

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

**CGC Meeting Agenda**  
Thursday, April 28, 2022

ANNOUNCEMENT No. 1: This meeting is being held pursuant to the procedures established in Assembly Bill 361 amending elements of the Brown Act effective October 1, 2021. All Board members may attend the meeting by teleconference. This meeting will be a virtual meeting only. The public may observe and address the meeting via Zoom.

Join Zoom Meeting

<https://zoom.us/j/97404766660?pwd=c3ZvQ1FaM0ZLTGNTb20yemFDamlsdz09>

Meeting ID: 974 0476 6660

Passcode: j7YnHP

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

**Roll Call:**

**Public Forum:** *Members of the public who wish to comment during the Board meeting may use the “raise hand” tool on the Zoom platform. Individual comments will be limited to three (3) minutes. The Board of Directors may limit the total time for public comment to a reasonable time. The Board reserves the right to mute or remove a member of the public if comments or actions disrupts the Board meeting*

**Plaudits:**

**Action Items**

1. Approve Agenda

**Consent Agenda**

2. Approve March 24, 2022 Meeting Minutes - *See attached*

**Reports**

3. Director’s FYI Report – Holly Pettitt – *See attached*
4. Board and Committee Reports
  - a. Nomination & Recruitment
  - b. Finance - *See attached*

**Discussion Items**

5. Discuss LCAP Revisions
6. Discuss 2022-23 Adopted Budget
7. Board Members Needed for 8th Grade Presentations
8. Classified School Employee of the Year - *See attached*
9. CGC Member Bios Needed for Director’s Note

**Action Items**

10. Approve Continuing Current Covid Protocols
11. Approve B-5 Treatment of Treatment of Staff Monitoring Report - *See attached*
12. Approve findings that support continuation of the use of teleconference per Executive Orders AB361 for a period of 30 day.

**Adjournment 7:00 p.m.**

**Access to Board Materials:** A copy of the written materials which will be submitted to the School Board may be reviewed by any interested persons on NCSA'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 calling (530) 273-7736. 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.

**Nevada City School of the Arts  
Charter Governance Council  
Meeting Minutes  
Thursday, March 24, 2022**

This meeting was held by teleconference pursuant to Executive Orders N-25-20 and N-29-20 via the Zoom meeting platform. Members of the public who wish to access this Board meeting were provide the link and passcode.

**Call Order: 5:04 p.m.**

**Roll Call:** LeeAnne Haglund, Lauren Hesterman(5:29), Meshawn Simmons, Trisha Zakon, Laura LeBleu, Andrew Todd and Qayyuma Didomenico

**Absent:** Meghan Archer and Abby Oas

**Guests:** Holly Pettitt, Melissa Brokenshire, Brittani Bracket and Toni Holman

**Public Forum:** *Members of the public were invited to address the Governance Council. No comments were made.*

**Plaudits:** Summer for doing the job of two people. Sam for helping with scheduling and being a model when difficult stuff comes up in the classroom. Justin Brown-Woods for engaging the students and pushing to do knew things.

**Action Items**

1. Approve Agenda  
Motion: Laura LeBleu Second: Trisha Zakon  
Unanimous Assent

**Consent Agenda**

2. Approve February 24, 2022 Meeting Minutes  
Motion: Meshawn Simmons Second: Andrew Todd  
Unanimous Assent

**Reports**

3. Director's FYI Report – Holly Pettitt reported
4. Board and Committee Reports
  - a. Nomination & Recruitment - Trish Zakon reported.
  - b. Finance - Meshawn Simmons reported.

**Action Items**

5. Approve B-4 Parent and Student Treatment Monitoring Report  
Motion: Trisha Zakon Second: Andrew Todd  
Unanimous Assent
6. Approve 2022-23 School Calendar  
Motion: Lauren Hesterman Second: Meshwan Simmons  
Unanimous Assent
7. Approve findings that support continuation of the use of teleconference per Executive Orders AB361 for a period of 30 day.  
Motion: Laura LeBleu moved to approve with the option to meet in person if case counts continue decrease. Second: Meshawn Simmons  
Unanimous Assent

**Adjournment 5:48 p.m.**

Submitted by: Toni Holman, NCSA Administrative Secretary

3/24/22

Approved by the NCSA Charter Council

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LeeAnne Haglund, Board Chair

Date

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Meghan Archer, Board Secretary

Date



## School Director FYI Report April 28, 2022

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

- To Angie and Jenn G for supporting our students with big behaviors. They have spent a lot of time working with the staff and the students to stay in the classroom.
- To Carabeth for her work in enrollment!
- Summer - for holding all the custodial work and keeping the school so clean!
- Sam - For all her work on the schedules and for her constant desire to improve her teaching even though she is already amazing.
- Ron - for building great relationships with the 7th & 8th Grade students.
- Brittani and Hayley for working so well together as a team - it shows how important it is to be in sync with your teaching partner.
- Courtney - for her excellent work as a para for a student with behavioral challenges. She has changed the dynamic in the room.
- Rachel - She does an incredible job being present with each student while holding the entire class. She has built strong supportive relationships with her students. She wrote a play for Kindergarten and has been enjoying painting the sets after school.

### Financial Information

- We will bring a budget proposal to next month's meeting. It is currently difficult to know exactly how much money we are going to receive next year - we have to wait until the Governor's Revise in mid-may.

### Facilities Update

- **Building 3** - TRANE provided us with a quote for \$1,300,000 to replace the existing system in building 3 with a VRF system that is much like mini splits for every classroom. We are now asking what the cost would be to just replace the furnace and continue on the way we have been. The roof has been mostly replaced - we are

waiting for the rain to stop so we can finish the flat part of the roof and wait for the new membrane material to arrive. There is a great deal of dry rot on the roof.

- **Building 9** - Fire alarms are all up and running. The Forge meter is installed and a program is being set up for us to start sending the Forge actual metered bills for electrical usage.
- **Mountain Biking** - Scott Mertz has asked if we could host a local bike race this May. It would be an opportunity to get an understanding (on a smaller scale) of what we would be looking forward to in the future if we host much larger races. Jet Lowe has approached us with an opportunity for a local grant of \$10,000 + to help build more trails, however, this grant has a requirement to make the trails available to the public. We could create a schedule of when they would be open to the public. We will need to get our maps dialed in, color coded, name the trails (working with the Nisenan on this one) and purchase more signs to place around the property for trail directions and where NOT to go.
- **Solar Update** - Trenching is complete. After the ground dries up a bit, CalSolar will continue laying lines to building 3 & 8 and installing all the panels on the hill.

### School Wide Issues

- **Staffing Changes so far:**
  - Resigning: Jeff Martinez, (5th), Shannon Martinez (K), Jessica Nixon (1st)
  - Carrie Criss-Harvey will be moving from 4th to 5th grade
  - We interviewed last Thursday for a TK, 1st, and 4th grade teacher. We have second interviews this week.
  - Hired two new aides
- **Discipline in Middle school**
  - Two suspensions for vaping
  - Suspect more students are doing it as well, but it is hard to catch
  - Trash has decreased significantly with the creation of lunch tent eating
  - Held a anti-drug assembly
  - Currently investigating multiple acts of racism on campus. Will update the board at the meeting.
- **Addressing Parent Survey Concerns:**
  - Reduced parent volunteer testing
  - Invited parents to walk in, community coffee
  - Brought back assemblies

### Events

- 3rd Field trip to Food Love Farm-27th of April
- Lottery is April 29th
- Staff Appreciation dinner is on May 3rd
- 3rd Pirates of Grammar Island

- Carrie-28th
- Maria- May 5th
- Kinder Play - Sweet Roots May 2nd
- Jogathon is happening May 13th
- Portfolio Night is May 12th
- Drama Class performs on the 19th of May
- 4th will be going to Pigeon Point May/June
- 8th goes to Sac for a play and Tahoe for 8th celebration in June
- Graduation and dance at the Center for the Arts - June 8th
- Stepping up will happen as usual on June 9th

### **Arts Based Choice for Education**

- 255 applications so far - we have surpassed the record of 225.

### **Academic, Arts & Social Emotional Achievement**

- We will have several performances in May/June - the drama class is performing and the music and dance classes will all be performing as well. Rock band is back so things are looking up!

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

- Staff Survey results on this agenda. They look quite good.

### **Contributor and Collaborator to the Greater Community**

- I presented to the NCCLI about charter schools last week.

# Raven Springs LLC

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## Statement of Financial Position

As of April 22, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
9121-65 Cash in Bank - Raven Springs - General Checking - 5165	338,231.08
9122-45 Raven Springs - CIP Checking	292,385.74
<b>Total Bank Accounts</b>	<b>\$630,616.82</b>
Other Current Assets	
9140 Undeposited Funds	130.00
<b>Total Other Current Assets</b>	<b>\$130.00</b>
<b>Total Current Assets</b>	<b>\$630,746.82</b>
Fixed Assets	
9400 Capital Assets	
9410 Land	1,335,647.11
9425 Accumulated Depreciation - Land	-39,595.00
9430 Buildings & Improvements	3,396,558.24
9435 Accumulated Depreciation - Buildings	-203,653.15
9440 Machinery & Equipment	4,509.00
9445 Accumulated Depreciation - Equipment	-1,061.00
<b>Total 9400 Capital Assets</b>	<b>4,492,405.20</b>
9450 Construction in Progress	260,734.50
<b>Total Fixed Assets</b>	<b>\$4,753,139.70</b>
<b>TOTAL ASSETS</b>	<b>\$5,383,886.52</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
9501 Accrued Accounts Payable	-26,042.39
9650 Deferred Revenue	0.00
<b>Total Other Current Liabilities</b>	<b>\$ -26,042.39</b>
<b>Total Current Liabilities</b>	<b>\$ -26,042.39</b>
Long-Term Liabilities	
9670 Lease Deposits	15,040.00
9671 Tri Counties Property Loan	0.00
9672 Tri Counties Construction Loan	0.00
9673 Tri Counties Refi Property Loan - 84560	2,137,112.49
9673-01 Debit Issue Costs	6,643.46
<b>Total 9673 Tri Counties Refi Property Loan - 84560</b>	<b>2,143,755.95</b>
9676 Kubota Parts Loan	-7,500.35
<b>Total Long-Term Liabilities</b>	<b>\$2,151,295.60</b>
<b>Total Liabilities</b>	<b>\$2,125,253.21</b>
Equity	
Retained Earnings	3,111,826.78
Net Revenue	146,806.53
<b>Total Equity</b>	<b>\$3,258,633.31</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$5,383,886.52</b>



## Raven Springs LLC

## Statement of Activity

July 2021 - June 2022

	TOTAL
<b>Revenue</b>	
8650 Leases & Rentals	
8650-01 Building 1	23,716.00
8650-04 Pratschner Lease	2,000.00
8650-05 Building 5	54,242.85
8650-06 Building 6	37,080.00
8650-11 Cell Tower Lease	12,181.20
8650-12 Building 12	8,000.00
8650-9B Building 9 - Suite B	4,391.89
8650-9C Curious Forge Lease	20,668.76
8650-9D Building 9 - Suite D	360.00
8650-9E Building 9 Suite E	1,000.00
8650-9S Cosmic Shark Lease	3,960.00
8650-9T Building 9 - Storage	6,140.00
8650-9W Building 9 - Suite 225	1,326.60
8650-9X Building 9 - High Bay	4,300.00
8650-9Y Building 9 - Suite 214	200.00
8650-9Z Building 9 - Suite 215	900.00
8650-GM Building 9 - Gym	240.00
8650-NC NCSOTA Lease	504,996.00
<b>Total 8650 Leases &amp; Rentals</b>	<b>685,703.30</b>
Unapplied Cash Payment Income	-9,141.00
<b>Total Revenue</b>	<b>\$676,562.30</b>
<b>GROSS PROFIT</b>	<b>\$676,562.30</b>
<b>Expenditures</b>	
4000 Business Supplies & Materials	
4300 Supplies & Materials	
4330 Office Supplies	123.54
4352 Maintenance Supplies	4,954.09
4352-01 Water Treatment Supplies	4,727.41
<b>Total 4352 Maintenance Supplies</b>	<b>9,681.50</b>
<b>Total 4300 Supplies &amp; Materials</b>	<b>9,805.04</b>
<b>Total 4000 Business Supplies &amp; Materials</b>	<b>9,805.04</b>

## Raven Springs LLC

## Statement of Activity

July 2021 - June 2022

	TOTAL
5000 Services & Other Operating Expenses	
5500 Operations & Housekeeping	
5510 Utilities - Gas & Electric	
5510-04 Bldg #4	3,316.90
5510-07 Bldg #7	7,783.41
5510-09 Bldg #9	36,533.92
5510-10 Bldg #10	429.04
5510-11 Bldg #11	7,217.87
5510-14 Bldg #14	3,158.53
<b>Total 5510 Utilities - Gas &amp; Electric</b>	<b>58,439.67</b>
5515 Landscaping	38,775.00
5530 Utilities - Water	23,160.12
<b>Total 5500 Operations &amp; Housekeeping</b>	<b>120,374.79</b>
5600 Rentals, Leases & Repairs	
5615 Repairs & Maintenance - Building	126,958.88
5618 Repairs & Maintenance - Auto	1,775.63
5618-01 Property Vehicles - Gas	6,196.32
<b>Total 5600 Rentals, Leases &amp; Repairs</b>	<b>134,930.83</b>
5800 Other Services & Operating Expenses	131,155.80
5804 Property Taxes	31,214.88
5809 Bank Charges & Fees	7,774.21
5848 Licenses & Other Fees	14,619.45
<b>Total 5800 Other Services &amp; Operating Expenses</b>	<b>184,764.34</b>
5910 Utilities - Phone/Internet	10,513.64
5910-01 Bldg #1	-1,551.46
5910-02 Bldg #2	43.76
5910-03 Bldg #3	87.35
5910-04 Bldg #4	118.77
5910-05 Bldg #5	29.60
5910-06 Bldg #6	47.84
5910-07 Bldg #7	505.12
5910-08 Bldg #8	117.17
5910-09 Bldg #9	-3,477.03
5910-10 Bldg #10	81.72
5910-15 Bldg #15	29.60
<b>Total 5910 Utilities - Phone/Internet</b>	<b>6,546.08</b>
<b>Total 5000 Services &amp; Other Operating Expenses</b>	<b>446,616.04</b>

# Raven Springs LLC

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## Statement of Activity

July 2021 - June 2022

	TOTAL
7438 Debt Service	
7438-01 Interest for land	73,550.17
7438-02 Interest for Construction Loan	5,163.60
<b>Total 7438 Debt Service</b>	<b>78,713.77</b>
QuickBooks Payments Fees	304.63
Unapplied Cash Bill Payment Expense	3,277.40
<b>Total Expenditures</b>	<b>\$538,716.88</b>
NET OPERATING REVENUE	<b>\$137,845.42</b>
Other Revenue	
8660 Interest	90.34
<b>Total Other Revenue</b>	<b>\$90.34</b>
NET OTHER REVENUE	<b>\$90.34</b>
NET REVENUE	<b>\$137,935.76</b>

# Nevada City School of the Arts

## Budget vs. Actuals: 2021-22 2nd Interim Budget - FY22 P&L Classes

July 2021 - June 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
8000 Revenue - State	2,710,171.00	3,613,300.00	-903,129.00	75.01 %
8100 Federal Revenue	504,143.97	1,480,556.00	-976,412.03	34.05 %
8300 Other State Revenues	769,615.29	880,450.71	-110,835.42	87.41 %
8600 Other Local Revenue	396,442.04	521,909.84	-125,467.80	75.96 %
Unapplied Cash Payment Revenue	83,654.01		83,654.01	
Uncategorized Revenue		200,000.00	-200,000.00	
<b>Total Income</b>	<b>\$4,464,026.31</b>	<b>\$6,696,216.55</b>	<b>\$ -2,232,190.24</b>	<b>66.66 %</b>
<b>GROSS PROFIT</b>	<b>\$4,464,026.31</b>	<b>\$6,696,216.55</b>	<b>\$ -2,232,190.24</b>	<b>66.66 %</b>
<b>Expenses</b>				
1000 Certificated Salaries	1,606,880.79	2,031,402.41	-424,521.62	79.10 %
2000 Classified Salaries	1,201,113.19	1,568,028.00	-366,914.81	76.60 %
3000 Employee Benefits	676,809.57	1,031,479.71	-354,670.14	65.62 %
4000 Books & Supplies	389,828.22	423,020.81	-33,192.59	92.15 %
5000 Services & Other Operating Expenses	1,634,032.67	1,916,384.00	-282,351.33	85.27 %
7000 Other Outflows	4,900.55		4,900.55	
Unapplied Cash Bill Payment Expenditure	0.00		0.00	
<b>Total Expenses</b>	<b>\$5,513,564.99</b>	<b>\$6,970,314.93</b>	<b>\$ -1,456,749.94</b>	<b>79.10 %</b>
<b>NET OPERATING INCOME</b>	<b>\$ -1,049,538.68</b>	<b>\$ -274,098.38</b>	<b>\$ -775,440.30</b>	<b>382.91 %</b>
<b>NET INCOME</b>	<b>\$ -1,049,538.68</b>	<b>\$ -274,098.38</b>	<b>\$ -775,440.30</b>	<b>382.91 %</b>



Nevada County  
Superintendent of Schools

SCOTT W. LAY, SUPERINTENDENT

380 Crown Point Circle  
Grass Valley, CA 95945  
530-478-6400 · fax 530-478-6410

March 23, 2022

Emma Olafsson-Goldberg  
Nevada City School of the Arts  
Nevada County Office of Education

Re: Classified School Employees of the Year

Dear Emma,

**Congratulations!** The County Selection Committee, consisting of Jane McCardle, and Avon Steen, has selected you as the **2022 Nevada County Classified School Employee of the Year (CSEY) in the occupational specialty of Clerical and Administrative Services.**

I wish to extend my congratulations to you for being recognized by your school and also as the County-wide CSEY. **You and three guests are invited to a recognition breakfast at the Stone House from 7:30 a.m. – 9:00 a.m. on Tuesday, May 17, 2022.** An invitation is enclosed that has also been sent to your Director, Charter Council Members and the County Board of Education.

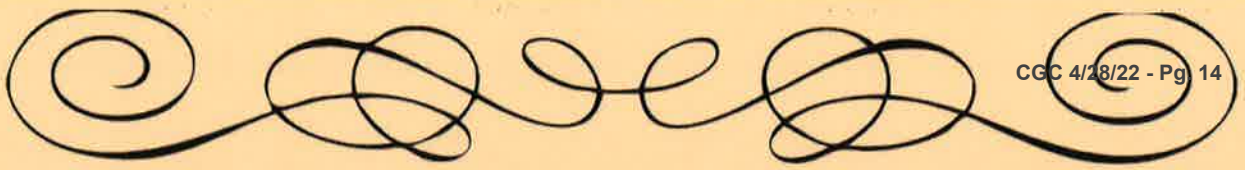
The formal announcement of all candidates chosen as the 2022 Nevada County Classified School Employees of the Year will take place during the event. On your behalf, your CSEY packet is being submitted to the California Department of Education Classified School Employees of the Year Program.

Most sincerely,

A handwritten signature in black ink that reads "Scott W. Lay". The signature is written in a cursive style with a large, sweeping initial 'S'.

Scott W. Lay  
Nevada County Superintendent of Schools

cc. Holly Pettitt, Director, Nevada City School of the Arts  
Charter Council Members, Nevada City School of the Arts  
Board Members, Nevada County Office of Education  
CSEY Selection Committee



The Nevada County Superintendent of Schools invites you to attend  
**Classified School Employees of the Year  
Recognition Breakfast**

**Tuesday, May 17, 2022**  
**7:30 a.m. – 9:00 a.m.**

The Stone House  
107 Sacramento Street, Nevada City

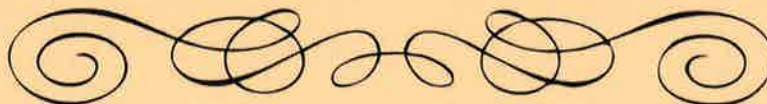
A light breakfast will be served.

**~ HONORING ~**

*~ School Districts Classified School Employees of the Year ~*

<b>Jad Funk</b>	<i>Clear Creek School District</i>
<b>Valerie Bringoff</b>	<i>Grass Valley School District</i>
<b>Jamie Wilcox</b>	<i>Nevada City School District</i>
<b>Emma Olafsson-Goldberg</b>	<i>Nevada City School of the Arts/NCSOS</i>
<b>Stephanie Costantino</b>	<i>Nevada Joint Union High School District</i>
<b>Lori Arvidson</b>	<i>Penn Valley Union Elementary School District</i>
<b>Steve Doughty</b>	<i>Pleasant Ridge Union Elementary School District</i>
<b>Malesha Hassfeld</b>	<i>Union Hill Elementary School District</i>

RSVP required by May 6, 2022  
to Samie White at [swhite@nevco.org](mailto:swhite@nevco.org) 478-6400 ext.2003





**School Director's Monitoring Report**  
**Executive Limitations Policy: B-5 Staff Treatment and Compensation**  
**Board of Directors Meeting: April 28, 2022**

**I report compliance with all parts of this policy except B-5 (f) & B-5.4 (c)**

Unless indicated otherwise all information is accurate as of **April 25, 2022**.  
I certify that the information contained in this report and attachments is true.

Signed , School Director

Executive Limitation B-5 - The school director must not treat staff in any way that is unfair, unsafe, or unclear.

**Interpretation:**

NCSA should be an exceptional workplace, with these limitation policies setting only the minimal expectations. The true goal should be to exceed these limitations and continually refine them as needed to reflect what is most important to overall staff morale and well-being.

Compliance with the policy stipulations concerning fairness and clarity will be achieved when employee surveys are at an overall 3.75 satisfaction rate and no formal complaints have been filed against the Director or the school.

Safe working conditions are determined both by staff perceptions of safety, the school's required annual Facilities Inspection Tool (FIT) Review, and objective assessments by insurance providers and/or other objective 3<sup>rd</sup> party inspectors conducted every three years.

**Please see attachments for Carolee's report, her powerpoint and the full survey results.**

**B-5 Operational Definitions:**

- a) A score of 3.50 or higher regarding overall satisfaction and fairness with NCSA reflects compliance.
- b) A score of 3.50 or higher regarding safety at NCSA reflects compliance.
- c) A score of 3.50 or higher on the Safety section of the Staff Survey
- d) The school monitors all accident reports filed each year with the goal being to keep the number of injuries below 3 per year.
- e) We will have our HR systems and practices reviewed by our attorney's any time we update policies. In addition, we utilize the services of our insurance organization Charter Safe, to help keep us updated on any new laws or workplace requirements
- f) 100% of our staff will complete all mandated trainings.

**B-5 Data:****a) Overall Satisfaction**

	<b>Compliance benchmark</b>	<b>2022 Scores</b>	<b>Does data indicate compliance? Y/N</b>	<b>2020 Scores</b>
<i>67. I would recommend NCSA as a good place to work.</i>	Score of 3.50 or above	4.42	Y	4.21
<i>66. In general I am proud to be part of the NCSA community.</i>	Score of 3.50 or above	4.58	Y	4.49
<i>38. I believe the administration is sincerely interested in the needs and welfare of the staff.</i>	Score of 3.50 or above	4.30	Y	4.19
<i>26. I receive recognition for my contributions to NCGA.</i>	Score of 3.50 or above	3.98	Y	3.79



## b) Overall Fairness

	<b>Compliance benchmark</b>	<b>2022 Scores</b>	<b>Does data indicate compliance? Y/N</b>	<b>2020 Scores</b>
<i>29. Teaching and support staff are treated equitably in regard to race, sex, sexual orientation, gender identity and expression, religion, national origin, age, marital/parental status, veteran's status or mental or physical disability.</i>	Score of 3.50 or above	4.21	Y	4.40
	Standard deviation (SD) not higher than 1.00	.94	Y	.65
<i>30. In my own personal experience, I have been treated equitably in regard to race, sex, sexual orientation, gender identity and expression, religion, national origin, age, marital/parental status, veteran's status or mental or physical disability.</i>	Score of 3.50 or above	4.31	Y	N/A
	Standard deviation (SD) not higher than 1.00	.77	Y	N/A
<i>31. Expectations are upheld in a fair and consistent way for all staff in my department/team.</i>	Score of 3.50 or above	3.93	Y	3.96
<i>28. I believe all NCSA staff are treated fairly, regardless of their role.</i>	Score of 3.50 or above	3.90	Y	3.89

c) **Safety Satisfaction**

	<b>Compliance benchmark</b>	<b>2022 Scores</b>	<b>Does data indicate compliance ? Y/N</b>	<b>2020 Scores</b>
<i>60. The physical working environment (grounds, parking lot, offices, classrooms, hallways, storage rooms, rest room, ventilation, etc.) is safe.</i>	Score of 3.50 or above	4.13	Y	3.81
<i>61. Safety concerns are addressed promptly and efficiently.</i>	Score of 3.50 or above	4.30	Y	4.15
<i>62. I have been informed of our emergency plans/procedures.</i>	Score of 3.50 or above	4.48	Y	4.38
<i>63. NCSA is effectively managing the risks associated with COVID.</i>	Score of 3.50 or above	4.42	Y	N/A
<i>64. Student discipline is handled effectively and fairly.</i>	Score of 3.50 or above	3.93	Y	3.81

d) **Workers' Compensation** (Note that compliance is based on total number of reported injuries per year).

<b>Year</b>	<b># of Worker's Comp Claims</b>	<b>Total # reported injuries</b>
<i>2018</i>	3	2
<i>2019</i>	0	0
<i>2020</i>	2	0
<i>2021</i>	6	1

- e) **Review of our HR systems**, policies and practices have been reviewed by two separate law firms for compliance. Our employee handbook was reviewed in December of 2021 by Young, Minnie & Corr and our HR systems and practices were reviewed in February of 2018. We have scheduled another review by CharterSAFE (our insurance company) to come and review our HR practices and procedures in June 2022.

Reviewer	Review date
Chastin Pierman, YMC	12-10-2021

- f) **Non-Compliant - Only 96%** of staff have taken the mandatory trainings. We are allowing staff to use work time to complete their training.

**B-5.1 The School Director shall not operate without written personnel policies that:**

- Clarify rules for staff.
- Provide for fair and thorough handling of conflicts in a way that does not include the Council as a participant in the conflict resolution process.
- Are accessible to all staff.
- Inform staff that employment is neither permanent nor guaranteed.

**Interpretation:**

NCSA should have in place an employee handbook that states policies and procedures in a clear manner. The handbook should meet objective, professional standards, and each employee should receive this handbook when they are hired or after any amendments are made.

Complaint procedures have a special place in the employee handbook because they ensure that employees have a systematic way to address major issues without bias or fear of retaliation.

**B-5.1 Operational Definitions:**

- a) A current handbook will be on file with the Business Manager.
- b) A completed Employee Acknowledgement Form (on which employees indicate that they have received and read the handbook) will be in each employee's personnel file.
- c) Any complaints will be handled according to the process described in the employee handbook. A score of 3.50 or higher will be compliant with regard to providing for fair and thorough handling of conflicts in a way that does not include the Council as a participant in the conflict resolution process.
- d) The handbook and the employee contract will include specific language concerning the "at will" status of employment at NCSA.
- e) A score of 3.50 or higher will be compliant with regard to Clarity of Role, Evaluation and Mission.

**B-5.1 Data:**

- a) The Business Manager has a copy of the Employee Handbook on file.
- b) As of October 1, 2017, each employee's file included a signed Employee Handbook receipt acknowledgement form. This practice is part of the "new hire" process we follow.
- c) Pages 56-57 of the handbook details the complaint procedure. Please see Q. 30 results below for "fair handling of conflicts."
- d) Our handbook clearly indicates that all employees are at will. Although we will include this info at their contract signing meeting as a reminder.
- e) No written complaints have been filed for the last five years.

f) **Survey Results: Clarity of Role, Evaluation and Mission**

	<b>Compliance benchmark</b>	<b>2022 Scores</b>	<b>Does data indicate compliance ? Y/N</b>	<b>2020 Scores</b>
<i>2. NCSA's mission and vision have been clearly explained to me.</i>	Score of 3.50 or above	4.37	Y	4.28
<i>3. I see a clear connection between my work and NCSA's mission.</i>	Score of 3.50 or above	4.42	Y	4.19
<i>16. I've been given enough information to have a clear understanding of my role at NCSA and the expectations my role involves.</i>	Score of 3.50 or above	4.27	Y	4.13
<i>20. I am clear on the criteria that will be used within peer observations to evaluate my job performance.</i>	Score of 3.50 or above	3.84	Y	3.65
<i>21. As a result of my peer observations, I have clear, meaningful and measurable goals for myself.</i>	Score of 3.50 or above	4.29	Y	3.77
<i>32. The different offices and roles within NCSA are well coordinated and supportive.</i>	Score of 3.50 or above	4.06	Y	3.98

**B-5.2 The School Director shall not cause or allow personnel policies to be inconsistently applied.**

**Interpretation:**

I interpret this policy to mean that I must adhere to all of my policies and treat staff fairly so that they perceive that the policies are followed consistently.

**B-5.2 Operational Definitions:**

- a) The School Director and Business Manager will be trained in their management duties at least annually.
- b) A score of 3.50 or higher regarding general treatment at NCSA will be considered compliant.

**B-5.2 Data:**

- a) Administration Training

**Professional Development & Leadership Trainings**

<b>Date Completed</b>	<b>Completed (Employee Name)</b>	<b>Training Title</b>
7/7/21	Holly	Equity Institute
7/7/21	Angie	Equity Institute
8/2/21	Holly	Courageous Conversation Academy
8/17/21	Melissa	Mask & Vaccine Orders Webinar
8/19/21	Holly, Angie, Brittani, Melissa	Leadership Institute for School Change
10/25/21	Melissa	Best Practices for Successful Site Attendance Meetings
11/1/21	Melissa	LCAP Webinar
11/17/21	Melissa	LCAP Compliance
11/30/21	Melissa	CASBO Homeless Compliance
1/12/22	Holly	Columinate - Meeting Effectiveness
1/24/22	Melissa	Legal Compliance/Risk Management

### Professional Development & Leadership Trainings

2/8/22 & 3/23/22	Melissa	Advanced Public Funds Investment Essentials
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#### b) Staff Treatment Survey Results:

	<b>Compliance benchmark</b>	<b>2022 Scores</b>	<b>Does data indicate compliance ? Y/N</b>	<b>2020 Scores</b>
<i>26. Teaching and support staff are treated equitably in regard to race, sex, sexual orientation, gender identity and expression, religion, national origin, age, marital/parental status, veteran's status or mental or physical disability.</i>	Score of 3.50 or above	4.21	Y	4.40
	Standard deviation (SD) not higher than 1.00	.94	Y	.65
<i>30. In my own personal experience, I have been treated equitably in regard to race, sex, sexual orientation, gender identity and expression, religion, national origin, age, marital/parental status, veteran's status or mental or physical disability.</i>	Score of 3.50 or above	4.31	Y	N/A
	Standard deviation (SD) not higher than 1.00	.77	Y	N/A
<i>31. Expectations are upheld in a fair and consistent way for all staff in my department/team.</i>	Score of 3.50 or above	3.93	Y	3.96
<i>28. I believe all NCSA staff are treated fairly, regardless of their role.</i>	Score of 3.50 or above	3.90	Y	3.89

35. <i>Administration/department coordinators deal with my concerns in a confidential manner.</i>	Score of 3.50 or above	3.98	Y	3.96
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**Summary:** These scores are all above the benchmark of 3.50, supporting an interpretation of compliance with B5.2.



**B-5.3 The School Director shall not provide for inadequate documentation, security and retention of personnel records and all personnel related decisions.**

**Interpretation:**

NCSA will securely maintain employee and employment files for every employee and applicant for the appropriate length of time.

**B-5.3 Operational Definitions:**

- a) Records will be held in a secure location.
- b) NCSA follows all state and federal requirements for record retention.
- c) Only authorized personnel have access to employee records. Our policy regarding employee records is located on page 49 of the employee handbook.

**B-5.3 Data:**

- a) All records are locked and there are no instances of records missing or compromised.
- b) There are no known instances of noncompliance with state and federal record retention requirements.
- c) There has been no unauthorized use of personnel records.

**B-5.4 The School Director shall not establish compensation and benefits that are internally or externally inequitable.**

**Interpretation:**

I interpret this policy in two ways. First, that we must adhere to the agreed upon salary schedules reviewed by the staff. Step placement shall be limited to no higher than Step 3 on the Classified Support Services Employee Salary Schedule, and we will follow the listed guidelines for placement on the Certificated Salary Schedule as well as the Classified Teacher Salary Schedule. Second, that we will be within the 50<sup>th</sup> percentile of average salaries based on a county-wide comparison with other schools of our size.

**B-5.4 Operational Definitions:**

This policy establishes four criteria:

- a) NCSA employees should be able to anticipate that they will receive a wage based on their job description and that job's placement on the salary schedule.
- b) Wages paid by NCSA are an average of the 2018-2019 county comparison and within the 50<sup>th</sup> percentile of similar sized schools. A score of 3.50 or higher on the Staff Survey regarding wages will be considered compliant.
- c) Benefits offered by NCSA should compare favorably to benefits offered by similar-sized schools in our region (comparison of this data to other businesses is very difficult, but other schools share this information).
- d) No NCSA employees should receive benefits that are not offered to other employees of the same employment status (full or part-time).

**B-5.4 Data:**

- a) All NCSA employees are placed on a salary schedule.
- b) We completed a thorough Salary Analysis Comparison in March 2019 for Certificated and Classified Staff which indicated that our wages are at least average for similar schools in the county. However, as indicated in the survey below, our staff still feel underpaid. This is likely to continue given our current financial concerns.

Survey Results for external equity:

	<b>Compliance benchmark</b>	<b>2022 Score</b>	<b>Does data indicate compliance ? Y/N</b>	<b>2020 Score</b>
<i>52. My wage is fair compared to similar jobs in the area.</i>	Score of 3.50 or above	3.61	Y	3.42

**Compliant:** This is the first time EVER that we were in compliance. This is hugely significant especially considering the intensity and struggle we have all been through over the last two years and the overall dissatisfaction of teachers nationwide.

c) **Our Salary Analysis Comparison** from this year, indicates that our benefits compare favorably to what other schools provide. All staff who work 30+ hours are given a range of benefits from \$8,500 for Employee only to \$13,000 for Family coverage (prorated based on hours) toward benefits and access to either the State Teachers Retirement System (STRS) or a 403 (b) retirement plan with a 4% employer matching contribution. However, given the current health care in California and the continued rising costs, our staff continue to feel benefits are too low.

d) **Survey Results for internal equity:**

	<b>Compliance benchmark</b>	<b>2022 Score</b>	<b>Does data indicate compliance? Y/N</b>	<b>2020 Score</b>
<i>53. The compensation for my role is fair in relation to other roles at NCSA.</i>	Score of 3.50 or above	3.76	Y	3.59
<i>Q55. How satisfied are you with professional development?</i>	Score of 3.50 or above	3.92	Y	3.71
<b>Q52. How satisfied are you with health benefits?</b>	Score of 3.50 or above	<b>3.34</b>	<b>N</b>	3.38
<i>Q53. How satisfied are you with prep time?</i>	Score of 3.50 or above	3.65	Y	3.19
<i>Q54. How satisfied are you with aide support?</i>	Score of 3.50 or above	3.89	Y	3.73

**Non-compliant: Q 52** is still below the benchmark of 3.50 even though we adjusted the benefit cap for employees covering children and families. However, the score for prep time has increased from last year and is now compliant.

e) No complaints (valid or not) about benefits were filed during this reporting period.

**B-5.5 - The School Director shall not change the School Director's own compensation and benefits, except as his or her benefits are consistent with a package for all other employees.**

**Interpretation:**

The School Director's compensation and benefits are agreed to by the Council and the Director. If NCSA changes benefits that affect all employees, the Director's benefits may also change.

**Operational Definitions:**

- a) The Business Manager will provide the Council with a signed memo detailing the School Directors compensation and benefits and will specify any changes in benefits that affected the School Director's package since the most recent contract decision.

**Data:**

- a) I submitted a Salary Proposal in January 2021 that was approved by the board. That change took effect beginning July 1, 2021. The board has said they will not consider an increase to my salary until the teachers' wages increase.