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

May 27, 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
You may also call in using the Zoom phone number:
669 900 9128 US
https://nusd-org.zoom.us/j/84417387462?pwd=RkNtbFp1WEo0VU4rMDRuVUJkeVQ4Zz09
Meeting ID: 844 1738 7462
Password: 2s0CEP

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.

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

May 27, 2020 at 6:00 pm
REGULAR MEETING AGENDA

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 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
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May 27, 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 choose 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: April 22, 2020
Approve Instructional Minutes
Approve Bell Schedule
Approve Revised 2020-21 School Calendar

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

A. 2020-21 Budget Planning Discussion
B. Discussion: PPP Loan
C. Discussion: Budget Committee
D. Discussion/Decision: Board Resolution for Line of Credit
E. Discussion/Public Hearing: COVID-19 Operations Written Report
F. Review/Approve Policy for Sale/Disposal of Equipment
G. Review/Approve Board Resolution for Sale/Disposal of Computers
H. First Review of Independent Study Policy
I. Discussion Board Roles

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

A. Distance Learning Update
B. Re-Opening Campus
C. Special Education and Student Services Update
D. Foundation Update
E. Board Election Results
F. Facilities

7. Next Board Meeting 5 Min.

Wednesday, June 10th, 6:00 pm

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

May 27, 2020 at 6:00 pm
REGULAR MEETING AGENDA

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

9. **Adjournment**

Agenda publicly posted on www.novatocharterschool.org on Friday, May 22nd, 2020 by April Jackson.

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
UNAPPROVED MINUTES

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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

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We will align our actions to support the faculty and staff in their endeavor to provide a

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APRIL 22, 2020 at 6:00 pm
UNAPPROVED MINUTES

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 MEETING CODE OF CONDUCT

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AGENDA ITEM | SPONSOR | Approx. Time

1. Call Meeting to Order, Roll Call 6:01pm | 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			

BOARD OF DIRECTORS
NOVATO CHARTER SCHOOL
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APRIL 22, 2020 at 6:00 pm
UNAPPROVED MINUTES

2. Agenda Modification Alexandria Quam 5 Min.

NONE

3. Public Comment Alexandria Quam 5 Min.

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NONE

ONE CALLER IN MEETING, BUT JUST LISTENING

4. Consent Agenda Items Alexandria Quam 5 Min.

Approve Minutes: March 11, 2020

MOTION – LH

SECOND – CA

ABSTAIN – BC AND EB (NOT PRESENT AT PRIOR MEETING)

ALL IN FAVOR

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

A. 2020-21 Budget Planning Discussion

DISCUSSION – (JOHN AZZIZZI) SONOMA COUNTY CRISIS PLANNING PRESENTATION, SCHOOLS COULD LOSE 40% OF FUNDING; SCHOOLS WILL BE ASKED TO DO MORE WITH FEWER RESOURCES; NCS JUNE BUDGET WILL BE BASED ON ~MAY STATE BUDGET, WITH REVISION LIKELY IN AUGUST; RECOMMENDATIONS FOR SCHOOLS: SPENDING FREEZE, DELAY NON-ESSENTIAL PURCHASES, DELAY DISCRETIONARY PURCHASES, PRESERVE CASH, MAINTAIN GOOD RELATIONSHIPS, DEVELOP 2+ BUDGET SCENARIOS, START W SECOND INTERIM REPORT, INCLUDE BOARD APPROVED FISCAL RECOVERY PLAN, ADJUST FOR CURRENT YEAR MATERIAL CHANGES; CONSIDER REVISING NCS BUDGET WHEN AUGUST STATE BUDGET IS RELEASED, OCT FIRST REVISION VERY IMPORTANT; STATE COULD CUT FUNDING FOR 2019-2020 EVEN THOUGH NEWSOM SAID INTEND TO PROTECT K-12 SCHOOLS FROM MID-YEAR CUTS; CARES ACT – CA TO RECEIVE $1.65B, CHARTERS THAT ARE NOT TITLE 1 (NCS INCLUDED) WILL LIKELY NOT BE ELIGIBLE;

B. Board Resolution Cal OES:Discussion/Vote
DISCUSSION – PRE-EMPTIVE MOVE RECOMMENDED BY MCOE

MOTION – BC
SECOND – CA
ALL IN FAVOR

C. Employee Handbook Addendum-Paid Sick Leave Discussion/Vote
DISCUSSION – CA: ADJUST WORDING FOR MORE LENIENCY ABOUT SONS/DAUGHTERS VS GUARDIANS, CAREGIVERS, ETC. AGREE TO CONTINUE WITH MOTION BASED ON URGENCY, WITH UNDERSTANDING COULD BE MODIFIED IN FUTURE

MOTION – EB
SECOND – LH
ALL IN FAVOR

6. **Information Items: Administrative Reports** Nikki Lloyd/April Jackson 30 Min.
   A. Distance Learning Update TWO FACULTY MEETINGS PER WEEK ONGOING; DAILY MORNING LEADERSHIP MEETINGS WITH NUSD; CAASP TESTING CANCELED; NUSD IDENTIFIED ESSENTIAL STANDARDS AND ASSESSMENT PER GRADE (AVAILABLE ON NUSD WEBSITE), NCS TEACHERS ARE GOING TO INCORPORATE THEM; K-2 AVOIDING BULK SCREEN TIME, 4-8 ONLINE SCREEN LEARNING AND CONNECTION TO TEACHERS, SCHOOL, CLASSMATES;
   B. Special Education and Student Services Update HIRED STUDENT SERVICES COORDINATOR, MOVED ONE INTO PARAEDUCATOR/RTI, IN NEGOTIATIONS FOR OTHER POSITIONS; NEW MEMBER ORIENTATION WITH EL DORADO SELPA IN MAY
   C. Foundation Update NEARLY MET E.G. GOAL EAST SPORT COURT FENCE AND KINDER YARD FENCE ARE BOTH COMPLETE
   D. Parent Survey Results RESULTS AVAILABLE TO BOARD ON

GOOGLE DRIVE AS FYI, USED FOR LCAP

E. Board Election ELECTION WILL BE VIA SURVEY MONKEY, CANDIDAATE STATEMENTS AND APPLICATIONS PRESENTED AT NEXT MEETING
F. Legal updates and Public Notices: Coronavirus COVID-19 AVAILABLE TO BOARD ON GOOGLE DRIVE; INFORMATION PROVIDED TO COMMUNITY IN THREAD, Bay Area Air Quality Management District SENT TO COMMUNITY PARENTS AND INCLUDED IN THREAD; PUBLIC COMMENT PERIOD ENDS MAY 14; BAAQMD RECOMMENDS APPROVAL OF PERMIT REQUEST AS THE REQUEST MEETS MINIMUM INDUSTRY STANDARDS; NCS AND NUSD DEFER TO THE BAAQMD AS THE OVERSIGHT ENTITY, AND ANY QUESTIONS SHOULD BE DIRECTED AS PUBLIC COMMENT AND/OR TO THE CONTACT ON THE NOTICE
G. LCAP Update EXPECT ANNOUNCEMENT FROM STATE THIS WEEK, LIKELY CHANGED TO A 1 PAGE UPDATE DUE IN FALL; WAS SUPPOSED TO BE A NEW 3-YEAR PLAN BUT WILL BE ADJUSTED TO A 1-YEAR PLAN
H. Facilities FENCE REPAIR AND LANDSCAPING WORK ONGOING; CLEANING CONTINUES FOR OCCASIONAL OFFICE AND CLASSROOM WORK; GRATITUDE DAY HOPING TO HAPPEN IN AUGUST, THINKING OF ALTERNATIVES; SPORT COURT IS LOCKED WITH SIGNAGE; PLAY STRUCTURES HAVE CAUTION TAPE AND GATES ARE LOCKED

7. Next Board Meeting 5 Min.

Wednesday, May 27nd 6:00 pm

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

NIKKI – DISCUSS UPCOMING MEETING WITH YANCY RE: CHARTER RENEWAL

9. Adjournment

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

ADJOURNMENT 8:00pm

Novato Charter School

2020-2021 Instructional Minutes

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	123	350	57	235	56,445	50,400	6,045	180
Second	8:30 - 3:00	390	40	8:30 - 1:00	255	20	123	350	57	235	56,445	50,400	6,045	180
Third	8:30 - 3:00	390	40	8:30 - 1:00	255	20	123	350	57	235	56,445	50,400	6,045	180
Fourth	8:30 - 3:00	390	40	8:30 - 1:00	255	20	123	350	57	235	56,445	50,400	6,045	180
Fifth	8:30 - 3:00	390	40	8:30 - 1:00	255	20	123	350	57	235	56,445	54,000	2,445	180
Sixth	8:30 - 3:00	390	40	8:30 - 1:00	255	20	123	350	57	235	56,445	54,000	2,445	180
Seventh	8:30 - 3:00	390	40	8:30 - 1:00	255	20	123	350	57	235	56,445	54,000	2,445	180
Eighth	8:30 - 3:00	390	40	8:30 - 1:00	255	20	123	350	57	235	56,445	54,000	2,445	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
DAILY BELL SCHEDULE 2020-2021

Kindergarten:
8:35 am – 12:45 pm

Grades 1 – 8:

8:30 a.m. - 10:40 a.m.	MAIN LESSON	(2:10)
10:40 a.m. - 10:50 a.m.	SNACK	(10)
10:50 a.m. - 11:10 a.m.	RECESS	(20)
11:15 a.m. - 11:55 a.m.	PERIOD 1	(40)
12:00 p.m. - 12:40 p.m.	PERIOD 2	(40)
12:40 p.m. - 12:55 p.m.	LUNCH	(15)
12:55 p.m. - 1:15 p.m.	RECESS	(20)
1:20 p.m. - 2:00 p.m.	PERIOD 3	(40)
2:05 p.m. - 2:45 p.m.	PERIOD 4	(40)
2:50 p.m. - 3:00p.m.	CLOSING	(10)

Minimum Day Schedule:

Kindergarten	Grades 1-8
8:35 a.m. – 11:00 a.m.	8:30 a.m. – 1:00 p.m.

NCS School Schedule

1st-8th-Grade M,T,W,F
8:30 –3p.m
Thursday-- Minimum Day
1pm release

Kindergarten
8:30-12:45 daily

NOVATO CHARTER SCHOOL

940 C Street, Novato CA 94949
Phone 415.883.4254, Fax 415.883.185
Nikki Tausch Lloyd, Director

2020 - 2021 School Year Calendar

	SUN	MON	TUE	WED	THU	FRI	SAT
AUGUST	26	27	28	29	30	31	1
	2	3	4	5	6	7	8
	9	10 STAFF DEVELOPMENT DAYS	11	12 NCS Board	13	14	15 Gratitude Day
	16	17 *1st DAY of SCHOOL!*	18 *K-8 MINIMUM DAYS ALL WEEK*	19	20	21 Rose Assembly	22
	23	24	25	26	27 4th Grade Strings Night 5pm to 6 pm	28	29
SEPTEMBER	30	31	Sept 1 Parent Tour	2	3	4 *Minimum Day*	5
	6	Labor Day NO SCHOOL	8	9 NCS Board Meeting	10 Back to School Night	11 MS Ropes Course	12
	13	14 MIDDLE SCHOOL TRIP WEEK	15	16 6, 7 & 8th Grade	17	18	19
	20	21	22	23	24 *Singing at the Giants game 7:15 pm*	25 *Minimum Day*	26
OCTOBER	27	28 FALL BREAK-NO SCHOOL	29	30	Oct 1	2	3
	4	5	6 Parent Tour	7	8	9 Fall Festival 3:45-6 pm	10
	11	12	13	14 NCS Board Meeting	15 The Great CA Shakeout (earthquake drill)	16	17
	18	19	20	21	22	23	24
	25	26 *1-8 Minimum Days All Week*	27	28 *Parent Teacher Conferences*	29	30	31
NOVEMBER	1	2 Day of the Dead	3 Parent Tour	4	5	6	7
	8	9	10	11 Veteran's Day Observed No School	12	13	14
	15	16	17	18 NCS Board Meeting	19	20 Grandparents Day, Assembly *Minimum Day*	21
	22	23 THANKSGIVING HOLIDAY-NO SCHOOL	24	25	26	27	28
DECEMBER	29	30	Dec1 Parent Tour	2	3	4 Winter Spiral	5
	6	7	8	9 NCS Board Meeting	10 Middle School Concert 6:30-7:30pm	11	12
	13	14	15	16	17	18	19
	20	21 WINTER RECESS -NO SCHOOL	22	23	24	25	26

Revised 9/19/19

2020 - 2021 School Year Calendar

SUN	MON	TUE	WED	THU	FRI	SAT	
27	28	29	30	31	Jan 1	2	JANUARY
	WINTER RECESS - NO SCHOOL						
3	4 School Resumes	5 Parent Tour	6	7	8	9	
10	11	12	13	14 4th & 5th Grade Concert 5:45-7pm	15 Minimum Day	16	
17	18 Martin Luther King No School	19	20	21	22	23	
24	25	26 Parent Tour (Spanish)	27	28	29	30	
31	Feb 1	2 Parent Tour	3 NCS Board Meeting	4	5	6	FEBRUARY
7	8	9	10	11	12 Assembly Minimum Day	13	
14	15 Presidents Day	16	17	18	19	20	
		MID WINTER BREAK - NO SCHOOL					
21	22	23	24	25	26	27	
28	Mar 1	2	3 NCS Admission Lottery	4	5	6	MARCH
7	8	9	10 NCS Board Meeting	11	12	13	
14	15	16	17	18	19	20 Enchanted Garden	
21	22	23	24	25	26	27	
28	29	30	31	April 1 Kindergarten Parent Orientation	2	3	APRIL
4	5	6	7	8	9	10	
	SPRING BREAK - NO SCHOOL						
11	12	13	14	15 6th Grade Project Night	16	17	
18	19	20	21 NCS Board Meeting	22	23	24	
25	26	27	28	29	30	May 1 Spring Festival	MAY
2	3	4	5	6 4th & 5th Grade Concert 5:45-7pm	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20 Strings Performance - Middle school 5:30-7:30pm	21 Minimum day	22	
23	24	25	26 NCS Board Meeting	27	28	29	
30	31 Memorial Day NO SCHOOL	June 1	2	3 Winter Spiral	4	5	JUNE
6	7 1-8 Minimum Days All	8	9 NCS Board Meeting	10 Assembly LAST DAY!	11	12	

Novato Charter School • 940 C Street • Novato CA 94949 • Phone 415-883-4254 • Fax 415-883-1859 www.novatocharterschool.org

NOVATO CHARTER SCHOOL ("NCS")

Authorization of Working Capital Line of Credit, Factoring, or Other Loan Vehicle

WHEREAS, it is expected that the State of California will enact budgetary cuts and/or apportionment deferrals as early as June 2020; and

WHEREAS, the school will likely require sources of short-term funding to meet Working Capital needs to fund ongoing operations and payroll costs; therefore be it

RESOLVED: The NCS Board authorizes the Officers of NCS to pursue a working capital line of credit, receivables factoring or sale agreement, and/or other applicable short-term loan vehicle up to the amount of $350,000 on terms equivalent or better to those of other charter schools of the size and scope of NCS or otherwise offered to other businesses or non-profits of NCS size and scope; and

FURTHER RESOLVED: if time is not of the essence, the delegated person(s)/Officer(s) shall review the terms of the loan instrument with the board prior to execution; and

FURTHER RESOLVED: if necessary, the delegated person(s)/Officer(s) are authorized to pledge unencumbered school assets as collateral for said instruments; and

FURTHER RESOLVED: the names of the delegated person(s)/Officer(s) who will be allowed to execute, and sign the loan documents, and advance from the Working Capital Line of Credit or other instrument are listed below:

Nikki Lloyd Director,
John Azzizzi, Chief Financial Officer
Ali Quam, Board Chair;

The foregoing resolution was moved by Director _____, seconded by Director _____, and adopted on roll call on May 27, 2020 by the following vote:
Director Vote (Aye / No / Absent)
Ali Quam _____
Erik Berkowitz _____
Craig Allender _____
Lia Heath _____
Bridgette Corridan _____
AYES_____ NOES_____ ABSENT_____

I hereby certify the foregoing to be a full, true, and correct resolution duly adopted by the Board of Directors of the Novato Charter School.

_____ _____
Board Chair Date

COVID-19 Operations Written Report for Novato Charter School

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Novato Charter School	Nikki Lloyd Director	nlloyd@nusd.org (415) 883- 4254	

Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broader understanding of the changes your LEA has put in place. LEAs are strongly encouraged to provide descriptions that do not exceed 300 words.

Provide an overview explaining the changes to program offerings that the LEA has made in response to school closures to address the COVID-19 emergency and the major impacts of the closures on students and families.

As a Public Waldorf School, guided by the core principles of Public Waldorf Education, NCS provides a curriculum that is experiential and artistic. This developmental approach creates a love of learning throughout the grades. We incorporate a "slow-tech" approach to media and do not introduce computers until 3rd grade. During the school closure caused by COVID-19 NCS immediately transitioned to a distance learning program ranging from paper packets in the lower grades to a more extensive online learning program in third through eighth grade. While remote teaching was brand new to us when the school closure began, we have been determined to offer a rich curriculum that engages and challenges our students and holds to our values as a school. It has been a process of trial, evaluation, adjustment, and revaluation.

When the closure began in March, remote learning was deployed for our 5th through 8th grade students. The students were provided Chromebooks and the teachers set up Google Classrooms as a platform for their teaching. With the news that remote learning would continue, the 3rd and 4th grade teachers also moved to Google Classrooms for their teaching. Our Kindergarten through 2nd grade students have continued with paper packets and using Google Classroom platform as a place to access the packets, video and audio recordings posted by their teachers, and to join real-time virtual meetings with the teacher and classmates.

To better understand the major impacts on our students and families we sent out an all-school survey requesting feedback regarding the distance learning program. One primary hurdle that we continue to face is not having enough Chromebooks to offer to our students. We are working with NUSD to resolve this. Like all schools, our families have been impacted in a range of ways and the impact of campus closure varies greatly from family to family. Families long for the structure that on-campus learning provides and our students miss the in-person contact with their teachers and peers.

Provide a description of how the LEA is meeting the needs of its English learners, foster youth and low-income students.

During the school closure caused by COVID-19, NCS has continued to provide curriculum through our distance learning program. This program ranges from paper packets in the lower grades to a more extensive online learning program in third through eighth grade to all students including our English Learners and low-income students. Faculty members have connected directly with students and families to ensure they have access to the tools needed to access the curriculum through paper packets, Chromebooks, Wifi needs, and technical support. Though the FANS program, parents have access to daily meals as needed.

Provide a description of the steps that have been taken by the LEA to continue delivering high-quality distance learning opportunities.

It has been a priority for NCS to continue to deliver high-quality distance learning opportunities. We have worked within the lower school and middle school groups to offer a variety of ways to engage with our students. In addition, our faculty members are working with their classes to find the best way to address the needs of their individual classes.

In the Kindergarten through second-grade classes, no school work has been done on the computer. We have provided paper packets, accessed via Google Classrooms or picked up at school using social distance measures. Faculty have used Google Classrooms to access audio and video recordings, and the students participate in weekly Zoom meetings 1-2 times per week

Our 3rd and 4th Graders are doing about half to three-quarters of their work on the computer, using Google Slides, Docs, or for 4th, Khan Academy. Other work is written on paper (or main lesson books) at home and pictures will be taken to upload to their teachers or the papers will be turned in. Google Classrooms is a platform for students to access recorded videos of teachers reading books, leading an activity,

introducing material, explaining assignments. There are also live connecting sessions and practice material to interact with via docs, slides, and khan academy. The students participate in weekly group calls via Zoom.

In fifth grade, all assignments communicated via Google Classroom and students use their main lesson books to make written entries. Their Math work is done on IKnowIt.com or Big Ideas Math and ReadWorks.org is used for language arts. The teacher provides video tutorials uploaded to Google Classroom and weekly individual Zoom meetings take place with the teacher for each child. In addition, extra support is also provided for students who need it using Zoom.

Our Middle School students receive all of their assignments via Google Classroom and have weekly live lessons with the class teacher. In addition, they participate in weekly live lessons for movement and music classes. They also have regular live study hours for math and main lesson. Fridays are used for special projects to allow students to be creative.

All teachers kindergarten through 8th Grade, identified two Essential Standards for ELA and mathematics. Essential Standards were identified by Novato Unified School District as the Common Core State Standards (CCSS) that students need to master in preparation for the CCSS that will be presented to the student in the next school year. The teachers focused the remote lessons on building competency with each identified Essential Standard. The teachers will report on participation and progress of each student's progress on the Essential Standards during remote learning.

Provide a description of the steps that have been taken by the LEA to provide school meals while maintaining social distancing practices.

At the onset of distance learning, NCS offered school meals for families to pick up here on campus. All NCS families were notified through email and in our weekly newsletter that meal service would continue through the duration of the campus closure. In addition, we contacted all of the families who participate in the Free and Reduced meal program and scheduled times for them to pick up their meals. We were able to maintain social distancing practices by scheduling pick-up times and placing the items in a safe location for the parents to retrieve without coming into close proximity to NCS employees. Once the campus closure was extended, NCS worked with NUSD and the FANS program to offer school meal pickup at the district locations. NCS families are notified weekly regarding the location, menu, and pickup schedule for the meals. Families have been able to receive their meals at five NUSD campus locations throughout Novato. One of the locations is within very close proximity to our campus which ensures that there was not an unnecessary burden placed on families to pick up food. The FANS program has been essential in maintaining food services to all students in Novato and we feel fortunate to have such a dedicated partner to work with.

Provide a description of the steps that have been taken by the LEA to arrange for supervision of students during ordinary school hours.

In our newsletter the notice is posted for parents who are in need of care to call the statewide consumer education hotline at 1-800-KIDS-793. In addition there is a referral to the website for the California Childcare Resource and Referral Network:
https://rrnetwork.org/
https://rrnetwork.org/family-services/find-child-care
In addition, NCS has informed our essential workers of pop-up childcare options.

Novato Charter School
Sale And Disposal of Books, Equipment and Supplies

The NCS Board recognizes its fiscal responsibility to maximize the use of school equipment, supplies, instructional materials, and other personal property while providing up-to-date resources that facilitate student learning and effective school operations. When the Board, upon recommendation of the Administration or designee declares any school-owned property unusable, obsolete, or no longer needed, the Board, shall, determine the estimated value of the property and shall decide whether the property will be donated sold or disposed of by one of the methods prescribed in law and administrative regulation.

The Board shall approve the price and terms of any sale or lease of school property. If the Board members who are in attendance at a meeting unanimously agree that the property, whether one or more items, does not exceed $2,500 in value, the property may be sold or donated. If the Board members who are in attendance at a meeting unanimously find that the value of the property is insufficient to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the Board or may be disposed of in the local public dump.

Instructional materials shall be considered obsolete or unusable by the school if they have been replaced by more recent editions or new materials selected by the Board, are not aligned with the school's academic standards or course of study, and have no foreseeable value in other instructional areas. Such materials may be sold or donated if they continue to serve educational purposes that would benefit others outside the school. Instructional materials are not appropriate for sale or donation if they meet any of the following criteria:

1. Contain information rendered inaccurate or incomplete by new research or technologies

2. Contain demeaning, stereotyping, or patronizing references to any group of persons protected against discrimination by law or Board policy

3. Are damaged beyond use or repair

Adopted:

Amended:

NOVATO CHARTER SCHOOL

DISPOSAL REQUEST: BOOKS/ EQUIPMENT

Process: Complete Form NAME: April Jackson DATE 5/27/2020

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

QUANTITY	**FULL DESCRIPTION (serial # if applicable)**	**NCS#/NUSD#**	**Estimate age**	**Estimate Value**
4-11 (unsure at this time due to distance learning)	MAC Computers from the computer lab		10 Years Old	$ 200
				$
				$
				$
				$

B. LOCATION: Computer Lab

C. CONDITION: X still usable __ needs repair __ beyond repair

D. REASONS FOR REQUEST:

Students are using their Chromebooks to access instruction/curriculum. The Computer Lab will become the Student Services Classroom so the equipment needs to be removed.

E. RECOMMENDATION FOR DISPOSAL:

__ RECYCLE(Damaged Materials Only) X Sell

__ DONATE __ DISPOSE

G. INDIVIDUALS INTERESTED IN THE ABOVE EQUIPMENT:

Name	Email address	Phone number

_____(Site Administrator)

_____(Board Approval)

DISPOSE OF AS FOLLOWS:

__ RECYCLE __ DISPOSE __ SELL __ DONATE

While Novato Charter School (NCS) is primarily dedicated to offering a classroom-based program, circumstances may arise for the option of short-term independent study. Because of these special circumstances, the Board of NCS authorizes Independent Study as an instructional strategy for students enrolled in Kindergarten through Eighth Grades. Independent Study provides a means for students in certain circumstances to pursue curriculum objectives outside the regular classroom. The length of an independent study program shall be a minimum of 1 day and not more than 45 school days. A request for independent study must be received at least one (1) school day before the commencement of the absence, except as otherwise approved by the Administrator. Independent study is conducted solely for the educational benefit for the students attending NCS as a means to encourage daily engagement in school work even during times of extended absence. The NCS Board has adopted the following policies in accordance with California Education Code Section 51747:

a) Once an assignment has been made, the independent study program shall allow a maximum of five (5) school days for grades K-8 until the assignment must be completed and returned to the teacher for evaluation.

b) The School shall not provide independent study students or their parents/guardians with funds or items of value that are not provided for other students and their parents/guardians.

c) A written independent study master agreement for each student shall be maintained on file. Each agreement shall be signed and dated and in effect prior to the start of reporting attendance (ADA) pursuant to that agreement. The agreement shall include the following:

1. A statement regarding the maximum length of time allotted between the assignment and the completion of a student's assigned work (5 days).

2. The expected duration of the independent study agreement, including the beginning and end dates for the student's participation in independent study under the agreement. No independent study agreement shall be valid for any period longer than 45 school days.

3. An evaluation by a committee made up of the student's teacher and the Administrator as to whether it is in the student's best interest to participate in the independent study program at NCS during an extended absence whenever the student is missing three (3) or more independent study assignments. A written record of the findings of this evaluation shall be placed in the student's permanent record and shall be maintained for a period of three years from the date of the evaluation. If the student transfers to another California public school, the record shall be forwarded to that school.

4. A statement that independent study is an optional educational alternative in which no student may be required to participate.

5. Each written agreement shall be signed, prior to the commencement of the independent study, by the student, the student's parent, legal guardian, or caregiver, if the student is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of the independent study, and all other persons who have direct responsibility for providing instructional assistance to the student.

d) Attendance Accounting:

NCS recognizes that families may not evenly distribute student's work assignments over weekdays. However, due to strict State law requirements for charter school attendance, NCS expects each student to be engaged in an educational activity required of them in the assignment on each weekday that NCS is in session, and asks that this "daily engagement" be done on a daily basis. This should not be read to prohibit schoolwork on weekends and should not be read to dictate the manner in which a family distributes the assignments over the independent study period.

Administration of Independent Study

1. Each student's independent study shall be coordinated, evaluated, and carried out under the general supervision of a certificated employee.

2. The responsibilities of the independent study administrator shall be to:

a. Ensure that the School's independent study option is operated in accordance with law and NCS Board Policy.

b. Facilitate the completion of independent study written agreements.

c. Complete or coordinate the preparation of all necessary records and reports

d. Establish and maintain in a systematic manner all records required by law and NCS Board policy.

e. Monitor enrollment in independent study to stay within prescribed limits and to ensure the educational quality of the independent study.

f. Assure a smooth transition into and out of the independent study mode of instruction.

Independent Study
Records

1. School records shall identify all students participating in independent study, and records shall be maintained at the School.

2. Records shall be maintained for audit purposes and shall include the following:

    a. A copy of the NCS Board policy and procedures related to independent study.

    b. A file of all agreements, with representative samples of each student's work products bearing, signed or initialed and dated notations by the supervising teacher indicating that he/she has personally evaluated the work.

Adopted:

Amended: