BOARD OF DIRECTORS
NOVATO CHARTER SCHOOL
(A California Non-Profit Public Benefit Corporation)
940 C Street, Novato, CA
Minutes
March 4, 2026 at 5:30pm

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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BOARD MEETING CODE OF CONDUCT

We welcome the public to our Board Meetings! We request that each visitor honor the following agreements in support of our school core values:

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

1. Call Meeting to Order, Roll Call 5:35

Board Member	Present Absent Late	Arrival time
Melissa Alfred, Secretary	**Present**	**5:30**
Mike "Red" Hale, Trustee	**Present**	**5:30**
Ali Iqbal, Chief Financial Officer	**Present**	**5:30**
Robin Lee, President	**Present**	**5:30**
Tom Weldon, Trustee	**Present**	**5:30**

2. AGENDA MODIFICATION CA 5 Min.

Reordered Agenda Item 5c to be discussed first for timeliness since Charter Impact was waiting on Zoom.

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

OPEN SESSION

4. APPROVAL OF CONSENT AGENDA ITEMS 5 Min. *Consent Agenda Items: All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further*

discussion or removed from the agenda, there will be no discussion of these items prior to the Board votes on them.

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A. Approve Minutes: February 4, 2026
B. Independent Auditor Selection Form
C. Approve IRS Form 990 and FTB Form 199

Board Member		**Melissa Alfred**	**Mike "Red" Hale**	**Ali Iqbal**	**Robin Lee**	**Tom Weldon**
Moved By:			X			
Seconded By:				X		
Action:	Yea	Yea	Yea	Yea	Yea	Yea

5. BOARD DISCUSSION / ACTION ITEMS

C. Second Interim / Budget Revise - Staff Recommendation: Approve

Board Member	**Melissa Alfred**	**Mike "Red" Hale**	**Ali Iqbal**	**Robin Lee**	**Tom Weldon**
Moved By:		X			
Seconded By:					X
Action:	Yea	Yea	Yea	Yea	Yea

A. Immigration Enforcement Policy-Staff Recommendation: Approve

Board Member	**Melissa Alfred**	**Mike "Red" Hale**	**Ali Iqbal**	**Robin Lee**	**Tom Weldon**
Moved By:		X			
Seconded By:					X
Action:	Yea	Yea	Yea	Yea	Yea

B. Approve 2026-2027 Board Meeting Calendar - Staff Recommendation: Approve
Amend Board Meeting calendar from 9/9/26 meeting to 9/16/26 meeting
Board trainings will be rolled into Board meetings throughout the year

Board Member	Melissa Alfred	Mike “Red” Hale	Ali Iqbal	Robin Lee	Tom Weldon
Moved By: Seconded By:				X	X
Action:	Yea	Yea	Yea	Yea	Yea

BOARD OF DIRECTORS
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6. INFORMATION ITEMS: ADMINISTRATIVE REPORTS

A. NCS Board Election
  a. Review trustee terms Red Hale's term will end, elections will be held to fill the spot.
  b. Review election timeline
    Elections will be held at the first meeting of the new school year.
B. Lottery for 26-27 School Year - Review Tom Weldon attended the lottery and reported that it went as planned.
C. Enrollment Update: Includes wait list for 25-26 School Year
  One student in 6th left and the spot is in progress to be filled.
D. Board Member 700 Filing Form
  All Board members filed.

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. PUBLIC EMPLOYEE PERFORMANCE EVALUATION – Executive Director – Government Code Section 54957

RECONVENE TO OPEN SESSION

PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION
Board has no action to report

6. **NEXT BOARD MEETING** 5 Min. Wednesday, April 1, 2026, 5:30 pm

7. **COMMENTS FROM BOARD MEMBERS** 5 Min Please email future agenda items to ccapobianco@novatocharterschool.org and rlee@novatocharterschool.org 5 Min.

8. **ADJOURNMENT** 5 Min The agenda for the next meeting will be publicly posted on www.novatocharterschool.org at least 72 hours prior to the meeting

Meeting ended at 7:25pm

NOVATO CHARTER SCHOOL
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2026-2027

Board of Directors

Board Members

Robin Lee
Mike"Red" Hale
Tom Weldon
Ali Iqbal
Melissa Alfred

Board Meeting Schedule

September 2, 2026

October 14, 2026

November 4, 2026

December 9, 2026

February 3, 2027

March 3, 2027

April 21, 2027

May 5, 2027

June 2, 2027

Regular meetings are held at 5:30 pm in the Room 12 at NCS

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Board Policy adopted on: 9/13/2017
Revised on:

SUICIDE PREVENTION POLICY

The Novato Charter School Board recognizes that suicide is a leading cause of death among youth and that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. To attempt to reduce suicidal behavior and its impact on students and families, the Executive Director or designee shall develop measures and strategies for suicide prevention, intervention, and postvention, to be adopted by the Novato Charter School Board at a regularly scheduled board meeting.

The purpose of this policy is to protect the health and well-being of all Novato Charter School students by having procedures in place to prevent, assess the risk of, intervene in, and respond to suicide.

In developing measures and strategies for use by the school for grades 7 to 8, the Executive Director or designee shall consult with school and community stakeholders, school health professionals, and suicide prevention experts.

In developing measures and strategies for use by the school for kindergarten and grades 1 to 6, the Executive Director or designee shall consult with school and community stakeholders, the county mental health plan, school mental health professionals, and suicide prevention experts. These measures and strategies shall be age-appropriate and delivered and discussed in a manner that is sensitive to the needs of young students. These measures and strategies shall also ensure proper coordination and consultation with the county mental health plan if a referral is made for mental health or related services on behalf of a student who is a Medi-Cal beneficiary.

These measures and strategies shall specifically address the needs of high-risk groups, including, but not limited to, all of the following: (A) Youth bereaved by suicide. (B) Youth with disabilities, mental illness, or substance use disorders. (C) Youth experiencing homelessness or in out-of-home settings, such as foster care. (D) Lesbian, gay, bisexual, transgender, or questioning youth.

These measures and strategies shall also address any training on suicide awareness and prevention to be provided to teachers of pupils in all of the grades served by the school. Materials approved by the school for training shall include how to identify appropriate mental health services, both at the school site and within the larger community, and when and how to refer youth and their families to those services. Materials approved for training may also include programs that can be completed through self-review of suitable suicide prevention materials.

These measures and strategies shall be written to ensure that a school employee acts only within the authorization and scope of the employee's credential or license. Nothing in this section shall be

construed as authorizing or encouraging a school employee to diagnose or treat mental illness unless the employee is specifically licensed and employed to do so.

The Novato Charter School board shall review its policy on pupil suicide prevention at a minimum of every fifth year and, if necessary, update its policy.

WEB SITES

K-12 Mental Health Promotion & Suicide Prevention Toolkit**:**
https://www.heardalliance.org/heard-hub-post/clinicians-resource-1

Trevor Project: https://www.thetrevorproject.org/wp-content/uploads/2017/09/District-Policy.pdf

U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration: http://www.samhsa.gov

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Novato Charter School

Board Policy

Suicide Prevention

Students

The Governing Board recognizes that suicide is a leading cause of death among youth and that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. To attempt to reduce suicidal behavior and its impact on students and families, the Director or designee shall develop measures and strategies for suicide prevention, intervention, postvention, and the identification of the mental health challenges frequently associated with suicidal thinking and behavior.

This policy is based on research and best practices in suicide prevention, and has been adopted with the understanding that suicide prevention activities decrease suicide risk, increase help-seeking behavior, identify those at risk of suicide, and decrease suicidal behaviors. Empirical evidence refutes a common belief that talking about suicide can increase risk or "place the idea in someone's mind."

In developing measures and strategies for use by the district, the Director or designee may consult with school health professionals, school counselors, school psychologists, school social workers, administrators, other staff, parents/guardians, students, local health agencies, mental health professionals, and community organizations.

Such measures and strategies shall include, but are not limited to:

1. Staff development on suicide awareness and prevention for teachers and other school employees who interact with students in the secondary grades on an annual basis.

2. On an ongoing basis, instruction to students in problem-solving and coping skills to promote students' mental, emotional, and social health and well-being, as well as instruction in recognizing and appropriately responding to warning signs of suicidal intent in others.

3. Methods for promoting a positive school climate that enhances students' feelings of connectedness with the school and that is characterized by caring staff and harmonious interrelationships among students.

4. The provision of information to parents/guardians regarding protective factors, risk factors and warning signs of suicide, the severity of the youth suicide problem, basic steps for helping suicidal youth, and/or community resources that can help youth in crisis.

5. Encouragement for students to notify appropriate school personnel or other adults when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions.

6. Crisis intervention procedures for addressing suicide threats or attempts.

7. Counseling and other postvention strategies for helping students, staff, and others cope with student's suicide ideation, suicide attempt, or death suggested to be suicide.

As appropriate, these measures and strategies shall specifically address the needs of students who are at high risk of suicide, including, but not limited to, students who are bereaved by suicide; students who have experienced traumatic events; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth; or local populations vulnerable to depression and suicide. (Education Code 215)

Management Resources:
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2003
CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS
School Connectedness: Strategies for Increasing Protective Factors Among Youth, 2009
NATIONAL ASSOCIATION OF SCHOOL PSYCHOLOGISTS PUBLICATIONS
Preventing Suicide, Guidelines for Administrators and Crisis Teams, 2015
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLICATIONS
National Strategy for Suicide Prevention: Goals and Objectives for Action, rev. 2012

WEB SITES
American Association of Suicidology: http://www.suicidology.org
American Foundation for Suicide Prevention: http://afsp.org
American Psychological Association: http://www.apa.org
American School Counselor Association: http://www.schoolcounselor.org
California Department of Education, Mental Health: http://www.cde.ca.gov/ls/cg/mh
California Department of Health Care Services, Suicide Prevention Program: http://www.dhcs.ca.gov/services/MH/Pages/SuicidePrevention.aspx
Centers for Disease Control and Prevention, Mental Health: http://www.cdc.gov/mentalhealth
National Association of School Psychologists: http://www.nasponline.org
National Association of School Psychologists PREPaRE Curriculum: https://www.nasponline.org/professional-development/prepare-training-curriculum
National Institute for Mental Health: http://www.nimh.nih.gov
Trevor Project: http://thetrevorproject.org
U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration: http://www.samhsa.gov
Palo Alto Unified School District Counseling Services Comprehensive Suicide Prevention Toolkit: https://www.pausd.org/student-services/counseling-services
After a Suicide: A Toolkit for School by Suicide Prevention Resource Center: http://www.sprc.org/comprehensive-approach/postvention

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Board Policy adopted on: 3/2/2017
Revised on:

Harassment, Discrimination, Intimidation, and Retaliation Prevention Policy

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It is the policy of Novato Charter School to create and maintain a work environment where employees are treated with dignity, decency, and respect. It is also the policy of Novato Charter School to maintain an environment that encourages and fosters appropriate conduct among all persons and respect for individual values. Accordingly, the school is committed to enforcing this Harassment, Discrimination, Intimidation, and Retaliation Prevention Policy at all levels to create an environment free from all forms of harassment, discrimination, intimidation, and retaliation. Discrimination, harassment or retaliation based on race (traits associated with race, such as hair texture or hairstyle), religious creed (including religious dress and grooming practices), color, national origin (including language use restrictions and possession of a driver's license issued to undocumented immigrants), ancestry, physical or mental disability (including developmental, mental health/psychiatric, and HIV/AIDS), medical condition (genetic characteristics, cancer, or a record or history of cancer), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy or childbirth), reproductive health decisionmaking, gender, gender identity, gender expression, age, sexual orientation, military and veteran status, or any other legally protected category is unlawful and undermines the character and purpose of the school. Such discrimination, harassment, or retaliation violates school policy and will not be tolerated. This policy applies to anyone an employee of the school comes into contact with, including coworkers, third parties, supervisors, managers, and students.

Any form of retaliation against anyone who has complained or formally reported harassment, discrimination, intimidation, or bullying, or has participated in an investigation of such a complaint, regardless of whether the complaint relates to the complaining person or someone else, will not be tolerated and violates this policy and the law.

Definitions

Discrimination: Discrimination is adverse treatment of any employee based on the protected class or category of persons to whom he/she belongs with respect to the terms, conditions, or privileges of employment, including, but not limited to, hiring, firing, promoting, disciplining, scheduling, training, or deciding how to compensate that employee.

Harassment: Harassment is unwelcome verbal or physical conduct prohibited by law directed toward, or differential treatment of, an employee because of his/her membership (or perceived membership) in any protected group or on any other prohibited basis. The harasser can be the employee's supervisor, a manager, a co-worker, or someone who is not an employee of the school, such as a vendor, parent, or student.

Examples of such conduct include, but are not limited to:

- Offensive or degrading remarks, verbal abuse, or other hostile behavior such as insulting, teasing, mocking, degrading, or ridiculing another person or group
- Racial slurs, derogatory remarks about a person's accent, or display of racially offensive symbols
- Unwelcome or inappropriate physical contact, comments, questions, advances, jokes, epithets, or demands
- Physical assault or stalking
- Displays or electronic transmission of derogatory, demeaning, or hostile materials
- Unwillingness to train, evaluate, assist, or work with an employee

Sexual Harassment: Sexual harassment is a form of harassment based on sex, including sexual harassment, gender harassment, and harassment based on pregnancy, childbirth, or related medical conditions. It generally involves unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of violations:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct: leering, making sexual gestures, displaying suggestive objects or pictures, cartoons, or posters
- Verbal conduct: making or using derogatory comments, epithets, slurs, and jokes
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations
- Physical conduct: touching, assault, impeding, or blocking movements

Hostile Work Environment: A hostile work environment results from harassing conduct that has the purpose or effect of unreasonably interfering with an employee's work performance, or creates an intimidating, hostile, or offensive work environment.

Retaliation: Retaliation is any adverse action taken against an individual (applicant or employee) because he or she filed a charge of discrimination, complaint to the school or another agency about discrimination on the job, or participated in an employment discrimination proceeding (such as an internal investigation or lawsuit), including as a witness. Retaliation also includes adverse action taken against someone who is associated with the individual opposing the perceived discrimination.

Reporting Harassment, Discrimination, Intimidation, or Retaliation

Any employee who believes that he or she has been the victim of discrimination, harassment, or retaliation prohibited by this policy, or any employee who has witnessed such discrimination, harassment, or retaliation, should immediately report the circumstances in accordance with the procedure set forth below. The school will investigate any conduct that violates this policy, even in the absence of a complaint, and take remedial action where appropriate.

An employee may make a complaint, written or oral, to any of the individuals listed below:

- The Admin Manager

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- The Executive Director
- The employee's direct supervisor
- Any other supervisor

Complaints may be submitted to the Executive Director by any of the following methods:

- By phone at 415-883-4254
- By email at hr@novatocharterschool.org
- By mail at 940 C Street, Novato, CA 94949

If the person to whom the complaint is directed has a personal relationship with the accused individual or otherwise has a conflicting interest, he or she will forward it to the Executive Director.

Any supervisor who receives any complaints of misconduct, or personally observes, learns about from others, or reasonably suspects that misconduct has occurred, shall report the same to the Executive Director, so that the school may attempt to resolve the claim internally.

Complaints may also be submitted to the U.S. Equal Employment Opportunity Commission (EEOC) or the California Civil Rights Department (CRD).

Investigation and Disposition of Complaints

The school will conduct a prompt, thorough, and impartial investigation that provides all parties with appropriate due process and reaches reasonable conclusions based on the evidence collected. The investigation, conducted by a qualified investigator(s), will include an interview with the alleged employee-victim. It may also include interviews with the person who made the initial report, the complainant (if not the alleged victim), the alleged wrongdoer and/or any other person who may have information regarding the incident, each of whom is encouraged to cooperate with any investigation. The investigator may also review any relevant documents.

The school will endeavor to complete its investigation within thirty (30) days of a report of discrimination or harassment.

Confidentiality of the complaint and investigation will be kept by the school to the extent possible, but note that the investigation will not be completely confidential.

The investigator will report his/her findings to the Executive Director and/or Board of Directors. Where the investigator concludes that a violation of this policy has occurred, the Executive Director and/or Board of Directors will take prompt and appropriate remedial action, including disciplinary action. Depending upon the circumstances, disciplinary action may include, but is not limited to: reprimand/verbal counseling, training, censure, removal of privileges, letters of warning or suspension, and termination. Discipline for a violation of this policy is not progressive, so a first violation of this policy may warrant suspension or discharge. This policy does not alter the at-will status of the employment relationship with the school.

Every complaint will trigger the creation of an investigatory file. The investigatory file will consist of the initial complaint, the final investigative report, including a record of the remedial action to be taken, if any, and all documents created, used, or reviewed during the investigation. The investigatory file will be maintained by the Admin Manager. The progress of the investigation shall be monitored by the Executive Director through a periodic review of the investigatory file during the investigation.

Sexual Harassment Training

If any employee is interested in reviewing the CRD's online sexual harassment training, it may be accessed without cost at this website address: calcivilrights.ca.gov/shpt/

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NOVATO CHARTER SCHOOL
HARASSMENT, DISCRIMINATION, INTIMIDATION AND BULLYING PREVENTION POLICY

It is the policy of Novato Charter School to create and maintain a learning environment where students and employees are treated with dignity, decency and respect. It is also the policy of Novato Charter School to maintain an environment that encourages and fosters appropriate conduct among all persons and respect for individual values. Accordingly, the School is committed to enforcing this Harassment, Discrimination Intimidation and Bullying Prevention Policy at all levels in order to create an environment free from all forms of discrimination, harassment, intimidation and bullying. Discrimination, harassment, intimidation or bullying based on race, religious creed (including religious dress and grooming practices), color, national origin (including language use restrictions), ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy or childbirth), gender, gender identity, gender expression, age, sexual orientation, military and veteran status, or any other legally protected category is unlawful and undermines the character and purpose of the School. Such discrimination, harassment, intimidation or bullying violates School policy and will not be tolerated. This policy applies to anyone on campus at the School or those attending School sponsored activities.

Any form of retaliation against anyone who has complained or formally reported discrimination, harassment, intimidation or bullying or against anyone who has participated in an investigation of such a complaint, regardless of whether the complaint relates to the complaining person or someone else, will not be tolerated and violates this policy and the law.

Definitions

Discrimination: Discrimination is adverse treatment of any person based on the protected class or category of persons to whom he/she belongs and such treatment limits students from participating or benefiting from school activities or services.

Harassment: Harassment is unwelcome verbal or physical conduct prohibited by law directed toward, or differential treatment of, a student because of his/her membership (or perceived membership) in any protected group or on any other prohibited basis. The harasser can be a student, a School official or employee, or someone who is not an employee of the School, such as a vendor or parent.

Examples of such conduct include, but are not limited to:

- Offensive or degrading remarks, verbal abuse, or other hostile behavior such as insulting, teasing, mocking, name calling, degrading or ridiculing another person or group
- Racial slurs, derogatory remarks about a person's accent, or display of racially offensive symbols
- Unwelcome or inappropriate physical contact, comments, questions, advances, jokes epithets or demands
- Physical assault or stalking
- Displays or electronic transmission of derogatory, demeaning or hostile materials
- Graphic and written statements, which may include use of cell phones or the Internet

Harassment does not have to include intent to harm, be directed at a specific target or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities or opportunities offered by the School.

Sexual Harassment: Sexual harassment is a form of harassment based on sex, including sexual harassment, gender harassment and harassment based on pregnancy, childbirth or related medical conditions. It generally involves unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of violations:

- Unwanted sexual advances
- Offering educational benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct: leering, making sexual gestures, displaying of suggestive objects or pictures, cartoons or posters
- Verbal conduct: making or using derogatory comments, epithets, slurs and jokes
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations
- Physical conduct: touching, assault, impeding or blocking movements

Intimidation: Intimidation includes adverse actions intended to fill another with fear, to overawe or cow, as through force of personality or by superior display of wealth, talent, etc., or to force another into or deter from some action by inducing fear.

Bullying: Bullying may take place in a variety of hostile acts that are carried out repeatedly over time. The acts involve a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. It may be physical (hitting, kicking, spitting, pushing), verbal (taunting, malicious teasing, name calling, threatening), or psychological (spreading rumors, manipulating social relationships, or promoting social exclusion, extortion or intimidation). Bullying is any severe or pervasive action or conduct directed toward one or more students that have the effect of one or more of the following: 1) places a reasonable student in fear of harm to that student's person or property; 2) causes a reasonable student to experience a substantially detrimental effect on his or her physical or mental health; 3) causes a reasonable student to experience substantial interference with is or her academic performance; 4) causes a reasonable student to experience interference with his or her ability to participate in or benefit from the services, activities or privileges provided by the School.

Other types of bullying:

- Sexual bullying includes many of the actions typical of bullying behavior with the added actions of exhibitionism, voyeurism, sexual propositioning, sexual harassment and sexual abuse (touching, physical contact, sexual assault).
- Bias or hate-motivated bullying is a bias against or hate for a person or group. Examples include taunting one's race, religion, national origin, sexual orientation, or physical or

mental disabilities. The bullying behavior may also be aggressive, antagonistic, and assaultive.

- Hazing is a form of aggressive behavior that usually involves intimidation and humiliation during an initiation for a student organization or body, club, group or sports team. It may involve conduct that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current or prospective pupil. Hazing does not include athletic events or school-sanctioned events.
- Cyberbullying involves bullying conduct that is created or transmitted by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager communicating any of the following: 1) a message, text, sound or image; 2) a post on a social network Internet Web site, including a "Burn Page," an impersonation of another student, and a false profile.

Retaliation: Retaliation is any adverse action taken against a student because he or she filed a charge of harassment, discrimination, intimidation or bullying complaint to the School or another agency or participated in an investigation about the same (such as an internal investigation or lawsuit), including as a witness. Retaliation also includes adverse action taken against someone who is associated with the individual opposing the perceived harassment, discrimination, intimidation or bullying.

Reporting Discrimination, Harassment, Intimidation, Bullying or Retaliation

Any student who believes that he or she has been the victim of discrimination, harassment, intimidation, bullying or retaliation prohibited by this policy, or any student who has witnessed such discrimination, harassment, intimidation, bullying or retaliation, should immediate report the circumstances in accordance with the procedure set forth below. The School will investigate any conduct that violates this policy, even in the absence of a complaint, and take remedial action where appropriate.

A student may make a complaint, written or oral, to any of the individuals listed below:

- Their teacher or other school personnel
- The Director of the School

Complaints may be submitted to the Director by any of the following methods:

- By phone at 415-883-4254
- By email at nlloyd@nusd.org
- By mail at 940 C Street, Novato, CA 94947

Any teacher, or other school employee that receives any complaints of misconduct, or personally observes, learns about from others, or reasonably suspects has occurred, shall report the same to the Director, so that the School may attempt to resolve the claim internally. Any School personnel that witness an act of discrimination, harassment, intimidation, bullying or retaliation shall take immediate steps to intervene when it is safe to do so.

Investigation and Disposition of Complaints

The School will conduct a prompt, thorough and impartial investigation that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence collected.

The investigation, conducted by a qualified investigator(s) (who may be a School employee), will include an interview with the alleged student-victim and his/her parent(s)/guardian(s). It may also include interviews with the person who made the initial report, the complainant (if not the alleged victim), the alleged wrongdoer and/or any other person who may have information regarding the incident, each of whom are encouraged to cooperate with any investigation. The investigator may also review any relevant documents.

The School will endeavor to complete its investigation within thirty (30) days of a report of discrimination, harassment, intimidation, bullying or retaliation.

Confidentiality of the complaint and investigation will be kept by the School to the extent possible, but note that the investigation will not be completely confidential.

The investigator (if a third party) will report his/her findings to the Director and/or Board of Directors. Where the investigator concludes that a violation of this policy has occurred, the Director and/or Board of Directors will take prompt and appropriate remedial action, including disciplinary action. Depending upon the circumstances, disciplinary action may include, but is not limited to suspension and/or recommendation for expulsion. Discipline for a violation of this policy is not progressive, so a first violation of this policy may warrant suspension or a recommendation for expulsion.

Every complaint will trigger the creation of an investigatory file. The investigatory file will consist of the initial complaint, the final investigative report, including a record of the remedial action to be taken, if any, and all documents created, used or reviewed during the investigation.

At the conclusion of the investigation, the Director shall notify the complainant of the manner in which it has resolved the matter. If, within 30 days after notification of resolution, the complainant does not agree with the resolution, the complainant may appeal the matter to the Board of Directors of the School by filing a notice of appeal stating the reasons for the appeal and specific disagreement with the School's resolution of the complaint. The Board of Directors will provide the student with a final decision of the School's resolution 5 days after the Board of Directors' next regularly scheduled board meeting. If the student does not agree with the final determination of the Board of Directors, the student may appeal to the California Department of Education using the appeal process adopted in the School's Uniform Complaint Procedures.

Adopted: 03/02/17

Amended:

3/26/2026 Enrollment Update for NCS BOD

Grade	Total/target enrollment	Enrollment as of 3/26/26	Seats available	No longer using Wait List for 25-26	Wait List for 26-27
TK	20	20	0		50
K	24	24	0		19
1	28	28	0		23
2	28	28	0		18
3	28	28	0		11
4	28	28	0		13
5	28	28	0		9
6	28	28	0		24
7	28	28	0		11
8	28	24	4		6
Totals	268	264	4		181

2/26/2025/6 Enrollment Update for NCS BOD

Grade	Total/target enrollment	Enrollment as of 9/22/25	Seats available	Wait List for 25-26	Wait List for 26-27
TK	20	20	0	40	50
K	24	24	0	45	19
1	28	28	0	30	22
2	28	28	0	2	16
3	28	28	0	12	11
4	28	28	0	20	12
5	28	28	0	23	8
6	28	27	1(in process 3/9 possible start)	10	20
7	28	28	0	11	11

BOARD OF DIRECTORS
NOVATO CHARTER SCHOOL
(A California Non-Profit Public Benefit Corporation)
940 C Street, Novato, CA
Board Agenda
April 1, 2026 at 5:30pm

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.

BOARD OF DIRECTORS
NOVATO CHARTER SCHOOL
(A California Non-Profit Public Benefit Corporation)
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Board Agenda
April 1, 2026 at 5:30pm

BOARD MEETING CODE OF CONDUCT

We welcome the public to our Board Meetings! We request that each visitor honor the following agreements in support of our school core values:

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

1. Call Meeting to Order, Roll Call 5:35

Board Member	**Present Absent Late**	**Arrival time**
Melissa Alfred, Secretary		
Mike "Red" Hale, Trustee		
Ali Iqbal, Chief Financial Officer		
Robin Lee, President		
Tom Weldon, 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*.

OPEN SESSION

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

BOARD OF DIRECTORS
NOVATO CHARTER SCHOOL
(A California Non-Profit Public Benefit Corporation)
940 C Street, Novato, CA
Board Agenda
April 1, 2026 at 5:30pm

A. Approve Minutes: March 4, 2026
B. Board Meeting Calendar Update - Staff recommendation: Approve

Board Member	Melissa Alfred	Mike "Red" Hale	Ali Iqbal	Robin Lee	Tom Weldon
Moved By:					
Seconded By:					
Action:					

5. BOARD DISCUSSION / ACTION ITEMS

A. Monthly Financial Review
B. Suicide Prevention Policy Revision - Staff Recommendation: Approve

Board Member	Melissa Alfred	Mike "Red" Hale	Ali Iqbal	Robin Lee	Tom Weldon
Moved By:					
Seconded By:					
Action:					

C. Harassment, Discrimination, Intimidation and Retaliation Prevention Policy Revision
- Staff Recommendation: Approve

Board Member	Melissa Alfred	Mike "Red" Hale	Ali Iqbal	Robin Lee	Tom Weldon
Moved By:					
Seconded By:					
Action:					

6. INFORMATION ITEMS: ADMINISTRATIVE REPORTS

A. NCS Board Election
B. Enrollment Update: Includes wait list for 26-27 School Year
C. Staffing Update/Preparation for 26-27 school year hiring
D. Independent Study Update

BOARD OF DIRECTORS
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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 Performance Evaluation (Gov. Code, § 54957, subd. (b)(1)) Title: Executive Director**

RECONVENE TO OPEN SESSION

PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION

7. NEXT BOARD MEETING 5 Min. Wednesday, May 6, 2026, 5:30 pm

8. COMMENTS FROM BOARD MEMBERS 5 Min
Please email future agenda items to ccapobianco@novatocharterschool.org & rlee@novatocharterschool.org

9. ADJOURNMENT 5 Min
The agenda for the next meeting will be publicly posted on www.novatocharterschool.org at least 72 hours prior to the meeting