

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
APPROVED MINUTES

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.

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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 5 Min.	CALL TO ORDER 6:04pm	Alexandria Quam

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

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Alexandria Quam (AQ)	X			
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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.

ONE PUBLIC ATTENDEE JEFF, NO COMMENTS MADE

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
- MOTION – CA
- SECOND – BC
- ALL IN FAVOR

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

- A. 2020-21 Budget Planning Discussion
 DISCUSSION – (JOHN AZZIZZI) final CA budget due June 15, consider finalizing NCS budget after that release (consider Special Board session last week in June to ratify a school budget). CA budget updates expected after July 15 tax date, late August, and again January 2021. Presented 2nd interim (pre-COVID) vs Scenario 1 (0% COLA and 7.92% deficit factor=10.23% decrease total)

- B. Discussion: PPP Loan
 DISCUSSION – (JOHN AZZIZZI AND NIKKI) Board members and staff discussed pros and cons of pursuing a PPP Loan. Nikki intends to have exploratory conversation about PPP with NUSD.

- C. Discussion: Budget Committee DISCUSSION – (AQ) budget advisory sub-committee formed including April, Nikki, CA, AQ, teachers, support staff; 2 meetings held thus far and another next week; (JOHN AZZIZZI) recommend not passing final budget until after final CA budget mid June (target Weds June 24); (CA) sub-committee is putting numbers to opportunities and cuts, to allow

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prioritizing; wants to have items selected for John A. to include them in revised budget for ratification in June

D. Discussion/Decision: Board Resolution for Line of Credit DISCUSSION – (JOHN AZZIZZI) it's prudent for the school to look for alternate sources of funding, and this resolution allows NCS to start the process of applying for lines of credit, receivables factoring, etc

MOTION – CA
SECOND – LH
ALL IN FAVOR

---> 5 MINUTE RECESS 8:05pm <---

E. Discussion/Public Hearing: COVID-19 Operations Written Report DISCUSSION – Report is done in lieu of the LCAP as requested by CDE

F. Review/Approve Policy for Sale/Disposal of Equipment DISCUSSION – April to make modifications to indicate who shall make value determination; vote on revisions for adoption in June

G. Review/Approve Board Resolution for Sale/Disposal of Computers Tabled until Policy is ratified in June

H. First Review of Independent Study Policy DISCUSSION - (Nikki) absences cost the school a lot of money, this revised policy allows more flexibility for independent study to help costs; teachers have considered and willing to take on additional burden; vote on any revisions for adoption in June

I. Discussion Board Roles DISCUSSION – (AQ) role changes happen as agenda item for next school year; AQ would like to remain Chair, CA willing to step into CFO role

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

- A. Distance Learning Update (Nikki) was hoping to have a decision on 2020-2021 before end of this year but not looking likely; teachers are experimenting and trying different things expecting some form of remote learning in the fall; for grading we are following NUSD; increasing live Zoom sessions
- B. Re-Opening Campus (NIKKI) expecting decision-making to continue into summer, participating in committee meetings with NUSD, expect to align decisions with NUSD. (APRIL) focus is keeping kids and faculty and staff safe;
- C. Special Education and Student Services Update (NIKKI) meeting with El Dorado SELPA, making hires for various required positions;

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- D. Foundation Update (APRIL) ask went out in thread, Foundation is following up with a letter and pledge form; concerns about future donations from local businesses in E.G.; new parent looking to get involved and help with grant writing
- E. Board Election Results (APRIL) AQ voted onto returning seat
- F. Facilities (APRIL) facilities will be big part of assisting with any changes required for re-opening; cleaning and landscaping is ongoing; carpets and ramp repairs will occur in June to stay in FY19-20; emergency water packets are expiring; CA and April will walk campus to assess condition;

7. Next Board Meeting 5 Min.
Wednesday, June 10th, 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 Friday, May 22nd, 2020 by April Jackson.

ADJOURNED 9:11PM