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

APRIL 22, 2020 at 6:00 pm
REGULAR MEETING AGENDA

This meeting will be by teleconference pursuant to Executive Orders N-25-20 and N-29-20.

The Board of Directors ("Board") and employees of the Novato Charter School shall meet via the Zoom meeting platform. Members of the public who wish to access this Board meeting may do so at
https://nusd-org.zoom.us/j/83511715772?pwd=OUFaWncxeVZtVkVxdndEVzdBdVptQT09
You may also call in using the Zoom phone number:
669 900 9128 US
Meeting ID: 835 1171 5772
Password: 686034
Find your local number: https://nusd-org.zoom.us/u/kCbPXgx72

Members of the public who wish to comment during the Board meeting may use the "raise hand" tool on the Zoom platform. Members of the public calling in will be given the opportunity to address the Board during the meeting. Individual comments will be limited to three (3) minutes. If an interpreter is needed for comments, they will be translated to English and the time limit shall be six (6) minutes. The Board may limit the total time for public comment to a reasonable time. The Board reserves the right to mute or remove a participant from the meeting if the participant unreasonably disrupts the Board meeting.

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 ajackson@nusd.org. All efforts will be made for reasonable accommodations. The agenda and public documents can be modified upon request as required by Section 202 of the Americans with Disabilities Act.

BOARD MEMBER CODE OF CONDUCT

We will demonstrate **respect** for each other and all school constituents through open communication and by practicing gratitude and appreciation.
We will **collaborate** by honoring each member's unique point of view when working on the common goal of supporting the mission and vision of NCS.
We will align our actions to support the faculty and staff in their endeavor to provide a **holistic/developmentally** appropriate education through **creativity and the art of teaching**.

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

APRIL 22, 2020 at 6:00 pm
REGULAR MEETING AGENDA

We will hold ourselves and each other accountable to arrive at Board meetings prepared and in follow-through of additional responsibilities including committee work outside of meetings.

BOARD MEETING CODE OF CONDUCT

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

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

AGENDA ITEM	SPONSOR	Approx. Time
1. Call Meeting to Order, Roll Call	Alexandria Quam	5 Min.

Board Member	Present	Absent	Late	Arrival time
Craig Allender (CA)				
Erik Berkowitz (EB)				
Bridgette Corridan (BC)				
Lia Heath (LH)				
Alexandria Quam (AQ)				

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

APRIL 22, 2020 at 6:00 pm
REGULAR MEETING AGENDA

2. Agenda Modification — Alexandria Quam — 5 Min.

3. Public Comment — Alexandria Quam — 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 chose to have this placed on a future meeting they may contact staff to do that.

4. Consent Agenda Items — Alexandria Quam — 5 Min.

Approve Minutes: March 11, 2020

5. Board Discussion/Action Items — Alexandria Quam — 30 Min.

A. 2020-21 Budget Planning Discussion
B. Board Resolution Cal OES:Discussion/Vote
C. Employee Handbook Addendum-Paid Sick Leave Discussion/Vote

6. Information Items: Administrative Reports Nikki Lloyd/April Jackson — 30 Min.

A. Distance Learning Update
B. Special Education and Student Services Update
C. Foundation Update
D. Parent Survey Results
E. Board Election
F. Legal updates and Public Notices: Coronavirus COVID-19, Bay Area Air Quality Management District
G. LCAP Update
H. Facilities

7. Next Board Meeting — 5 Min.

Wednesday, May 27nd 6:00 pm

8. Comments from Board Members-Agenda items for future meetings — 5 Min.

9. Adjournment

Agenda publicly posted on www.novatocharterschool.org on Sunday, April 19, 2020 by April Jackson.

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

March 11, 2020 at 6:00 pm
UNAPPROVED MINUTES

AGENDA ITEM | SPONSOR | Approx. Time

1 **Call Meeting to Order, Roll Call** 6:02PM Alexandria Quam
5 Min.

Board Member	Present	Absent	Late	Arrival time
Craig Allender (CA)	X			
Erik Berkowitz (EB)		X		
Bridgette Corridan (BC)		X		
Lia Heath (LH)	X			
Alexandria Quam (AQ)	X			

2 Agenda Modification Alexandria Quam 5 Min.
ITEM 6D MOVED TO APRIL AGENDA

3 Public Comment Alexandria Quam 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 chose to have this placed on a future meeting they may contact staff to do that.
ITEM 5C – MICHEL KATTAN
ITEM 6F – MICHEL KATTAN

4 Consent Agenda Items Alexandria Quam 5 Min.
A. Approve Minutes: February 12, 2020
B. Approve Field Trip Policy
MOTION – CA
SECOND – LH
ALL IN FAVOR

5 Board Discussion/Action Items 30 Min.
A. Approve Second Interim Budget John Azzizzi
DISCUSSION: STATE BUDGET REDUCED COLA BY 23.7%; ADA PERIOD FOR NCS CLOSES MARCH 27
MOTION – CA
SECOND – LH
ALL IN FAVOR

B. Approve Board Meeting Calendar Alexandria Quam
DISCUSSION – DECEMBER DATE CHANGED TO DECEMBER 9

MOTION – LH
SECOND – CA
ALL IN FAVOR

C. Outreach & Public Relations Alexandria Quam
DISCUSSION - LEAFLET LEFT ON PARKING LOT CARS REGARDING ANTI-CHARTER SENTIMENT; NCS CHARTER UP FOR RENEWAL END OF 2021

6 Information Items: Administrative Reports Nikki Lloyd/April Jackson 30 Min.

A. Special Education and Student Services Update
FINAL APPROVAL FOR EL DORADO SELPA MEMBERSHIP; NIKKI MOVING FORWARD WITH STAFFING
B. Alliance: Guidelines on name changes and service mark
DISCUSSED NAME CHANGE WITH NUSD
C. Foundation Update
DISCUSSED EG CANCELLATION OPTIONS
D. Parent Survey Results
MOVED TO APRIL MEETING
E. Board Election
FIRST ANNOUNCEMENT GOES OUT IN NEWSLETTER 3/13; ELECTION WEDS-FRI IN 4TH WEEK OF MAY
F. Legal updates: Coronavirus COVID-19
CLOSE CORRESPONDENCE WITH MCOE, NUSD, MARIN DEPT OF HEALTH; WILL CONTINUE TO FOLLOW NUSD LEAD REGARDING FIELD TRIPS; FOLLOWING NUSD LEAD REGARDING POSSIBLE CLOSURES
G. LCAP Update
SURVEYS CONCLUDED HAVE NOT RECEIVED ALL REPORTS, WILL SHARE NEXT MONTH
H. Facilities: Student Services Classroom and computers, C Street Village
CA AND APRIL WORKING ON STUDENT SERVICES CLASSROOM BUILD OUT, CAN START WORK IN JUNE; C STREET VILLAGE APRIL WILL CONTINUE TO SHARE WITH NCS COMMUNITY
I. Review NCS Enrollment Lottery
LOTTERY WAS 3/4; 190 APPLICATIONS

7 Next Board Meeting 5 Min.
Wednesday, April 22nd 6:00 pm in the Community Room

8 Comments from Board Members-Agenda items for future meetings 5 Min.
NAME CHANGE AND PARENT SURVEY ON APRIL AGENDA

9 Adjournment

ADJOURN AT 8:06PM

Agenda publicly posted at Novato Charter School on Saturday, March 7, 2020 by April Jackson.

And on the school website at www.novatocharterschool.org

*Items that are expected to have back up materials provided prior to or at the meeting are indicated with an asterisk. Other items may also have back up materials provided.

COVID-19 RELATED EMPLOYMENT POLICIES

1. Emergency Family and Medical Leave Expansion Act ("E-FMLA")

In addition to other qualifying Family Care and Medical Leave identified in the [School Name (the "School")]'s Employee Handbook, the School provides Emergency Family and Medical Leave as described below.

Until no longer required by Federal law, the School will provide an eligible employee with up to 12 weeks of leave to care for their children, who are under the age of 18, because of a COVID-19 related school or child care related closure.

Eligible Employee: Eligible employee means an employee who has been employed by the School for at least 30 calendar days and is unable to work (or telework) due to a need for leave to care for that employee's son or daughter if the child's school or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to a public health emergency.

Rehired Employees: An employee is considered to have been employed by an employer for at least thirty calendar days if: 1) the employer had the employee on its payroll for the thirty calendar days immediately prior to the day that the employee's leave would begin; or 2) the employee was laid off or otherwise terminated by the employer on or after March 1, 2020, and rehired or otherwise reemployed by the employer on or before December 31, 2020, provided that the employee had been on the employer's payroll for thirty or more of the sixty calendar days prior to the date the employee was laid off or otherwise terminated.

An employee who has been employed by an employer for a least thirty calendar days is eligible for E-FMLA regardless of whether the employee would otherwise be eligible for leave under FMLA.

Paid/Unpaid Leave: For the first 10 days for which an employee takes E-FMLA leave, it will be unpaid unless the employee elects to substitute any accrued vacation leave, personal leave, or medical or sick leave for unpaid leave.

After the first 10 days of leave, the leave shall be paid by the School in accordance with the following calculations:

- No less than two-thirds of an employee's regular rate of pay as determined under 29 U.S.C. § 207(e); and
- The number of hours the employee would otherwise be normally scheduled to work.
- If the employee's schedule varies from week to week to such an extent that the employer is unable to determine with certainty the number of hours the employee would have worked if the employee had not taken leave, the employer shall use the following in place of such number:
    - A number equal to the average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes

such leave, including hours for which the employee took leave of any type.

- If the employee has not been employed for six months, the average number of hours the employee and the employer agreed at the time of hiring that the employee would work each workday. If there is no such agreement, the scheduled number of hours is equal to the average number of hours per workday that the employee was scheduled to work over the entire period of employment, including hours for which the employee took leave of any time.

If an eligible employee elects or is required to use leave available to the employee under the employer's policies, such as vacation or personal leave or paid time off, concurrently with E-FMLA, the employer must pay the employee a full day's pay for that day. However, the employer is capped at taking $200 a day or $10,000 in the aggregate in tax credits for E-FMLA.

An employer shall not be required to pay more than $200 per day and $10,000 in the aggregate for each employee for paid E-FMLA leave.

The first two weeks of E-FMLA may be unpaid and the employee may substitute Paid Sick Leave at two-thirds the employee's regular rate of pay or accrued paid leave provided by the employer during the first two weeks.

After the first two weeks of leave, E-FMLA is paid at two-thirds the employee's regular rate of pay, up to $200 per day per employee. Because this period of E-FMLA is not unpaid, the FMLA provision for substitution of the employee's accrued paid leave is inapplicable, and neither the employee nor the employer may require the substitution of paid leave. However, employers and employees may agree to have paid leave supplement any pay under E-FMLA so that the employee receives the full amount of his or her normal pay. For example, an employee and employer may agree to supplement the E-FMLA by substituting one-third hour of accrued vacation leave for each hour of E-FMLA.

Notice: In any case where the necessity for E-FMLA leave is foreseeable, an employee shall provide the School with such notice of leave as is practicable.

Restoration to Position: An employee who takes E-FMLA leave shall be entitled, on return from such leave, (A) to be restored by the employer to the position of employment held by the employee when the leave commenced; or (B) to be restored to an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment.

For Employers with Less than 25 Employees, add the following: Restoration of an employee to that employee's position shall not occur if the following conditions are met: (A) The employee takes E-FMLA leave; (B) The position held by the employee when the leave commenced does not exist due to economic conditions or other changes in operating conditions of the employer that affect employment and are caused by a public health emergency during the period of leave; (C) The School makes reasonable efforts to restore the employee to a position equivalent to the position the employee held when the leave commenced, with equivalent employment benefits, pay and other terms and conditions of employment. (D) If the reasonable efforts of the employer under (C) fail, the employer makes reasonable efforts during the period

described below to contact the employee if an equivalent position described in (C) becomes available.

The period of contact is the 1-year period beginning on the earlier of (A) the date on which the qualifying need related to a public health emergency concludes; or (B) the date that is 12 weeks after the date on which the employee's leave under E-FMLA commences.

Employers of 50 employees or less may be granted some relief if regulations are promulgated.

Please refer to the Employee Handbook for other details relating to FMLA leave, which are incorporated herein by reference to the extent they do not conflict with this E-FMLA policy.

If an FMLA (not E-FMLA) eligible employee has already taken some FMLA leave for FMLA leave reasons during the twelve-month period, the eligible employee may take up to the remaining portion of the twelve workweek leave for E-FMLA. If an FMLA eligible employee has already taken the full twelve workweeks of FMLA leave during the twelve-month period, the FMLA eligible employee may not take E-FMLA.

2. Emergency Paid Sick Leave ("E-Sick Leave")

In addition to the School's Sick Leave policy identified in the Employee Handbook, the School will provide to each employee employed by the School to the extent that the employee is unable to work (or telework) due to a need for leave because of any of the following:

- The employee is subject to a Federal, State or local quarantine or isolation order related to COVID-19;
- The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis. This means the employee is experiencing any of the following symptoms: Fever, dry cough, shortness of breath, or any other COVID-19 symptoms identified by the U.S. Centers for Disease Control and Prevention. This sick leave is limited to time the employee is unable to work because the employee is taking affirmative steps to obtain a medical diagnosis, such as making, waiting for, or attending an appointment for a test for COVID-19;
- The employee is caring for an individual who is subject to an order as described in the first bullet or has been advised as described in the second bullet. Caring for an individuals means an employee's immediate family member, a person who regularly resides in the employee's home or a similar person with whom the employee has a relationship that creates an expectation that the employee would care for the person if he or she were quarantined or self-quarantined. "Individual" does not include persons with whom the employee has no personal relationship;
- The employee is caring for a son or daughter of such employee if the school or place of

care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions. In this situation, sick leave is only available if no other suitable person is available to care for the son or daughter during the period of leave;

- The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

All employees, regardless of how long the employee has been employed by the School, are eligible for E-Sick Leave.

For full-time employees, the School will grant the employee 80 hours of paid E-Sick Leave. Full-time employees are those that are normally scheduled to work at least 40 hours each workweek.) For part-time employees, a number of hours granted will be equal to the number of hours that such employee works, on average, over a 2-week period.

If the employee's schedule varies from week to week to such an extent that the employer is unable to determine with certainty the number of hours the employee would have worked if the employee had not taken E-Sick Leave, the employer shall use the following in place of such number:

- If the part time employee has been employed for at least six months, the employee is entitled to up to the number of hours of paid sick leave equal to fourteen times the average number of hours that the employee was scheduled to work each calendar day over the six-month period ending on the date on which the employee takes paid sick leave, including any hours for which the employee took leave of any type.

- For employees employed fewer than six months, the employee is entitled to up to the number of hours of paid sick leave equal to fourteen times the number of hours the employee and the employer agreed to at the time of hiring that the employee would work, on average, each calendar day. If there is no such agreement, the employee is entitled to up to the number of hours of paid sick leave equal to fourteen times the average number of hours per calendar day that the employee was scheduled to work over the entire period of employment, including hours for which the employee took leave of any type.

Unused paid E-Sick Leave does not carry over from 1 year to the next and is not paid out on termination. Once an employee who received paid E-Sick Leave returns to work, the School will not provide the employee any further paid E-Sick Leave.

The School shall not require, as a condition of providing paid E-Sick Leave, that the employee involved search for or find a replacement employee to cover the hours during which the employee is using paid E-Sick Leave.

Paid E-Sick Leave is calculated based on the employee's required compensation and the number of hours the employee would otherwise be normally scheduled to work, except that an employer shall not be required to pay more than $511 per day and $5,110 in the aggregate when an

employee uses E-Sick Leave for that employee's own COVID-19 related needs, and $200 per day and $2,000 in the aggregate when an employee uses E-Sick Leave for caring for another person's COVID-19 related needs or the employee is experiencing any other substantially similar condition as specified above.

3. Intermittent Leave under E-FMLA or Paid Sick Leave

Subject to the conditions and applicable limits, an employee may take E-FMLA or Paid Sick Leave intermittently only if the employer and employee agree. The employer and employee may memorialize in writing any agreement under this provision, but a clear and mutual understanding between the parties is sufficient.

The ability of an employee to take either of these leaves intermittently while reporting to an employer's worksite depends upon the reason for the leave. If the employer and employee agree, the employee may take up to the entire portion of the leave intermittently to care for the employee's son or daughter whose school or place of care is closed, or child care provider is unavailable, because of reasons related to COVID-19. Under such circumstances, intermittent leave may be taken in any increment of time agreed to by the employer and employee.

An employee may not take Paid Sick Leave intermittently if the leave is taken for the following reasons: 1) the employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19; 2) the employee has been advised by a health care provider to self quarantine due to concerns related to COVID-19; 3) the employee is experiencing symptoms of COVID-19 and seeking medical diagnosis from a health care provider; 4) the employee is caring for an individual who is subject to 1-3; or the employee has a substantially similar condition as specified by the Secretary of Health and Human Services. Once the Employee begins taking Paid Sick Leave for one or more reasons, the employee must use the permitted days of leave consecutively until the employee no longer has a qualifying reason to take Paid Sick Leave.

If an employer directs or allows an employee to telework, or the employee normally works from home, the employer and employee may agree that the employee may take Paid Sick Leave for any qualifying reason or E-FMLA intermittently, and in any agreed increment of time (but only when the employee is unavailable to telework because of a COVID-19 related reason).

If an employee takes Paid Sick Leave or E-FMLA intermittently as the employee and employer have agreed, only the amount of leave actually taken may be counted toward the employee's leave entitlements. For example, an employee who normally works forty hours in a workweek only takes three hours of leave each work day has only taken fifteen hours of the employee's Paid Sick Leave or 37.5% of a workweek of the employee's E-FMLA.

4. Exempt Employers

An employer with fewer than 50 employees is exempt from providing E-FMLA and Paid Sick Leave when the imposition of such requirements would jeopardize the viability of the business as a going concern. An exempt employer is entitled to this exemption if an authorized officer of the business has determined that:

(i) The leave requested would result in the employer's expenses and financial obligations exceeding available business revenues and cause the employer to cease operating at a minimal capacity;

(ii) The absence of the employee requesting leave would entail a substantial risk to the financial health or operational capabilities of the business because of their specialized skills, knowledge of the business or responsibilities; or

(iii) There are not sufficient workers who are able, willing and qualified, and who will be available at the time and place needed, to perform the labor or services provided by the employee or employees requesting leave, and these labor or services are needed for the small business to operate at minimal capacity.

To elect this exemption, the employer must document that a determination has been made pursuant to the criteria set forth above. The employer shall retain the records in its files.

Regardless of whether a small employer chooses to exempt one or more employees, the employer is still required to post a notice pursuant to 29 CFR § 826.80.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

PUBLIC NOTICE

April 14, 2020

TO: Parents or guardians of children enrolled at the following school(s):

Novato Charter School

Hamilton Meadow Park School

All residential and business neighbors located within 1,000 feet of the proposed new or modified source(s) of air pollution listed below.

FROM: Bay Area Air Quality Management District

RE: Permit Application #30277 for the following source of air pollution:

Soil Vapor Extraction
Thompson Development Inc.
970 C Street, Novato, CA 94949

The Bay Area Air Quality Management District (the "District") is a local agency that regulates stationary sources of air pollution such as factories, industrial sites, and gasoline stations.

Whenever we receive a permit application for a new or modified source(s) of toxic air contaminants located within 1,000 feet of a school site, State law requires that we notify the public. To comply with this requirement, we distribute or mail a Public Notice to the parents or guardians of students enrolled at schools located within ¼ mile, and all residents and businesses located within 1,000 feet, of the proposed source(s).

You are receiving this Public Notice because a permit application has been filed with the District for the above referenced source(s) of air pollution. A description of the proposed project follows:

> An underground storage tank formerly located at the site leaked gasoline into the surrounding soil and contaminated both the soil and groundwater. The leaking tank has since been removed from the site. On behalf of Thompson Development, Ninyo and Moore has proposed a system consisting of a vacuum blower to extract petroleum vapor from wells drilled at the site and Carbon adsorption vessels used for treatment of the extracted vapor. Emissions from the proposed source will be significantly

controlled; however, it is not possible to control the source such that emissions are zero.

PRELIMINARY EVALUATION

The District has evaluated the permit application for the proposed project and has made a preliminary determination that the project is expected to comply with all applicable District, state, and federal air quality-related regulations, including the health risks resulting from toxic air contaminant emissions. The preliminary recommendation is to issue a permit for this project. After considering all comments received, the District will make a final determination.

ADDITIONAL INFORMATION

If you are interested in getting more information, you may request copies of the District's evaluation report by calling the District at the telephone number listed at the end of this notice. This information is also accessible on the District website at:

http://www.baaqmd.gov/permits/public-notices

PUBLIC COMMENT PERIOD

There is a 30-day period for public response to this proposal. If you wish to comment on the proposed project, you may do so in writing or by e-mail. Alternatively, you may call and leave a telephone message up to one minute in length. Please leave your name and telephone number so that a District staff member may respond to your message.

Please use the following contact information if you would like to comment on the proposed project:

Mailing address: Thompson Development, Inc. (A/N #30277)
Public Notice Response
BAAQMD
Engineering Division
375 Beale Street, Suite 600
San Francisco, CA 94105
Attn: Ali Roohani

E-mail address: aroohani@baaqmd.gov

Telephone Number: (415) 749-8694

The public comment period for this project ends on May 14, 2020.

STATE OF CALIFORNIA
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
Cal OES 130

Cal OES ID No: _____

DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR NON-STATE AGENCIES

BE IT RESOLVED BY THE Board of Directors (Governing Body) OF THE Novato Charter School (Name of Applicant)

THAT Chair of the Board of Directors (Title of Authorized Agent), OR

Chief Financial Officer (Title of Authorized Agent), OR

Board Secretary (Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the Novato Charter School (Name of Applicant), a public entity established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the Novato Charter School (Name of Applicant), a public entity established under the laws of the State of California, hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

☒ This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.

☐ This is a disaster specific resolution and is effective for only disaster number(s) _____

Passed and approved this _____ day of _____, 20_____

Alexandria Quam-Chair of the Board of Directors
(Name and Title of Governing Body Representative)

Eric Berkowitz-Chief Financial Officer
(Name and Title of Governing Body Representative)

Craig Allender-Board Secretary
(Name and Title of Governing Body Representative)

CERTIFICATION

I, April Jackson (Name), duly appointed and Operations Director (Title) of Novato Charter School (Name of Applicant), do hereby certify that the above is a true and correct copy of a Resolution passed and approved by the Board of Directors (Governing Body) of the Novato Charter School (Name of Applicant)

on the _____ day of _____, 20___.

_____ (Signature)

_____ (Title)

Cal OES Form 130 Instructions

A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted Resolution is older than three (3) years from the last date of approval, is invalid or has not been submitted.

When completing the Cal OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the group responsible for appointing and approving the Authorized Agents.
Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

Name of Applicant: The public entity established under the laws of the State of California. Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services regarding grants applied for by the Applicant. There are two ways of completing this section:

1. Titles Only: If the Governing Body so chooses, the titles of the Authorized Agents would be entered here, not their names. This allows the document to remain valid (for 3 years) if an Authorized Agent leaves the position and is replaced by another individual in the same title. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency and does not require the Governing Body's signature.

2. Names and Titles: If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

Governing Body Representative: These are the names and titles of the approving Board Members.
Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents, and a minimum of two or more approving board members need to be listed.

Certification Section:

Name and Title: This is the individual that was in attendance and recorded the Resolution creation and approval.
Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member (if a person holds two positions such as City Manager and Secretary to the Board and the City Manager is to be listed as an Authorized Agent, then the same person holding the Secretary position would sign the document as Secretary to the Board (not City Manager) to eliminate "Self Certification."