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

June 9, 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
Join Zoom Meeting
https://nusd-org.zoom.us/j/87502111760?pwd=VHpEQ1pKN20reWtGeW9PQ1BPZXIldz09
Meeting ID: 875 0211 1760
Password: 4XjRfv

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
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June 9, 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)				

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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.

4. Consent Agenda Items Alexandria Quam 5 Min.

A. Approve Minutes: May 27, 2020
B. Approve COVID-19 Operations Written Report
C. Approve Policy for Sale/Disposal of Equipment
D. Approve Board Resolution for Sale/Disposal of Computers
E. Approve Independent Study Policy

5. Board Discussion/Action Items Alexandria Quam/John Azzizzi 60 Min.

A. Discussion Preliminary Budget
B. Discussion/Decision: PPP Loan
C. Board Resolution for accepting the PPP Loan
D. Discussion Salary Schedules/Calendars
E. Discussion: Budget Committee

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. Facilities

7. Next Board Meeting 5 Min.

Wednesday, June 24th, 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, June 5th, 2020 by April Jackson.

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
UNAPPROVED MINUTES

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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

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BOARD OF DIRECTORS
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May 27, 2020 at 6:00 pm
UNAPPROVED MINUTES

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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			

BOARD OF DIRECTORS
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May 27, 2020 at 6:00 pm
UNAPPROVED MINUTES

Alexandria Quam (AQ)	X			

2. Agenda Modification Alexandria Quam 5 Min.

3. Public Comment Alexandria Quam 5 Min.

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

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May 27, 2020 at 6:00 pm
UNAPPROVED MINUTES

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 agendized 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;
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

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.
In June, we administered the Youth Truth Survey to the 6th through 8th-grade students to gain further understanding of the distance learning experiences for our students.

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 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: 6/9/2020

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 9value 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: 6/9/2020

Amended:

SHORT-TERM SCHOOL-BASED INDEPENDENT STUDY CONTRACT

Student: _____

School Enrolled:_____

Student Number:_____

Grade: _____

Address:_____

City:_____

ZIP Code:_____Phone: ( )_____

Age: _____

Birth Date : ___/_____/____

Duration of Agreement:_____ days Beginning Date:_____Ending Date _____

AGREEMENT:

We have read all pages of this agreement, including the Assignment and Work Record Form(s) made part of this agreement, and hereby agree to all the conditions set forth within:

Student Signature_____Date_____

Parent/Guardian/Caregiver_____ Date_____

District/School Supervising Teacher_____ Date_____

Principal/Administrator:_____ _Date_____

All dates must be before the student starts the Short-Term School Based Independent Study

NOVATO CHARTER SCHOOL
A California Public Benefit Corporation

Board Resolution #2020-06-10

ACCEPTANCE OF PAYCHECK PROTECTION PROGRAM LOAN

WHEREAS, Novato Charter School ("NCS") is a 501(c)(3) non-profit organization with fewer than 500 employees; and

WHEREAS, NCS has applied for and expects to receive a loan from the Small Business Administration ("SBA") Paycheck Protection Program ("PPP loan") in the amount of $354,502 through Bank of Marin; and

WHEREAS, applicants for PPP loans must certify to the following statements:

- *The Applicant was in operation on February 15, 2020 and had employees for whom it paid salaries and payroll taxes or paid independent contractors, as reported on Form(s) 1099-MISC.*
- *Current economic uncertainty makes this loan request necessary to support the ongoing operations of the Applicant.*
- *The funds will be used to retain workers and maintain payroll or make mortgage interest payments, lease payments, and utility payments, as specified under the Paycheck Protection Program Rule; I understand that if the funds are knowingly used for unauthorized purposes, the federal government may hold me legally liable, such as for charges of fraud.*
- *The Applicant will provide to the Lender documentation verifying the number of full-time equivalent employees on the Applicant's payroll as well as the dollar amounts of payroll costs, covered mortgage interest payments, covered rent payments, and covered utilities for the eight-week period following this loan.*
- *I understand that loan forgiveness will be provided for the sum of documented payroll costs, covered mortgage interest payments, covered rent payments, and covered utilities for the eight-week period following this loan or as otherwise modified by law.*
- *I understand that loan forgiveness will be provided for the sum of documented payroll costs, covered mortgage interest payments, covered rent payments, and covered utilities, and not more than 25% of the forgiven amount may be for non-payroll costs or as further modified by law.*
- *During the period beginning on February 15, 2020 and ending on December 31, 2020, the Applicant has not and will not receive another loan under the Paycheck Protection Program.*
- *I further certify that the information provided in this application and the information provided in all supporting documents and forms is true and accurate in all material respects. I understand that knowingly making a false statement to obtain a guaranteed loan from SBA is punishable under the law, including under 18 USC 1001*

and 3571 by imprisonment of not more than five years and/or a fine of up to $250,000; under 15 USC 645 by imprisonment of not more than two years and/or a fine of not more than $5,000; and, if submitted to a federally insured institution, under 18 USC 1014 by imprisonment of not more than thirty years and/or a fine of not more than $1,000,000.

- *I acknowledge that the lender will confirm the eligible loan amount using required documents submitted. I understand, acknowledge and agree that the Lender can share any tax information that I have provided with SBA's authorized representatives, including authorized representatives of the SBA Office of Inspector General, for the purpose of compliance with SBA Loan Program Requirements and all SBA reviews*; and

WHEREAS, on April 23, 2020 the SBA provided, and has subsequently amended, a document titled "Paycheck Protection Program Loans Frequently Asked Questions (FAQs)" (the "Guidance") regarding whether "businesses owned by large companies with adequate sources of liquidity to support the business's ongoing operations qualify for a PPP loan;" and

WHEREAS, the Guidance advises that "all borrowers must assess their economic need for a PPP loan under the standard established by the CARES Act and the PPP regulations at the time of the loan application" and "[a]lthough the CARES Act suspends the ordinary requirement that borrowers must be unable to obtain credit elsewhere (as defined in section 3(h) of the Small Business Act), borrowers still must certify in good faith that their PPP loan request is necessary"; and

WHEREAS, the Guidance advises that applicants pay particular attention to the certification in the PPP loan application regarding "current economic uncertainty" as follows:

- *Specifically, before submitting a PPP application, all borrowers should review carefully the required certification that "[c]urrent economic uncertainty makes this loan request necessary to support the ongoing operations of the Applicant." Borrowers must make this certification in good faith, taking into account their current business activity and their ability to access other sources of liquidity sufficient to support their ongoing operations in a manner that is not significantly detrimental to the business.*

WHEREAS, SBA has amended the Guidance to explicitly state:

- *SBA, in consultation with the Department of the Treasury, has determined that the following safe harbor will apply to SBA's review of PPP loans with respect to this issue: Any borrower that, together with its affiliates, received PPP loans with an original principal amount of less than $2 million will be deemed to have made the required certification concerning the necessity of the loan request in good faith*; and

WHEREAS, NCS meets the requirement that "[c]urrent economic uncertainty makes this loan request necessary to support the ongoing operations of the Applicant" because it faces substantial financial risk due to COVID-19, including but not limited to:

- Preparation for cash deferrals in state funding: The Fiscal Crisis and Management Assistance Team ("FCMAT") is projecting that, during the COVID-19 pandemic, the State is likely, starting in June 2020, to implement cash deferrals as it did in the last recession. For NCS, 55% of its LCFF revenue comes from state aid and Education Protection Account (EPA) funding. The average NCS monthly state aid and EPA payment next year is currently forecasted at $87,156. A three-month deferral of this cash payment would create a $261,468 cash shortfall.;
- Future state apportionment: The Governor's "May Revise" Budget is projecting declines in LCFF state revenue of 10% from 2019-20 levels. Because 86% of NCS's 2019-20 forecasted revenue is from LCFF, a 10% decline in LCFF rates would reduce NCS's revenue by $212,836 in 2020-21.
- The Charter Schools Development Center is forecasting these cuts may be as high as 20%.
- NCS relies on fundraised dollars to provide specialty programs. Due to the school closure resulting from COVID-19, NCS is expecting to face significant revenue shortfalls in the areas of fundraising totaling approximately $55,000 in the one-year period from April 2020 to March 2021.
- If the state defers June apportionment, NCS has no other source of working capital. The amount of the projected deferral of the June State Aid and EPA apportionments is $61,699, which will impact cash flow, and NCS' ability to cover payroll, rent, and utilities.
- Unlike school districts, NCS does not have access to county treasurer Tax Revenue Anticipation Notes, at very low interest rates, the authorization to propose a parcel tax to increase revenue, or other loan/funding structures available to school districts.
- Unlike district schools which, when they face bankruptcy, are kept open by state and county resources, if NCS faces insolvency, it goes out of business.
- NCS is expecting a shortfall in State Lottery revenue of $17,397 for the 2019-20 school year and potentially similar amounts in 2020-21.

WHEREAS, NCS has worked over the COVID-19 crisis to conduct a detailed impact analysis and cash flow projection for the next several months and into the 2020-21 school year that validates the assertions made above and specifically the borrowing need given the rapid decline in non-state revenues in 2019-20; and

WHEREAS, NCS was in operation on February 15, 2020 and had employees for whom it paid salaries and payroll taxes or paid independent contractors, as reported on Form(s) 1099-MISC; and

WHEREAS, the Board of Directors has determined in good faith that the current economic uncertainty makes the federal Paycheck Protection Program loan necessary to support the ongoing operations of NCS; and

WHEREAS, the funds will be used to retain workers and maintain payroll or make mortgage interest payments, lease payments, and utility payments as specified under the Paycheck Protection Program Rule; and

WHEREAS, NCS has already or will provide to Bank of Marin documentation verifying the number of full-time equivalent employees on NCS's payroll as well as the dollar amounts of payroll costs, covered mortgage interest payments, covered rent payments, and covered utilities for the eight-week period following this loan; and

WHEREAS, NCS understands that loan forgiveness is expected to be provided for the sum of documented payroll costs, covered mortgage interest payments, covered rent payments, and covered utilities, and not more than 25% of the forgiven amount may be for non-payroll costs; and

WHEREAS, NCS understands that during the period beginning on February 15, 2020 and ending on December 31, 2020, it has not and will not receive another loan under the Paycheck Protection Program; and

WHEREAS, NCS staff has certified that the information provided in its application and the information provided in all supporting documents and forms is true and accurate in all material respects; and

WHEREAS, NCS has taken into account its current business activity and its ability to access other sources of liquidity sufficient to support our ongoing operations in a manner that is not significantly detrimental to the business; now, therefore, be it

Resolved by the Board of Directors of Novato Charter School, That Novato Charter School meets all requirements of the PPP certifications; and be it further

Resolved by the Board of Directors of Novato Charter School, That the funds that may be awarded through the PPP loan are hereby authorized to be used in a manner consistent with the terms of the Paycheck Protection Program Rules; and be it further

Resolved by the Board of Directors of Novato Charter School, That the Executive Director of Novato Charter School is hereby instructed to further review guidance relating to the PPP as it is released by the SBA and is hereby authorized to take appropriate steps, including the return of the funds, if changes to the Guidelines cause Novato Charter School to no longer meet the program requirements.

* * *

IN WITNESS WHEREOF, the Board of Directors has adopted the above resolution by the following vote at a Special Board meeting this Tenth (10^{th}) day of June 2020.

AYES:

NOS:

ABSTENTIONS:

By: _____

Secretary
Novato Charter School

Novato Charter School
PPP Application: Economic Impact Assessment

	Losses	Gains	Net	
Programs not supported by State Funding				
Homework Club - Donations Lost	1,800			
Revenue Losses / Impact				
Foundation Grant Reduction/Loss (incl 20-21)	55,000			
State Lottery Funding Shortfall	17,937			
Facilities Rental Income Loss	2,420			
Additional Costs (e.g. Distance Learning>Rsc7388)				
Paid Landscaping to replace Volunteer Loss	1,500			
Other Impacts of COVID-19 Crisis				
Offsets (Expenses not incurred / lower)				
Field Trip Costs (5803)		-		
Food Purchases (4710)		-		
Substitutes - Cert (1xxx)		4,500		
Substitutes - Clsfd (2xxx)		-		
Materials/Supplies (43xx)		3,000		
Utilities / Other Facilities		1,000		
May Revise Funding Cuts / Apportionment Deferrals Impact				
10% LCFF Revenue Decline	212,836			Memo ^^:
June State Aid and EPA Deferral				61,699
Impact of further three-month deferral / Cash Shortfall				261,468
- Total Cash Flow Impact (Minimum Expected)				323,167
Totals	$ 291,493	$ 8,500	$ 282,993	

	Reserve Levels	$	% of Exp	Mos of Exp
	Expected Unrestricted Ending Reserve - 2nd Interim	382,998	15.0%	1.80
	Less: Cumulative Net Impact of COVID-19 Emergency	(282,993)		
	Ending Reserve Including COVID Net Impact	$ 100,005	3.9%	0.47
**	NORI Recommended Minimum (25% / 3 mos)	638,902	25.0%	3.00
	Amt below Recommended Rsrv (Economic Viability)	$ 538,897		
^^	- Including Impact of Apportionment Deferrals ($348,624)	$ 862,064		

** References:

1. "Operating Reserve Policy Toolkit for Nonprofit Organizations"
   https://www.nonprofitaccountingbasics.org/sites/default/files/02-OperatingReservesPolicyToolkit2011-07-28.pdf
   Sponsored by:
   - National Center for Charitable Statistics, Center on Nonprofits and Philanthropy at the Urban Institute, United Way Worldwide
2. Nonprofit Operating Reserves Initiative (NORI)
   https://www.nonprofitaccountingbasics.org/nonprofit-reserves/about-nori