

**Nevada City School of the Arts  
Charter Governance Council**

**Regular Meeting Agenda**  
April 25, 2019  
5:30 p.m. – 7:30 p.m.  
Lower Campus Atrium

**Call to Order: 5:30 p.m.**

**Roll Call:**

**Public Forum:** *Members of the public are invited to address the Governance Council regarding issues for future agenda. Comments to be limited to 3 minutes.*

**Plaudits:**

**Action Items**

1. Approve Agenda

**Consent Agenda**

2. Approve March 28, 2019 Meeting Minutes – *See attached*

**Reports**

3. Director's FYI Report – Holly Pettitt - *See attached*
4. Board and Committee Reports
  - a. Nomination & Recruitment
  - b. Finance – Preliminary Adopted Review - *See attached*
  - c. Fund Development

**Discussion Items**

5. Review upcoming B Global Limitations/Global Executive Constraints and B2 Planning and Financial Budgeting. - *See attached*
6. Discuss Enrollment Policy
7. Discuss Cash Flow Update – *See handout*
8. Discuss Construction Cost's to Date – *See attached*
9. Discuss Property
10. Discuss LCAP Review – *See handout*

**Action Items**

11. Vote on Meshawn Simmons to Charter Governance Council for term beginning April 25, 2019 through June 30, 2020.
12. Approve B4 Treatment of Parent and Students Report – *See attached*
13. Approve Early Retirement Incentive Policy – *See attached*
14. Approved Revised 2018-19 Certificated Salary Schedule – *See attached*

**Adjournment 7:30 p.m.**

*Posted on or before Monday, April 22, 2019 at 5:30 p.m. at least 72 hours in advance of this meeting, at Building 3 and Building 8 and the NCSA website ([ncsota.org](http://ncsota.org)). Handouts are available at the Building 3 reception office.*



**Nevada City School of the Arts  
Charter Governance Council**

**Regular Meeting Minutes**  
 March 28, 2019  
 5:30 p.m. – 7:30 p.m.  
 Lower Campus Atrium

**Call to Order: 5:30 p.m.**

**Roll Call:** Jeff Corbett, Mackenzie Leeke, Paul Harton, Leah DeLira, LeeAnne Haglund, John Gilman, and Winter Shaw

**Guests:** Holly Pettitt, Angie Maxson, Melissa Brokenshire, Carabeth Rowley, Toni Holman, Moss Quglia and Meshawn Simmons

**Absent:** Angie Tomey

**Public Forum:** *None*

**Plaudits:** Toni for the packet and doing all things safety for being willing to support Melissa next year, for coming down to cover Emma for 2 days. Angie and Stacie and the Lower Campus Staff for how they handled a sensitive medical situation for a staff member at school.

**Action Items**

1. Approve Agenda
 

Motion: Leah Delira with 5b revised to remove First Interim Report	2 <sup>nd</sup> : Winter Shaw
Unanimous Assent	

**Consent Agenda**

2. Approve February 28, 2019 Meeting Minutes
 

Motion: LeeAnne Haglund	2 <sup>nd</sup> : Leah Delira
Unanimous Assent	

**Action Items**

3. Approve SK8 Box proposal
 

Motion: Paul Harton moved that Holly be able to negotiate a lease with an addendum for a probation period.	2 <sup>nd</sup> : John Gilman
Unanimous Assent	

**Reports**

4. Director's FYI Report – Holly Pettitt were getting closer to opening the kitchen. Carabeth asked for help cleaning up the event. Parent Volunteer group is setting up a go fund me for Coral, Robin, Holly L. Staff appreciation is coming up. Hailey has been amazing and kind. She's a wonderful asset to NCSA. Talked about Charter School laws that are coming up.
5. Board and Committee Reports.
  - a. Nomination & Recruitment – Recommended Meshawn for the open seat on the board. Meshawn was present and introduced herself and her background. The committee wants to know what position or committee chair you are interested in holding. The committee would like board members would like to provide names as well as a call out to the community.
  - b. Finance – Rescheduled next meeting April 10th
  - c. Fund Development – Evaluated what was collected for the wine grab at AMOT.

**Discussion Items**

6. Board Check-In – Discussion about board expectations. Jeff asked for feedback how members are feeling. Feedback was positive of where we are now, knowing that individual situations change member availability. Attendance has been an issue for some
7. Review upcoming B4 Treatment of Parent and Students Report for April
8. Discussion about open seat on the board – see committee report.
9. Discuss Early Retirement Incentive Policy – *An offer to cover Medicare benefits Leah suggested modification to the language surrounding the dates. Jeff wanted more equity information. Mackenzie suggested a not exceed language. This will go to finance committee for consideration then it will come back to the board.*

**Action Items**

10. Approve candidate for nomination to Charter Governance Council for a term beginning April 25 through June 30, 2020.  
Motion: Winter Shaw to Approve Meshawn Simmons for a vote next meeting      2<sup>nd</sup>: Mackenzie Leeke  
Unanimous Assent
11. Approve B5 Staff Treatment and Compensation Monitoring Report  
Motion: Leah Delira      2<sup>nd</sup>: Mackenzie Leeke  
Unanimous Assent
12. Approve Special Education Local Plan Area (SELPA) State Submitted Policies – *See attachment*  
Motion: Mackenzie Leeke      2<sup>nd</sup>: Leah Delira  
Yea: 7      Nays: 0      Absent: 1
13. Approve New Independent Auditor and CPA  
Motion: Winter Shaw      2<sup>nd</sup>: John Gilman  
Unanimous Assent
14. Approve Home Health Procedures  
Motion: MackenzieLeeke to approve Items 14, 16, 17, 18 & 19      2<sup>nd</sup>: Winter Shaw  
Unanimous Assent
15. Approve Dress Code  
This item will be revisited and brought back.
16. Approve Safe Ingress-Egress *Procedure*
17. Approve Child Abuse Procedure
18. Approve Threat Assessment and Dangerous Pupil Notification
19. Approve NCSA Comprehensive School Safety Plan

**Adjournment 7:30 p.m.**

Respectfully Submitted

Submitted by: Toni Holman, NCSA Administrative Secretary

3/28/19

Approved by the NCSA Charter Council

Jeff Corbett, Board Chair

Date

Leah Delira, Board Secretary

Date



## School Director FYI Report

### April 25, 2019

This report details highlights of the month, operational achievements and items that the Board may like to know and helps to satisfy compliance with our B-6 Communication to the Board policy as well as indicates progress toward our Ends. It is organized by the following:

1. Relevant financial information.
2. School level issues that help the board see the big picture.
3. Public events (activities and gatherings both on and off premises) of a nature that may affect the perception of the School in the community.
4. Internal and external changes like significant modifications to the normal pattern of school business.
5. Progress towards Ends Policies and LCAP

### Plaudits

- ☒ Huge kudos to Lee Mau for persevering and seeing the kitchen renovation to near completion!

### Financial Information

- ☒ The SELPA plan was passed by all local school boards (you will be asked to do so today) which means we will receive more in Special Education funding as well as receiving the back revenue we should have received earlier this year (\$79,000). This is outstanding news and will allow us to offer a small salary increase to teachers and build our reserves.

### School Wide Issues

- ☒ Discipline and academics seemed to be the top concerns on the parent survey - I will bring a full report on this in April.
- ☒ Illness at school. We have had a huge rash of illness at school causing significant drops in attendance. To combat this, we have hired a person to clean/disinfect the classrooms on a rotating and weekly basis. At least once (often twice) a week classes are having every surface wiped down with bleach and fabric items sprayed with a vinegar and water mixture. We are hoping this will reduce the number of illnesses among students and will be tracking absences due to illness going forward and comparing it to previous absences.

- ☒ Mindful Time-Out & the New Recess Plan - Two weeks and only two repeat offenders! Our new recess plan is working well and the Mindful Time Out is an excellent intervention for students who are breaking the rules. In addition, we are hearing kids remind each other of the recess rules which is exactly the point.

## Events

- ☒ Lottery Draw is April 23<sup>rd</sup> at 10:00
- ☒ Jogathon is May 24<sup>th</sup>
- ☒ Dance, Drama and Music Performances.

## Significant Changes

- ☒ Nothing to Report

## Facilities

- ☒ Big thanks to Lee, Autumn, Nate, Red, Ian, and Al for putting their shoulders to the wheel and making some serious progress around campus this month.
- ☒ **Fire Prevention:**  
Goats have been moved onto campus in an effort to reduce wild fire fuel loads. They will be housed in the fence enclosure behind building 2 and rotated around campus as needed to graze the brush in our cleared areas.

Fire exit lighting has been added to building 8

FDC (Fire Department Connection) has been added to building 3. This was the last of our 5 year corrections

Spring break saw the return of the Washington Ridge Fire crew. They continued thinning the fuel loads, this time working on egress routes below building 8 and across Bitney Springs Road.

Adrienne Marks' house has 100' clearance. The Cal Fire crew has cleared Bitney from the main entrance all the way to the lower entrance.

## ☒ Building 9:

Nissenan have painted their area and is going to clean the carpets, maybe even replace them.

Storage rooms downstairs are done and have been keyed.

**☒ Bldg. 9 kitchen:**

The Briar Patch stove has been installed and works great

The exhaust air flow is complete. Make up air is 100% and exhaust fan is 100%

The Ansul sprinklers for the hood have passed the fire marshal's inspection

The control panel for the Gaylord hood has been replaced.

The Gaylord hood cleaning module has been serviced

The rolling door by the cashier is now working and the other locks have been rekeyed. The kitchen can be locked off from the cafeteria.

**We have passed the ansul and hood inspection by the fire marshal!!!**

The heating and air at building 9 3rd floor is almost repaired. There will be an adjustable thermostat in the cafeteria. This should be done by 4/26.

**We should be ready to apply to the county for a permit by 4/29.**

**☒ Building 4:**

The fire marshal says that in order to rent out to the solar company we need to: replace the ceiling tiles, repair the one wall that is missing sheetrock, update the extinguishers, and repair the loose wires. Al has started on all of this and is about 1/2 way done.

**☒ ADA Improvements:**

Holly and Eli met with Siteline architects to begin the process of creating county mandated construction documents. They also walked the UC courtyard and TK yard to look for ways to improve the play areas for those students, hopefully beginning the work this summer.

The ADA parking space drop off has been completely filled with wood chips.

Eli has received a trove of valuable information from a staff survey on the state of Facilities. Results can be seen [here](#). This information will be provided to our architects so that we may improve the work environment of our staff while we are also upgrading for improved ADA access and Fire egress requirements.

### ☒ Spring Break Progress:

School buildings:

The buildings were thoroughly cleaned during break. 20 carpets were cleaned.

### ☒ Lower campus:

We added fall mats under the monkey bars. They have a 4 foot fall ratio plus we added a total of 12" of wood chips. Wood chips have been added to all play areas

### ☒ Road and Access:

We saw a neighbor destroy a water main on Lone Lobo this month. The fool just started digging with a large tractor without consulting anyone or calling 811 for an underground survey. It temporarily disabled water to all our properties east of Lone Lobo. Ian hired some plumbers and it took several days to repair and flush out the buildings of the dirt and grit that entered their plumbing systems. The neighbor will be submitted a bill once final costs are totaled.

The culvert repair between UC and LC has been paved. The leak was reduced by the repair, but not stopped. Ian will fix the leaking over summer.

### ☒ BONC is set to begin planning and building a new 5 mile trail system on our campus next month. High school MTB team members and some eagle scouts are going to be present on weekends helping to create the new trails. There is lots of opportunity for NCSA students and Parents to be involved with the build. Perhaps this request for help could be put out in the director's note or in the Canvas.

## Arts Based Choice for Education

- ☒ We received 195 applications for the 19-20 school year (down 10 from last year).

## Academic, Arts & Social Emotional Achievement

- ☒ Nothing to report at this time

## Safe, Respectful and Equitable Conditions for Learning and Working

- ☒ We are reviewing the Teaching Tolerance Social Justice Standards and beginning to work on incorporating them into the history standards.
- ☒ Meeting with staff today to discuss concerns related to discipline on campus.

## Contributor and Collaborator to the Greater Community

☒ BYLT has identified a potential funding source from the California Department of Natural Resources for purchasing and extinguishing the development right to the 106-acre parcel. To clarify, the purchase price of the development rights is the current valuation of the property on the open market in its current form minus the estimated value on the same market with those development rights extinguished. BYLT has estimated the value of these development rights to be approximately \$583K minus \$5K in transaction costs, \$30K for a one-time stewardship fee, and \$20K in appraisal costs for a total value to the school of \$528K. This does not include any in kind donation that the school would make to support the process, often 10-20%, though this is not a funding requirement.

TriCounties Bank is willing to cede their interest in the northern 106 acres upon funding of the Land Trust's Purchase of our development rights on the property. This would require an appraisal of the entire property within two months of the funding date. The cost for this appraisal is approximately \$10K and has a 4-week timeframe.

We require a letter stating TriCounties willingness to cede interest in this parcel before BYLT can continue to pursue funding. The sooner we get this letter the better. The BYLT funding source must be applied for by June 30th, 2019. If the funding is awarded, the funding date is estimated to be December 2020.

BYLT will also require an appraisal that is focused on Conservation and Agricultural easements. This appraisal has a longer timeframe, 6-12 months and also costs approx. \$10K.

The benefits of this conservation easement include a lower assessed tax value, though by putting the land into conservation, we can explicitly declare its role in our program and therefore reduce our tax liability on this parcel to zero, in my understanding.

Our take away from the meeting includes the need for a letter of intent from our lender ASAP and an immediate need to identify any areas that we wish to set aside for future development.



**Nevada City School of the Arts  
Charter Governance Council**

**Finance Committee Meeting Agenda**

April 9, 2019

5:00 p.m. – 6:00 p.m.

Briar Patch Community Meeting Room  
290 Sierra College Drive, Grass Valley, CA 95945

**Call to Order: 5:06 p.m.**

**Roll Call:** Jeff Corbett, Cindy Smart, Melissa Brokenshire, Holly Pettitt left at 6:08, LeeAnn Haglund, 5:13 Winter Shaw, 5:30 Eli Ferrier

**Public Forum:** *Members of the public are invited to address the Finance Committee regarding issues for future agenda. Comments to be limited to 3 minutes.*

**Consent Agenda**

1. Approve Agenda
2. Approve February 12, 2019 Meeting Minutes – *See attached*  
Motion: Jeff            2<sup>nd</sup>: LeeAnn  
Unanimous Assent

**Discussion Items**

3. Review Budget vs. Actuals Report – *See attached*  
No discussion, reviewed report and all looks good.
4. Review 2019-20 Preliminary Adopted Budget – *See attached*  
Melissa discussed the need for a bigger surplus. The budget is very tight and the need to invest in our facility is great, as is the need to invest in teacher salaries. Eli expressed the facilities needs and the schools future outlook of expenses regarding the facility. The preliminary budget looks fine for now, wait to increase salaries until funding is sure to increase.
5. Discuss 2019-20 Certificated Salary Schedule – *See attached*  
There was great discussion about the need to increase teacher salaries. The committee agrees this is a major concern and would like to implement the proposed increases, in hopes that the school is sure it will receive increased revenue. We will wait to see what the legislature approves for funding and offer the staff a letter of intend to increase based on funding that would be retroactive for the 2019-20 school year if approved.
6. Review Early Retirement Incentive Budget Projections – *See attached*  
LeeAnn recommends that the board approves the early retirement incentive policy to be included in the employee handbook. Melissa will create a basic formula to show the average annual savings for cost of benefits vs. wages.

**Adjournment 6:27 p.m.**

*This agenda was posted on Friday, April 5, 2019 at 5:00 p.m. at least 72 hours in advance of this meeting, at Building 3, Building 8, the NCSA website (ncsota.org) and 290 Sierra College Dr., Grass Valley, CA 95945. Handouts are available at the Building 3 reception office.*

# Nevada City School of the Arts

CGC 4-25-19, Page 12

## BUDGET VS. ACTUALS: 2018-19 2ND INTERIM BUDGET - FY19 P&L CLASSES

July 2018 - June 2019

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	REMAINING
Revenue				
8000 Revenue - State	2,643,232.00	3,633,623.00	-990,391.00	990,391.00
8100 Federal Revenue	115,516.08	206,109.00	-90,592.92	90,592.92
8300 Other State Revenues	307,898.80	687,552.13	-379,653.33	379,653.33
8600 Other Local Revenue	476,122.74	664,541.54	-188,418.80	188,418.80
Unapplied Cash Payment Revenue	150,452.20		150,452.20	-150,452.20
Uncategorized Revenue		303,865.62	-303,865.62	303,865.62
<b>Total Revenue</b>	<b>\$3,693,221.82</b>	<b>\$5,495,691.29</b>	<b>\$ -1,802,469.47</b>	<b>\$1,802,469.47</b>
GROSS PROFIT	\$3,693,221.82	\$5,495,691.29	\$ -1,802,469.47	\$1,802,469.47
Expenditures				
1000 Certificated Salaries	952,366.91	1,305,248.00	-352,881.09	352,881.09
2000 Classified Salaries	1,085,333.48	1,521,409.00	-436,075.52	436,075.52
3000 Employee Benefits	472,031.65	772,875.00	-300,843.35	300,843.35
4000 Books & Supplies	167,119.48	214,477.26	-47,357.78	47,357.78
5000 Services & Other Operating Expenses	984,857.68	1,434,648.00	-449,790.32	449,790.32
7000 Other Outflows				
7438 Long term debt - Interest Land	36,007.25	55,500.00	-19,492.75	19,492.75
7438-01 Long term debt - Interest Construction	23,225.06	27,600.00	-4,374.94	4,374.94
<b>Total 7438 Long term debt - Interest Land</b>	<b>59,232.31</b>	<b>83,100.00</b>	<b>-23,867.69</b>	<b>23,867.69</b>
<b>Total 7000 Other Outflows</b>	<b>59,232.31</b>	<b>83,100.00</b>	<b>-23,867.69</b>	<b>23,867.69</b>
Unapplied Cash Bill Payment Expenditure	0.00		0.00	0.00
<b>Total Expenditures</b>	<b>\$3,720,941.51</b>	<b>\$5,331,757.26</b>	<b>\$ -1,610,815.75</b>	<b>\$1,610,815.75</b>
NET OPERATING REVENUE	<b>\$ -27,719.69</b>	<b>\$163,934.03</b>	<b>\$ -191,653.72</b>	<b>\$191,653.72</b>
<b>NET REVENUE</b>	<b>\$ -27,719.69</b>	<b>\$163,934.03</b>	<b>\$ -191,653.72</b>	<b>\$191,653.72</b>

Policy Type: Executive Limitations  
Policy Title: B – Global Executive Constraint  
Last Revised: **November 22, 2016**

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The School Director must not cause or allow any practice, activity, decision, or organizational circumstance that is unlawful; imprudent; in violation of commonly accepted business, educational and professional ethics and practices; or in violation of the NCSA charter.

Policy Type: Executive Limitations

Policy Title: B2 –Planning and Financial Budgeting

Last revised: **November 22, 2016**

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The School Director must not operate without annual and multi-year budgets and plans that address intentional and improved Ends accomplishment along with avoidance of fiscal jeopardy.

The School Director must not:

1. Create plans or budgets that
  - a. Risk incurring those situations or conditions described as unacceptable in the Council policy “Financial Condition and Activities.”
  - b. Omit credible projection of revenues and expenses, separation of capital and operational items, cash flow, and disclosure of planning assumptions.
  - c. Do not address excellence in the School’s business systems and operations.
  - d. Have not been tested for feasibility.
2. Provide less for Council prerogatives during the year than is set forth in the Council budget.

# Nevada City School of the Arts

CGC 4-25-19, Page 15

## STATEMENT OF FINANCIAL POSITION

As of April 22, 2019

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	<b>\$447,969.59</b>
Accounts Receivable	<b>\$411,101.06</b>
Other Current Assets	<b>\$4,762.33</b>
<b>Total Current Assets</b>	<b>\$863,832.98</b>
Fixed Assets	
9400 Capital Assets	<b>5,807,972.24</b>
9450 Construction in Progress	
9450-01 ADA Compliance	44,843.71
9450-03 Building 3 CIP	4,535.46
9450-04 Building 4 CIP	0.00
9450-08 Bldg 8 Remodel CIP	100,998.86
9450-09 Building 9 CIP	12,095.58
9450-9B Business Office - Building 9	0.00
9450-9C Cafeteria - Building 9	126,930.89
9450-9E Energy Improvements - Building 9	27,397.29
9450-9G General Improvements - Building 9	3,534.38
9450-9T Tenant Improvements - Building 9	1,613.26
<b>Total 9450-09 Building 9 CIP</b>	<b>171,571.40</b>
9450-10 New TK	0.00
9450-13 Cottage	0.00
9450-20 Building 1	0.00
9450-30 UC Art Room #2	0.00
9450-40 General	31,408.56
9450-50 Playground	0.00
9450-99 Use Permit CIP	22,327.90
<b>Total 9450 Construction in Progress</b>	<b>375,685.89</b>
<b>Total Fixed Assets</b>	<b>\$6,183,658.13</b>
Other Assets	<b>\$13,786.12</b>
<b>TOTAL ASSETS</b>	<b>\$7,061,277.23</b>
<b>LIABILITIES AND EQUITY</b>	<b>\$7,061,277.23</b>



## School Director's Monitoring Report

### **Executive Limitations Policy: B-4 Student and Parent Treatment**

Board of Directors Meeting: **April 25, 2019**

**I report compliance with all parts of this policy**

Unless indicated otherwise all information is accurate as of **April 21, 2019**.  
I certify that the information contained in this report and attachments is true.

Signed , School Director

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#### **B.4 - The School Director must not be unresponsive to the needs of parents and students.**

##### **Interpretation:**

As a school, NCSA exists to meet students' educational needs and create an environment that nurtures students' academic and social growth. In the sub-policies below, the board specifies particular ways the school should meet student and parent needs. The overall result of all activities designed to meet student needs should be maintaining enrollment, and a growing percentage of those students and parents that express satisfaction with their school experience.

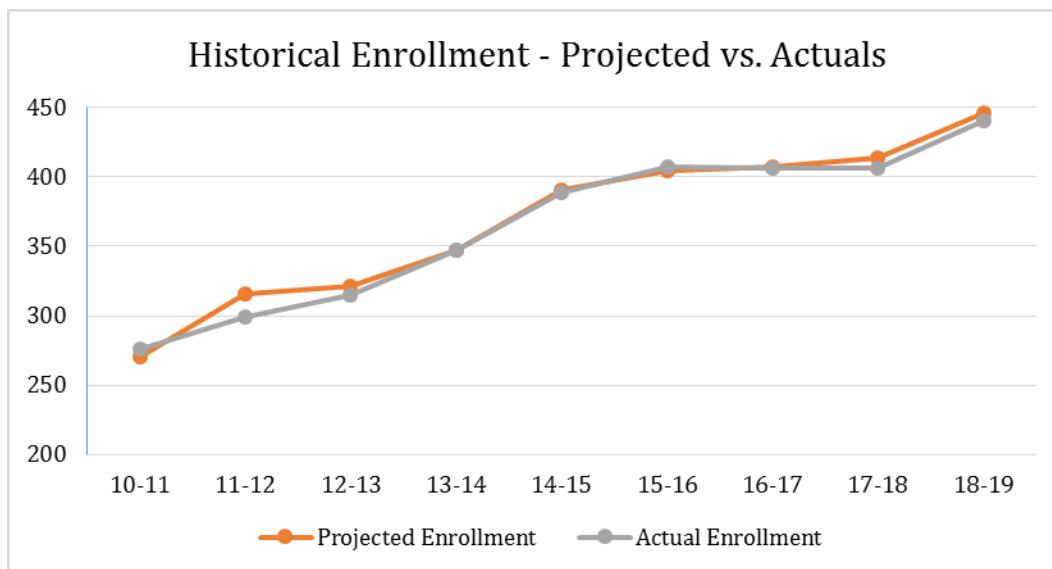
##### **Operational Definitions:**

- a) Student enrollment will stay consistent from year to year.
- b) Parent survey results will be at a 90% satisfaction rate or higher.
- c) Middle school student survey results will be at a 75% satisfaction rate or higher  
*(this is a change from last year - the board asked me to reduce the % to 75).*

**Data:**

- a) **Student Enrollment** – see graph below for a year to year comparison.

Current number of applications: 195 which a little more than is typical.



b) **Parent and Student Satisfaction**

Number of Parent Responses:

2016-17	2017-18	2018-19
173	173	212

How likely are you to recommend NCSA to family and friends?

	2016-17	2017-18	2018-19
Likely	98.2%	95.3%	93.4%
Unlikely	1.7%	4.6%	6.6%

Do you feel welcome into the NCSA community?

	2016-17	2017-18	2018-19
Yes	97.1%	95%	95%
No	2.9%	5%	5%

- Student satisfaction

	2017-18 Strongly/ Somewhat Agree	2018-19 Strongly/ Somewhat Agree
Students in my school treat one another with respect.	75%	69%
I feel emotionally safe in my classes.	78.8%	74%
My school disciplines students fairly.	61.1%	69%
My principal models respectful behavior.	89%	84%
Faculty and staff value what students have to say.	69%	66%
My school respects all races and cultures.	90%	91%
Students in my school care about learning and getting a good education.	60%	60%
I feel that I belong (am accepted and liked) at school.	76.4%	78%
I respect most of my teachers.	94%	81%
Overall I am glad that I attend NCSA		87%

We are compliant with B-4 a. & b.

**B4.1 The School Director must not provide inadequate information about what parents and students may or may not expect from NCSA.**

**Interpretation:**

Ensuring that there are methods in place for parents to receive clear communication from the school to the parents is essential in order for parents and the school to work together to provide an excellent education for students.

**Operational Definition:**

- a) The school will have a bi-weekly newsletter emailed to all parents listing activities and information regarding the school.
- b) All main lesson teachers will send a Monday Note to families that describes the material to be studied for the week, field trip information, homework news and any other pertinent information parents may need to know.
- c) The School Director will email and send a voice Connect-Ed weekly updating parents about general school items or issues of importance.
- d) The school will hold new parent meetings once a month from November – April to inform prospective parents NCSA’s general program
- e) NCSA will update the enrollment policy each year to ensure overall compliance with Ed Code and charter law.
- f) NCSA will ensure parents are given all appropriate and mandatory information regarding the school’s expectations and rules at the beginning of each year.
- g) All policies and CGC meetings and Agendas are listed on the school’s website.

**Data:**

- a) The Canvas is sent every other Wednesday.
- b) All teachers consistently send a Monday Note and have even revised them to be more succinct and easier to read.
- c) I have not missed a Sunday call once this year and reports from parents are positive about what I send out.
- d) We completed all of the New Parent meetings this year.
- e) We updated our Enrollment Policy in January of 2019.
- f) Every year we send a Beginning of the Year (BOY) packet to all families listing our expectations of students, health information and a whole host of other information required of schools.
- g) Policies can be found at <http://www.ncsota.org/ncsa-policies/>. Dates of upcoming CGC meetings, and minutes from past meetings can be found at <http://www.ncsota.org/parent-resources/governance-and-policies/>.

**B4.2 The School Director must not operate without a system for soliciting and considering parents' and students' opinions, complaints and suggestions.**

**Interpretation:**

A parent and student comment system is an integral part of monitoring parent opinion as well as having regular meetings with parents to receive input about issues at the school. Schools morph over time and it's important to keep up with current needs and issues. Continuous improvement over time is dependent on our ability to listen to and act on parent input.

**Operational Definitions:**

- a) Parents and students will be surveyed each year and the data compared.
- b) School Director should receive a 90% or better rating of "Excellent-Adequate" on the parent survey.
- c) The school will have a system which parents and students can offer requests, suggestions or other comments. Receipt of comments is evidence that the system is effective.
- d) The school will track all comments, distinguishing between positive and negative comments, and general suggestions.

**Data:**

- a) NCSA completes a parent and student survey every year (The full survey results are available upon request). The suggestions are reviewed by the school director, and then shared with the staff and the board. This year's items receiving the most comments and lowest scores are as follows:

**General Parent Concerns/Requests**

- Higher Academic Standards
- Discipline
- Upper Campus & TK play areas

**FYI – With regard to these concerns:**

- **Academic Standards** - This was a concern last year as well and I think it has been exacerbated by having so many new staff. I know that the Middle School Team finds that our students are lacking in comparison with their previous schools. We will continue to address this as a staff.
- **Discipline** - There seems to be a disconnect between Positive Discipline and actual discipline. Staff have indicated that they feel they cannot send students to the office when they need to. We recently met with staff and assured them they can send students to Angie and I when needed.
- **UC & TK play areas** - I share the concern with parents and students. I have been working with Eli and Site line Architecture to create a better play area utilizing last year's and this year's Jogathon funds. I do not believe we can wait to update these areas as this is a high priority for everyone.

**b) School Director Rating**

	2017-18 Good/Excellent/ Adequate	2018-19 Good/Excellent/ Adequate
Understanding the needs and concerns of parents	90%	93%
Communicating clearly and effectively	93%	95%
Keeping parents informed of necessary information relating to school events and important dates	94%	95%
Availability to meet	90.0%	95%
Working with children	93%	94%
Providing a safe school environment	88%	90%
Responding promptly to problems	91%	93%
Promoting the mission and vision of NCSA	92%	90%

FYI - I added adequate to the overall rating this year because it didn't seem right to detract from the overall rating. That said, I plan to change the survey next year so it better reflects people's actual opinions.

- c) We also receive suggestions in the suggestion boxes at both the UC and LC. For the actual number of suggestions received, see the "Total" row in the table below.

Comments/Suggestions since August 2017: Document available upon request.

Comment Type	2017-18	2018-19
Positive Comments	0	0
Negative Comments	0	0
General Suggestions	13	8
<b>Total</b>	<b>13</b>	<b>8</b>

**B4.3 The School Director must not allow unsafe or unsecure facilities.****Interpretation:**

Students and parents should expect to be safe while on our campus and while using our facilities.

**Operational Definitions:**

- a) The school will pass all FIT and fire inspections.
- b) The school should have a comprehensive safety plan that is updated every year.
- c) The school shall perform both fire and shelter in place drills each year.
- d) All staff should be trained each year in August on emergency procedures.
- e) No students or parents will incur serious injury as a result of any negligence on the part of the school.

**Data:**

- a) On November 27, 2018, we performed our annual FIT review and were found in compliance.
- b) Our Safety Plan was updated and approved at our March 28th meeting
- c) All Fire Drills and Shelter in Place Drills have been completed in accordance with Ed code. A list of these can be viewed in the office.
- d) All staff were re-trained in our emergency active shooter protocols, as well as child abuse reporting, suicide prevention and sexual harassment. In addition, we added to more trainings regarding Bullying and Student Harassment
- e) None



### **Early Retirement Incentive**

NCSA would like to thank you for all of your dedicated service over the years. We recognize the energy, time, effort and understanding you have given your students year after year. Any full-time employee with at least fifteen years of full-time equivalent service with Nevada City School of the Arts and having reached age 55 by the end of June 30<sup>th</sup> may qualify. You will receive up to \$715.00 towards health benefits each month for five years or until you reach age 65, whichever comes first. Employees who wish to take advantage of the Early Retirement Incentive need to turn in an irrevocable resignation letter with your intention to participate in this benefit by February 1<sup>st</sup>.

	<b>1st Year</b>	<b>2nd Year</b>	<b>3rd Year</b>	<b>4th Year</b>	<b>5th Year</b>	<b>Final 5-Year Savings/Cost</b>
Average savings from high earning teacher	\$ 19,000.00	\$ 19,500.00	\$ 20,500.00	\$ 21,000.00	\$ 21,630.00	\$ 101,630.00
Annual cost of Benefits	\$ 8,700.00	\$ 8,700.00	\$ 8,700.00	\$ 8,700.00	\$ 8,700.00	\$ 43,500.00
<b>Final 5 year savings from early retirement incentive</b>						\$ 58,130.00

# NEVADA CITY SCHOOL OF THE ARTS

## Certificated Salary Schedule

Effective July 1, 2018

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Steps	Class I	Class II	Class III	Class IV	Class V
(5)	(10)	(15)	(20)		
1	\$43,163	\$44,458	\$45,792	\$48,081	\$51,447
2	\$44,242	\$45,569	\$46,936	\$49,524	\$52,990
3	\$45,348	\$46,709	\$48,110	\$51,009	\$54,580
4	\$46,482	\$47,876	\$49,313	\$52,540	\$56,217
5	\$47,644	\$49,073	\$50,545	\$54,116	\$57,904
6	\$48,835	\$50,300	\$51,809	\$55,739	\$59,641
7	\$50,056	\$51,558	\$53,104	\$57,411	\$61,430
8	\$51,307	\$52,846	\$54,432	\$59,134	\$63,273
9	\$52,590	\$54,168	\$55,793	\$60,908	\$65,171
10	\$53,905	\$55,522	\$57,187	\$62,735	\$67,127
11	\$53,905	\$55,522	\$57,187	\$62,735	\$67,127
12	\$53,905	\$55,522	\$57,187	\$62,735	\$67,127
13	\$53,905	\$55,522	\$57,187	\$62,735	\$67,127
14	\$53,905	\$55,522	\$57,187	<b>\$65,244</b>	<b>\$69,812</b>
15	\$55,252	\$56,910	\$58,617	\$65,244	\$69,812
16	\$55,252	\$56,910	\$58,617	\$65,244	\$69,812
17	\$55,252	\$56,910	\$58,617	\$65,244	\$69,812
18	\$55,252	\$56,910	\$58,617	\$65,244	\$69,812
19	\$55,252	\$56,910	\$58,617	\$65,244	\$69,812
20	\$56,634	\$58,333	\$60,083	<b>\$67,854</b>	<b>\$72,604</b>
21	\$56,634	\$58,333	\$60,083	\$67,854	\$72,604
22	\$56,634	\$58,333	\$60,083	\$67,854	\$72,604
23	\$56,634	\$58,333	\$60,083	<b>\$70,568</b>	<b>\$75,508</b>
24	\$56,634	\$58,333	\$60,083	\$70,568	\$75,508
25	\$58,049	\$59,791	\$61,585	\$70,568	\$75,508

### Certificated Stipends

Advisory Committee Stipend - \$1000

Field Study Overnight Stipend - \$50/night

Supplemental Authorization Stipend - 3% increase to base salary

*(Supplemental subject must be in use and required for teaching in the school year to receive the stipend)*

1. At the time of initial placement on the Certificated Salary Schedule, established\* employees will be placed on the step equalling their years of service at NCSA only. This schedule assumes all staff started at class I and will move up a class for every 5 years of service. Class II equals 5-9 years, Class III equals 10-14 years, Class IV equals 15-19 years and Class V equals 20 plus years.

*\*Established employees are those individuals working at NCSA during the 2014/15 school year or earlier.*

2. New\*\* to NCSA employees will be placed based on education below and will be given credit for years of teaching experience up to a maximum of 5 years. Teacher experience, for salary schedule purposes, shall include only full time paid experience in positions requiring certificated qualifications.

*\*\*New to NCSA employees are those individuals hired during 2015/16 and beyond.*

Assignments to classes shall be based on education units as follows:

Class I	Credential	
Class II	Credential plus 45 recognized semester units* or MA	3% Increase
Class III	Credential plus 60 recognized semester units* or MA plus 15 recognized semester units**	3% Increase
Class IV	Credential plus 75 recognized semester units* or MA plus 30 recognized semester units**	5% Increase
Class V	Credential plus 90 recognized semester units* or MA plus 45 recognized semester units**	7% Increase

*\*Units must be earned after the issuance of the Credential*

*\*\*Units must be earned after the issuance of the MA*

3. NCSA certified training can be contributed toward educational credits to count towards class increase, but they must be tied to goal growth. One educational unit shall be equal to 15 contact hours of training and will be approved by the School Director on a case by case basis.

4. Certificated staff will receive longevity pay in classes IV and V when they reach Steps 14, 20 and 23.

The longevity rate shall be four percent (4%) at each increment, as reflected in the above longevity steps.

5. This salary schedule is based on 184 days of service per traditional calendar contract year.

**Full-time Equivalent:** 1 FTE = 184 days (175 instructional days and 9 in-service days) at 7.5 hours per day, or 1,380 hours per year

**Substitute Pay:** \$125/full day (\$16.67/hour), \$75/half day (\$20.00/hour)

Long-term substitute \$150/day (\$20.00/hour) after 21 consecutive days in the same position, for the remainder of the assignment.

*Presented to the CGC for approval on 4/22/2016*

*3/30/17 - Approved revision to remove BTSA for class 0*

*4/28/17 - Approved revision to increase Class I starting step,*

*5/1/17 - Add Curriculum, Teacher on Assignment & Advisory Stipend*

*9/13/17 - Increase sub rate per county increase*

*4/30/2018 - 1.56% market rate increase*

