

**Nevada City School of the Arts
Charter Governance Council
Meeting Agenda**
Thursday, September 22, 2022
13032 Bitney Springs Rd, Building 8 (Atrium), Nevada City, California

Call Order: 5:00 p.m.

Roll Call:

Public Forum: *Members of the public who wish to comment during the Board meeting 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 of Directors may limit the total time for public comment to a reasonable time.*

Plaudits:

Action Items

1. Approve Agenda

Consent Agenda

2. Approve June 16, 2022 Minutes and August 5, 2022 Intensive Minutes - *See attached*

Reports

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

Discussion Items

5. Discuss Fiscal Sponsorship and Partnership with "Art Space"

Action Items

6. Approve Independent Study Policy - *See attached*
7. Approve Conflict of Interest Policy - *See attached*
8. Approve Comprehensive Safety Plan - *See attached*
9. Approve Final 2021-22 EPA Expenditures - *See attached*
10. Review and Accept 2021-22 Unaudited Actuals & Alternative Form - *Handout*
11. Discuss and approve change to General Complaint Policy for staff - Complaints about the School Director - *See attached*

Closed Session

1. Public Employee Performance Evaluation
Title: School Director

Adjournment 6:30 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 Agenda
Thursday, June 16, 2022**

This meeting was held in person and 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 provided the link and passcode and allowed to speak during the public Forum by raise of hand.

Call Order: 5:22 p.m. (late start - waiting for quorum)

Roll Call: LeeAnne Haglund, Meshawn Simmons, Meghan Archer, Abby Oas, Laura LeBleu ()and, and Trisha Zakon

Absent: Lauren Hesterman, Andrew Todd and Qayyuma Didomenico

Guests: Holly Pettitt, Melissa Brokenshire and Toni Holman

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: Ron Charles, Toni Holman for her support, HollyPettitt for her hard work for the year, Jenn Goulart parenting class, LeeAnne for her service to the board. Lori and Criss Harvey for the Pigeon Point field study.

Action Items

1. Approve Agenda
Moved: Trisha Zakon 2nd: Meshawn Simmons
Unanimous Assent

Consent Agenda

2. Approve May 26, 2022 Public Hearing Meeting Minutes - *See attached*
Moved: Meghan Archer 2nd: Abby Oas
Unanimous Assent

Reports

3. Director’s FYI Report – Holly Pettitt
4. Board and Committee Reports
 - a. Nomination & Recruitment - Trisha reported
 - b. Finance - Meshawn reported - Recommended approval of the B2 Financial Report.

Discussion Items

5. Discuss/Review UPK Planning Template Plan
6. Discuss Final Staff Survey Report from Carolee Colter - Columinate
7. Discuss Employee Retention Credit Opportunity

Action Items

8. Approve 2022-23 Certificated Salary Schedule (5% COLA & 2 teachers days added)
Moved: Meshawn Simmons 2nd: Laura LeBleu
Unanimous Assent

9. Approve 2022-23 Psychologist & School Counselor Salary Schedule (5% COLA & 6 teacher days added)
 Moved: Trisha Zakon 2nd: Meghan Archer
 Unanimous Assent
10. Approve Teaching Assignment Board Exceptions (Assessment of Adequacy of Subject-Matter Knowledge) for Katie Moorehead, Nancy Nobriga and Ron Charles
 Moved: Abby Oas 2nd: Laura LeBleu
 Unanimous Assent
11. Approve 2022-23 Local Control Accountability Plan (LCAP)
 Moved: Laura LeBleu 2nd: Trisha Zakon
 Unanimous Assent
12. Approve B2 Financial Planning Monitoring Report
 Moved: Meshawn Simmons 2nd: Meghan Archer
 Unanimous Assent
13. Approve 2022-23 Adopted Budget (NCSA & Raven Springs LLC)
 Moved: Meghan Archer 2nd: Meshawn Simmons
 Unanimous Assent
14. Approve Expanded Learning Opportunities Program Plan
 Moved: Trisha Zakon 2nd: Abby Oas
 Unanimous Assent
15. Approve J13-A for May 24th Unplanned Power Outage
 Moved: Laura LeBleu 2nd: Meshawn Simmons
 Unanimous Assent
16. Approve Proposed Board Meeting Dates for 22/23
 Moved: Laura LeBleu with possible change to August 5th Intesive 2nd: Meghan Archer
 Unanimous Assent
17. Vote on Offices for the 22-23/23-24 School year (2 year term beginning July 1, 2022)
 Table till next meeting
18. Vote on Committee Chairs
 Table till next meeting

Adjournment 6:35 p.m.

Submitted by: Toni Holman, NCSA Administrative Secretary

6/16/22

Approved by the NCSA Charter Council

LeeAnne Haglund, Board Chair

Date

Meghan Archer, Board Secretary

Date

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

CGC Meeting Agenda
Friday, August 12, 2022
Building 8 - Classroom (Spencer)

Call Order: 9:08 a.m.

Roll Call: LeeAnne Haglund, Meghan Archer, Lauren Hesterman, Meshawn Simmons, Trisha Zakon and Qayyuma Didomenico

Absent: Andrew Todd, Abby Oas, and Laura LeBleu

Guests: Holly Pettitt, Angie Maxson, Melissa Brokenshire, and Columinate Host Mark Goehring, Ben Geare (YRC board president)

Public Forum: None

Plaudits: Mark thanks for being all the way here. Holly: Admin team for starting the year off strong.

Action Items

1. Approve Agenda
Moved: Meshawn Simmons 2nd: Lauren Hesterman
Unanimous Assent

Discussion

2. Intensive lead by Columinate
 - a. Reflections on Governance
 - b. Foreshadowing for the upcoming school year
 - c. Budget Review
 - d. Review Attendance and Calendaring - *handout*
 - e. Discuss DEI Work
 - f. Self Evaluation

Action Items

3. Approve 2022 Ends Report
Moved: Lauren Hesterman 2nd: Trisha Zakon
Unanimous Assent
4. Elect Officers for the Upcoming Term
Moved: Meghan Archer moved to accept the nominations committee recommendations for officers the upcoming Term 2nd: Qayyuma Didomenico
Unanimous Assent
Vote: 5 yes, 0 no, 3 absent,
LeeAnne Haglund Elected President
Lauren Hesterman Elected Vice President
Meghan Archer Elected Secretary
Meshawn Simmons Elected Treasurer

Adjournment 1:25 p.m.

Submitted by: Meghan Archer

8/12/2022

Approved by the NCSA Charter Council

LeeAnne Haglund, Board Chair

Date

Meghan Archer, Board Secretary

Date



School Director FYI Report September 22, 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 all of our Instructional Aides and our Paraprofessionals - they have been exemplary so far this year. We hired 9 new aides and they are wonderful!
- The Admin team has also been wonderful this year and because of them, the school year is off to a really smooth start.
- I also want to thank Scott Mertz and Irene Chang for all of their help with our newest students who have behavior challenges. Scott and Irene are so important in helping us learn what we need to do in order to meet their needs and help them find success in school.
- To our new teachers Shawna, Alex, Kelly, and Collette - they are wonderful teachers and welcome additions to NCSA. We are so lucky to have them here!

Financial Information

- While we have a surplus, we are concerned about our cash flow which is not great right now. We are waiting for several disbursements, but they are taking longer than expected. It is always so difficult at the beginning of the year. In addition, we are 22 students down in enrollment (all in middle school and 2 in TK) which we expected.

Facilities Update

- A plan is in place for preventing the puddle that forms in front of building 8.
- Solar; we are moving one christy box ten feet east to have it out of the edge of a drainage ditch. Wireless monitoring will be installed and a system safety check is scheduled for next week. Then we can have our meter programmed to read both ways so that when we generate power beyond our needs it can be sold to PG&E.

- Continuing trouble with building environmental controls. In all buildings except building 2.
- All EOY/BOY tasks are complete except the fence around the Ravenwolf yard. This should be installed within the next month.
- The BB hoop is installed in the new court.
- We are working on laying gravel down in front of the new Ravenwolf parking area

School Wide Issues

- Nothing major to note at this time. The school year feels like it has begun well and we are getting into the swing of things. Middle school feels especially awesome this year.
- Lunch is going really well! The kids enjoy almost everything!

Events

- AGC has begun - \$50,000 and 16% Participation so far - I will have new numbers at the board meeting. Please reach out to your classes and encourage participation.

Arts Based Choice for Education

- 4th and 5th Grades have strings and winds/brass as a choice. 3rd Grade will have PE for one semester then switch to dance in the second semester. We still have small participation in the music electives in middle school, but anticipate that next year there will be even more as we continue to rebuild the program in 4th and 5th. We also have a lunchtime jam session on Tuesdays and Rock Band begins this week. We are subsidizing Rock Band this year so more students can participate as part of the Expanded Learning Opportunities Grant.

Academic, Arts & Social Emotional Achievement

- [Please see attached graphs indicating our performance on the CAASPP test last spring as compared to other schools in the county.](#) I purposely did not compare us to:
 - o Ready Springs - their scores are extremely low overall
 - o Clear Creek, TRHS, Grizzly Hill, Chicago Park - they have so few students school wide so their scores are skewed.

As you can see, we are doing exceptionally well in ELA - outscoring every school overall and only 2nd best in one grade. We are even a decent contender in math (please note that our $\frac{7}{8}$ math teacher was out all year on maternity leave. I am sure the score will be better this year). I want you to note how consistent our scores are in each grade. While other schools' scores are all over the place in each grade, our students in each grade are either the highest or solidly in the top half.

It just shows that you can focus on the well being of kids, their social emotional health, the arts and music, AND they can still rock a stupid test. This is ENTIRELY because of our teachers. I am impressed each day I walk into a classroom by how amazing the teachers are.

Safe, Respectful and Equitable Conditions for Learning and Working

- Scott, Jenn G and I will all be trained in Restorative Practices in October. We are hoping to train students in the 2nd semester so they can lead restorative circles for their peers. This should drastically reduce suspensions overall. We will also be holding a Circles training for middle school teachers at the end of October.

Contributor and Collaborator to the Greater Community

- Leasing to a new team “Art Space” who provide art therapy to children and adults run by two NCSA parents. Currently allowing them to lease rent free for 6 months and then charge \$.85 a sf .

INDEPENDENT STUDY POLICY

Nevada City School of the Arts (“NSOTA” or the “Charter School”) may offer independent study to meet the educational needs of pupils enrolled in the charter school. Independent study is an alternative education designed to teach the knowledge and skills of the core curriculum. NCSOTA shall provide appropriate existing services and resources to enable pupils to complete their independent study successfully. Independent study shall be available with the approval of the School Director for up to fourteen (14) cumulative instructional days in a school year. Under extenuating circumstances or health department order, although discouraged, the School Director may approve independent study of more than 14 cumulative instructional days in a school year. Independent study will not be available for less than three (3) consecutive instructional days. The following written policies have been adopted by the Charter Governance Council for implementation at NCSOTA:

1. For pupils in all grade levels offered by NCSOTA, the maximum length of time that may elapse between the time an assignment is made and the date by which the pupil must complete the assigned work shall be five school days.

2. The School Director or designee shall conduct an evaluation to determine whether it is in the best interests of the pupil to remain in independent study upon the following triggers:
 - a. When any pupil fails to complete three (3) assignments during any period of five (5) school days, the School Director or his or her designee shall conduct an evaluation to determine whether it is in the best interests of the pupil to remain in independent study.
 - b. In the event a student’s educational progress falls below satisfactory levels as determined by ALL of the following indicators:
 - i. The pupil’s achievement and engagement in the independent study program, as indicated by the pupil’s performance on applicable pupil-level measures of pupil achievement and pupil engagement set forth in Education Code Section 52060(d) paragraphs (4) and (5).
 - ii. The completion of assignments, assessments, or other indicators that evidence that the pupil is working on assignments.
 - iii. Learning required concepts, as determined by the supervising teacher.
 - iv. Progressing toward successful completion of the course of study or individual course, as determined by the supervising teacher.
 - c. A written record of the findings of any evaluation conducted pursuant to this policy shall be treated as a mandatory interim pupil record. This record shall be maintained for a period of three years from the date of the evaluation and if the pupil transfers to another California public school, the record shall be forwarded to that school.

3. NCSOTA shall provide content aligned to grade level standards that is substantially equivalent to in-person instruction.

4. The Charter School has adopted tiered reengagement strategies* for the following pupils:
 - a. All pupils who are not generating attendance for more than 10 percent of required minimum instructional time over four continuous weeks of the Charter School's approved instructional calendar;
 - b. Pupils found not participatory in synchronous instructional offerings pursuant to Education Code Section 51747.5 for more than 50 percent of the scheduled times of synchronous instruction in a school month as applicable by grade span; or
 - c. Pupils who are in violation of the written agreement pursuant to Education Code Section 51747(g).

These procedures shall include local programs intended to address chronic absenteeism, as applicable, with at least all of the following:

- a. Verification of current contact information for each enrolled pupil.
 - b. Notification to parents or guardians of lack of participation within one (1) school day of the recording of a nonattendance day or lack of participation.
 - c. A plan for outreach from the school to determine pupil needs, including connection with health and social services as necessary.
 - d. A clear standard for requiring a pupil-parent-educator conference to review a pupil's written agreement, and reconsider the independent study program's impact on the pupil's achievement and well-being, consistent with the policies adopted pursuant to paragraph (4) of subdivision (g) of Education Code Section 51747.
5. The following plan shall be in place in accordance with Education Code Section 51747(e) for synchronous instruction and live interaction*:
 - a. For pupils in transitional kindergarten through grade 3, inclusive, NCSOTA shall provide opportunities for daily synchronous instruction for all pupils throughout the school year by each pupil's teacher or teachers of record.
 - b. For pupils in grades 4-8, inclusive, NCSOTA shall provide opportunities for daily live interaction between the pupil and a certificated or non-certificated employee of the Charter School and at least weekly synchronous instruction for all pupils throughout the school year by each pupil's teacher or teachers of record.
6. NCSOTA shall transition pupils whose families wish to return to in-person instruction from independent study expeditiously, and, in no case, later than five instructional days.*
7. A current written agreement shall be maintained on file for each independent study pupil, including but not limited to, all of the following:
 - a. The manner, time, frequency, and place for submitting a pupil's assignments, for reporting the pupil's academic progress, and for communicating with a pupil's parent or guardian regarding a pupil's academic progress.

- b. The objectives and methods of study for the pupil's work, and the methods used to evaluate that work.
- c. The specific resources, including materials and personnel, that will be made available to the pupil. These resources shall include confirming or providing access to all pupils to the connectivity and devices adequate to participate in the educational program and complete assigned work.
- d. A statement of the policies adopted pursuant to subdivisions (a) and (b) of Education Code Section 51747 regarding the maximum length of time allowed between the assignment and the completion of a pupil's assigned work, the level of satisfactory educational progress, and the number of missed assignments allowed before an evaluation of whether or not the pupil should be allowed to continue in independent study.
- e. The duration of the independent study agreement, including the beginning and ending dates for the pupil's participation in independent study under the agreement. No independent study agreement shall be valid for any period longer than one school year.
- f. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the pupil upon completion.
- g. A statement detailing the academic and other supports that will be provided to address the needs of pupils who are not performing at grade level, or need support in other areas, such as English learners, individuals with exceptional needs in order to be consistent with the pupil's individualized education program or plan pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794), pupils in foster care or experiencing homelessness, and pupils requiring mental health supports.
- h. The inclusion of a statement in each independent study agreement that independent study is an optional educational alternative in which no pupil may be required to participate. In the case of a pupil who is referred or assigned to any school, class, or program pursuant to Section 48915 or 48917, the agreement also shall include the statement that instruction may be provided to the pupil through independent study only if the pupil is offered the alternative of classroom instruction.
- i. For a pupil participating in an independent study program that is scheduled for more than 14 school days, each written agreement shall be signed, before the commencement of independent study, by the pupil, the pupil's parent, legal guardian, or caregiver, if the pupil is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and the certificated employee designated as having responsibility for the special education programming of the pupil, as applicable. Beginning in the 2022–23 school year, for a pupil participating in an independent study program that is scheduled for less than 15 school days, each written agreement shall be signed within 10 school days of the commencement of the first day of the pupil's enrollment in independent study, by the pupil, the pupil's parent, legal guardian, or caregiver, if the pupil is less than 18 years of age, the certificated employee who has been designated as having responsibility for the

general supervision of independent study, and the certificated employee designated as having responsibility for the special education programming of the pupil, as applicable. For purposes of this paragraph “caregiver” means a person who has met the requirements of Part 1.5 (commencing with Section 6550) of Division 11 of the Family Code.

- Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education, that may be a marking that is either computer generated or produced by electronic means and is intended by the signatory to have the same effect as a handwritten signature. The use of an electronic signature shall have the same force and effect as the use of a manual signature if the requirements for digital signatures and their acceptable technology, as provided in Section 16.5 of the Government Code and in Chapter 10 (commencing with Section 22000) of Division 7 of Title 2 of the California Code of Regulations, are satisfied.
8. NCSOTA shall comply with the Education Code Sections 51745 through 51749.3 and the provisions of the Charter Schools Act of 1992 and the State Board of Education regulations adopted there under.
 9. The School Director may establish regulations to implement these policies in accordance with the law.



CONFLICT OF INTEREST POLICY

Article I

Purpose

The purpose of the conflict of interest policy is to protect the Nevada City School of the Arts' (the Organization's) status as a tax-exempt organization when it is contemplating entering into a transaction or arrangement that might financially benefit the private interest of an officer or director of the Organization.

In addition, this conflict of interest policy exists to ensure that the Organization complies with the Political Reform Act (section 87000 et seq. of the California Government Code) and Government Code Section 1090, *et seq.*, regarding conflicts of interest. Section 87100 of the Code reads:

"No public official at any level of state or local government shall make, participate in making or in any way attempt to use his official position to influence a governmental decision in which he knows or has reason to know he has a financial interest."

Government Code Section 1090(a), as set forth in Education Code Section 47604.1, states that Charter School Governing Board members or employees "shall not be financially interested in any contract made by them in their official capacity, or by any body or board of which they are members." Nor shall Governing Board members employees "be purchasers at any sale or vendors at any purchase made by them in their official capacity."

Further, section 87300 of the Code reads:

"Every agency shall adopt and promulgate a Conflict of Interest Code pursuant to the provisions of this article. A Conflict of Interest Code shall have the force of law and any violation of a Conflict of Interest Code by a designated employee shall be deemed a violation of this chapter."

Accordingly, the standard regulations enumerated in the Political Reform Act are hereby incorporated by reference. The Organization and its board members, committee members, and officers shall abide by the terms of the standard regulation.

This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflict of interest applicable to public agencies and nonprofit and charitable organizations.

Article II

Definitions

1. Designated Positions



The following specific positions, which make or participate in the making of decisions which may foreseeably have a material effect on any financial interest shall make proper disclosures as described in Article III, Section 1 below:

Board/Charter Council members
School Director/Principal
Business Manager
Consultants

2. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

3. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a) An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- b) A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
- c) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III

Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose in writing to the board the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

Further, the Organization will adopt and comply with section 87300, et seq of the Political Reform Act, which requires persons in all Designated Positions, as defined above, to file a Statement of Economic Interests (Form 700) with the Organization:

- a) Within 30 days of assuming office;



- b) Annually, by April 1st of each year for the previous calendar year while in office; and,
- c) Within 30 days of leaving office.

Such disclosures will include:

- a) Interests in real property which are located in whole or in part:
 - 1. within the physical boundaries of the county where the Charter School is located;
 - 2. within two miles of the physical boundaries of the county where the Charter School is located; or
 - 3. within two miles of any land owned or used by the Charter School, including any leasehold, beneficial or ownership interest or option to acquire such interest in real property.
- b) Investments in business entities or income from sources which engage in the acquisition of real property within the jurisdiction.
- c) Investments in business entities or income from sources which:
 - 1. are contractors or subcontractors engaged in the performance of work or services of the type utilized by the Charter School; or
 - 2. manufacture or sell supplies, books, machinery or equipment of the type utilized by the employee's department. For the purposes of this category, a principal's department is the entire school; and
 - 3. Engage in business within the physical boundaries of the county in which the Charter School is located.
- d) Consultants shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The School Director may determine in writing that a particular consultant, although a "designated position", is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The School Director's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists. The use of legal counsel to provide guidance regarding the Political Reform Act and Government Code Section 1090 is strongly recommended.

3. Procedures for Addressing the Conflict of Interest



- a) An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b) The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement. This investigation will likely include receiving advice from legal counsel.
- c) If a financial conflict of interest is determined to exist in a contract in front of the Board, the Board shall not enter into that contract in compliance with Government Code Section 1090.
- d) If a financial conflict of interest is determined to exist in a governmental decision that does not involve a contract, the financially interested Board member shall recuse themselves from all aspects of the decision including not influencing the vote of any other Board member, and leave the room during discussion and vote on the decision.

4. **Violations of the Conflicts of Interest Policy**

- a) If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose,
- b) If, after hearing the member's response and after making further investigation as warranted by the circumstances, including receiving guidance from legal counsel, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV

Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- a) The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing boards or committee's decision as to whether a conflict of interest in fact existed.
- b) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.
- c) The fact that the financially interested Board member left the room during the discussion and vote on the governmental decision in which the Board member had an interest.

Article V



Compensation

- a) Notwithstanding Government Code Section 1090, an employee of the Organization shall not be disqualified from serving as a member of the Board because of that employee's employment status. A member of the Board who is also an employee of the Organization shall abstain from voting on, or influencing, or attempting to influence another member of the Board regarding all matters uniquely affecting that member's employment.
- b) A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation. In addition, such a member will recuse him or herself from any discussion pertaining to, or leading to, such a vote.
- c) A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation. In addition, such a member will recuse him or herself from any discussion pertaining to, or leading to, such a vote.
- d) No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.



Article VI

Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a) Has received a copy of the conflict of interest policy,
- b) Has read and understands the policy,
- c) Has agreed to comply with the policy, and
- d) Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VII

Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a) Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining, and,
- b) Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article VIII

Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.



CONFLICT OF INTEREST POLICY – ACKNOWLEDGEMENT

I, _____, hereby affirm and acknowledge that I:

- a) Have received a copy of the Nevada City School of the Arts conflict of interest policy,
- b) Have read and understand the policy,
- c) Have agreed to comply with the policy, and
- d) Understand that the Nevada City School of the Arts is a charitable organization and, in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes, as specified in the Articles of Incorporation and the Corporate Bylaws.

Dated: _____

Signature

Note: This acknowledgement must be completed annually by all Board/Council members, Board/Council committee members and corporate officers.

[Comprehensive Safety Plan \(click here to view the full updated plan\)](#)

The only change to the safety plan is a correction to the handicapped spaces available and the addition of Enhanced Powerline Safety Shut off.

Pg: 3, #3 Operations Plan, Building Information, paragraph 2.

Change From:

Building 8 has five parking areas totaling 49 parking spaces, 5 of those are handicapped. There is an overflow parking area that is available when not used as a play area that accommodates an additional 19 spaces. At building 2 there are two parking areas within easy walking distance to building 3 that contains a total of 34, 2 of those are handicapped. Building 3 has undefined parking that will accommodate approximately 41, that includes one marked handicapped. There is overflow parking in the pick-up areas that accommodate approximately 15 additional vehicles. Building 9 has two large parking lots plus 3 other smaller parking areas. Overflow parking is also available in several parking areas below the school site that can accommodate up to 189 vehicles. See map for locations. Total parking spots available is 347.

Change To:

Building 8 has five parking areas totaling 49 parking spaces, 2 of those are handicapped. There is an overflow parking area that is available when not used as a play area that accommodates an additional 19 spaces. At building 2 there are two parking areas within easy walking distance to building 3 that contains a total of 34. Building 3 has undefined parking that will accommodate approximately 41. There is overflow parking in the pick-up areas that accommodate approximately 15 additional vehicles. Building 9 has two large parking lots plus 2 other smaller parking areas. Overflow parking is also available in several parking areas below the school site that can accommodate up to 189 vehicles. See map for locations. Total parking spots available is 347.

Pg 13 - Vulnerabilities - Fire

Change From:

The County's single largest risk for human life and financial loss is fire. Wildland fires and, in particular, fires that impinge on the wildland urban interface have cost County residents the most financially and in loss of life. The combined efforts of all involved parties maintain a tapestry of vigilance, preventative efforts and rapid response to the wildland fires threat. Residential developments in wildland areas and limited forestland management resources have created and will perpetuate an environment of dense fuel reserves with seasonal wildland fire risk to the County's residents and their improvements. Our best strategy to date has been to thin fuel sources at wildland urban interfaces, educate residents, and provide a rapid response to wildland fires when they start. Potential emergency power shut off by Pacific Gas and Electric are in place for high fire danger days.

If the school is notified of a potential PSPS day, we will notify parent via our mass communication system and the campus will be closed for safety.

Change To:

The County's single largest risk for human life and financial loss is fire. Wildland fires and, in particular, fires that impinge on the wildland urban interface have cost County residents the most financially and in loss of life. The combined efforts of all involved parties maintain a tapestry of vigilance, preventative efforts and rapid response to the wildland fires threat. Residential developments in wildland areas and limited forestland management resources have created and will perpetuate an environment of dense fuel reserves with seasonal wildland fire risk to the County's residents and their improvements. Our best strategy to date has been to thin fuel sources at wildland urban interfaces, educate residents, and provide a rapid response to wildland fires when they start. Potential Emergency Power Shut off (PSPS) by Pacific Gas and Electric are in place for high fire danger days. Enhanced Powerline Safety Shut off (EPSS) are also being utilized in the event of unexpected damage to power lines.

If the school is notified of a potential PSPS day, we will notify parent via our mass communication system and the campus will be closed for safety. In the event of a EPSS we will not be informed in advance. We will notify parents via our mass communication system if possible and students will be sent home for safety depending on the expected length or time of the outage. The School Director will determine the appropriate action.

2021-22 Education Protection Account
Program by Resource Report
Expenditures by Function - Detail

Nevada City School of the Arts

Final Expenditures through: June 30, 2022
For Resource 1400 Education Protection Account

| Description | Object Codes | Amount |
|--|--------------|---------------------|
| AMOUNT AVAILABLE FOR THIS FISCAL YEAR | | |
| Adjusted Beginning Fund Balance | 9791-9795 | 0.00 |
| Revenue Limit Sources | 8010-8099 | 1,438,265.00 |
| Federal Revenue | 8100-8299 | 0.00 |
| Other State Revenue | 8300-8599 | 0.00 |
| Other Local Revenue | 8600-8799 | 0.00 |
| All Other Financing Sources and Contributions | 8900-8999 | 0.00 |
| Deferred Revenue | 9650 | 0.00 |
| TOTAL AVAILABLE | | 1,438,265.00 |
| EXPENDITURES AND OTHER FINANCING USES | | |
| (Objects 1000-7999) | | |
| Instruction | 1000-1999 | 1,438,265.00 |
| Instruction-Related Services | | |
| Instructional Supervision and Administration | 2100-2150 | 0.00 |
| AU of a Multidistrict SELPA | 2200 | 0.00 |
| Instructional Library, Media, and Technology | 2420 | 0.00 |
| Other Instructional Resources | 2490-2495 | 0.00 |
| School Administration | 2700 | 0.00 |
| Pupil Services | | |
| Guidance and Counseling Services | 3110 | 0.00 |
| Psychological Services | 3120 | 0.00 |
| Attendance and Social Work Services | 3130 | 0.00 |
| Health Services | 3140 | 0.00 |
| Speech Pathology and Audiology Services | 3150 | 0.00 |
| Pupil Testing Services | 3160 | 0.00 |
| Pupil Transportation | 3600 | 0.00 |
| Food Services | 3700 | 0.00 |
| Other Pupil Services | 3900 | 0.00 |
| Ancillary Services | 4000-4999 | 0.00 |
| Community Services | 5000-5999 | 0.00 |
| Enterprise | 6000-6999 | 0.00 |
| General Administration | 7000-7999 | 0.00 |
| Plant Services | 8000-8999 | 0.00 |
| Other Outgo | 9000-9999 | 0.00 |
| TOTAL EXPENDITURES AND OTHER FINANCING USES | | 1,438,265.00 |
| BALANCE (Total Available minus Total Expenditures and Other Financing Uses) | | 0.00 |



GENERAL COMPLAINTS POLICY

Nevada City School of the Arts (“NCSOTA” or “Charter School”) has adopted this General Complaints Policy to address concerns about the Charter School generally and/or regarding specific NCSOTA employees. For complaints regarding harassment, discrimination, unlawful tuition, or other specific perceived violations of state or federal laws, please refer to the Charter School’s Title IX, Harassment, Intimidation, Discrimination, and Bullying Policy Anti-Discrimination and/or the Charter School’s Uniform Complaint Procedures. For all other complaints, this Policy, the General Complaint Form, and accompanying procedures will be appropriate. For any questions regarding the application of this Policy or the Charter School’s other policies, please contact the School Director at School Director@ncsota.org.

INTERNAL COMPLAINTS

(Complaints by Employees against Employees)

This section of the Policy is for use when a Charter School employee raises a complaint or concern about a co-worker.

If reasonably possible, internal complaints should be resolved at the lowest possible level, including attempts to discuss/resolve concerns with the immediate supervisor. However, in the event an informal resolution may not be achieved or is not appropriate, the following steps will be followed:

1. The complainant will bring the matter to the attention of the School Director as soon as possible after attempts to resolve the complaint with the immediate supervisor have failed or if not appropriate. The complainant will reduce his or her complaint to writing by completing the General Complaint Form, below, indicating all known and relevant facts. The School Director (or designee) will then investigate the facts and provide a solution or explanation; or
2. If the complaint is about the School Director, the complainant may file his or her complaint using the General Complaint Form, below, to the HR Manager or the board Chair of the Charter Governance Council (“Board”). The HR Manager will confer with the Board Chair or the Chair will then confer directly with the Board. They may conduct a fact-finding investigation or authorize a third-party investigator on behalf of the Board. The Chair or investigator will report his or her findings to the Board for review and action, if necessary.

This Policy cannot guarantee that every problem will be resolved to the employee’s satisfaction. However, NCSOTA values each employee’s ability to express concerns and the need for resolution without fear of adverse consequence to employment.

POLICY FOR COMPLAINTS GENERALLY

(General Complaints by Third Parties against the Charter School or Charter School Employees)

This section of the Policy is for use when either a complaint does not fall under other complaint procedures or a third party (non-employee) raises a complaint or concern about NCSOTA generally or a Charter School employee.



If reasonably possible, third-party complaints should be resolved at the lowest possible level, including attempts to discuss/resolve concerns with the Charter School employee directly. However, in the event an informal resolution may not be achieved or is not appropriate, the following steps will be followed:

1. Complainants may file a written complaint using the General Complaint Form, below, with the office of the School Director as soon as possible after the events that give rise to the complainant's concerns. The written complaint should set forth in detail the factual basis for the complaint;
2. The School Director (or designee) shall use his or her best efforts to ascertain the facts relating to the complaint. Where applicable, the School Director (or designee) shall talk with the parties identified in the complaint or persons with knowledge of the particulars of the complaint to ascertain said facts; and
3. In the event that the School Director (or designee) finds that a complaint is valid, the School Director (or designee) may take appropriate action to resolve the problem. Where the complaint is against an employee of NCSOTA, the School Director (or designee) may take disciplinary action against the employee. As appropriate, the School Director (or designee) may also simply counsel/reprimand employees as to their conduct without initiating formal disciplinary measures. The School Director's (or designee's) decision relating to the complaint shall be final.
4. If the complaint is about the School Director, the complainant may file his or her complaint in using the General Complaint Form, below, to the President of the Board, who will then confer with the Board and may conduct a fact-finding investigation or authorize a third-party investigator on behalf of the Board. The President or investigator will report his or her findings to the Board for review and further action, if deemed necessary by the Board.

GENERAL REQUIREMENTS

1. Confidentiality: All complainants will be notified that information obtained from the complainants and thereafter gathered will be maintained in a manner as confidential as possible, but in some circumstances absolute confidentiality cannot be assured.
2. Non-Retaliation: All complainants will be advised that they will be protected against retaliation as a result of the filing of any complaints or participation in any complaint process.
3. Resolution: The Board, Executive School Director, or designee will investigate complaints appropriately under the circumstances and pursuant to the applicable procedures, and if necessary, take appropriate remedial measures to ensure effective resolution of any complaint.



GENERAL COMPLAINT FORM

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you have a complaint against: _____

List any witnesses that were present: _____

Where did the incident(s) occur? _____

Please describe the circumstances, events, or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I hereby authorize NCSOTA to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand providing false information in this regard could result in disciplinary action up to and including termination.

Signature of Complainant

Date:

Print Name

To be completed by NCSOTA:

Received by: _____

Date: _____