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

REGULAR MEETING AGENDA
December 11th, 2024 at 5:00 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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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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- 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*.

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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: November 13th, 2024

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

5. BOARD DISCUSSION/ACTION ITEMS - 5:10pm

A. 1st Interim Budget Report- Staff Recommendation: Approval

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

B. School Calendar, Class/Bell Schedule and Instructional Minutes 25/26 SY- Staff Recommendation: Approval

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

C. NCS Volunteer Policy - Staff Recommendation: Adoption

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

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D. NCS Admissions and Enrollment Policy and Procedures - Age/Grade Adjustment for 25-26 - Staff Recommendation: Adoption

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

E. Kindergarten Classes Format to meet TK Ratio Requirements - Discussion
F. NCS BOD Meeting in January 2025 - Proposed date: Wednesday, January 15 - Determine January meeting date
G. CLA Draft Audit Reports - Review
H. NCS Building Lifespan - Discussion
I. Director Search/Timeline - Discussion
J. Student Success; Review
2023-2024 California Assessment of Student Performance and Progress (CAASPPs) Results

6. INFORMATION ITEMS: ADMINISTRATIVE REPORTS - 6:00pm
A. Enrollment Update
B. NorthBay Children's Center Project Update, including Parking Lot Construction/Changes
C. Measure G Bond Activities
D. Staffing Update/Preparation for 25-26 school year hiring

7. NCS Annual Board Training (Continued from November Meeting) 6:15pm
A. Board Member Duties & Responsibilities
B. Brown Act Training

8. CONVENE TO CLOSED SESSION
In accordance with the Brown Act, the Board may convene to closed session to discuss a narrow range of items for which the need for confidentiality takes precedence over the need for a transparent process. The public will be asked to leave the room while the Board is in closed session, and will be invited to return when the closed session has concluded. Prior to the Board convening to closed session, the public will be given the opportunity to comment on closed session agenda items. Following a closed session, there will be a report out in open session of any action taken by the Board.

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

9. RECONVENE TO OPEN SESSION

10. PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION

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11. NEXT BOARD MEETING 5 Min. Wednesday, January ?, 2025 5:30pm

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

13. ADJOURNMENT
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BOARD OF DIRECTORS
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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***	***12:30pm***
Ali Iqbal,Chief Financial Officer	***Present***	***12:30pm***
Robin J. Lee, President	***Present***	***12:30pm***
Chris Shortall, Secretary	***Present***	***12:30pm***
Tom Weldon, Trustee	***Present***	***12:30pm***

2. AGENDA MODIFICATION CA 5 Min.

None

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*.

Topics brought up during Public Comment:

- ***FANS: addressing nutrition options.***
- ***Email communications to NCS Parents: request for improved timeliness on communications.***
- ***Kindergarten Parent Volunteer: wanted to clarify this point***
- ***Thanks given to Board President Robin Lee for efforts around interim Director placement***

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A. Approve Minutes: October 21st, 2024
B. Field Trips Approval, 7th and 8th Grades

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

5. BOARD DISCUSSION/ACTION ITEMS

A. Introduction to Substitute Interim Director, K Adams - Discussion - 12:45pm
- ***Board met Director Adams***

B. Monthly Financial Report - 1:00
- ***Annie Gilbert provided financial update to the Board. Will address plan for Operating Account as part of December 2024 Board Meeting Agenda.***

C. Novato Charter School Buildings-Anticipated Life Span and Future Considerations to update Buildings - Discussion - 1:15pm
- ***Derek Knell gave an overview of preliminary planning for NUSD owned land on, and adjacent to, the NCS school site. NUSD is currently analyzing these properties to come up with a Master Plan on the future of the NUSD sites. If NCS wants to participate in planning we should consider augmenting any plans with a Capital Campaign for our NCS campus. Tom Weldon will be NCS Board Representative to coordinate with Derek Knell.***
- ***Assigned NCS Board Members to be NUSD Board Liaisons as follows:***
  - ***Tom Weldon - Ross Millerick***
  - ***Ali - Diane Gasson, Julie Jacobson, Greg Mack***
  - ***Robin - Magali Limeta***
  - ***Mike Hale - Debbie Butler***
  - ***Chris Shortall - Abbey Picus***

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D. Approval of 2024-25 Variable Term Waiver Single Subject, Physical Education Request for Olivia Wells, 1.0 FTE Physical Education Teacher, 1st - 8th Grades

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

E. Independent Educational Evaluation - Review and Approve

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

F. NCS Admissions and Enrollment Policy and Procedures - Age Range Adjustment -Discussion
- ***Board discussed potential changes to NCS Admissions and Enrollment Policy. No action taken.***

G. NCS Volunteer Policy - Discussion and First Reading
- ***Discussion and first reading of changes to NCS Volunteer Policy. No action taken.***

H. Director Search/Timeline - Discussion
- ***Board discussed preliminary Director search timeline and job description. Robin Lee will be Board lead on Director search effort. Board will review again at the December Board Meeting. No action taken.***

6. INFORMATION ITEMS: ADMINISTRATIVE REPORTS

A. Enrollment Update ***Reviewed current enrollment figures.***
B. NorthBay Children's Center Project Update, including Parking Lot Construction/Changes ***Board was notified that quotes for slurry coating for parking lot are being obtained.***
C. Measure G Bond Activities ***Board was given update on fence work and classroom toolkits.***
D. Staffing Update for 24-25 School Year ***Board was given update on NCS staffing.***

7. NCS Annual Board Training

A. California School Financial Requirements Overview - 3pm ***Completed***
B. Board Member Duties & Responsibilities ***Moving to December***
C. Brown Act Training ***Moving to January***

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8. NEXT BOARD MEETING 5 Min. Wednesday, December 11, 2024 5:00pm

- ***Confirmed***

9. COMMENTS FROM BOARD MEMBERS -
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5 Min.

10. 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 at 4:33pm PT***

2025-2026
SCHOOL YEAR CALENDAR

July 2025

18	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	31	

August 2025

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

September 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
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28	29	30				

October 2025

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			1	2	3	4
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26	27	28	29	30	31	

November 2025

S	M	T	W	T	F	S
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2	3	4	5	6	7	8
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23	24	25	26	27	28	29

December 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

78

All School Events

August 16, 2025	Gratitude Day
August 18, 2025	First Day of School
Sept. , 2025	Back to School Night
October 10, 2025	Fall Festival
October 15, 2025	Picture Day-Individua
Oct 27-31, 2025	Parent/Teacher Confe
November 21, 2025	Grandparents day
December 4, 2025	Winter Spiral
Mar ___ 2026	Enchanted Graden
March 27, 2026	Spanish Assembly
April 1-3,2026	Parent/Teacher Confe
April 16, 2026	8th Grade Project Nig
May , 2026	Spring Festival
June 11, 2026	Last day Assembly
June 11, 2026	8th Grade Promotion
June 11, 2026	Last Day of School

School Holidays

Sept 1, 2025	Labor Day
Sept 29-3, 2025	Fall Break
Nov. 11, 2025	Veteran's Day
Nov 24-28, 2025	Thanksgiving Break
Dec 22-Jan 2, 2026	Winter Recess
Jan. 19, 2026	Martin Luther King D
Feb. 16, 2026	President's Day
Feb 16-20	Mid Winter Break
April 6-10	Spring Break
May. 25, 2026	Memorial Day

Minimum Days

Aug. 18-22	December 19, 2025
August 29, 2025	January 16, 2026
Sept. 26,2025	February 13, 2026
Oct. 27-31, 2025	April 1-3, 2026
November 21, 2025	May 22, 2026
	June 8-11, 2026
NCS Board Meetings	5:30 PM
Aug.	Feb
Sept	Mar
Oct	April
Nov	May
Dec	June
Foundation Mtgs	

January 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026

S	M	T	W	T	F	S
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March 2026

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29	30	31				

April 2026

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26	27	28	29	30		

May 2026

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

102 Student Instruction Days in 2nd Semester

Approved by board:

12/4/24

Novato Charter School Bell Schedule 25-26

Kindergarten Minimum Day Schedule
(first week of school only)
8:35 am - 11:00 am Monday through Friday

Kindergarten Full Day Schedule
(all year including minimum days, except for the first week of school)
8:35 am - 12:45 pm Monday through Friday

Grades One through Eight Daily Schedule
8:30 am - 3:00 pm Monday, Tuesday, Wednesday, Friday
8:30 am - 1:00 pm Thursdays and other minimum days

Grades One through Eight Full Day Class Schedule
8:30 - 10:40 am – Main Lesson
10:40 - 10:50 am – Snack
10:50 - 11:10 am – Recess
11:15 - 11:55 am – 1st Period
12:00 - 12:40 p.m. – 2nd Period
12:40 - 12:55 p.m. – Lunch
12:55 - 1:15 p.m. – Recess
1:20 - 2:00 p.m. – 3rd Period
2:05 - 2:45 p.m. – 4th Period
2:45 - 3:00 pm – End of Day Activities

Grades One through Eight Minimum Day Class Schedule
8:30 - 10:40 am – Main Lesson
10:40 - 10:50 am – Snack
10:50 - 11:10 am – Recess
11:15 - 11:55 am – 1st Period
12:00 - 12:40 pm – 2nd Period
12:40 - 1:00 pm – End of Day Activities

2025-2026 Instructional Minutes

25-26 Approved by NCS Board of Directors on :

Grade	School Hours on Full Day	Total Minutes in Full Day	Recess (Note 1)	School Hours on Minimum Day	Total Minutes in Minimum Day	Recess (Note 1)	Total # of Full Days	Instructional Minutes in a Full Day	Total # of Minimum Days	Instructional Minutes in a Minimum Day	Actual Instruc Minutes	Required Inst. Minutes	Difference	Instructional Days
Kindergarten	8:35 - 12:45	250	0	8:35 - 11:00	145	0	175	250	5	145	44,475	36,000	8,475	180
First	8:30 - 3:00	390	40	8:30 - 1:00	255	20	124	350	56	235	56,560	50,400	6,160	180
Second	8:30 - 3:00	390	40	8:30 - 1:00	255	20	124	350	56	235	56,560	50,400	6,160	180
Third	8:30 - 3:00	390	40	8:30 - 1:00	255	20	124	350	56	235	56,560	50,400	6,160	180
Fourth	8:30 - 3:00	390	40	8:30 - 1:00	255	20	124	350	56	235	56,560	54,000	2,560	180
Fifth	8:30 - 3:00	390	40	8:30 - 1:00	255	20	124	350	56	235	56,560	54,000	2,560	180
Sixth	8:30 - 3:00	390	40	8:30 - 1:00	255	20	124	350	56	235	56,560	54,000	2,560	180
Seventh	8:30 - 3:00	390	40	8:30 - 1:00	255	20	124	350	56	235	56,560	54,000	2,560	180
Eighth	8:30 - 3:00	390	40	8:30 - 1:00	255	20	124	350	56	235	56,560	54,000	2,560	180

Note 1: Twentyfive minutes of each combined meal & recess period is conducted in the classroom and is considered classroom instructional time.

Note 2: Assumes 180 day calendar

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

Volunteer Assistance Administrative Regulation

Duties of Volunteers

Volunteers may assist certificated personnel in the performance of their duties, in the supervision of students, and in instructional tasks which, in the judgment of the certificated personnel to whom the volunteer is assigned, may be performed by a person not licensed as a classroom teacher. These duties shall not include assignment of grades to students. (Education Code 45343, 45344, 45349)

Volunteers may supervise students during lunch and/or breakfast periods or may serve as nonteaching aides under the immediate supervision and direction of certificated personnel to perform noninstructional work which assists certificated personnel in the performance of teaching and administrative responsibilities. (Education Code 35021, 44814, 44815)

Volunteers shall not be used to displace regularly authorized school personnel.

Qualifications of Volunteers

Volunteers providing supervision or instruction of students shall give evidence of basic skills proficiency. (Education Code 45344.5, 45349)

A person who is required to register as a sex offender shall not serve as a volunteer instructional aide or as a volunteer nonteaching aide under the direct supervision of a certificated employee. (Education Code 35021)

The Administrative Officer or designee shall verify by reasonable means that persons serving as volunteer instructional aides and nonteaching volunteer aides are not required to register as a sex offender.

No volunteer shall be assigned to provide supervision or instruction of students unless he/she has submitted evidence of an examination within the past 60 days to determine that he/she is free of active tuberculosis. Volunteers who test negative shall thereafter be required to take a tuberculosis test every four years.

The Administrative Officer or designee may exempt from tuberculosis testing requirements those volunteers who serve less than a school year and whose functions do not require frequent or prolonged contact with students. (Education Code 45106, 45347, 45349,49406)

Volunteers Drivers

DRAFT

Volunteer drivers' own insurance is the primary insurance when driving on NCS's behalf, including transporting equipment, staff, and/or students and NCS is not responsible for damage to the volunteer's vehicle or for reimbursement of the deductible in the event of an accident.

Volunteer drivers must be at least 24 years of age provide the school with the following:

• Valid CA driver's license & vehicle registration and proof of automobile liability in the following amounts: $100,000 per person; $300,000 per occurrence; Property Damage - $50,000 per occurrence

All district volunteers must complete the district Volunteer Application Form.

Approved: DATE, 2024

966-7/7100734.1

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

Volunteer Assistance Policy

The wealth of experience available in the community is a resource that should be used in appropriate ways to enrich the educational program. By their presence, volunteers also can make school environments safer and more closely supervised. The Governing Board encourages parents/guardians and other members of the community to share their time, knowledge and abilities with the students.

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.*

The Administrative Officer or designee may authorize the use of volunteers. The Administrative Officer or designee shall establish regulations to protect the safety of both students and volunteers. The Board prohibits harassment of any volunteer on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. (Government Code 12940)

The Administrative Officer or designee shall establish procedures for determining whether volunteers possess the qualifications, if any, required by law and administrative regulation for the types of duties they will perform. These procedures shall include laws related to tuberculosis testing and may also include laws related to criminal record checks.

Like employees and students, volunteers shall act in accordance with NCS policies and regulations, and school rules. The Administrative Officer or designee shall be responsible for investigating and resolving complaints regarding volunteers.

As appropriate, the Administrative Officer or designee shall provide volunteers with information about school goals, programs, and practices and an orientation related to their specific responsibilities.

The Board encourages volunteers to work on projects to the extent that they enhance the classroom or school.

At their discretion, employees who supervise volunteers may ask any volunteer who violates school rules to leave the campus. Employees also may confer with the Administrative Officer or

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designee regarding any such volunteers. The Administrative Officer or designee shall be responsible for investigating and resolving complaints regarding volunteers.

The Board encourages the Administrative Officer or designee to develop a means for recognizing the contributions of each school's volunteers.

Approved by NCS Board DATE, 2024

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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

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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.

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Board Policy adopted on: 2/9/2022
Revised on:

NOVATO CHARTER SCHOOL
ADMISSION AND ENROLLMENT POLICY AND PROCEDURES

I. PURPOSE

To define applicable policies and procedures for application, admission, and enrollment at Novato Charter School ("NCS" or the "Charter School").

II. AUTHORITY

Education Code Sections 47605(c)(5)(H), 47605(e)(1)-(4), and 48000.

III. BACKGROUND

NCS may develop and adopt its own procedures for student admission and enrollment, consistent with its charter petition, Education Code Section 47605, and any other applicable laws and regulations, as may be amended from time to time.

IV. DEFINITIONS

A. **Lottery** means the public random drawing procedure by which applicants' names are randomly selected to determine enrollment in the Charter School in grades that have more applicants than capacity. The lottery also determines placement on an admission wait list, once impacted grade levels are full.

B. **Admission preference** means the assignment of admission preference based on criteria described in this policy.

C. **Rank** means the position of an applicant within an admission preference category.

D. **Order** means the sequence in which applicants are distributed within an admission preference category.

E. **Capacity** is defined as the maximum possible number of students who can be enrolled in a

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single grade, as established by the Board, guided by the recommendations of the Director. When considering grade-level capacity, the Director and Board shall, at a minimum, take into consideration the following: number of returning students and their educational needs, physical constraints of the facility, Academic Program, and fiscal viability.

F. **Grade level placement** means the age parameters that determine in what grade a specific student can enroll. It is determined by birth dates described below. Exceptions to grade-level placement may be made by the Director as determined by pupil assessment, except as otherwise required by law.

V. POLICY

A. All students who reside in the state of California who meet minimum age requirements are eligible for admission to the Novato Charter School.

B. This Policy is guided by the goal of the Novato Charter School to provide quality alternative educational service to its students.

VI. APPLICATION PROCEDURE

Parents of prospective students:

1. Are strongly encouraged to attend a school tour prior to the lottery date, and to carefully consider the School and Family Partnership Agreement before applying.
2. Must complete and submit an application by the established deadline. Applications received after the established deadline will be held in abeyance for a subsequent lottery in the event openings occur at relevant grade levels.
3. After admission, students will be required to submit an enrollment packet, which shall include the following:

    • Student enrollment form
    • Proof of Residency
    • Proof of Birthdate
    • Proof of Immunization
    • Home Language Survey
    • Completion of Emergency Medical Information Form

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- Proof of minimum age requirements
- A home visit may be required to verify address
- Release of records[1]

VII. LOTTERY PROCEDURE

If there are more applications than spaces available in any grade level, NCS will hold a public random lottery. All applications shall be separated by grade level and enrollment priority/admission preferences. Admission preferences in the case of a public random drawing shall be given to the following students in the following order:

1. Children of NCS employees[2]
2. Siblings of students admitted to or attending NCS.[3][4]
3. Students residing in the Novato Unified School District ("NUSD" or the "District").[5]
4. Students residing outside of NUSD.

By approving the Charter School's charter renewal petition, which includes a copy of these

[1] The Charter School shall not request a pupil's records or require a parent, guardian, or pupil to submit the pupil's records to the Charter School before enrollment.
[2] If there are more children of NCS employee applicants than available spots in one specific grade, the order of admission will be established through the lottery process. This category applies to NCS full-time employees who gain this admission preference for their children upon hire. All other employees qualify for this preference after one full year of employment prior to the school year in which they are seeking enrollment of a child. An employee loses this preference immediately upon termination.
[3] The sibling admission preference for an applicant becomes effective in the lottery after the admission of a sibling. If there are more sibling applicants than available spots in one specific grade, the order of admission will be established through the lottery process.
[4] Sibling admission preference will be carried-over from year-to-year, with wait list rank maintained, only in the case that the initial application was submitted while their sibling was enrolled at NCS.
[5] Applicants in this category must reside in Novato Unified School District before the date of the admission lottery to qualify for this admission preference. Acceptable proof of residence include: utility bill (current bill within 30 days); homeowner's or renter's insurance policy; lease agreement; current property tax bill from the County Tax Collector's Office; official letter or form from a social services or government agency (current within 30 days); valid California driver's license; current bank statement with proof of address, paycheck from employer with proof of address. Proof of residency is not required for homeless youth.

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admission policies and procedures, the Charter School and the District agree to adhere to the requirements related to admission preferences as set forth in Education Code Section 47605(e)(2)(B)(i)-(iv).

The Board of Directors will take all necessary efforts to ensure lottery procedures are fairly executed. Lottery spaces are pulled in order of grade level by the designated lottery official (appointed by the Director). NCS currently uses the SchoolMint software to run its lottery. Separate lotteries shall be conducted for each grade in which there are fewer vacancies than pupils interested in attending. All lotteries shall take place on the same day in a single location. Lotteries will be conducted in ascending order beginning with the lowest applicable grade level. There is no weighted priority assigned to the preference categories; rather, within each grade level, students will be drawn from pools beginning with all applicants who qualify for the first preference category, and shall continue with that preference category until all vacancies within that grade level have been filled. If there are more students in a preference category than there are spaces available, a random drawing will be held from within that preference category until all available spaces are filled. If all students from the preference category have been selected and there are remaining spaces available in that grade level, students from the second preference category will be drawn in the lottery, and the drawing shall continue until all spaces are filled and preference categories are exhausted in the order provided above.

At the conclusion of the public random drawing, all students who were not granted admission due to capacity shall be given the option to put their name on a wait list according to their draw in the lottery. This wait list will allow students the option of enrollment in the case of an opening during the current school year. Except as set forth herein, in no circumstance will a wait list carry over to the following school year.

Public random drawing rules, deadlines, dates and times will be communicated in the application form and on the Charter School's website. Public notice for the date and time of the public random drawing will also be posted once the application deadline has passed.

The Charter School will also inform all applicants and interested parties of the rules to be followed during the public random drawing process via mail or email, typically at least two weeks prior to the lottery date.

The Charter School will conduct the lottery in the spring for enrollment in fall of that year.

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VIII. GRADE LEVEL PLACEMENT (Minimum Age)

NCS follows a developmental approach and therefore has different requirements for minimum age in each grade level. Concerns about grade level placement must be indicated in written form and attached to a student's application. Grades are determined by the ages and dates listed below.

Kindergarten A/Transitional:

School Year	Minimum Age Requirement
~~2022-23¶~~	~~5 years old between June 2, 2022 and February 2, 2023¶~~
~~2023-24¶~~	~~5 years old between June 2, 2023 and April 2, 2024¶~~
~~2024-25¶~~	~~5 years old between June 2, 2024 and June 2, 2025¶~~
2025-26 and thereafter	4 years old by September 1st of~~June 2nd prior to~~ the school year in which the applicant is seeking enrollment

Kindergarten B – 8th Grade:

Kindergarten B	5 years or older by September 1st of~~June 1st, prior to~~ the school year for which the applicant is seeking enrollment
First Grade	6 years or older by September 1st of~~June 1 prior to~~ the school year for which the applicant is seeking enrollment
Second Grade	7 years or older by September 1st of~~June 1 prior to~~ the school year for which the applicant is seeking enrollment
Third Grade	8 years or older by September 1st of~~June 1 prior to~~ the school year for which the applicant is seeking enrollment
Fourth Grade	9 years or older by September 1st of~~June 1 prior to~~ the school year for which the applicant is seeking enrollment

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Fifth Grade	10 years or older by September 1st of ~~June 1 prior to~~ the school year for which the applicant is seeking enrollment
Sixth Grade	11 years or older by September 1st of ~~June 1 prior to~~ the school year for which the applicant is seeking enrollment
Seventh Grade	12 years or older by September 1st of ~~June 1 prior to~~ the school year for which the applicant is seeking enrollment
Eighth Grade	13 years or older by September 1st of ~~June 1 prior to~~ the school year for which the applicant is seeking enrollment

IX. KINDERGARTEN PLACEMENT

Kindergarten is divided by age criteria into K-A/Transitional and K-B (older). Each year, at the sole discretion of the Director, K-A spots may be limited to ensure space availability for siblings of currently enrolled students or new enrollees entering the second year Kindergarten class (K-B).

X. ADMISSION AND ENROLLMENT PROCEDURE

A. When an opening occurs, applicants will be notified via telephone in order of wait list rank, to determine their interest, and complete the enrollment process. After direct contact has been made, applicants will be given one (1) business day to respond. Should they fail to accept or fail to respond, NCS will offer the opening to the next in rank. Completing the enrollment procedure includes a family conference (all grades) and an orientation (kindergarten only).

B. NCS has the right to refuse enrollment to any child whose birth date falls outside of the age requirements in each grade level.

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C. All steps in the application process must be completed every year for admission consideration.

D. Any information that is misrepresented on the Application for Admission could invalidate eligibility for enrollment in the Novato Charter School.

XI. AUTHORITY OF DIRECTOR

The Director shall have the authority to use their best judgment or seek Board input on matters related to admission that are not covered under this policy.

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Smarter Balanced Assessment Test Results for:

School: Novato Charter

NOVATO CHARTER SCHOOL

2023-24 CAASPP Test Results

NCS Student Participation Rate in 2024

99% of Novato Charter School students (grades 3-8) participated in CAASPP in 2023.

Special Considerations

Due to factors surrounding the Covid-19 pandemic, care should be used when comparing 2023, 2022, and 2021 CAASPP scores to each other as well as to earlier years.

Caution

Caution should be used in interpreting overall achievement level percentages for a school or district. The proportion of students in each grade can cause variation in the meaning of the achievement level percentages. Furthermore, test score data at a small school can be misleading due to the small sample size.

Sample Report

Sophia's 2022–23 Smarter Balanced

FOR THE FAMILY OF:
SOPHIA E MITCHELL
1234 MAIN STREET
APT. 123
YOUR CITY, CA 12345

Student #: 9988776701
Date of Birth: 09/15/2012
Grade: 5
Test Date: Spring 2023
School: California Elementary School
LEA: California School District
CDS: 76543210000000

Statewide Assessments: Just One Measure of Sophia's Progress

California Assessment of Student Performance and Progress (CAASPP) results in English language arts/literacy (ELA) and mathematics give one measure of how well students are mastering California's challenging academic standards. The skills called for by these standards—the ability to write clearly, think critically, and solve problems—are essential for preparing students for college and a 21st-century career.

Sophia's Overall ELA Level for 2022–23

LEVEL 3 **Standard Met**

Sophia's Overall Mathematics Level for 2022–23

LEVEL 3 **Standard Met**

What do my child's scores mean?

There are four levels of scores for ELA and mathematics. "Standard Met" and "Standard Exceeded" are the state targets for all students.

- **Standard Exceeded** (Level 4)
- **Standard Met** (Level 3)
- **Standard Nearly Met** (Level 2)
- **Standard Not Met** (Level 1)

Score ranges for each level are different for each grade, and the standards for the next grade are higher than for the previous grade. As a result, students may need a higher score to stay in the same level as the previous year.

2366–2450–2540–; 2380–2450–2550–

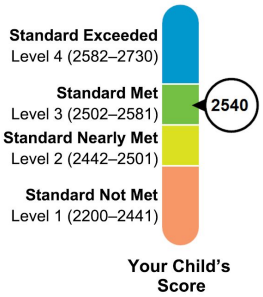
California Assessment of Student Performance and Progress

Sophia E Mitchell
CAASPP SCORE REPORT
2022–23 | GRADE 5

English Language Arts/Literacy (ELA)

LEVEL 3 **Standard Met**

Sophia's score increased from last year, enough to reach a higher level. See page 4 of this report for Sophia's score history.



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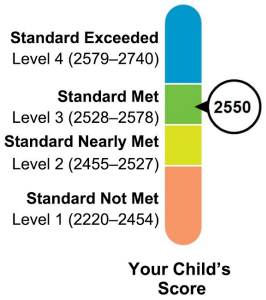
Sample Report

Mathematics

LEVEL 3 **Standard Met**

Sophia's score increased from last year, enough to reach a higher level. See page 4 of this report for Sophia's score history.



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California Assessment of Student Performance and Progress

Sophia E Mitchell
CAASPP SCORE REPORT
2022–23 | GRADE 5

Score History

English Language Arts/Literacy (ELA) Score History

Grade 3	Grade 4	Grade 5
Your child's score:	Your child's score:	**Your child's score:**
LEVEL 1 — 2366 Standard Not Met	LEVEL 2 — 2450 Standard Nearly Met	LEVEL 3 — **2540 Standard Met**

Mathematics Score History

Grade 3	Grade 4	Grade 5
Your child's score:	Your child's score:	**Your child's score:**
LEVEL 1 — 2380 Standard Not Met	LEVEL 2 — 2450 Standard Nearly Met	LEVEL 3 — **2550 Standard Met**

Parent/Guardian Resources

Visit the Starting Smarter website at https://ca.startingsmarter.org/ to
- understand your child's score report,
- review sample test questions, and
- find free resources to support your child's learning.

Complete results for schools, districts, and the state are available on the Test Results for California's Assessments website at https://caaspp-elpac.ets.org/.

Achievement Levels

What do my child's scores mean?

There are four levels of scores for ELA and mathematics. "Standard Met" and "Standard Exceeded" are the state targets for all students.

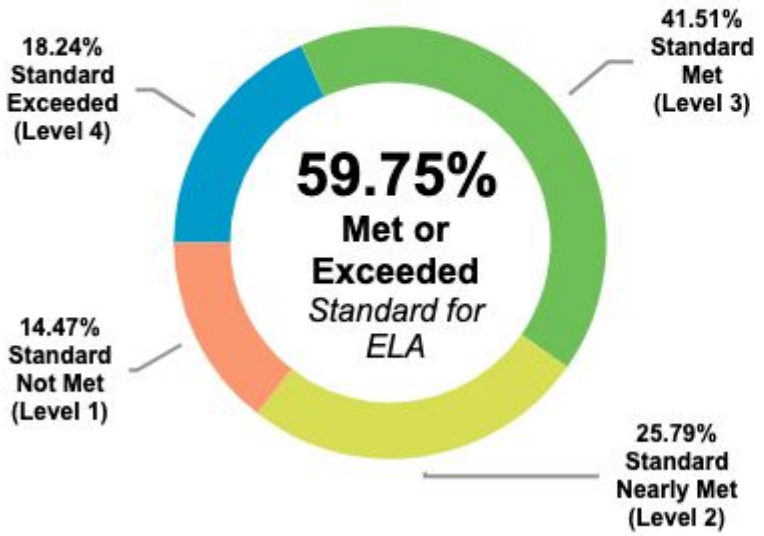
- **Standard Exceeded** (Level 4)
- **Standard Met** (Level 3)
- **Standard Nearly Met** (Level 2)
- **Standard Not Met** (Level 1)

Score ranges for each level are different for each grade, and the standards for the next grade are higher than for the previous grade. As a result, students may need a higher score to stay in the same level as the previous year.

NCS
English Language Arts & Mathematics Overall Achievement 2023-24

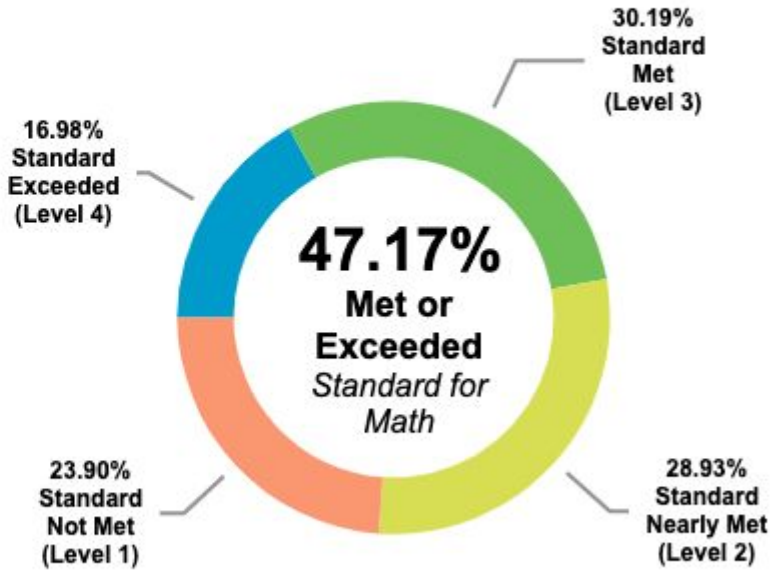
ELA

Percent of students within each achievement level



Mathematics

Percent of students within each achievement level

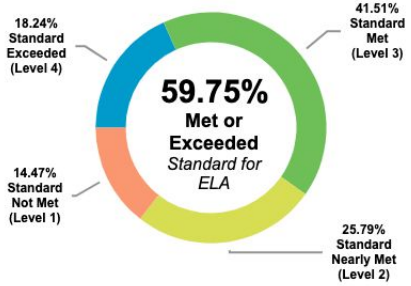


Comparison of NCS CAASPP Results

2024

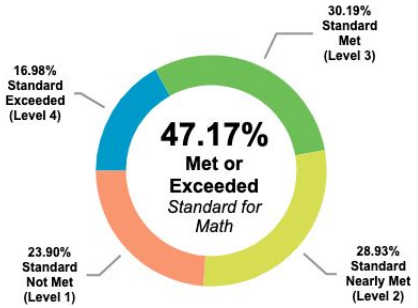
ELA

Percent of students within each achievement level



Mathematics

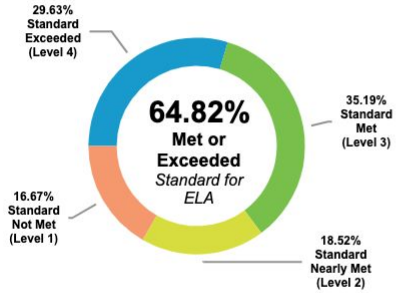
Percent of students within each achievement level



2023

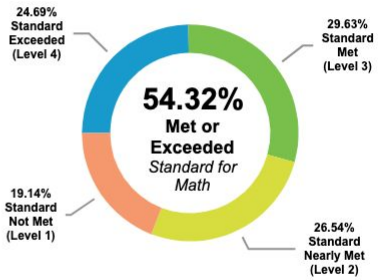
ELA

Percent of students within each achievement level



Mathematics

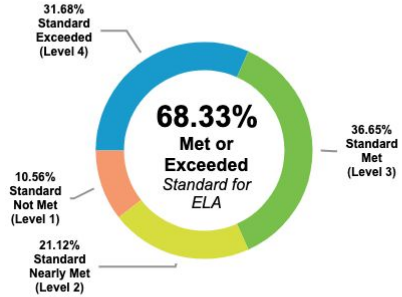
Percent of students within each achievement level



2022

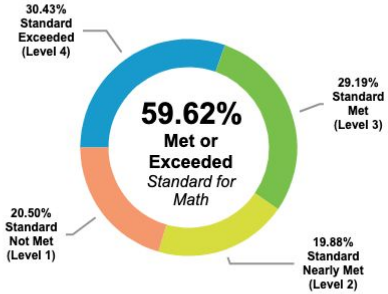
ELA

Percent of students within each achievement level



Mathematics

Percent of students within each achievement level

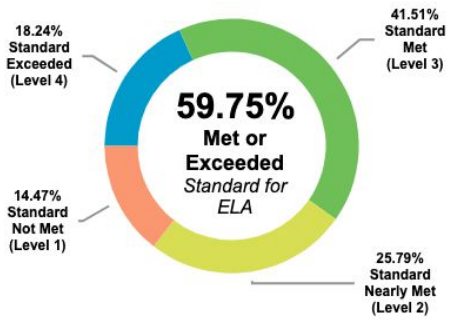


Comparison of 2023-24 CAASPP Results

NCS Results

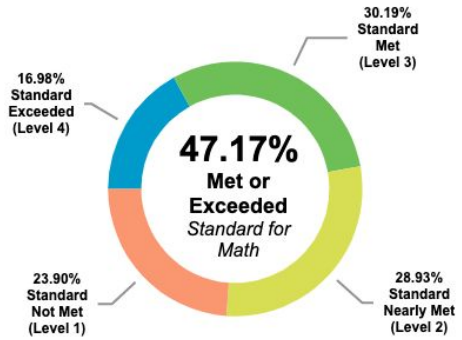
ELA

Percent of students within each achievement level



Mathematics

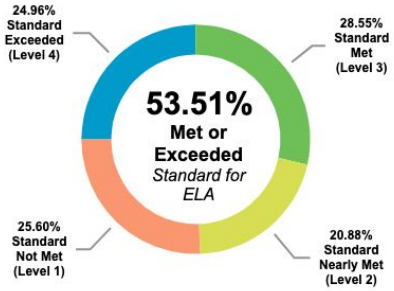
Percent of students within each achievement level



NUSD Results

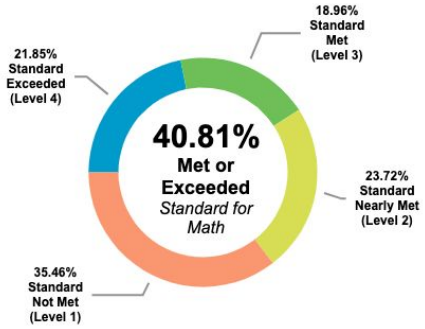
ELA

Percent of students within each achievement level



Mathematics

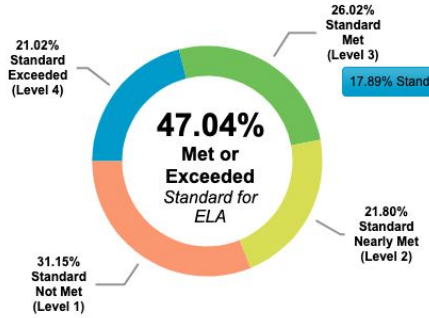
Percent of students within each achievement level



State of California Results

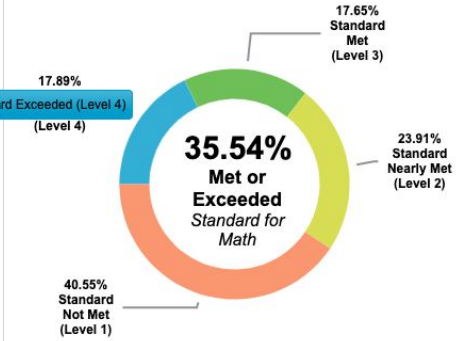
ELA

Percent of students within each achievement level

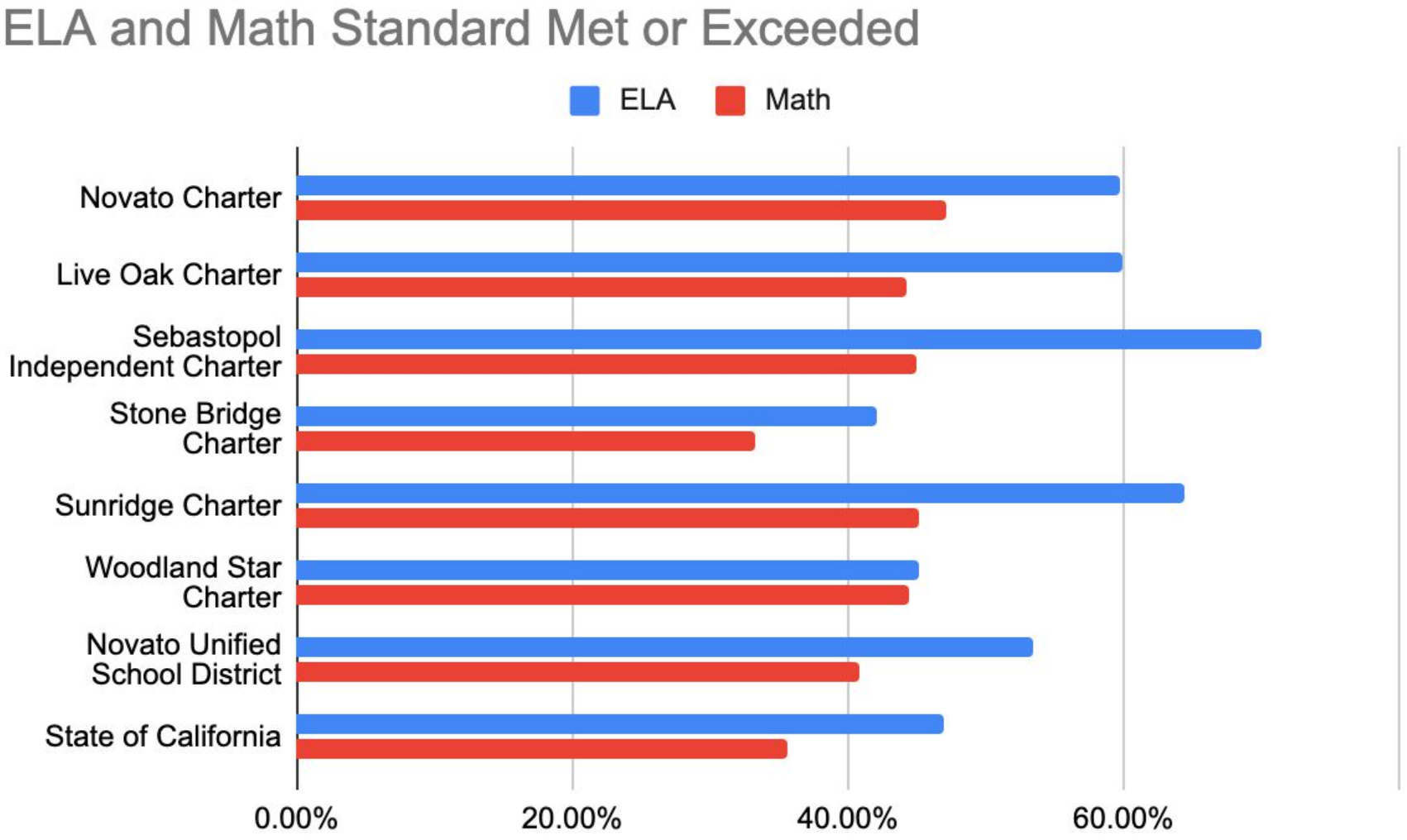


Mathematics

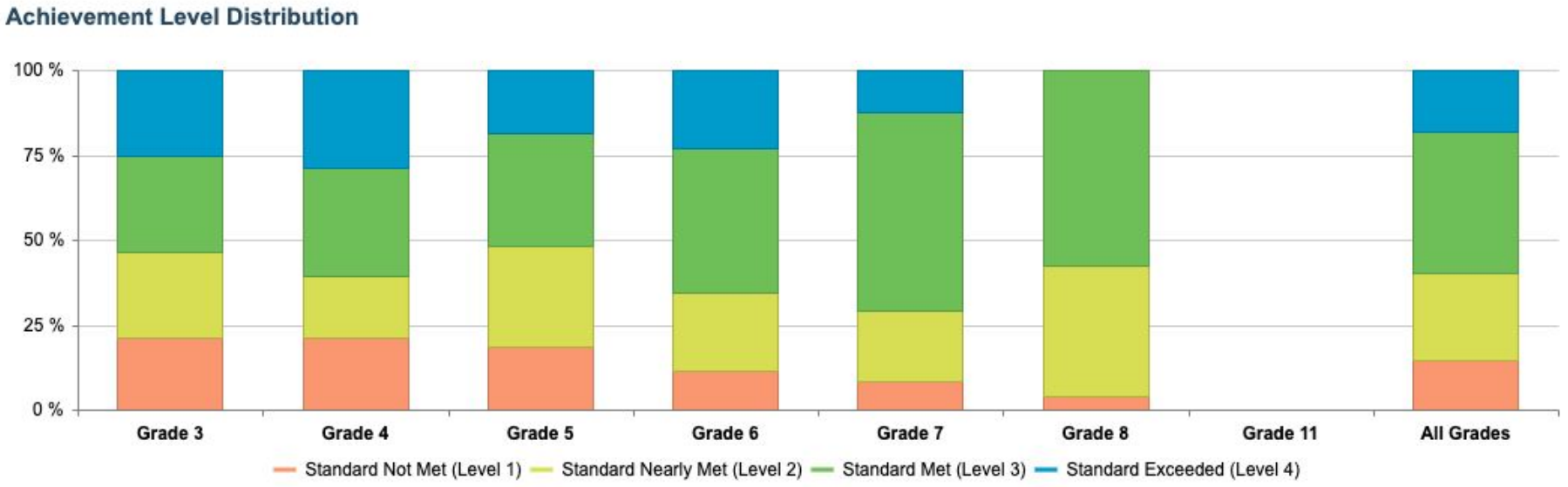
Percent of students within each achievement level



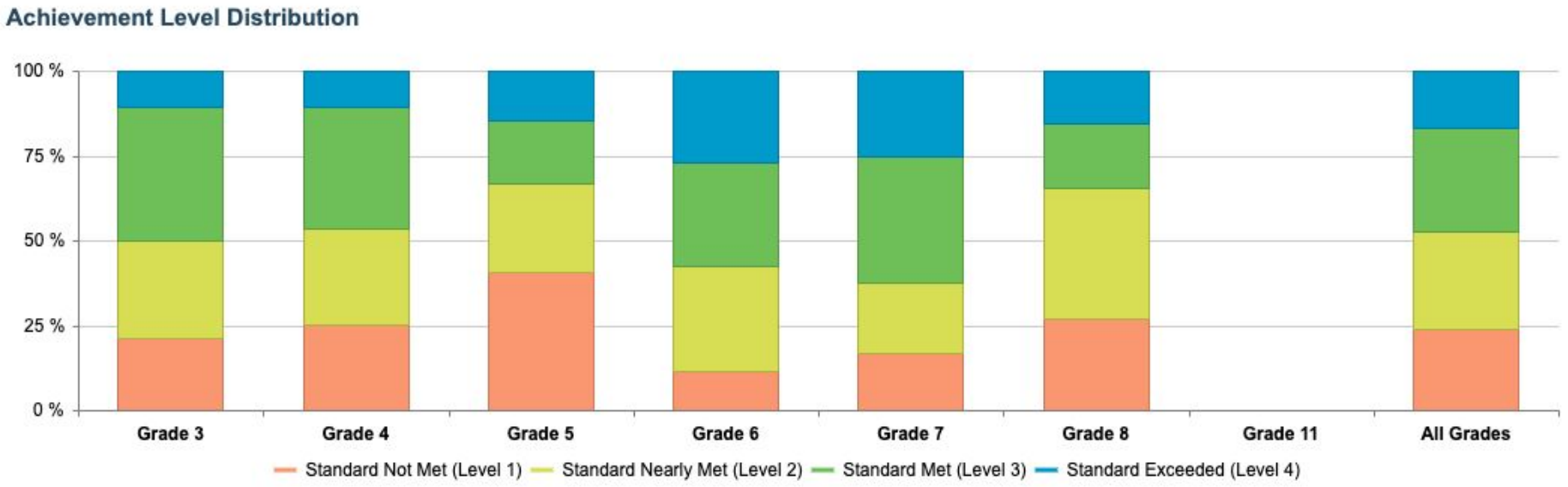
Comparison of 2023-24



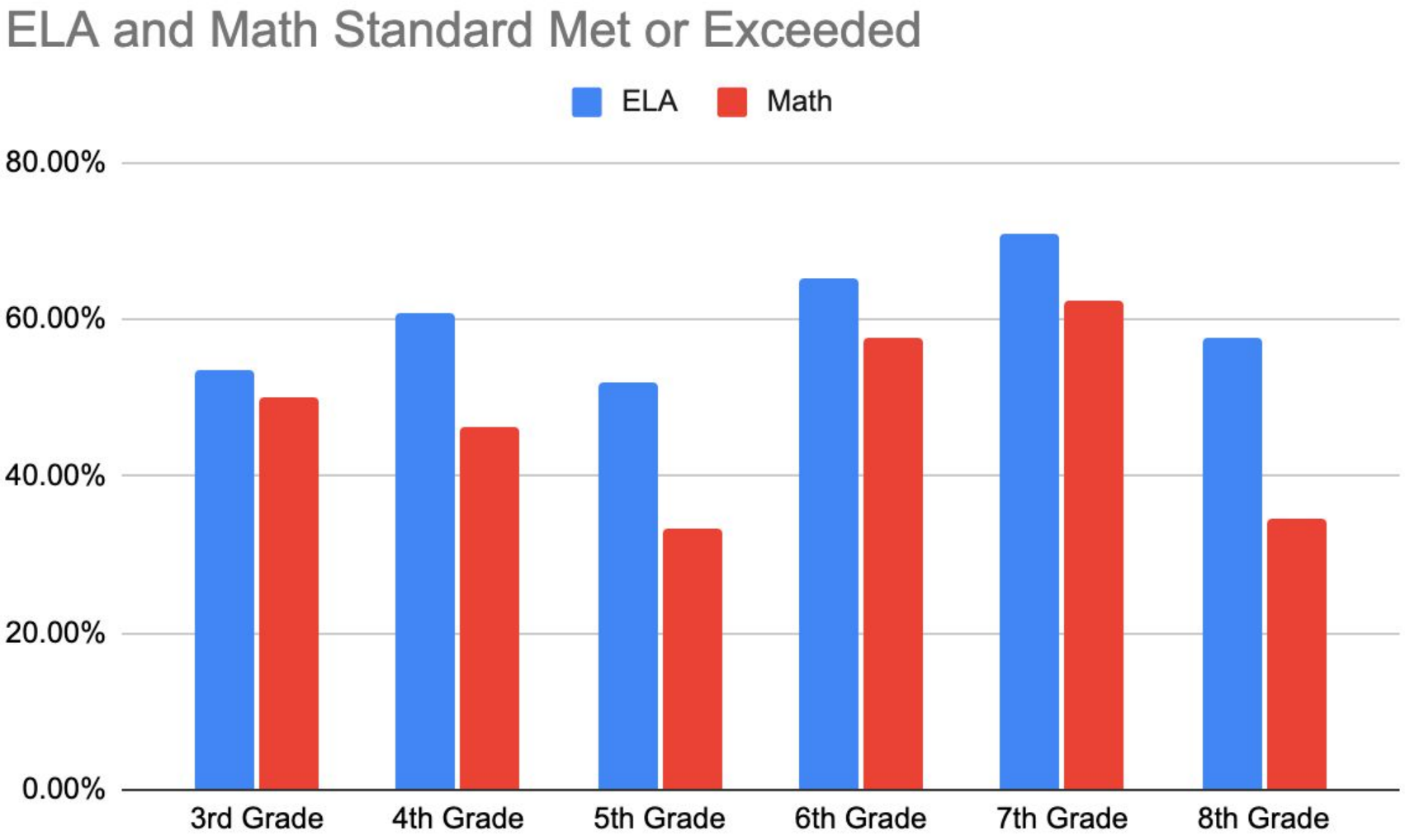
NCS English Language Arts Overall Achievement by Grade



NCS Math
Overall Achievement by Grade

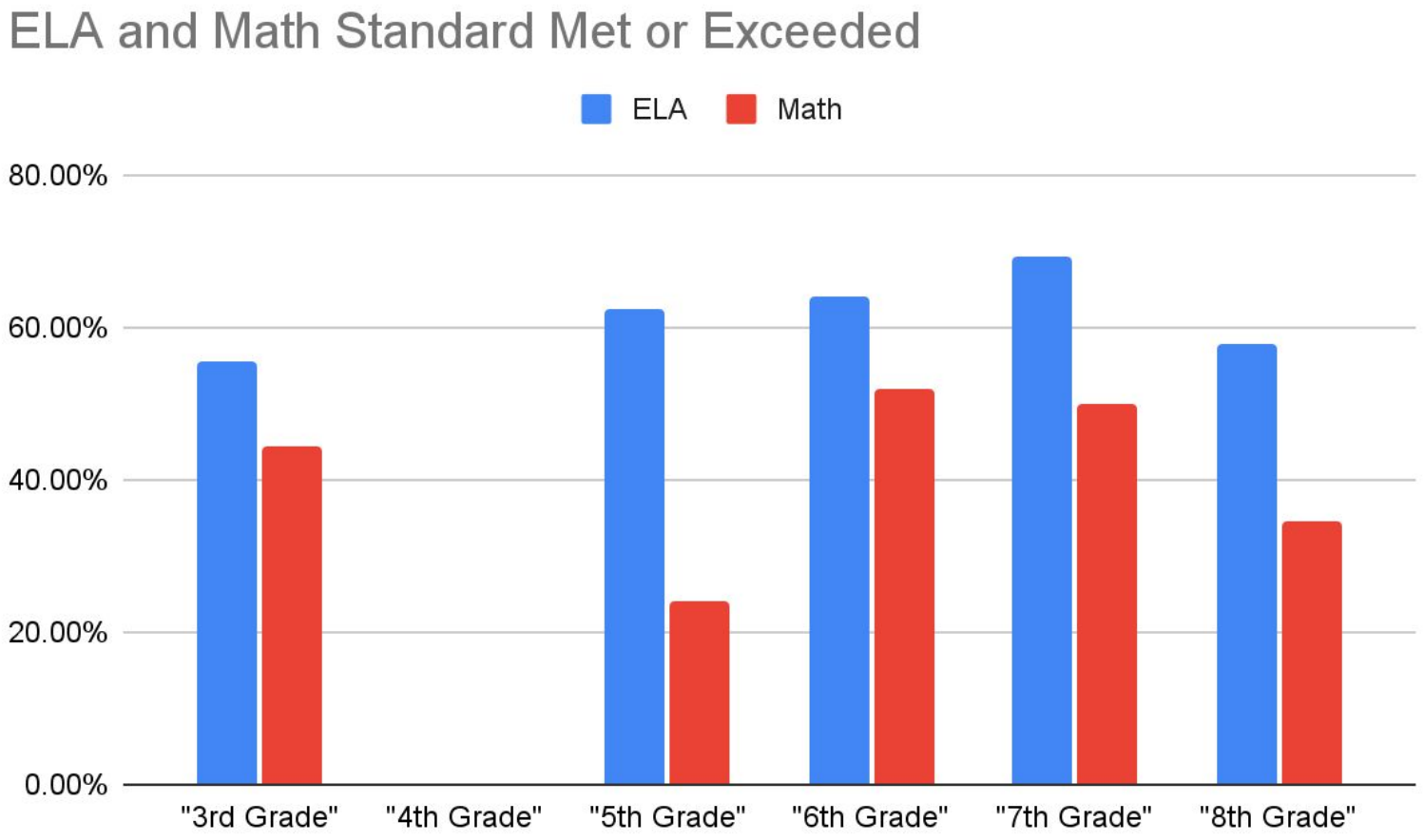


Results by Grade



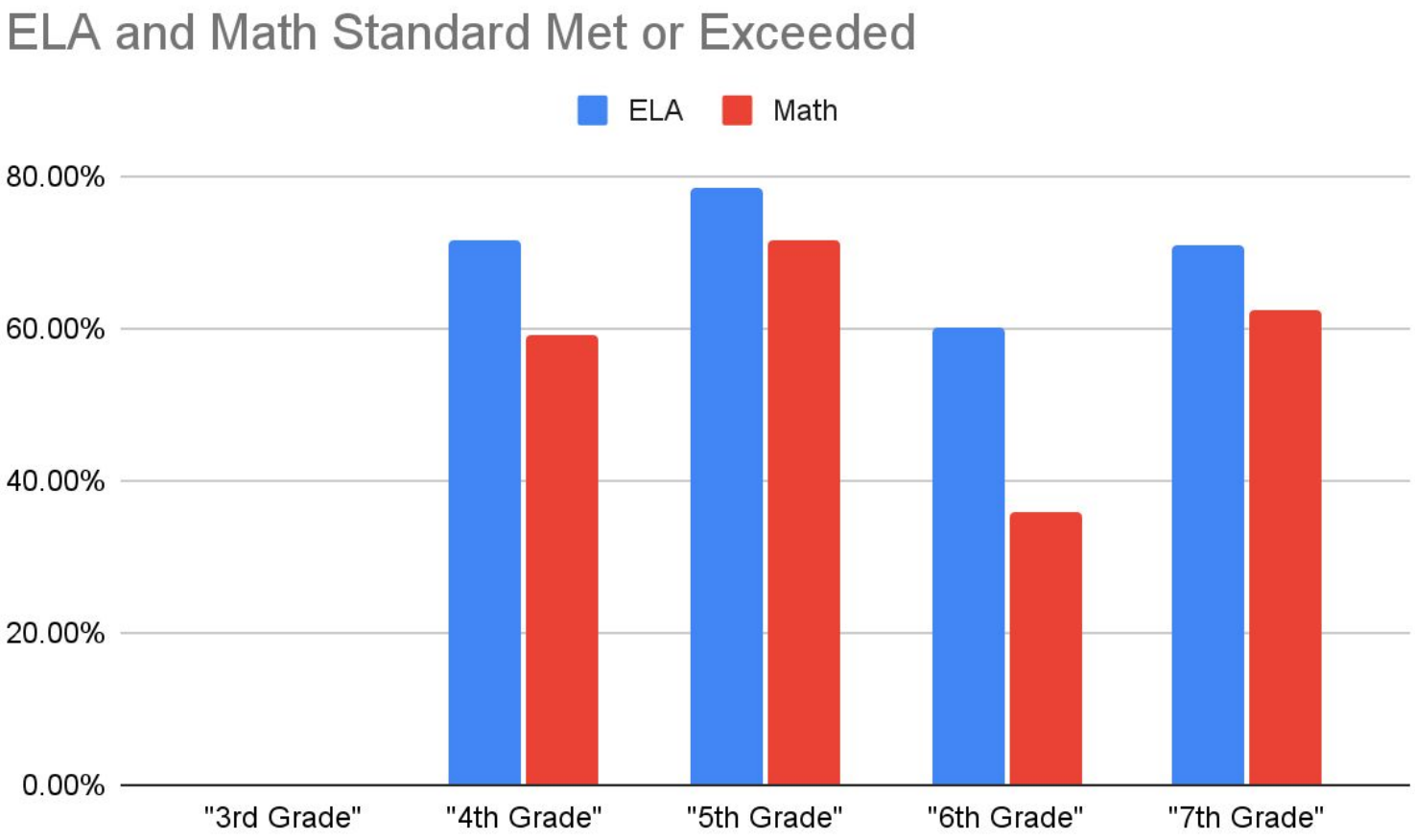
NCS ELA and Math Change Over Time for Each Class

Class of 2024 (current 9th grade)



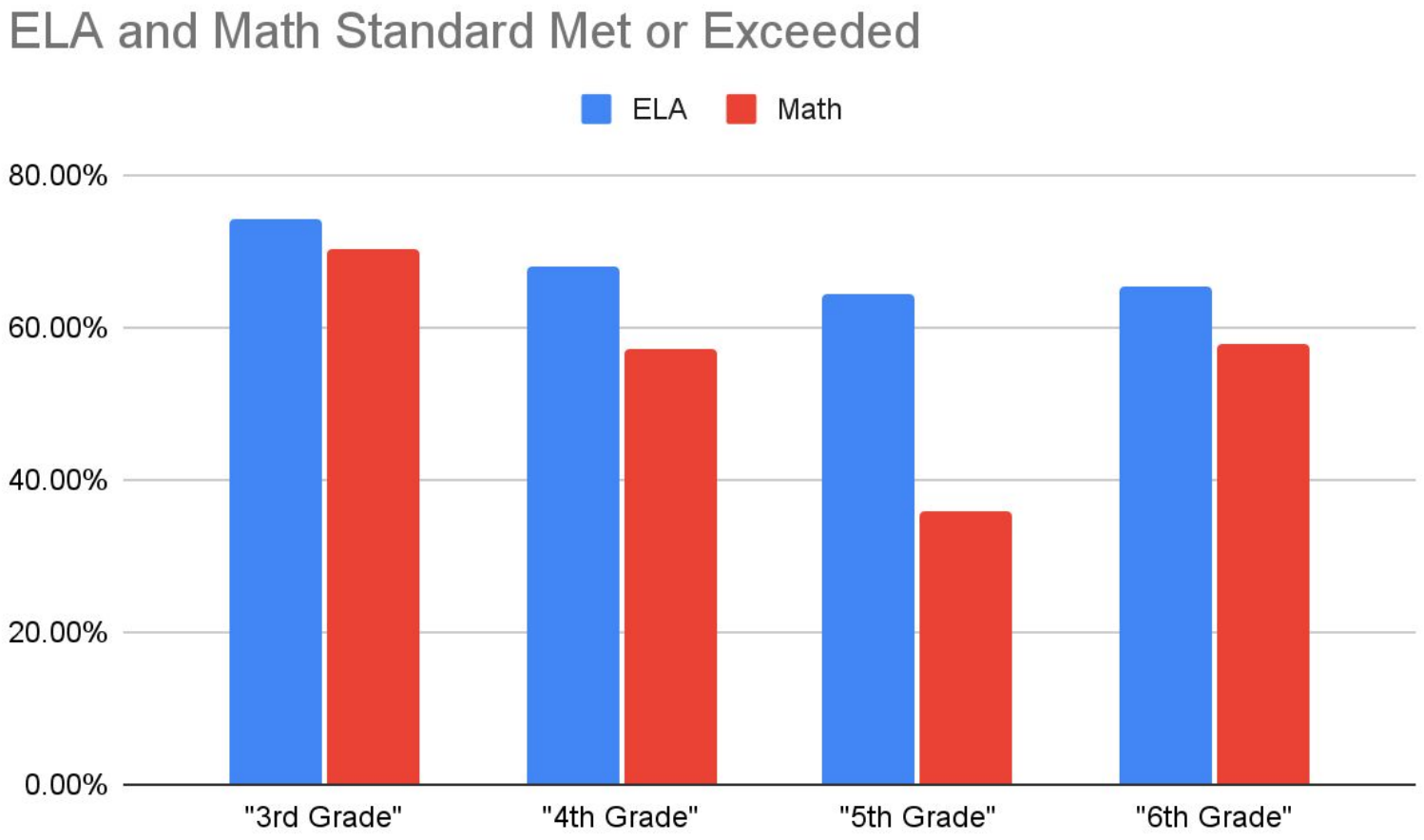
NCS ELA and Math Change Over Time for Each Class

Class of 2025 (Current 8th Grade)



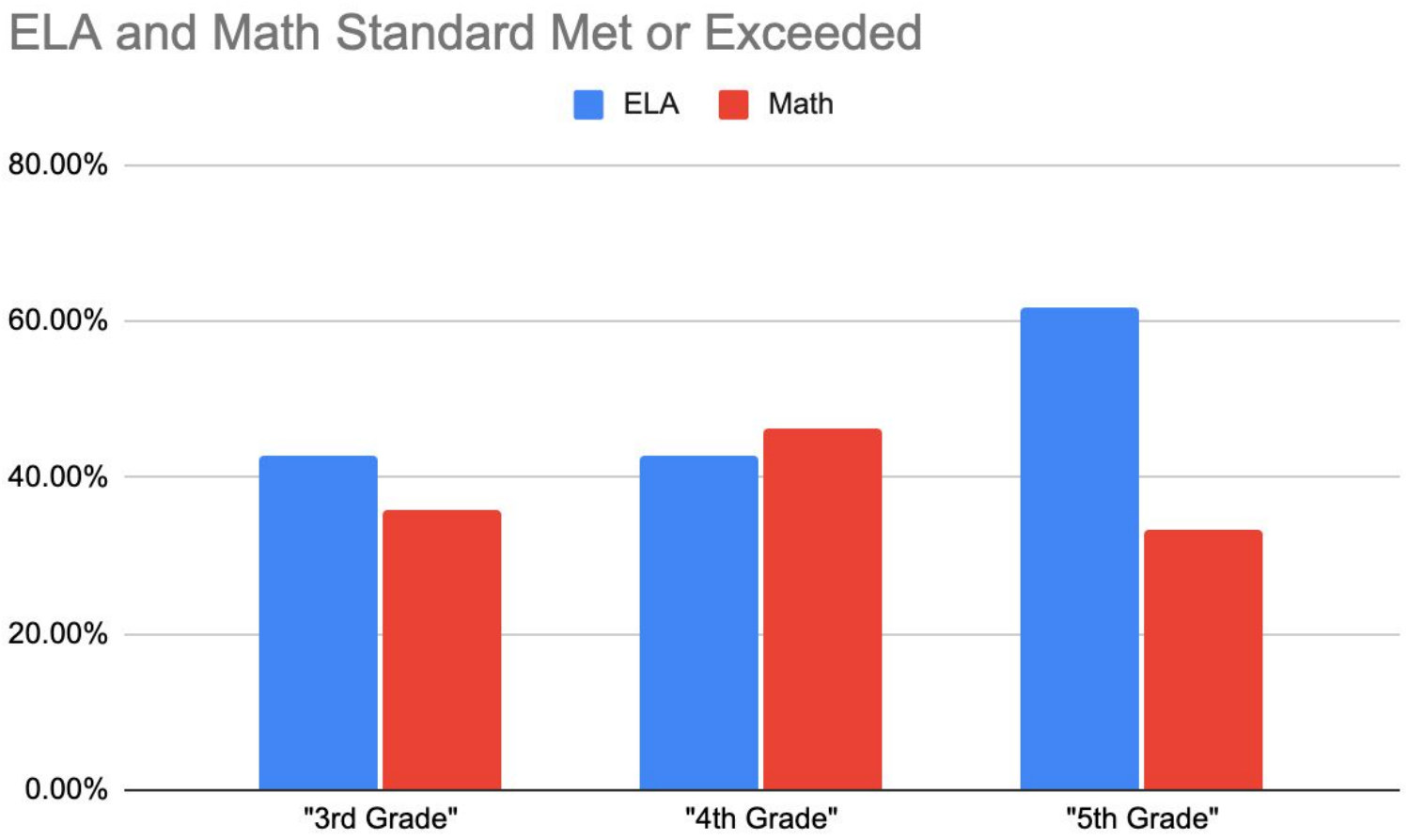
NCS ELA and Math Change Over Time for Each Class

Class of 2026 (Current 7th Grade)



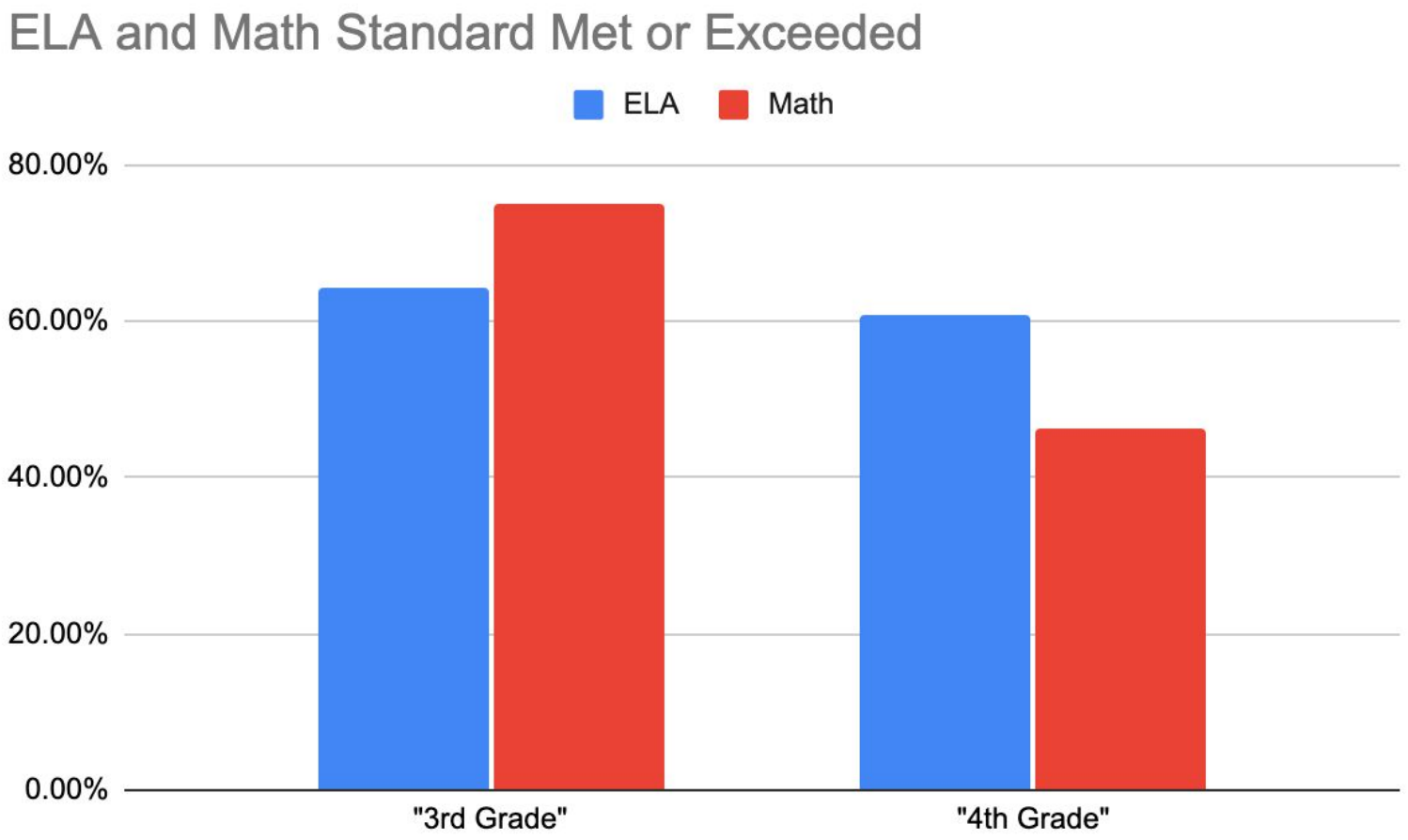
NCS ELA and Math Change Over Time for Each Class

Class of 2027 (Current 6th Grade)



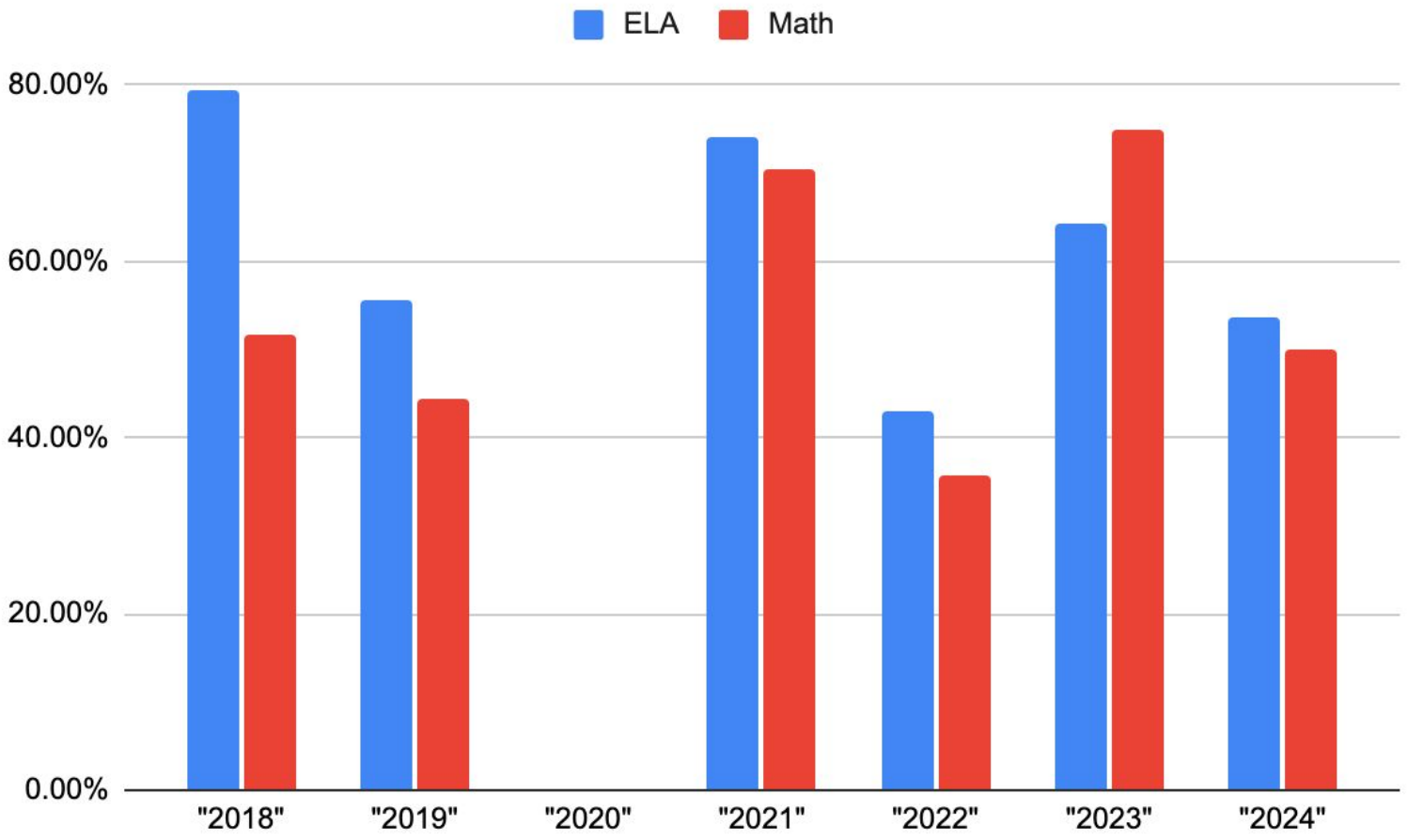
NCS ELA and Math Change Over Time for Each Class

Class of 2028 (Current 5th Grade)



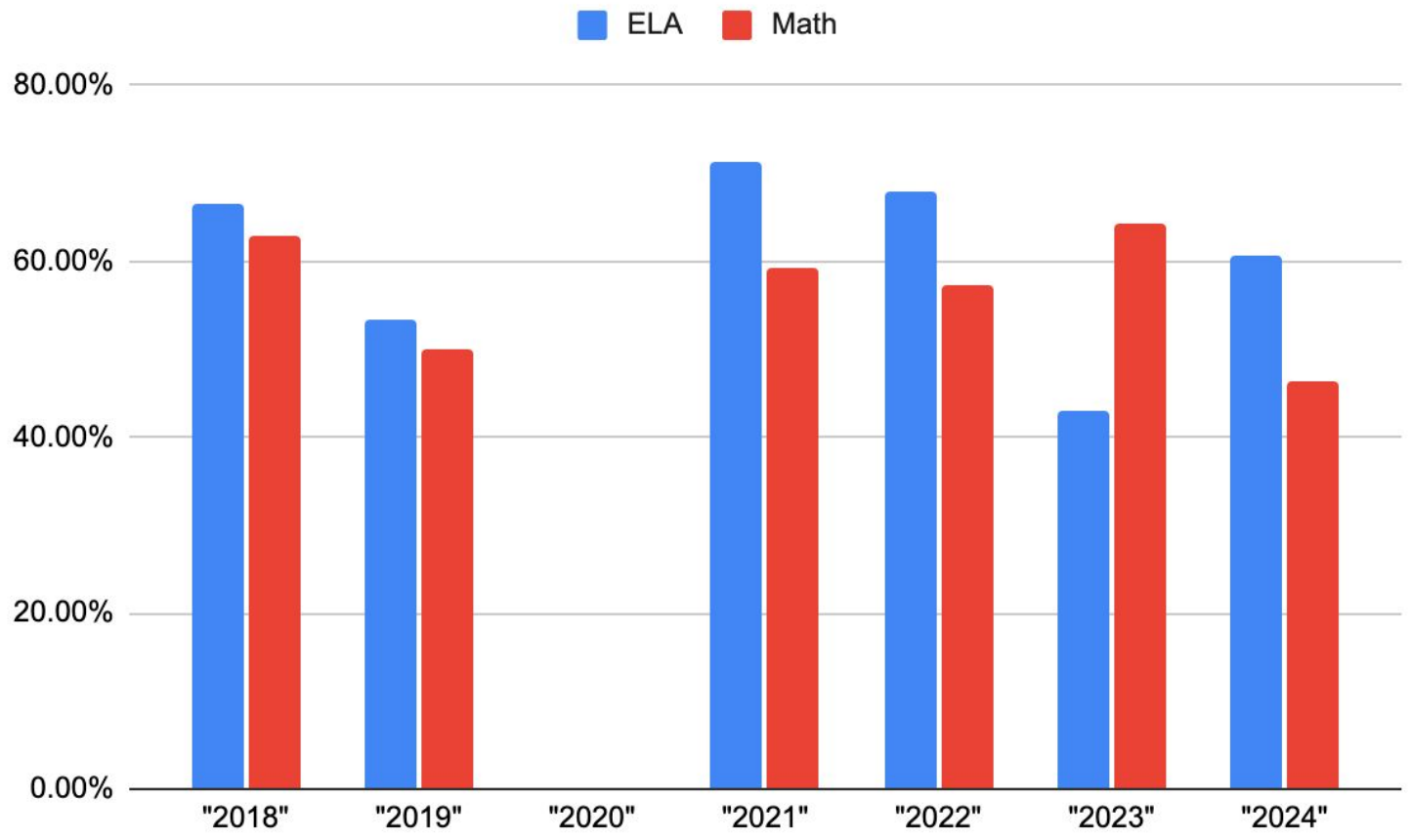
NCS ELA and Math Change Over Time for each Grade Level

3rd Grade



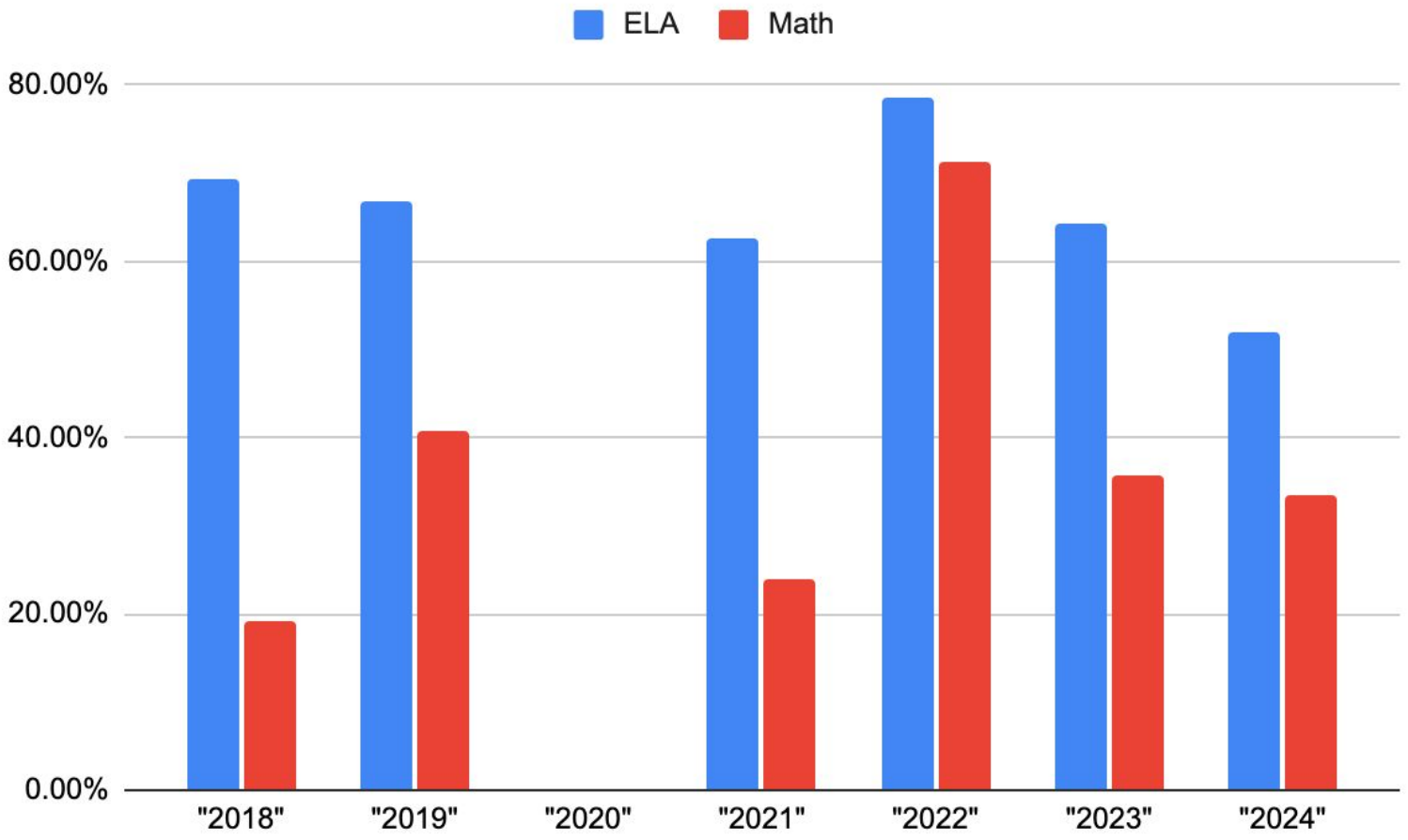
NCS ELA and Math Change Over Time for each Grade Level

4th Grade



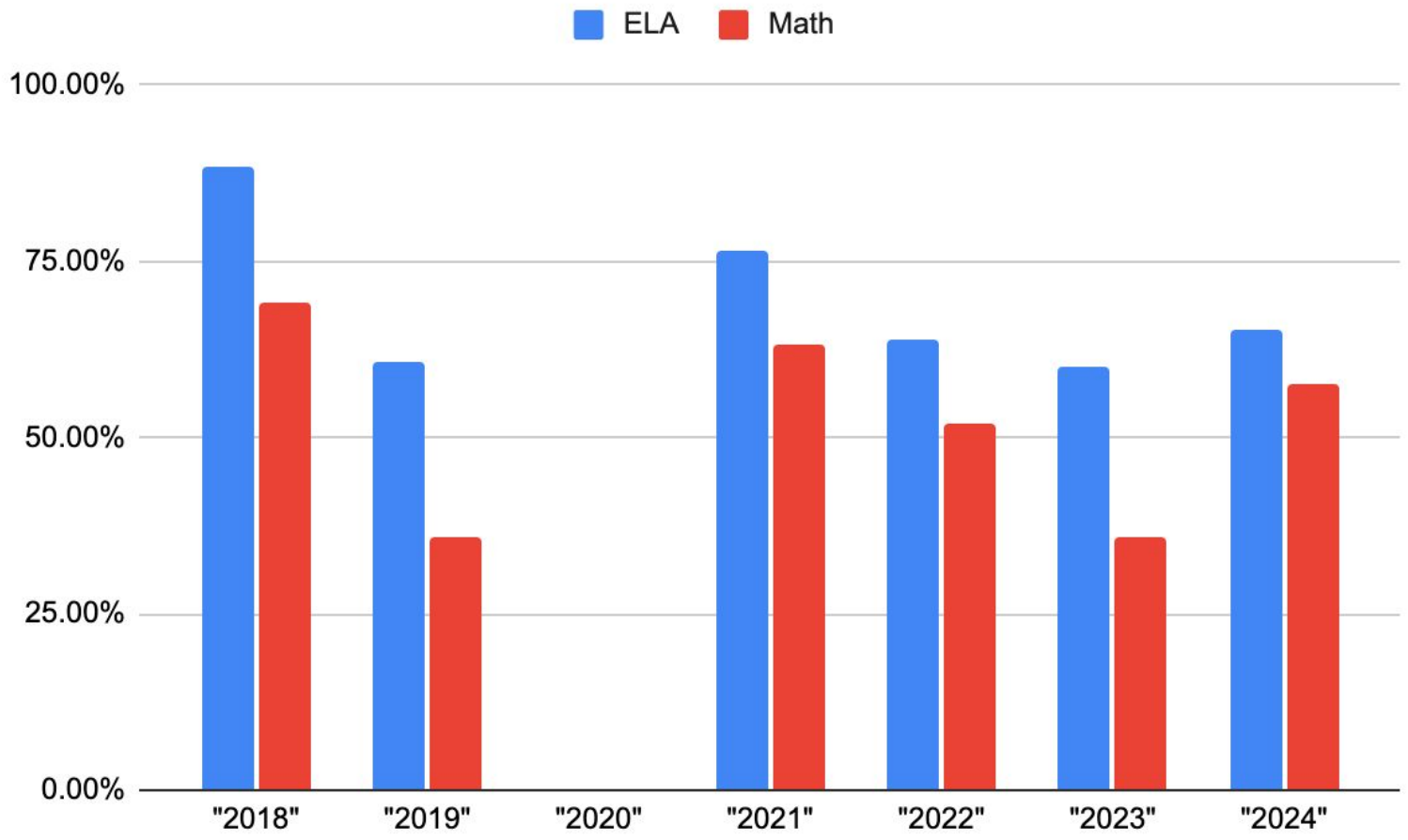
NCS ELA and Math Change Over Time for each Grade Level

5th Grade



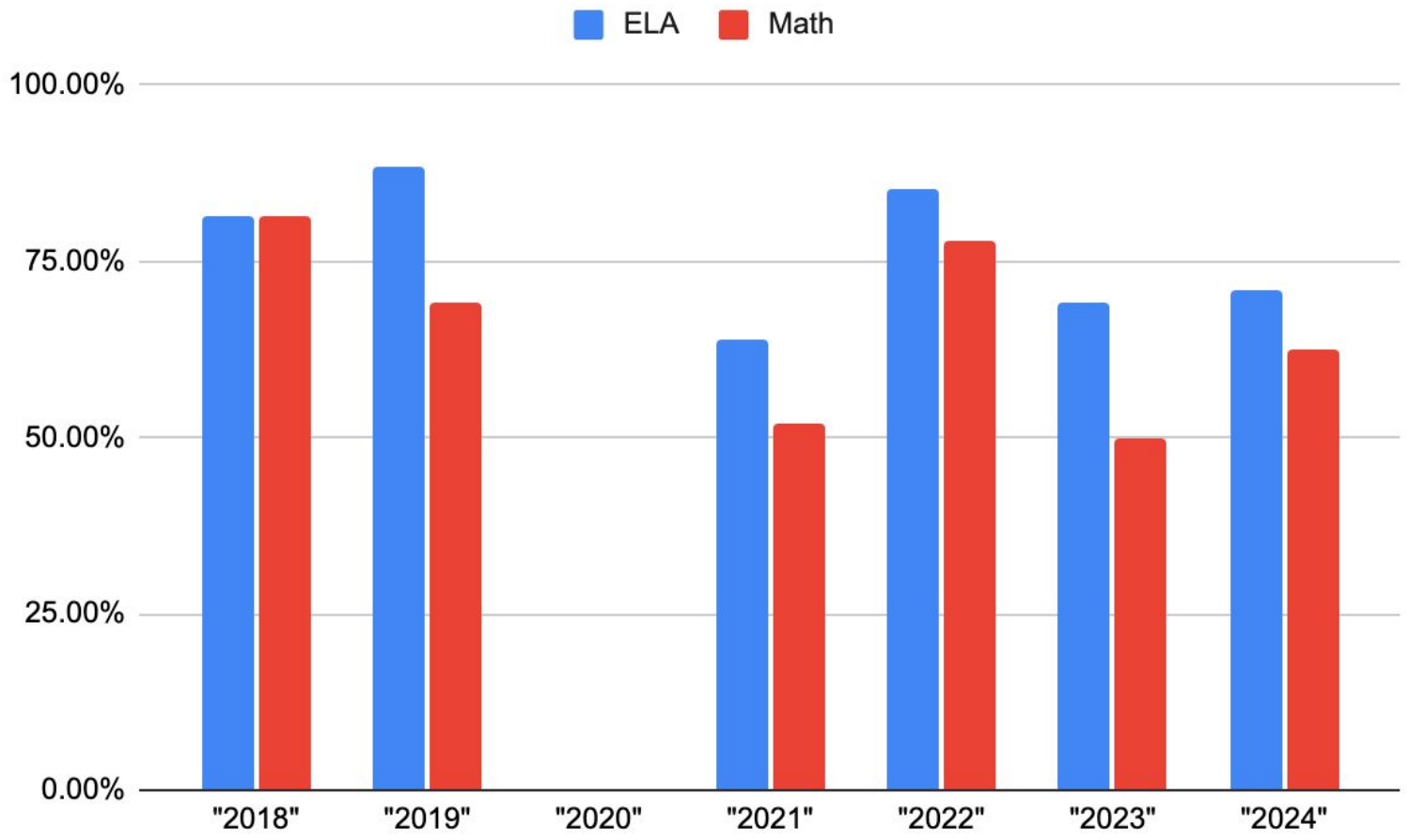
NCS ELA and Math Change Over Time for each Grade Level

6th Grade



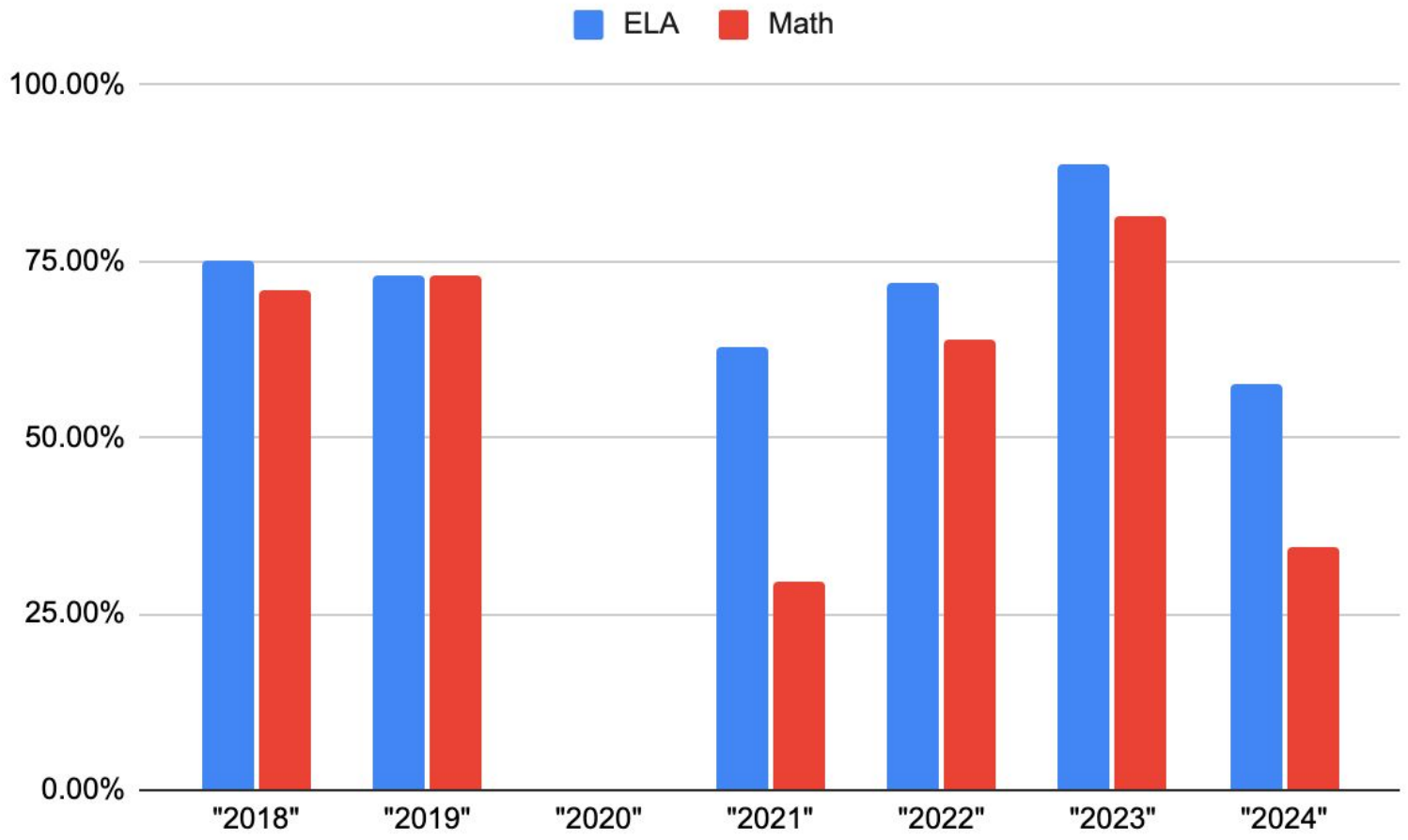
NCS ELA and Math Change Over Time for each Grade Level

7th Grade



NCS ELA and Math Change Over Time for each Grade Level

8th Grade



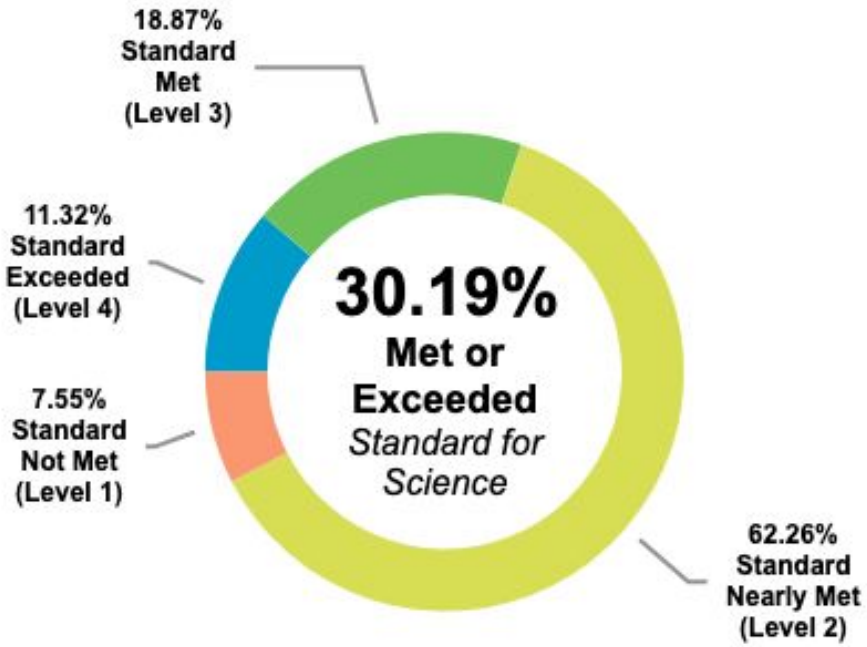
California Science Test

The California Science Test is administered in grades 5 and 8 only.

NCS
Science (Grades 5 & 8)
Overall Achievement 2023-24

Science

Percent of students within each achievement level

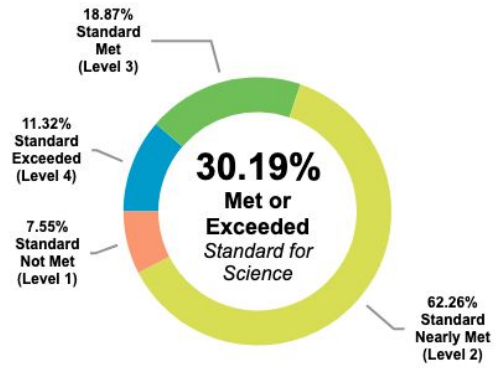


Comparison of NCS Science Results (Grades 5 & 8)

2024

Science

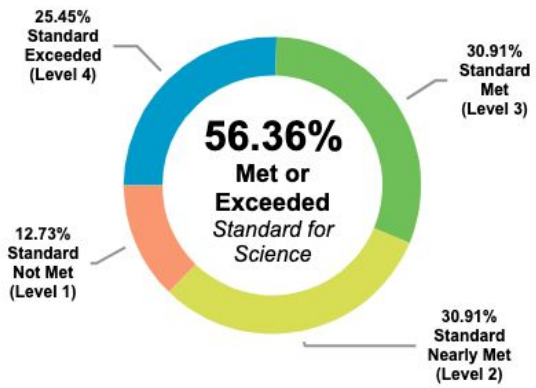
Percent of students within each achievement level



2023

Science

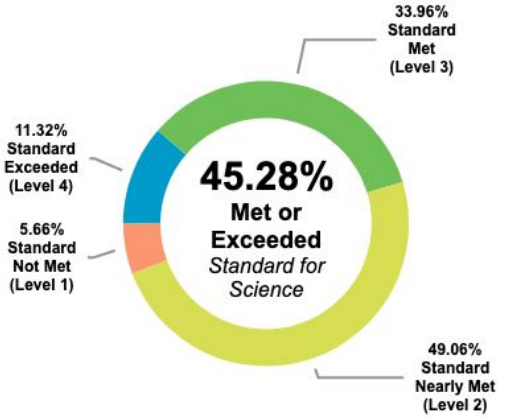
Percent of students within each achievement level



2022

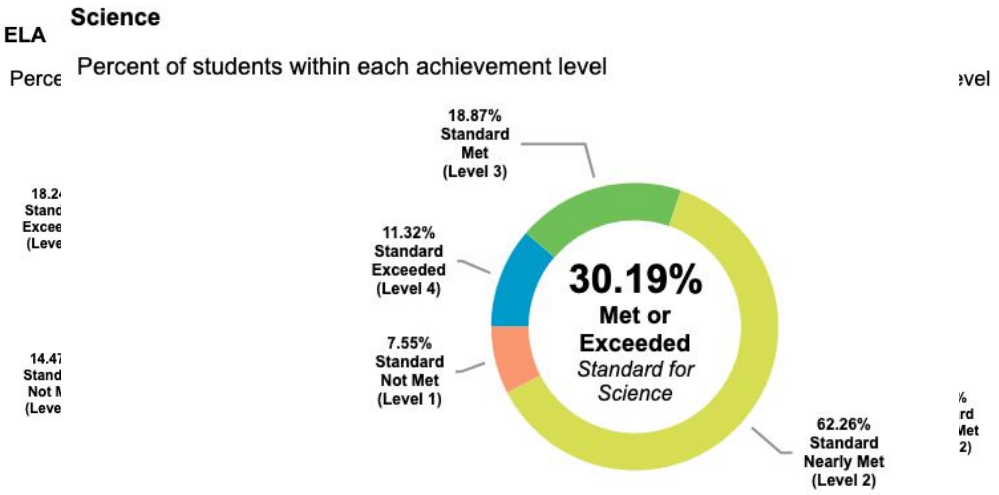
Science

Percent of students within each achievement level

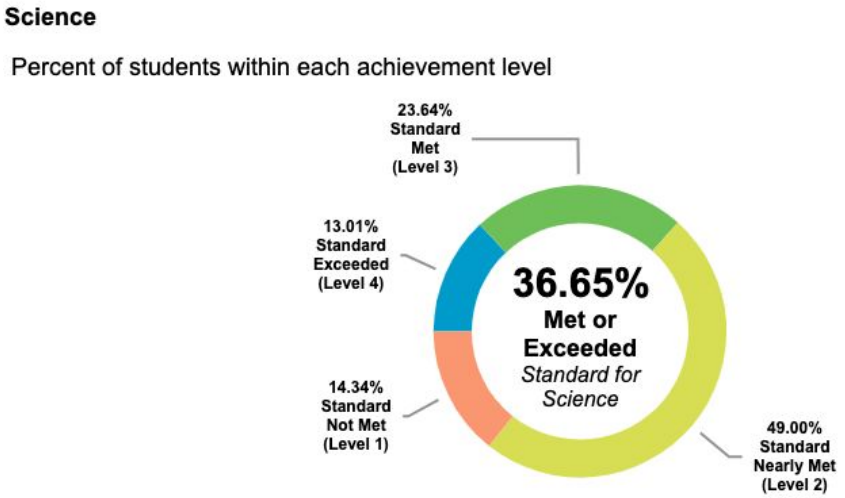


Comparison of 2023-24 Science Results (Grades 5 & 8)

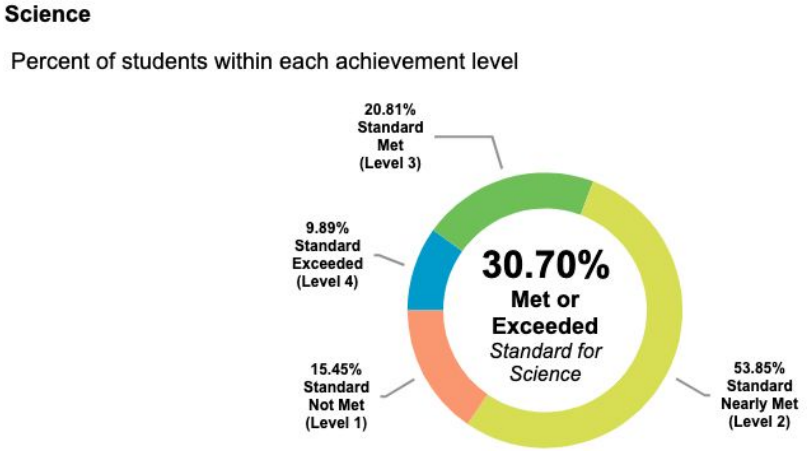
NCS Results



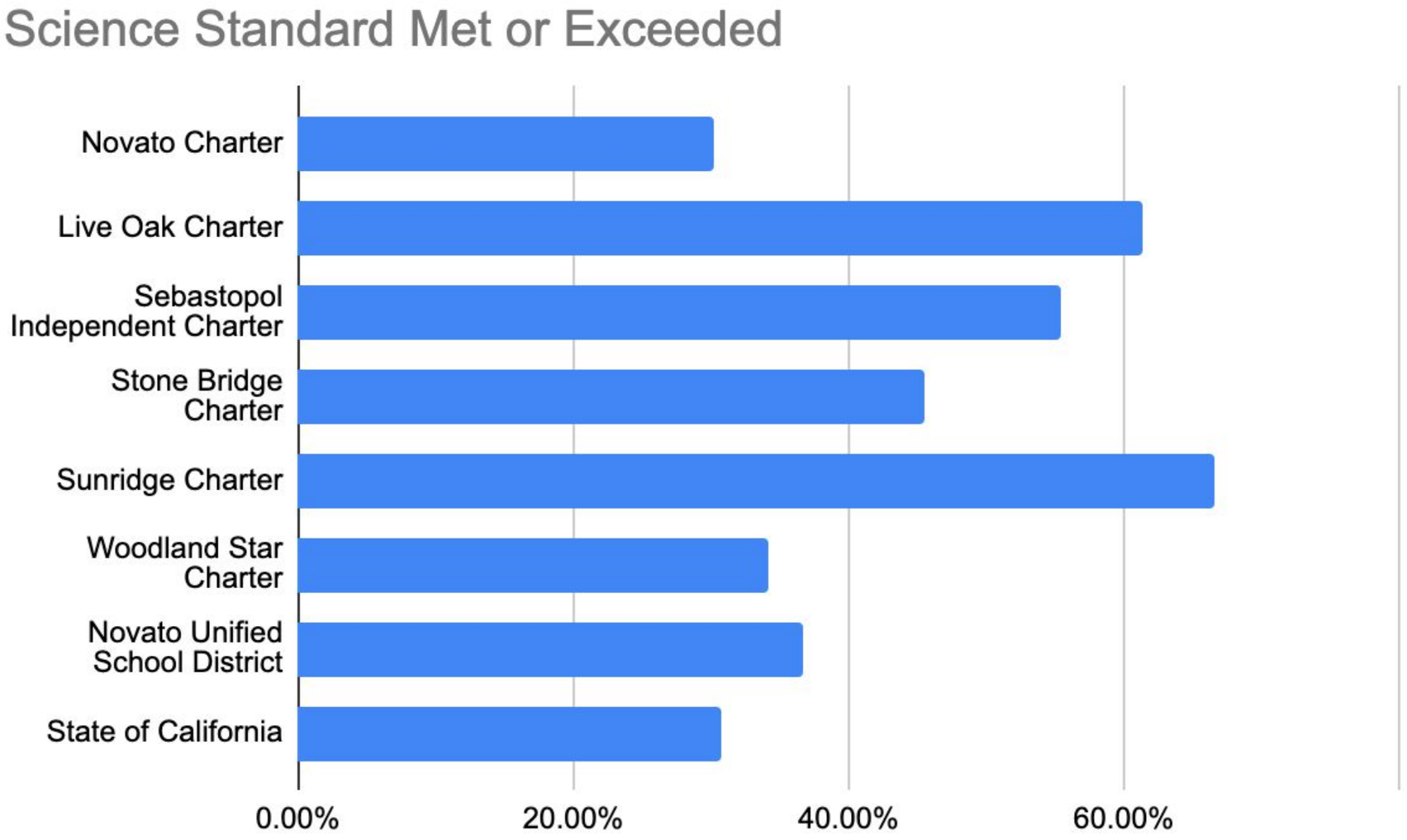
NUSD Results



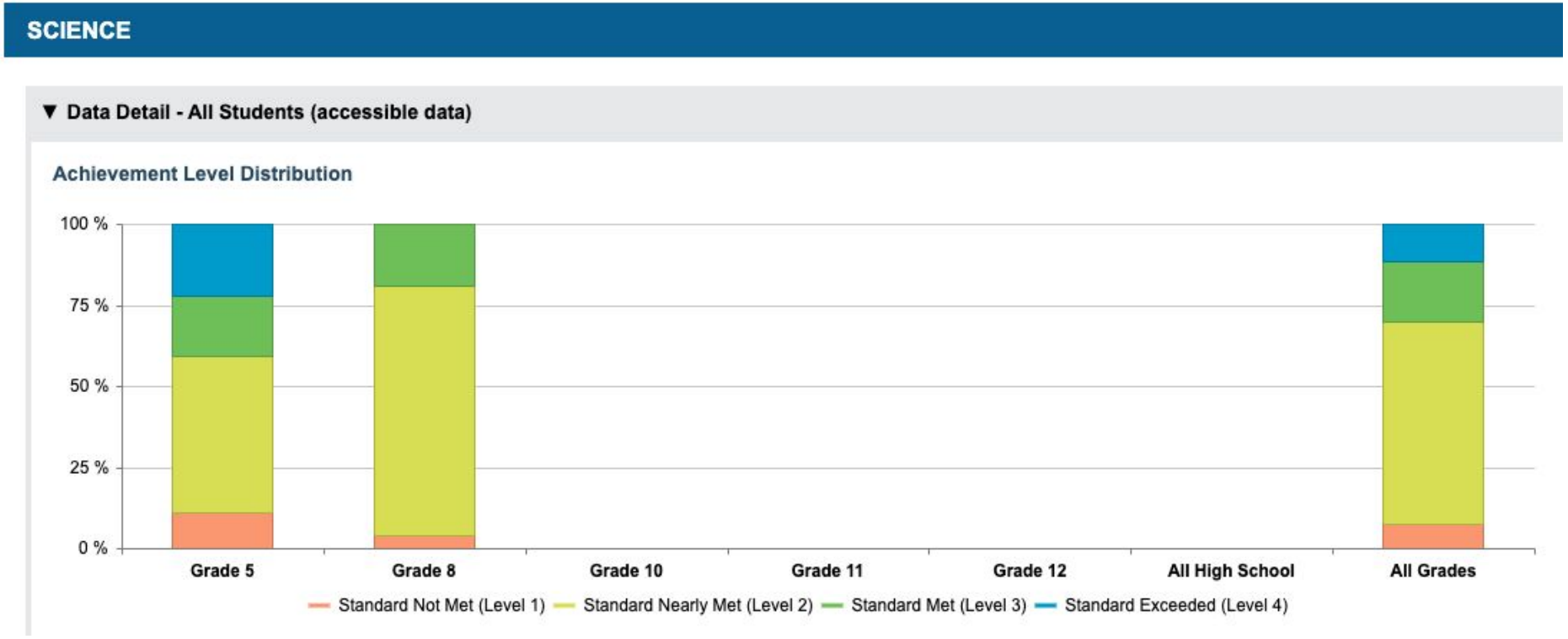
State of California Results



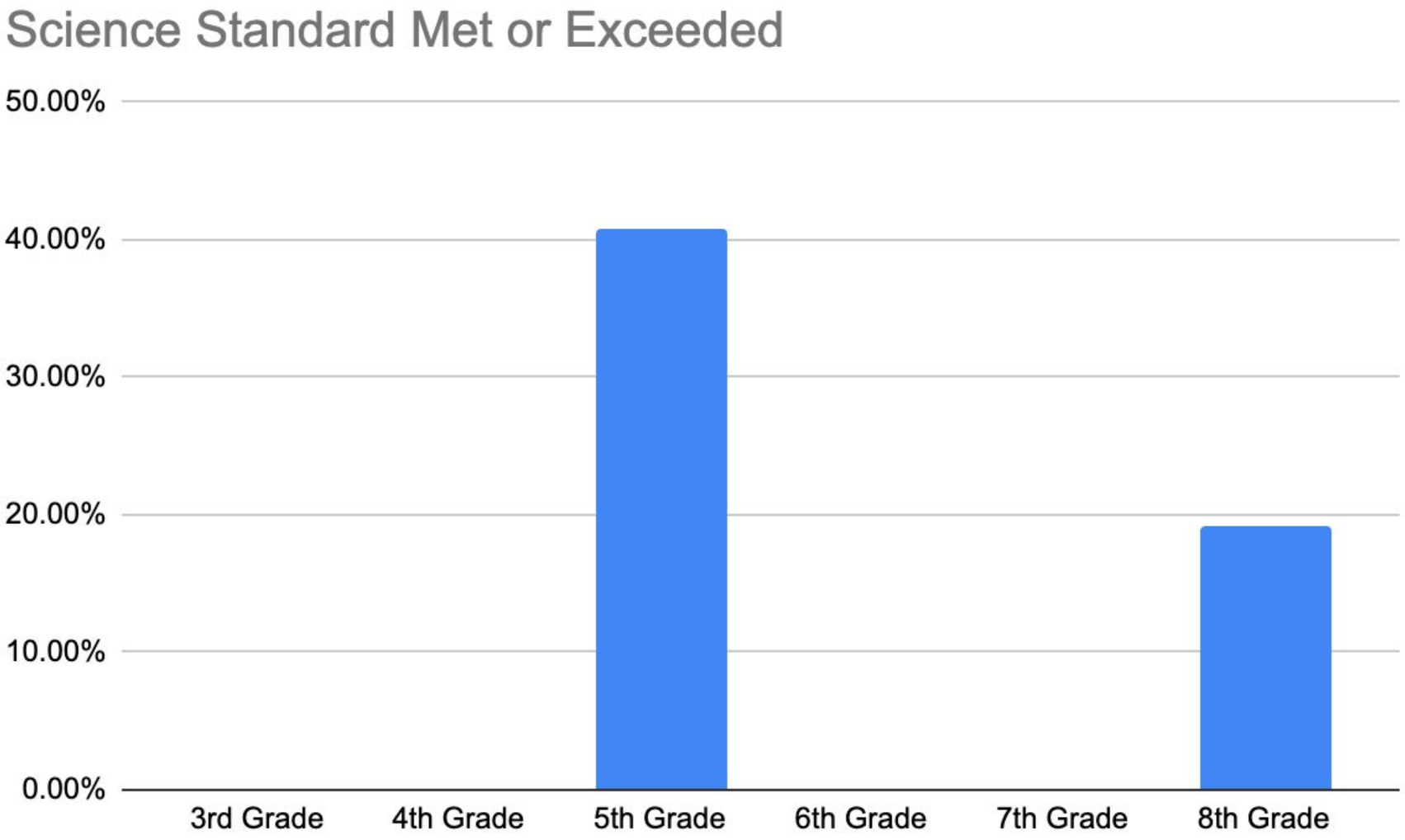
Comparison of 2023-24 Science Results (Grades 5 & 8)



NCS Science
Overall Achievement by Grade



Results by Grade



Questions?

12/11/2024 Enrollment Update for NCS BOD

Grade	Total/target enrollment	Enrollment as of 12/5//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	27	1	23
6	28	28	0	4
7	28	28	0	1
8	28	25	3	0
Totals	272	268	4	215