal counsel regarding anticipated litigation

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

6. PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION

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

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

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

BOARD OF DIRECTORS
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October 14th, 2024 at 5:30 pm
Minutes

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

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 comments.

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October 14th, 2024 at 5:30 pm
Minutes

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:					X
Seconded By:	X				
Action:	Yea		Yea	Yea	Yea

5. BOARD DISCUSSION/ACTION ITEMS

- **A.** Charter Impact Monthly Report

Unaudited financial report provided by Annie. Robin, Ali and NIkki met with Annie and will be continuing to meet once a month for deeper dive. Ali is interested in following up on the MOU.

- **B.** Annual Board Training Date - Confirm November Date and Time;Wednesday, November 6th, 2024 12:30pm

Board members confirmed that November 6th at 12:30 will be the combined public meeting followed by board member training.

- **C.** Discussion around establishment of Volunteer Policy

Nikki presented on the lack of a formal volunteer policy proposal.

- Some parents are getting flagged for past issues and it’s difficult to reconcile.
- Difference between classroom volunteer and parent chaperone.
- Getting the ball rolling, we don’t need to make a decision right away.

- Learning from NUSD and legal advice what a best practice policy would look like
- Leaning towards parents not being left alone with any children on campus. Parents will need to be paired up or have direct teacher supervision.

6. INFORMATION ITEMS: ADMINISTRATIVE REPORTS

A. Enrollment Update
Nothing to report. A bit low in 8th grade (-3 seats).

B. NorthBay Children's Center Project Update, including Parking Lot Construction/Changes
Nikki had a meeting today with Ghilotti and Devcon. Lots of confusion around the parking lot. Looking to move admin in January and children in March. Striping will be based on traffic study included in the packet.

C. Measure G Bond Activities
Fencing went out for bid. Ali has concerns about the rear gate. The gate could be relocated to reduce the grade drop and overall expense. Ali and Nikki will follow up with NUSD on the issue. Initial email was dismissed.

D. Novato Charter School Buildings-Anticipated Life Span and Future Considerations to update Buildings
All of the buildings have exceeded life expectancy and will not last much longer. Proposing to replace "like for like" would be approximately $8M. $11M if they do modular construction and make more of a permanent campus. Asked Derek Nell to come to next board meeting. They want to know that our community would be behind this. Need to look into grant money.

E. Staffing Update for 24-25 School Year
We have a new Sunflower Kindergarten teacher. Shadowed Thursday and started Friday during the Fall Festival.

7. CONVENE TO CLOSED SESSION

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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
   Board approved the findings of the investigation report.
2. Pursuant to Government Code section 54956.9(d)(4) conference with legal counsel regarding anticipated litigation
   Board gave direction to legal counsel to pursue settlement matters.
3. Pursuant to Government Code section 54957 (b)(1), discussion of actions regarding personnel matters
   Action deferred to special closed session next Monday, October 14th, 2024.
4. Pursuant to Government Code section 54957 (b)(1), discussion of findings report from internal complaint received on 9/25
   Board approved the findings of the investigation report.

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5. Pursuant to Government Code section 54957 (b)(1), discussion of actions regarding personnel matters
   No action taken on personnel matters.

8. RECONVENE TO OPEN SESSION

8:50 p.m.

9. PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION

No public in attendance to make verbal report.

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

Monday, October 21st, 2024 5:30pm

11. COMMENTS FROM BOARD MEMBERS -
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5 Min.

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

Meeting Adjourned 8:51 pm