

**Nevada City School of the Arts  
Finance Committee Meeting Agenda**

Tuesday, December 13, 2022

4:00 p.m. – 5:00 p.m.

**Digital Meeting via Zoom**

This meeting will be by teleconference pursuant to Executive Orders N-25-20 and N-29-20. The Board of Directors ("Board") and employees of the NCSA shall meet via the Zoom meeting platform. Members of the public who wish to access this Board meeting may do so at:

Join Zoom Meeting

<https://zoom.us/j/99516263180?pwd=WGV4ZVlFeldCM3FVcUVpZms4WDhCZz09>

Meeting ID: 995 1626 3180

Passcode: 671470

+1 669 900 6833 US (San Jose)

**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.

**Call to Order: 4:00 p.m.**

**Roll Call:**

**Public Forum:** *Members of the public who wish to comment during the committee meeting may use the "raise hand" tool on the Zoom platform. Individual comments will be limited to three (3) minutes. If an interpreter is needed for comments, they will be translated to English and the time limit shall be six (6) minutes. The committee members may limit the total time for public comment to a reasonable time. The committee reserves the right to mute or remove a member of the public if comments or actions disrupts the meeting.*

**Consent Agenda**

1. Approve Agenda
2. Approve 11-15-2022 Meeting Minutes – *See attached*

**Discussion Items**

3. Review Raven Springs LLC Financial Statements – *See attached*
4. Review NCSA Budget vs. Actuals – *See attached*
5. Review and Recommend for Acceptance 2021-22 Audited Actuals – *See attached*
6. Discuss Facilities Projects, Financing Options and Facilities Master Plan – *See attached*

**Adjournment 5:00 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.

**Nevada City School of the Arts  
Finance Committee Meeting Agenda**

Tuesday, November 15, 2022

4:00 p.m. – 5:00 p.m.

**Digital Meeting via Zoom**

This meeting will be by teleconference pursuant to Executive Orders N-25-20 and N-29-20. The Board of Directors (“Board”) and employees of the NCSA shall meet via the Zoom meeting platform. Members of the public who wish to access this Board meeting may do so at:

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**Call to Order: 4:02 p.m.**

**Roll Call:** Melissa Brokenshire, Cindy Smart, Laura LeBleu, Meshawn Simmons, Lauren Hesterman

**Public Forum:** *Members of the public who wish to comment during the committee meeting may use the “raise hand” tool on the Zoom platform. Individual comments will be limited to three (3) minutes. If an interpreter is needed for comments, they will be translated to English and the time limit shall be six (6) minutes. The committee members may limit the total time for public comment to a reasonable time. The committee reserves the right to mute or remove a member of the public if comments or actions disrupts the meeting.*

**Consent Agenda**

1. Approve Agenda
2. Approve 10-25-2022 Meeting Minutes – *See attached*  
Motion: Lauren 2<sup>nd</sup>: Laura  
Unanimous Assent

**Discussion Items**

3. Review Raven Springs LLC Financial Statements – *See attached*  
Melissa reviewed the RS financial statements and there were no further questions
4. Review NCSA Budget vs. Actuals – *See attached*  
Melissa reviewed the NCSA Budget vs Actuals briefly. Budget looks good with revisions during 1st interim.
5. Review and Recommend for Acceptance 2022-23 1<sup>st</sup> Interim Budget – *See attached*  
Melissa reviewed the 1st interim budget, highlighting the increase in revenues and projected deficit of (\$4,718), which a change from the adopted budget surplus. The committee discussed the changes, one-time funding, and long-term sustainability and recommended that the board accept the 1st interim budget.  
Motion: Meshawn 2<sup>nd</sup>: Lauren  
Unanimous Assent
6. Discuss Facilities Projects and Financing Options  
The committee would like to focus more on these topics

**Adjournment 4: 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.

# Raven Springs LLC

## Statement of Financial Position

As of December 9, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
9121-65 Cash in Bank - Raven Springs - General Checking - 5165	208,432.44
9122-45 Raven Springs - CIP Checking	113,147.84
<b>Total Bank Accounts</b>	<b>\$321,580.28</b>
Other Current Assets	
9140 Undeposited Funds	0.00
9330 Prepaid Expenditures (Expenses)	10,579.25
<b>Total Other Current Assets</b>	<b>\$10,579.25</b>
<b>Total Current Assets</b>	<b>\$332,159.53</b>
Fixed Assets	
9400 Capital Assets	
9410 Land	1,335,647.11
9425 Accumulated Depreciation - Land	-79,190.00
9430 Buildings & Improvements	3,396,558.24
9435 Accumulated Depreciation - Buildings	-489,581.15
9440 Machinery & Equipment	4,509.00
9443 Fixed Asset Vehicles	13,846.75
<b>Total 9440 Machinery &amp; Equipment</b>	<b>18,355.75</b>
9445 Accumulated Depreciation - Equipment	-6,122.00
<b>Total 9400 Capital Assets</b>	<b>4,175,667.95</b>
9450 Construction in Progress	587,193.93
<b>Total Fixed Assets</b>	<b>\$4,762,861.88</b>
<b>TOTAL ASSETS</b>	<b>\$5,095,021.41</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
9501 Accrued Accounts Payable	-2,042.10
9610 Due to NCSA	141,348.09
9650 Deferred Revenue	0.00
<b>Total Other Current Liabilities</b>	<b>\$139,305.99</b>
<b>Total Current Liabilities</b>	<b>\$139,305.99</b>

# Raven Springs LLC

## Statement of Financial Position

As of December 9, 2022

	TOTAL
Long-Term Liabilities	
9670 Lease Deposits	14,185.74
9671 Tri Counties Property Loan	0.00
9672 Tri Counties Construction Loan	0.00
9673 Tri Counties Refi Property Loan - 84560	2,110,423.73
9673-01 Debit Issue Costs	12,866.21
<b>Total 9673 Tri Counties Refi Property Loan - 84560</b>	<b>2,123,289.94</b>
9676 Kubota Parts Loan	1,730.80
<b>Total Long-Term Liabilities</b>	<b>\$2,139,206.48</b>
<b>Total Liabilities</b>	<b>\$2,278,512.47</b>
Equity	
Retained Earnings	2,894,766.22
Net Revenue	-78,257.28
<b>Total Equity</b>	<b>\$2,816,508.94</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$5,095,021.41</b>

# Nevada City School of the Arts

Budget vs. Actuals: 2022-23 1st Interim Budget - FY23 P&L Classes

July 2022 - June 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
8000 Revenue - State	1,197,005.00	4,431,519.00	-3,234,514.00	27.01 %
8100 Federal Revenue	197,002.39	487,018.00	-290,015.61	40.45 %
8300 Other State Revenues	522,177.43	1,981,662.06	-1,459,484.63	26.35 %
8600 Other Local Revenue	400,094.28	645,051.25	-244,956.97	62.03 %
Uncategorized Revenue		200,000.00	-200,000.00	
<b>Total Income</b>	<b>\$2,316,279.10</b>	<b>\$7,745,250.31</b>	<b>\$ -5,428,971.21</b>	<b>29.91 %</b>
GROSS PROFIT	<b>\$2,316,279.10</b>	<b>\$7,745,250.31</b>	<b>\$ -5,428,971.21</b>	<b>29.91 %</b>
Expenses				
1000 Certificated Salaries	717,624.62	2,145,554.00	-1,427,929.38	33.45 %
2000 Classified Salaries	605,378.22	1,836,802.00	-1,231,423.78	32.96 %
3000 Employee Benefits	330,622.64	1,090,290.00	-759,667.36	30.32 %
4000 Books & Supplies	257,165.56	429,767.85	-172,602.29	59.84 %
5000 Services & Other Operating Expenses	1,186,498.29	2,247,558.00	-1,061,059.71	52.79 %
7000 Other Outflows	3,581.75		3,581.75	
<b>Total Expenses</b>	<b>\$3,100,871.08</b>	<b>\$7,749,971.85</b>	<b>\$ -4,649,100.77</b>	<b>40.01 %</b>
NET OPERATING INCOME	<b>\$ -784,591.98</b>	<b>\$ -4,721.54</b>	<b>\$ -779,870.44</b>	<b>16,617.29 %</b>
NET INCOME	<b>\$ -784,591.98</b>	<b>\$ -4,721.54</b>	<b>\$ -779,870.44</b>	<b>16,617.29 %</b>

# Nevada City School of the Arts

Budget vs. Actuals: 2022-23 1st Interim Budget - FY23 P&L Classes

July 2022 - June 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
8000 Revenue - State				
8011 Charter Schools General Purpose Entitlement - State Aid	827,304.00	1,869,576.00	-1,042,272.00	44.25 %
8012 Education Protection Account Entitlement	260,858.00	1,111,489.00	-850,631.00	23.47 %
8019 State Aid - Prior Years	-88,871.00		-88,871.00	
8096 Charter Schools in Lieu of Property Taxes	197,714.00	1,450,454.00	-1,252,740.00	13.63 %
<b>Total 8000 Revenue - State</b>	<b>1,197,005.00</b>	<b>4,431,519.00</b>	<b>-3,234,514.00</b>	<b>27.01 %</b>
8100 Federal Revenue				
8181 Special Education - Entitlement		76,980.00	-76,980.00	
8182 Special Education Reimbursement	430.00	35,955.00	-35,525.00	1.20 %
8220 Child Nutrition - Federal	82,364.84	225,000.00	-142,635.16	36.61 %
8287 ESSER - COVID Relief Funds	68,620.40		68,620.40	
8290 Every Student Succeeds Act (ESSA)	8,101.00	146,683.00	-138,582.00	5.52 %
8296 Other Federal Revenue	37,486.15	2,400.00	35,086.15	1,561.92 %
<b>Total 8100 Federal Revenue</b>	<b>197,002.39</b>	<b>487,018.00</b>	<b>-290,015.61</b>	<b>40.45 %</b>
8300 Other State Revenues				
8380 Special Ed	117,964.00	325,286.00	-207,322.00	36.26 %
8520 Child Nutrition - State	32,583.29	97,100.00	-64,516.71	33.56 %
8545 School Facilities Apportionments		421,257.25	-421,257.25	
8550 Mandated Cost Reimbursements		7,550.94	-7,550.94	
8560 State Lottery Revenue	6,019.14	91,602.87	-85,583.73	6.57 %
8587 State ELOP Program	139,726.00	304,707.00	-164,981.00	45.86 %
8590 All Other State Revenue	225,885.00	734,158.00	-508,273.00	30.77 %
<b>Total 8300 Other State Revenues</b>	<b>522,177.43</b>	<b>1,981,662.06</b>	<b>-1,459,484.63</b>	<b>26.35 %</b>
8600 Other Local Revenue				
8634 Food Service Sales				
8634-02 Lunch write-offs	-58.00		-58.00	
<b>Total 8634 Food Service Sales</b>	<b>-58.00</b>		<b>-58.00</b>	
8650 Leases and Rentals				
8650-11 Cell Tower Lease	11,400.95		11,400.95	
<b>Total 8650 Leases and Rentals</b>	<b>11,400.95</b>		<b>11,400.95</b>	
8660 Interest	2.45	300.00	-297.55	0.82 %
8676 After School Program Revenue	43,661.30	168,000.00	-124,338.70	25.99 %
8676-01 After School Program Write- Off	-1,659.27		-1,659.27	
<b>Total 8676 After School Program Revenue</b>	<b>42,002.03</b>	<b>168,000.00</b>	<b>-125,997.97</b>	<b>25.00 %</b>
8693 Field Trips	751.00		751.00	
8693-35 TK Field Studies	403.00	307.50	95.50	131.06 %
8693-36 Kindergarten Field Studies	1,432.00	1,425.00	7.00	100.49 %
8693-10 Kindergarten Scholarships	-21.50		-21.50	
<b>Total 8693-36 Kindergarten Field Studies</b>	<b>1,410.50</b>	<b>1,425.00</b>	<b>-14.50</b>	<b>98.98 %</b>
8693-37 1st Grade Field Studies	790.00	1,425.00	-635.00	55.44 %
8693-38 2nd Grade Field Studies	774.00	1,518.75	-744.75	50.96 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
8693-02 2nd Grade Scholarships	-11.50		-11.50	
<b>Total 8693-38 2nd Grade Field Studies</b>	<b>762.50</b>	<b>1,518.75</b>	<b>-756.25</b>	<b>50.21 %</b>
8693-39 3rd Grade Field Studies	2,477.00	4,280.25	-1,803.25	57.87 %
8693-40 4th Grade Field Studies	8,718.00	11,737.50	-3,019.50	74.27 %
8693-04 4th Grade Scholarships	-942.00		-942.00	
<b>Total 8693-40 4th Grade Field Studies</b>	<b>7,776.00</b>	<b>11,737.50</b>	<b>-3,961.50</b>	<b>66.25 %</b>
8693-41 5th Grade Field Studies	9,046.50	13,350.00	-4,303.50	67.76 %
8693-05 5th Grade Scholarships	-791.50		-791.50	
<b>Total 8693-41 5th Grade Field Studies</b>	<b>8,255.00</b>	<b>13,350.00</b>	<b>-5,095.00</b>	<b>61.84 %</b>
8693-42 6th Grade Field Studies	2,309.00	10,690.50	-8,381.50	21.60 %
8693-06 6th Grade Scholarships	-231.50		-231.50	
<b>Total 8693-42 6th Grade Field Studies</b>	<b>2,077.50</b>	<b>10,690.50</b>	<b>-8,613.00</b>	<b>19.43 %</b>
8693-43 7th Grade Field Studies	8,593.00	13,515.25	-4,922.25	63.58 %
8693-07 7th Grade Scholarships	-465.00		-465.00	
<b>Total 8693-43 7th Grade Field Studies</b>	<b>8,128.00</b>	<b>13,515.25</b>	<b>-5,387.25</b>	<b>60.14 %</b>
8693-44 8th Grade Field Studies	8,672.00	22,942.50	-14,270.50	37.80 %
8693-08 8th Grade Scholarships	-600.00		-600.00	
<b>Total 8693-44 8th Grade Field Studies</b>	<b>8,072.00</b>	<b>22,942.50</b>	<b>-14,870.50</b>	<b>35.18 %</b>
8693-98 Field Studies Scholarships	-44.00		-44.00	
8693-99 Field Studies Write-offs	-2,557.50		-2,557.50	
<b>Total 8693 Field Trips</b>	<b>38,301.00</b>	<b>81,192.25</b>	<b>-42,891.25</b>	<b>47.17 %</b>
8699 All Other Local Revenue		3,500.00	-3,500.00	
8704 Yearbook Revenue		1,000.00	-1,000.00	
8705 Instrument Rentals	-40.00	200.00	-240.00	-20.00 %
8709 Middle School Dances	489.00		489.00	
8710 LLC Payment for Services	82,549.32	167,159.00	-84,609.68	49.38 %
8782 Transfers from County Offices	861.00		861.00	
8802 Donations - Grants		50,000.00	-50,000.00	
8804 Fundraising - AGC		125,000.00	-125,000.00	
8804-01 AGC Adjustments	-5,960.00		-5,960.00	
8804-22 AGC 2021-22	951.00		951.00	
8804-23 AGC 2022-23	175,591.20		175,591.20	
<b>Total 8804 Fundraising - AGC</b>	<b>170,582.20</b>	<b>125,000.00</b>	<b>45,582.20</b>	<b>136.47 %</b>
8806 Credit Card Rebates	831.94	1,800.00	-968.06	46.22 %
8811 Fundraising Activities				
8811-02 Small Misc Fundraisers	50,816.54	2,000.00	48,816.54	2,540.83 %
8811-03 Read a Thon		18,000.00	-18,000.00	
<b>Total 8811 Fundraising Activities</b>	<b>50,816.54</b>	<b>20,000.00</b>	<b>30,816.54</b>	<b>254.08 %</b>
8812 Free Money	843.85	2,000.00	-1,156.15	42.19 %
8813 Jogathon		20,000.00	-20,000.00	
8814 Afterschool Sports Revenue	35.00	4,900.00	-4,865.00	0.71 %
8814-CC Cross Country	470.00		470.00	
8814-GB Girls Basketball	225.00		225.00	
8814-MB Mountain Bike Club	756.00		756.00	
<b>Total 8814 Afterschool Sports Revenue</b>	<b>1,486.00</b>	<b>4,900.00</b>	<b>-3,414.00</b>	<b>30.33 %</b>
8816 Farm to School Funds	26.00		26.00	
<b>Total 8600 Other Local Revenue</b>	<b>400,094.28</b>	<b>645,051.25</b>	<b>-244,956.97</b>	<b>62.03 %</b>



	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Uncategorized Revenue		200,000.00	-200,000.00	
<b>Total Income</b>	<b>\$2,316,279.10</b>	<b>\$7,745,250.31</b>	<b>\$ -5,428,971.21</b>	<b>29.91 %</b>
GROSS PROFIT	<b>\$2,316,279.10</b>	<b>\$7,745,250.31</b>	<b>\$ -5,428,971.21</b>	<b>29.91 %</b>
Expenses				
1000 Certificated Salaries				
1100 Teachers Salaries	530,332.93	1,533,912.00	-1,003,579.07	34.57 %
1101 Teacher - Stipends	2,406.13	24,387.00	-21,980.87	9.87 %
1102 Reading Specialist	22,972.53	68,918.00	-45,945.47	33.33 %
1103 Teacher - Substitute Pay	11,735.80	38,930.00	-27,194.20	30.15 %
1105 Math Intervention Specialist	23,221.03	69,663.00	-46,441.97	33.33 %
1106 Teacher Trainings	10,210.42		10,210.42	
<b>Total 1100 Teachers Salaries</b>	<b>600,878.84</b>	<b>1,735,810.00</b>	<b>-1,134,931.16</b>	<b>34.62 %</b>
1200 School Nurse	8,294.59	26,709.00	-18,414.41	31.06 %
1300 Certificated Admin Salaries	80,093.62	297,962.00	-217,868.38	26.88 %
1930 Certificated General Education Counselor	28,357.57	85,073.00	-56,715.43	33.33 %
<b>Total 1000 Certificated Salaries</b>	<b>717,624.62</b>	<b>2,145,554.00</b>	<b>-1,427,929.38</b>	<b>33.45 %</b>
2000 Classified Salaries				
2100 Classified - Instructional Aide	61,552.61	246,639.00	-185,086.39	24.96 %
2103 Classified - Paraprofessional	38,373.71	136,293.00	-97,919.29	28.16 %
2200 Classified - Art/Movement/Music	57,656.67	174,019.00	-116,362.33	33.13 %
2201 Classified - Custodian	16,562.02	135,195.00	-118,632.98	12.25 %
2203 Classified - Electives	26,182.85	90,515.00	-64,332.15	28.93 %
2300 Classified - Admin Salaries	36,696.78	97,858.00	-61,161.22	37.50 %
2400 Classified - Clerical & Office	164,418.74	443,185.00	-278,766.26	37.10 %
2401 Classified - Development	21,161.25	56,430.00	-35,268.75	37.50 %
2600 Classified Stipends	1,000.00	15,000.00	-14,000.00	6.67 %
2900 Classified - Other Salaries	5,212.38	16,844.00	-11,631.62	30.95 %
2905 Classified - Afterschool Care	50,140.45	148,881.00	-98,740.55	33.68 %
2928 Classified - Food Services Coordinator	42,123.68	122,750.00	-80,626.32	34.32 %
2930 Classified - Facilities Wages	82,110.60	129,635.00	-47,524.40	63.34 %
2935 Classified - Substitutes				
2935-01 Classified - Elective Substitutes	60.00		60.00	
2935-02 Aide Substitutes	2,126.48	13,500.00	-11,373.52	15.75 %
2935-03 Paraprofessional Substitutes		2,858.00	-2,858.00	
2935-04 Classified - Aftercare Substitutes		1,800.00	-1,800.00	
2935-05 Office Substitutes		2,400.00	-2,400.00	
2935-06 Facilities Substitutes		3,000.00	-3,000.00	
<b>Total 2935 Classified - Substitutes</b>	<b>2,186.48</b>	<b>23,558.00</b>	<b>-21,371.52</b>	<b>9.28 %</b>
<b>Total 2000 Classified Salaries</b>	<b>605,378.22</b>	<b>1,836,802.00</b>	<b>-1,231,423.78</b>	<b>32.96 %</b>
3000 Employee Benefits				
3100 ER - STRS	135,326.69	430,089.00	-294,762.31	31.46 %
3300 ER - OASDI	36,948.66	107,296.00	-70,347.34	34.44 %
3301 ER - Medicare	17,503.75	57,744.00	-40,240.25	30.31 %
3400 ER - Health & Welfare Benefits	116,915.42	407,776.00	-290,860.58	28.67 %
3500 ER - SUI	1,237.99	19,911.00	-18,673.01	6.22 %
3600 EE Benefits - Workers Comp	15,008.61	44,841.00	-29,832.39	33.47 %
3700 EE Benefits - 403b Retirement	7,681.52	22,633.00	-14,951.48	33.94 %
<b>Total 3000 Employee Benefits</b>	<b>330,622.64</b>	<b>1,090,290.00</b>	<b>-759,667.36</b>	<b>30.32 %</b>

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
4000 Books & Supplies				
4100 Approved Textbooks & Core Curricula Materials		500.00	-500.00	
4101 Math Curriculum	679.23	2,000.00	-1,320.77	33.96 %
4102 LA Curriculum	6,490.05	9,000.00	-2,509.95	72.11 %
4103 Science Curriculum	90.13	2,000.00	-1,909.87	4.51 %
4104 Social Studies Curriculum	1,033.20	2,500.00	-1,466.80	41.33 %
<b>Total 4100 Approved Textbooks &amp; Core Curricula Materials</b>	<b>8,292.61</b>	<b>16,000.00</b>	<b>-7,707.39</b>	<b>51.83 %</b>
4300 Materials & Supplies	75.00	2,000.00	-1,925.00	3.75 %
4315 Custodial Supplies	13,121.67	16,000.00	-2,878.33	82.01 %
4325 Science Supplies				
4325-25 Science Supplies - Middle School	734.36	2,000.00	-1,265.64	36.72 %
<b>Total 4325 Science Supplies</b>	<b>734.36</b>	<b>2,000.00</b>	<b>-1,265.64</b>	<b>36.72 %</b>
4326 Art & Music Supplies				
4326-09 Main Lesson Music Supplies	3,288.93	3,500.00	-211.07	93.97 %
4326-20 Main Lesson Art Supplies	3,407.09	12,000.00	-8,592.91	28.39 %
4326-23 Photography/STEAM Elective Supplies		2,400.00	-2,400.00	
4326-24 Electives Supplies		3,000.00	-3,000.00	
4326-30 Industrial Arts Program	312.87	1,000.00	-687.13	31.29 %
<b>Total 4326 Art &amp; Music Supplies</b>	<b>7,008.89</b>	<b>21,900.00</b>	<b>-14,891.11</b>	<b>32.00 %</b>
4330 Office Supplies	6,717.06	16,300.00	-9,582.94	41.21 %
4335 Movement Supplies		2,000.00	-2,000.00	
4340 Professional Development Supplies	240.03	1,300.00	-1,059.97	18.46 %
4345 Director's Incentives	58.49	1,000.00	-941.51	5.85 %
4346 Teacher Supplies	4,237.58		4,237.58	
4346-01 1st Grade Supplies - Danielle	330.92	400.00	-69.08	82.73 %
4346-02 2nd Grade Supplies - Hayley	191.82	400.00	-208.18	47.96 %
4346-03 3rd Grade Supplies - Maria		400.00	-400.00	
4346-04 4th Grade Supplies - Kelly		400.00	-400.00	
4346-05 5th Grade Supplies - Danielle	327.22	400.00	-72.78	81.81 %
4346-06 6th Grade Supplies - Devin		500.00	-500.00	
4346-07 7th Grade Supplies - Audra	88.10	500.00	-411.90	17.62 %
4346-08 8th Grade Supplies - Emily	403.17	500.00	-96.83	80.63 %
4346-10 Kindergarten Supplies - Rachel	170.91	400.00	-229.09	42.73 %
4346-11 1st Grade Supplies - Alex	257.33	400.00	-142.67	64.33 %
4346-12 2nd Grade Supplies - Brittani	261.55	400.00	-138.45	65.39 %
4346-13 3rd Grade Supplies - Carrie	383.24	400.00	-16.76	95.81 %
4346-14 4th Grade Supplies - Lori	79.18	400.00	-320.82	19.80 %
4346-16 6th Grade Supplies - Justin	194.40	500.00	-305.60	38.88 %
4346-17 7th Grade Supplies - Ron	299.87	500.00	-200.13	59.97 %
4346-18 8th Grade Supplies - Lisa	223.40	500.00	-276.60	44.68 %
4346-19 TK Supplies - Collette	131.00	600.00	-469.00	21.83 %
4346-20 Kindergarten Supplies - Shawna	374.63	400.00	-25.37	93.66 %
4346-21 Reading Specialist Supplies - Katie	257.99	500.00	-242.01	51.60 %
4346-22 Special Ed Supplies	206.75		206.75	
4346-26 SPED Supplies - Lidiya		500.00	-500.00	
4346-27 SPED Supplies - Irene	51.57	500.00	-448.43	10.31 %
4346-28 SPED Supplies - Erika		500.00	-500.00	
4346-29 SPED Supplies - Ania	98.36	500.00	-401.64	19.67 %
4346-30 SPED Supplies - Scott	191.33	500.00	-308.67	38.27 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
4346-31 SPED Supplies - Jenn McKim	109.98	500.00	-390.02	22.00 %
<b>Total 4346-22 Special Ed Supplies</b>	<b>657.99</b>	<b>3,000.00</b>	<b>-2,342.01</b>	<b>21.93 %</b>
4346-23 RavenWolf AFS Program	9,490.88	7,000.00	2,490.88	135.58 %
4346-24 5th Grade Supplies - Carrie C-H	327.22	400.00	-72.78	81.81 %
4346-25 Math Specialist Supplies - Nancy	143.90	500.00	-356.10	28.78 %
4346-32 TK Supplies - Shannon	161.95	400.00	-238.05	40.49 %
4346-33 Library - Building 3 Supplies		1,500.00	-1,500.00	
4346-34 Libraries - Classroom (K-5 & EL 6/8)		2,856.61	-2,856.61	
4346-35 Summer School Supplies		500.00	-500.00	
<b>Total 4346 Teacher Supplies</b>	<b>18,994.25</b>	<b>24,656.61</b>	<b>-5,662.36</b>	<b>77.04 %</b>
4351 Yearbook		1,000.00	-1,000.00	
4352 Maintenance Supplies	13,137.61	19,122.08	-5,984.47	68.70 %
4353 Safety & Emergency Supplies	2,585.34	3,000.00	-414.66	86.18 %
4355 Graduation		1,000.00	-1,000.00	
4356 AGC Supplies		1,300.00	-1,300.00	
4357 Fundraising Supplies		500.00	-500.00	
4357-01 Read a Thon supplies		500.00	-500.00	
4357-02 8th Grade Graduation		500.00	-500.00	
<b>Total 4357 Fundraising Supplies</b>		<b>1,500.00</b>	<b>-1,500.00</b>	
4358 Free Money Supplies		50.00	-50.00	
4359 Jogathon Supplies		200.00	-200.00	
4360 Afterschool Sports	357.09	11,900.00	-11,542.91	3.00 %
4361 3/4/5 Performances		500.00	-500.00	
4361-01 Middle School Dances	916.83	500.00	416.83	183.37 %
<b>Total 4361 3/4/5 Performances</b>	<b>916.83</b>	<b>1,000.00</b>	<b>-83.17</b>	<b>91.68 %</b>
4362 Artistic Showcase		500.00	-500.00	
4363 Leadership	483.15	1,000.00	-516.85	48.32 %
4364 Playground	1,920.69	12,500.00	-10,579.31	15.37 %
4368 Positive Discipline Supplies	534.96	2,000.00	-1,465.04	26.75 %
<b>Total 4300 Materials &amp; Supplies</b>	<b>66,885.42</b>	<b>143,228.69</b>	<b>-76,343.27</b>	<b>46.70 %</b>
4400 Noncapitalized Equipment	6,490.00		6,490.00	
4410 Classroom Furniture, Equipment & Supplies	8,791.67	21,950.00	-13,158.33	40.05 %
4420 Computers (individual items less than \$5k)	47,672.00	81,350.04	-33,678.04	58.60 %
4425 Classroom Noncapitalized items 2		5,167.58	-5,167.58	
4430 Non Classroom Related Furniture, Equipment & Supplies	8,296.58	3,974.27	4,322.31	208.76 %
<b>Total 4400 Noncapitalized Equipment</b>	<b>71,250.25</b>	<b>112,441.89</b>	<b>-41,191.64</b>	<b>63.37 %</b>
4700 Child Nutrition Program	85,186.75	130,000.00	-44,813.25	65.53 %
4710 All Other Food	3,492.32	3,500.00	-7.68	99.78 %
4720 Cafeteria Supplies	22,058.21	24,597.27	-2,539.06	89.68 %
<b>Total 4700 Child Nutrition Program</b>	<b>110,737.28</b>	<b>158,097.27</b>	<b>-47,359.99</b>	<b>70.04 %</b>
<b>Total 4000 Books &amp; Supplies</b>	<b>257,165.56</b>	<b>429,767.85</b>	<b>-172,602.29</b>	<b>59.84 %</b>
5000 Services & Other Operating Expenses				
5100 Subagreements for Services	461,287.18	824,954.00	-363,666.82	55.92 %
5200 Travel & Conferences				
5210 Conference Fees	11,229.79	48,194.00	-36,964.21	23.30 %
5215 Travel - Mileage, Parking, Tolls	-36.10	646.00	-682.10	-5.59 %
5220 Travel and Lodging	8,062.98	5,775.00	2,287.98	139.62 %

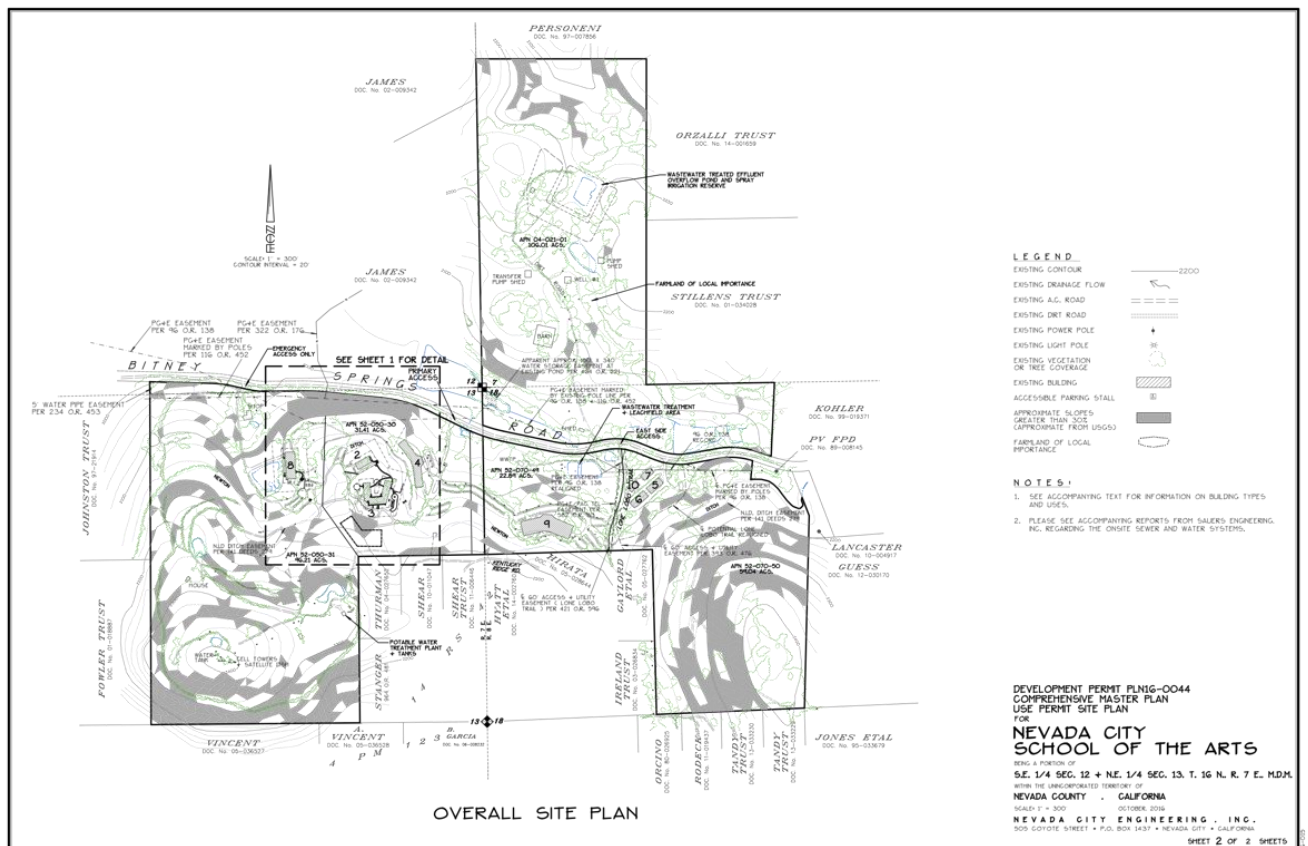
	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5225 Travel - Meals & Entertainment	420.20	518.00	-97.80	81.12 %
<b>Total 5200 Travel &amp; Conferences</b>	<b>19,676.87</b>	<b>55,133.00</b>	<b>-35,456.13</b>	<b>35.69 %</b>
5300 Dues & Memberships	2,930.00	7,446.00	-4,516.00	39.35 %
5310 Subscriptions	42,984.25	56,701.00	-13,716.75	75.81 %
<b>Total 5300 Dues &amp; Memberships</b>	<b>45,914.25</b>	<b>64,147.00</b>	<b>-18,232.75</b>	<b>71.58 %</b>
5400 General Liability Insurance	67,023.75	80,588.00	-13,564.25	83.17 %
5500 Operations & Housekeeping				
5510 Utilities - Gas and Electric				
5510-03 Bldg #3	17,091.22	56,000.00	-38,908.78	30.52 %
5510-08 Bldg #8	24,729.12	49,000.00	-24,270.88	50.47 %
5510-09 Bldg #9	21,306.49	38,000.00	-16,693.51	56.07 %
<b>Total 5510 Utilities - Gas and Electric</b>	<b>63,126.83</b>	<b>143,000.00</b>	<b>-79,873.17</b>	<b>44.14 %</b>
5515 Janitorial, Gardening Services & Supplies	1,690.24		1,690.24	
5525 Utilities - Waste	6,397.76	13,140.00	-6,742.24	48.69 %
<b>Total 5500 Operations &amp; Housekeeping</b>	<b>71,214.83</b>	<b>156,140.00</b>	<b>-84,925.17</b>	<b>45.61 %</b>
5600 Rentals, Leases, & Repairs				
5605 Equipment Leases	5,253.31	14,108.00	-8,854.69	37.24 %
5610 Rent	302,997.60	624,085.00	-321,087.40	48.55 %
5615 Building	68,819.15	69,255.00	-435.85	99.37 %
5617 Repairs and Maintenance	7,410.91	10,000.00	-2,589.09	74.11 %
5617-24 Music Electives Services	1,530.00	2,500.00	-970.00	61.20 %
<b>Total 5617 Repairs and Maintenance</b>	<b>8,940.91</b>	<b>12,500.00</b>	<b>-3,559.09</b>	<b>71.53 %</b>
5618 Auto	457.00		457.00	
5618-01 Gas	1,578.82	3,500.00	-1,921.18	45.11 %
<b>Total 5618 Auto</b>	<b>2,035.82</b>	<b>3,500.00</b>	<b>-1,464.18</b>	<b>58.17 %</b>
5631 Other Rentals, Leases and Repairs 1	17,215.05	37,342.00	-20,126.95	46.10 %
<b>Total 5600 Rentals, Leases, &amp; Repairs</b>	<b>405,261.84</b>	<b>760,790.00</b>	<b>-355,528.16</b>	<b>53.27 %</b>
5800 Services & Other Operating Expenses - Other	3,994.99	653.00	3,341.99	611.79 %
5803 Accounting Fees	15,413.50	10,460.00	4,953.50	147.36 %
5805 Administrative Fees	3,802.05		3,802.05	
5806 Assemblies		2,800.00	-2,800.00	
5809 Banking Fees	609.90	8,200.00	-7,590.10	7.44 %
5810 Merchant Service Fees	3,226.81		3,226.81	
5812 Business Services		1,950.00	-1,950.00	
5815 Consultants - Instructional	950.00	5,500.00	-4,550.00	17.27 %
5820 Consultants - Non Instructional	3,937.50	11,775.00	-7,837.50	33.44 %
5824 District Oversight Fees		44,315.00	-44,315.00	
5826 Director's Contingency		1,000.00	-1,000.00	
5829 Enrichment Programs	3,880.00	5,850.00	-1,970.00	66.32 %
5830 Field Trips Expenses	1,034.00	108,256.00	-107,222.00	0.96 %
5830-35 TK Field Studies	440.00		440.00	
5830-36 Kindergarten Field Studies	400.00		400.00	
5830-37 1st Grade Field Studies	129.43		129.43	
5830-39 3rd Grade Field Studies	2,188.00		2,188.00	
5830-40 4th Grade Field Studies	3,182.50		3,182.50	
5830-41 5th Grade Field Studies	13,005.00		13,005.00	
5830-42 6th Grade Field Studies	3,390.00		3,390.00	
5830-43 7th Grade Field Studies	770.00		770.00	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5830-44 8th Grade Field Studies	3,924.00		3,924.00	
<b>Total 5830 Field Trips Expenses</b>	<b>28,462.93</b>	<b>108,256.00</b>	<b>-79,793.07</b>	<b>26.29 %</b>
5833 Fines and Penalties		500.00	-500.00	
5836 Fingerprinting	2,548.69	4,500.00	-1,951.31	56.64 %
5839 Fundraising Expenses		200.00	-200.00	
5839-70 AGC Services	2,609.39	2,500.00	109.39	104.38 %
5839-71 AMOT Services		300.00	-300.00	
<b>Total 5839 Fundraising Expenses</b>	<b>2,609.39</b>	<b>3,000.00</b>	<b>-390.61</b>	<b>86.98 %</b>
5841 Party Expenses		600.00	-600.00	
5845 Legal Fees	1,615.15	5,000.00	-3,384.85	32.30 %
5848 Permits & Other Fees	756.22	1,170.00	-413.78	64.63 %
5851 Marketing & Student Recruiting	35.00	7,100.00	-7,065.00	0.49 %
5854 Erate Services	3,241.25	6,000.00	-2,758.75	54.02 %
5857 Payroll Fees	9,146.15	16,650.00	-7,503.85	54.93 %
5860 Printing & Reproduction	1,230.63	4,500.00	-3,269.37	27.35 %
5874 Afterschool Sports Services	2,355.00	1,250.00	1,105.00	188.40 %
5875 Staff Recruiting	336.00	1,000.00	-664.00	33.60 %
5877 Student Activities				
5877-55 8th Grade Graduation	500.00	1,800.00	-1,300.00	27.78 %
5877-86 3/4/5 Performances		1,000.00	-1,000.00	
5877-87 Artistic Showcase services		4,900.00	-4,900.00	
5877-88 Yearbook services		900.00	-900.00	
5877-89 Language Program	5,950.00	6,000.00	-50.00	99.17 %
5877-90 Theater Plays - Classroom	5,826.25	9,000.00	-3,173.75	64.74 %
<b>Total 5877 Student Activities</b>	<b>12,276.25</b>	<b>23,600.00</b>	<b>-11,323.75</b>	<b>52.02 %</b>
5881 Student Information System	8,387.00	11,545.00	-3,158.00	72.65 %
5887 Technology Services		2,500.00	-2,500.00	
<b>Total 5800 Services &amp; Other Operating Expenses - Other</b>	<b>108,814.41</b>	<b>289,674.00</b>	<b>-180,859.59</b>	<b>37.56 %</b>
5900 Communications				
5910 Communications - Internet / Website Fees	6,663.99	13,207.00	-6,543.01	50.46 %
5915 Postage and Delivery	641.17	2,925.00	-2,283.83	21.92 %
<b>Total 5900 Communications</b>	<b>7,305.16</b>	<b>16,132.00</b>	<b>-8,826.84</b>	<b>45.28 %</b>
<b>Total 5000 Services &amp; Other Operating Expenses</b>	<b>1,186,498.29</b>	<b>2,247,558.00</b>	<b>-1,061,059.71</b>	<b>52.79 %</b>
7000 Other Outflows				
7438 Long term debt - Interest Land				
7438-02 Short-Term Notes Payable	3,581.75		3,581.75	
<b>Total 7438 Long term debt - Interest Land</b>	<b>3,581.75</b>		<b>3,581.75</b>	
<b>Total 7000 Other Outflows</b>	<b>3,581.75</b>		<b>3,581.75</b>	
<b>Total Expenses</b>	<b>\$3,100,871.08</b>	<b>\$7,749,971.85</b>	<b>\$ -4,649,100.77</b>	<b>40.01 %</b>
NET OPERATING INCOME	<b>\$ -784,591.98</b>	<b>\$ -4,721.54</b>	<b>\$ -779,870.44</b>	<b>16,617.29 %</b>
NET INCOME	<b>\$ -784,591.98</b>	<b>\$ -4,721.54</b>	<b>\$ -779,870.44</b>	<b>16,617.29 %</b>

# Facilities Master Plan

A planning document to inform and guide our decision making here at Nevada City School of the Arts

May 1<sup>st</sup>, 2019



## Purpose:

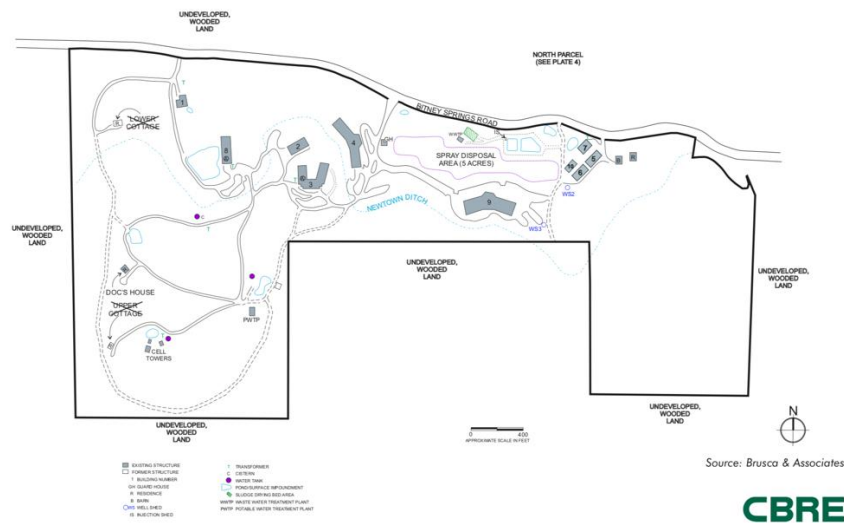
In 1999, Nevada City School for the Arts (NCSA) moved onto the Bitney Springs Business Park campus in a single building (Building 8, Lower Campus). After gradual expansions and growth of student and staff populations, in September 2016, NCSA bought the entire 316 acres with its 14 buildings, potable water treatment facility, and waste water treatment facility, network of trails, ponds and NID ditch infrastructure. Much of this infrastructure has been subject to 15+ years of deferred maintenance. The purpose of this document is to set forth a 7 year plan to bring our facility up to current state standards and to create a facility that is equitable, accessible and able to further the end goals of our charter and meet the conditions of use set forth by Nevada County planning department.

### Development Methods:

The information used to develop this document has been gleaned from 2 years of property ownership with deep investigations into the infrastructure of this campus. Many needs have become known that were previously unknown and undisclosed to NCSA. Reputable architects, county planning officials, energy consultants and engineers have been consulted and enlisted to understand the systems that operate here. Contained within this document are their recommendations and insights.

## Facilities overview

## Buildings: size, uses and condition



**Building 1:** 13034 Bitney Springs Road – Single Story Cement Block (3,400 sq. ft. FA). Occupancy classification “B” – Business. Currently Rented by 5 Flavors Nutritional Supplements. Good condition. Tenant Improvements in process, 5-year lease 2018-2023.

Future Plans include new accessible path of travel to new accessible parking. Interior improvements to the existing men's and women's restrooms, new plumbing fixtures and finishes in the restrooms. Standard maintenance to retain the building's existing integrity.





**Building 2:** 13028 Bitney Springs Road - Two Story Cement Block (5,600 sq. ft. FA) Currently occupied by NCSA Music and Theater classrooms

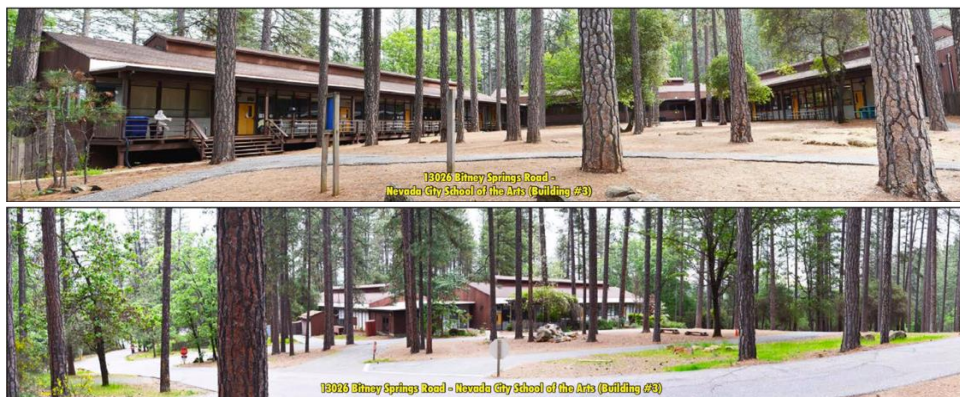
The facility is occupied by up to 4 NCSA staff members and up to 60 students during regular business hours, Monday thru Friday. There can be up to 120 students during occasional assemblies.

Future Plans include new accessible path of travel to accessible parking space in adjacent parking area, and new playground equipment. Interior improvements to the existing men's and women's restrooms, new plumbing fixtures and finishes in the restrooms. Standard maintenance to retain the building's existing integrity is the only other future plan for this building.

**Building 3:** 13026 Bitney Springs Road - Single Story Wood (20,000 sq. ft. FA) Currently occupied by NCSA for educational programs.

The facility is occupied by up to 25 NCSA staff members and up to 186 students during regular business hours, Monday thru Friday.

Future Plans include accessible path of travel improvements within and along the perimeter of the building, new accessible parking space, and new playground equipment at the exterior of the building. Interior improvements include reconfigured restrooms, new finish materials and new exterior stairs. No changes to building size proposed. Courtyard needs major landscaping and playground development. Classrooms and offices in fair condition. HVAC in good condition.



**Building 4:** 31,000 sq'. 13020 Bitney Springs Road - Two Story Wood (31,000 sq. ft. FA) Currently used by NCSA for storage.



No current tenants.

Future plans include using this building to house expanding NCSA educational programs, and/or space for future summer programs. Potential for new playground equipment dependent on program needs. Consider possible leases to tenants who support or complement NCSA program needs.

Poor condition evidenced by poor indoor air quality, poor drainage on uphill side creates moisture issues on first floor. HVAC system is defunct. Houses campus wide phone network and some furniture storage for NCSA. Functioning elevator.



**Building 5:** 12394 Bitney Springs Road – Single Story Steel(6,000 sq. ft.)

Warehouse buildings to be leased.

No future plans to improve or expand these buildings at this time

Standard maintenance to retain the building’s existing integrity is the only future plan for this building.

Currently leased to Dawn Publications, a book binding and publishing company. Rent is \$3600/month. Good Condition.

**Building 6:** 12396 Bitney Springs Road – Single Story Steel (6,000 sq. ft. FA) Warehouse buildings to be leased.

No future plans to improve or expand these buildings at this time

Standard maintenance to retain the building’s existing integrity is the only future plan for this building.

Currently leased to Hardcore Construction, a metal fabrication and building contractor. Rent is \$3600/month. Lighting is in need of updating. No HVAC. Good Condition otherwise.



**Building 7:** 12398 Bitney Springs Road - Single Story Steel (3,600 sq. ft. FA)

Warehouse building to be used for NCSA property maintenance and storage support services.

Standard maintenance to retain the building's existing integrity is the only future plan for this building.

NCSA maintenance shop and warehouse. Fair condition. HVAC is defunct.



**Building 8:** 13032 Bitney Springs Road - Two Story Wood and Steel (24,000 sq. ft. FA) Currently occupied by NCSA for educational programs.

The facility is occupied by up to 35 staff and up to 244 students for regular educational programs, Monday through Friday.

Future plans include accessible path of travel improvements within and along the perimeter of the building, new integrated playground installation, and accessible parking space at the exterior of the building. Interior improvements include reconfigured restrooms, new finish materials, and new plumbing fixtures. Standard maintenance to retain the building's existing integrity is the only other future plan for this building.

NCSA lower campus. Houses K-5 grade programs plus art, dance, music electives. Good Condition. Recently updated. Needs bathroom remodel to allow for ADA access requirements. Needs new exterior exiting for classrooms to meet local fire egress requirements.

**Building 9:** 13024 Bitney Springs Road - Three Story Wood and Steel

**First Floor** (40,654 sq')

- East Wing and Central Core currently occupied by Curious Forge "maker space". Future occupancy planned to be "F-1" – Factory/Industrial, and "S" -Storage
- West Wing  
Portion of area occupied by Existing Gym – as built application to be developed for NCSA student use and for private rental for athletics/assembly to community members/organizations.

Future occupancy planned to be "A-2" – Assembly/ "E" Educational Remainder area currently unoccupied – future plans include storage, NCSA student gym expansion

**Second Floor** (26,700 sq')

- East Wing: Future plans for portion of area to be occupied by NCSA classroom. Future occupancy planned to be "E" – Education
  - Consider possible leases to tenants who support or complement NCSA program needs.
  - Future occupancy planned to be "B" – Business
- Central Core: Consider possible leases to tenants who support or complement NCSA program needs.
  - Future occupancy planned to be "B" – Business
- West Wing: Portion of area to be occupied by NCSA Administration Services.
  - Portion of area currently leased to Nevada County Charter Services and used by their Special Education program staff.

- 3 persons during regular business hours, Monday thru Friday. One day of the month 23 people occupy the building for a brief meeting lasting approximately 3 hours.
- Consider possible leases to tenants who support or complement NCSA program needs.
- Future occupancy planned to be “B” – Business

**Third Floor** – Existing Kitchen / Dining/ Assembly space to be reactivated for future NCSA food program (8,700 sq'). Future occupancy planned to be “A-2”

- Kitchen is intended to be a “certified” Kitchen, capable of producing school lunches for our students as well as for other schools in the county. Kitchen will be available for rent to community members for food preparation and special events.

Standard maintenance to retain the building’s existing integrity is planned for this building. Fair Condition. Currently houses NCSA business Services, Nevada County Charter Schools Special Education Administration, Industrial Arts Classrooms. Increasing tenant occupancy is creating a dependable revenue stream. Cafeteria is nearly online. Electrical Infrastructure needs “rightsizing” (in process), HVAC is defunct.

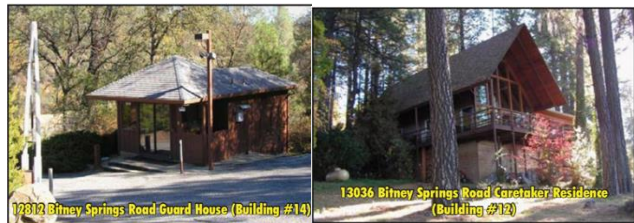


**Building 10:** 12402 Bitney Springs Road - Single Story Steel (3,200 sq. ft. FA) Warehouse building to be used for NCSA property maintenance and storage support services.

Standard maintenance to retain the building’s existing integrity is the only future plan for this building. NCSA storage warehouse and vehicle garage. Fair Condition. HVAC is defunct.

**Building 11:** 12812 Bitney Springs Road - Single Story Wood (328 sq. ft. FA) Guardhouse at main entrance

Standard maintenance to retain the building’s existing integrity is the only future plan for this building. Houses antiquated security system. Fair Condition.



**Building 12:** 13036 Bitney Springs Road - Two Story Wood Residence (3,569 sq. ft. FA). Currently rented to NCSA employee.

Standard maintenance to retain the building’s existing integrity is the only future plan for this building. Single Family residence. Currently rented at \$800/month. Property managers current home. Poor condition. This

building needs new sheer wall siding, insulation, roof. Windows have begun breaking intermittently due to settling. Interior finishes and fixtures are outdated and at end of life cycle.

**Building 13:** 12392 Bitney Springs Road - Wood Structure Residence, (~1,100 sq. ft. FA). Currently rented to NCSA employee.

Standard maintenance to retain the building's existing integrity is the only future plan for this building Single family residence. Currently rented to an NCSA staff member. For ~\$850/month. Poor Condition. Needs extensive renovation of large wooden deck, interior doors and drywall damaged. Windows are in poor condition. Interior finishes and fixtures are outdated and near the end of their life cycle. A large barn is associated with this building, also in poor condition.

**Building 14:** 12498 Bitney Springs Road - Single Story Wood (~1500 sq. ft FA) Abandoned onsite wastewater treatment plant. Closed to staff and public. Bad condition.

**Building 15:** 13030 Bitney Springs Road - Single Story Wood Operational potable water treatment plant. Critical Infrastructure to our Campus. Good Condition.

**Building 16:** ~400sq'. Small shed owned by ATT to service Cell tower. Very good condition.

**Building 17:** ~100 sq'. Small shed on parcel north of Bitney Springs Road. Bad condition. Door is attached by screws. This building does have functioning power and water.

## Grounds

### Land/Forest Management plan:

A comprehensive land management plan is in process of being developed, separate from this document, to detail and clarify our goals and strategy for acting as stewards of our natural spaces and unique environment. This document will include: definitions of our objectives for the land we own; a short description of our location and history of our property; a detailed assessment of the resources currently present, management recommendations from our own staff, professional consultants and concerned stakeholders; an activity schedule of our planned actions to manage our holdings; and supplemental information that is crucial to a thorough understanding of the nuances of this particular property and background that informs our management priorities.

### Playgrounds:

Lower Campus Playground: recently upgraded and greatly enjoyed by the students. Several improvements still need attention: Climbing wall is potentially unsound, ADA access to playground features is needed, wooden structures need to be altered to account for tree growth.

Upper Campus Playground: Basketball court is in poor condition, needs grading, paving and permanent hoops installed. Courtyard space is without appropriate play areas and very dusty. Entire UC grounds could benefit from a cohesive design and landscaping project

**Parking:** Our campus has over 500 marked and unmarked parking spots. Most were resealed and repainted during the summer of 2018. UC pick up/drop off needs realignment to reduce traffic congestion and improve ADA access.

**Open space:** 6 plots have been set aside by staff for long term study with students. Existing trail network enjoys a lot of usage from student body. Open space north of Bitney Springs road is rarely used by the school but is used for grazing at no cost by local cattle farmers. Similarly, ~60 acres on the eastern most parcel is rarely used.

Much of our open space is overgrown with brush consisting of manzanita, blackberry, chaparral that create hazardous fire conditions. Please see the section of this document titled *Fire Suppression and Prevention* under the heading *Critical Infrastructure* for more details on this important topic.

Tax liability on some of our lightly used open space makes a compelling argument for rapid reduction of our annual tax bill. Options to explore include conservation easements; increased presence of other non-profits; community use on larger holdings; selling off peripheral land holdings.

Area of Campus:	Parcel Number:	Annual Tax Liability:	Special Notes:	Market Value Approximation (conservative estimation):
106.01 acres, North of Bitney Springs	004-021-001-000	\$11,526.90	Access Easement to overflow pond	\$400,000-\$700,000
59.04 acres, East Peak and single family residence	052-070-050-000	\$9,518.48	Parceling off Residence or Warehouse, lot line adjustment needed to retain warehouses	\$250,000-\$350,000
31.41 acres, Building 2, 3 &4	52-050-30	\$4,200	School Facilities	TBD
22.89 acres, Building 9	52-070-49	\$6,400	School Facilities	TBD
96.21 acres, Building 1 & 8, Water treatment plant, cell towers	52-050-31	\$6,900	School Facilities: NCSA Main Campus- A new Ball Field is planned for the area South of building 3 facility for school use	TBD

**Trails:** Historical trails are used by students, staff, and local community members for walking and exercise. Views are stunning, including sightlines to the Sierra Buttes, the Sutter Buttes, Deer Creek Falls, and Lake Wildwood. ~60 acres burned in October 2017 creating ideal conditions to develop new and extensive trail networks that have income producing potential from hosting events and races as well as enhancing students' ability to enjoy and experience the diverse ecosystems present on campus.

Bear Yuba Land Trust & Bicyclists of Nevada County (BONC) have offered to make a public trail network on our campus for the good of the community and our school. Potential revenue generation as a venue for mountain bike and running races of \$500-\$5000 annually.

## Access

**Main Entrance:** Open during Business Hours to two way traffic. Locked after hours by a steel gate. Keyed access allowed by school personal, NID, Fire Department, Verizon and AT&T.

**East Entrance:** Gate at Lone Lobo Drive. Closed to all traffic at this time. Keyed access allowed by school personal and Fire Department

**West Entrance:** Open to one-way traffic only, used to enter school grounds. Marked fire lane. Locked after hours by cable gate. Keyed access allowed by school personal and Fire Department.

## Critical Infrastructure

**Potable Treatment Plant:** The potable water treatment plant is a package conventional filtration plant and primary disinfection is ozone. It has been in continuous operation since 1987 and, though parts of the facility have begun to show their age, the plant is in good condition and works well. The chief operator lives on site providing constant availability and the equipment is in good working order with normal repairs and maintenance on track.

**Potable Water Storage:** The clearwell storage at the treatment plant decreased from the design capacity of 50,000 gallons to 30,000 gallons with the obsolescence of two 10,000 gallon poly storage tanks which were removed in 2014. Decreased water demand the tank's lifespans were key factors. The two remaining 15,000 gallon welded steel storage tanks have been in continuous use for over 30 years and one developed a leak this year due to a rust tubercle and was taken out of service. The remaining tank is just as old and provides inadequate capacity so two new poly tanks have been acquired and placed on the existing bed at the tank farm. Final installation awaits approval from the county.

The additional 20,000 gallon potable storage will return good capacity to the facility as well as allow both steel tanks to be taken off line simultaneously for repairs when possible. The two poly tanks will not provide adequate capacity on their own except to provide service during the repairs of the steel tanks. The estimated cost of repairs to the steel tanks is currently \$53,000.00 and would provide as much as 50 years of service life to the steel tanks which are in otherwise good condition and of very sturdy design. The new poly tanks have a 7 year warranty with projected lifespan around 10 years or so. The end of the remaining steel tank's service ability is likely very near.

**Potable Distribution System:** The potable distribution system took significant damage in various areas during and after the Lone Lobe fire of October 2017. While all critical aspects of the damaged system have been repaired, some damaged but unused portions of the system have been abandoned and features with cosmetic damage are used as is. All in all, the system remains sturdy and is working well but has some increased monitoring and repair requirements mostly due to the system's age. The system is plastic pipe and was developed over years as demands changed and much of the system is poorly documented making it more of a challenge to predict or repair



problems. One of the major factors affecting the distribution system now is tree growth in the vicinity of buried pipes.

**Raw Water Distribution System:** Raw water to the site is provided by canal to a facility known as the lift station. Basically, two 15 horsepower pumps provide primary delivery to the system with gravity also employed. The lift station and surrounding area was severely damaged during and after the Lone Lobe fire and repairs there have been extensive. The latest of which include significant repairs to the six inch main supplying water to the reservoirs high above the station, major repair to the roadway and drainage in the area, and major repairs to the pumps and related pipes and valves which were worn from decades of continuous service. The system now appears to be in the best condition in many years however new aspects of the fire damage may still surface and the majority of the system is well over 30 years old with regular maintenance becoming increasingly critical and the number of unforeseen repairs is increasing.

**Waste Water Systems:** Waste water from buildings 2,3,4, and 9 is directed to the waste treatment plant via sanitary sewer as is effluent from the septic tank that serves buildings 5,6 and 7. The system is, as is much here, over 30 years old but continues to work well. The equipment is showing age related issues and the need for unexpected repairs is ongoing. Key features at the plant remain in good working order. This year will see an increase in repairs including pipes, valves, paint, etc. Increased requirements from the state have added a level of responsibilities. Damage to the infrastructure from the required removal of vegetation by a volunteer with a bulldozer created much damaged pipe to the water supply and waste line to 5,6,7 that remain only partially usable. It remains to be seen how the system does this coming winter.

Buildings 1, 5, 6, 7, 8, 12 and 13 are serviced by septic tanks. The tanks appear to be in good order with the exception of the system at building 8. The two 1500 gallon septic tanks there appear to be at the end of their lifespan with over 40 years of continuous service. The concrete construction of the tanks appears to be breaking down and there is evidence in the tanks that movement has occurred with damage likely at the outlet. There is also evidence of increased vegetation and odors near the tanks. Options probably include replacement of the tanks and possibly leach field work or rerouting the effluent to the treatment plant. Both are large undertakings. The system is at risk of failing in the 3-5 years.

#### **Fire Suppression and Prevention:** **Campus wide sprinkler inspection:**

We had our 5 year fire inspection on Sept. 14, 2018. The inspection included fire hydrants and sprinklers throughout the entire property. We need to update valves on all of our buildings' sprinkler supply and address some simple deficiencies that had been overlooked by the inspectors in years past. Repairs have been made to bring our buildings into compliance. Penn Valley Fire has approved these improvements. New FDC connection still required at building 3.

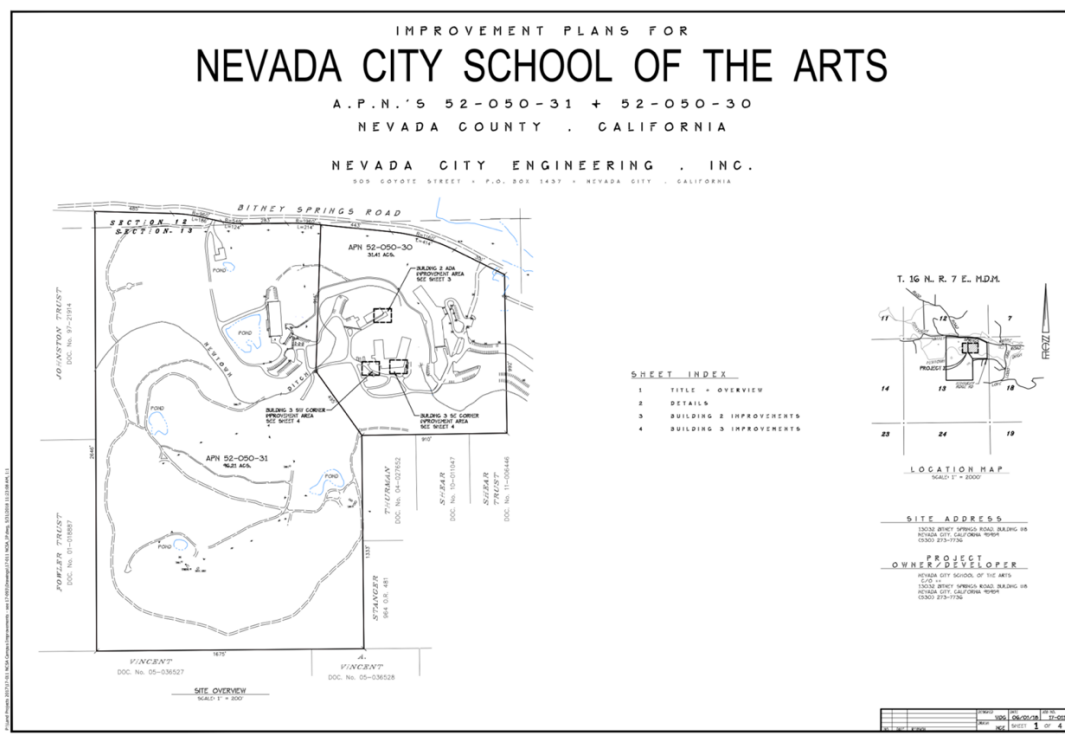
#### **Defensible space and fire fuel reduction:**

As we learned October 13<sup>th</sup>, 2017, our school is susceptible to wild fire. In the summer of 2018, NCSA saw the start of creating fire breaks around our school buildings and critical infrastructure. Buildings 2 and 8 had the bulk of the clearing done, as they were surrounded by the densest fuel. There is more work to do. According to Nevada County Fire Safe Council Guidelines, we are planning to thin our forested areas within 200' of each of our buildings and our property boundaries to the recommended standard (for slopes 0%-20%) of 10' horizontal space between tree canopies. Vertical clearance above remaining understory species to 3 times the height of the shrubs. Cal Fire began brush clearing sensitive areas on November 19, 2018 and is scheduled through all breaks up to April 19. Total cost for the school year is \$5650.00 plus porta-potties and fire permits. They are doing a wonderful job and have currently cleared around building 2, powerlines along Bitney Springs road and at a neighbor's house to maintain our required clearance.

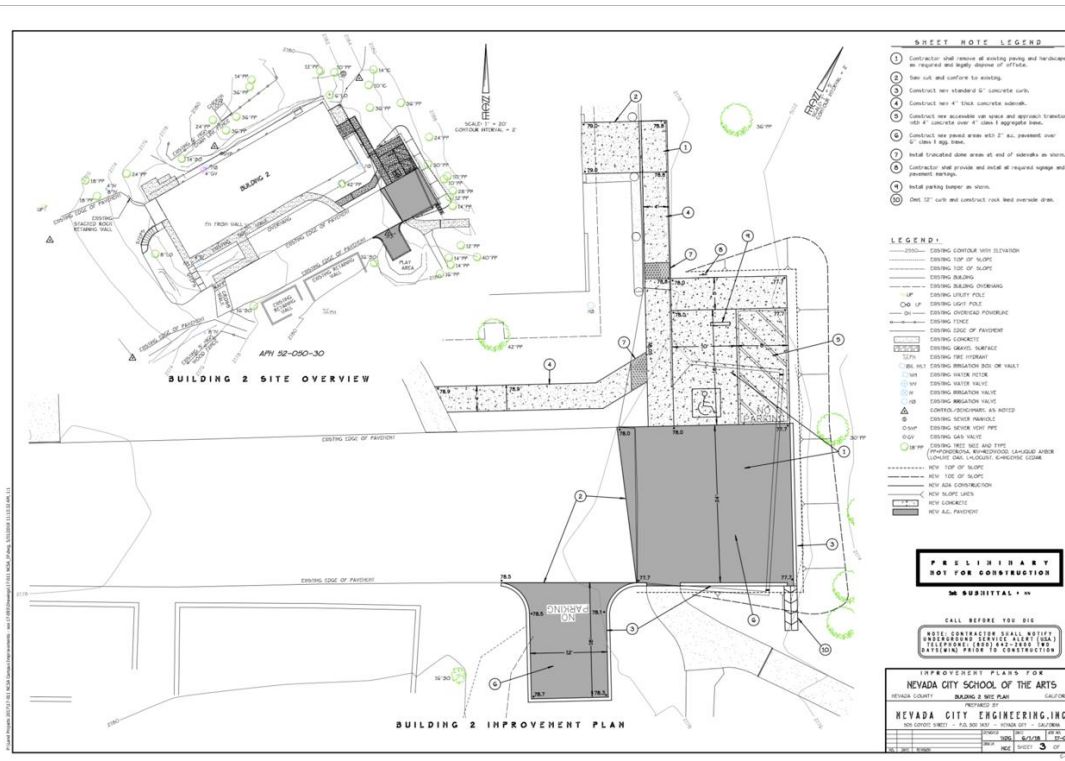
## Facilities Analysis Conclusions

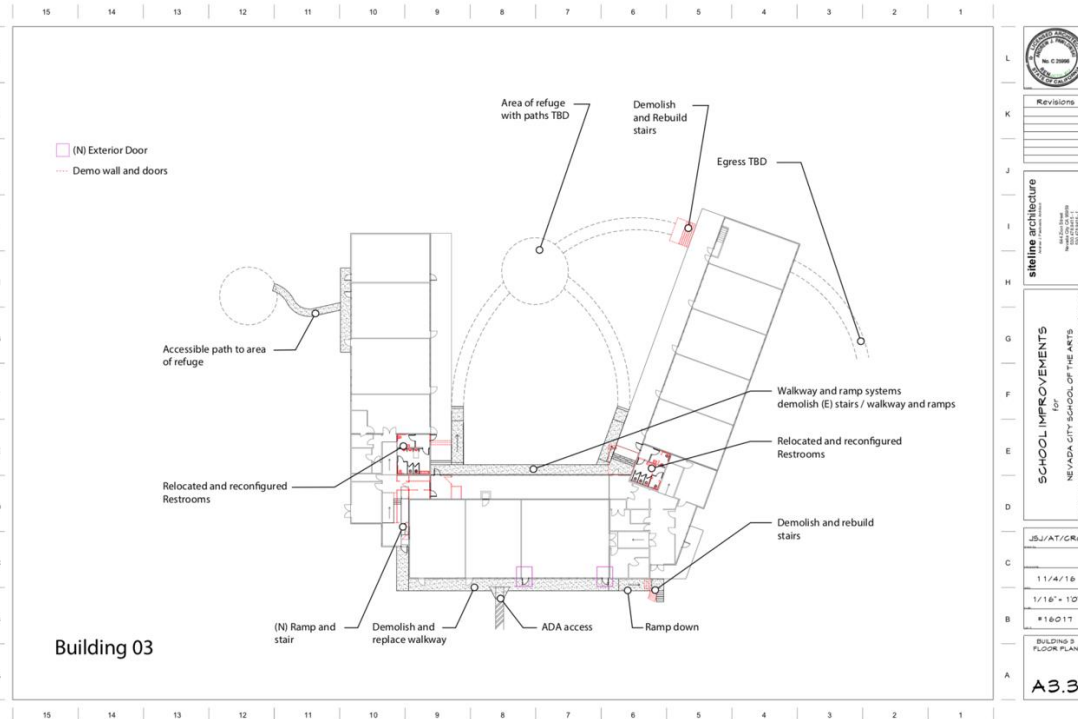
### County mandated ADA improvements:

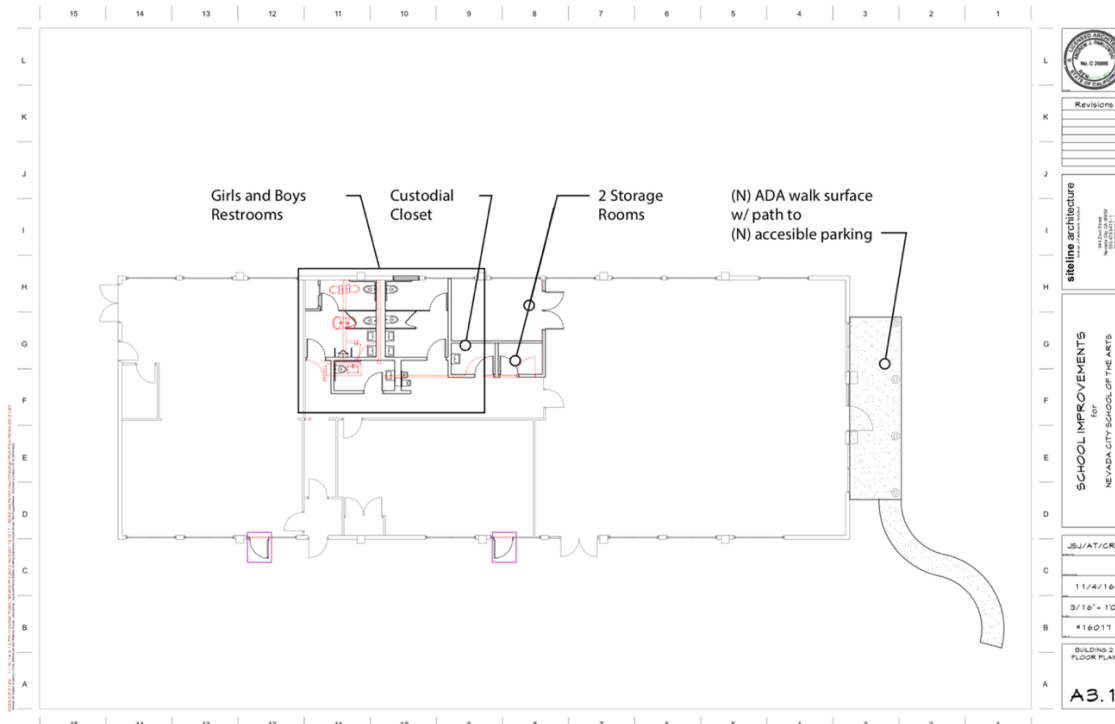
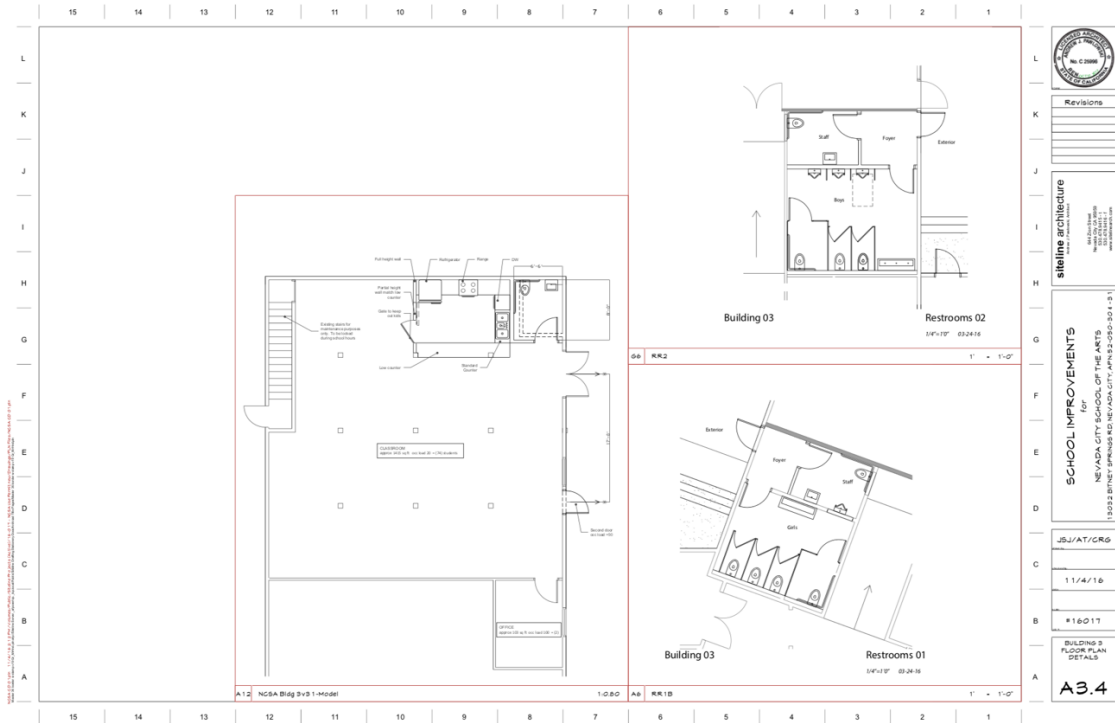
The Conditional Use Permit that was granted to NCSA in September includes mandatory improvements to increase access to the school in order to be in compliance with federal Americans With Disabilities Act (ADA). These improvements have been designed by Sitrine Architecture for the purpose of planning and construction. The proposed changes to our buildings are as follows:

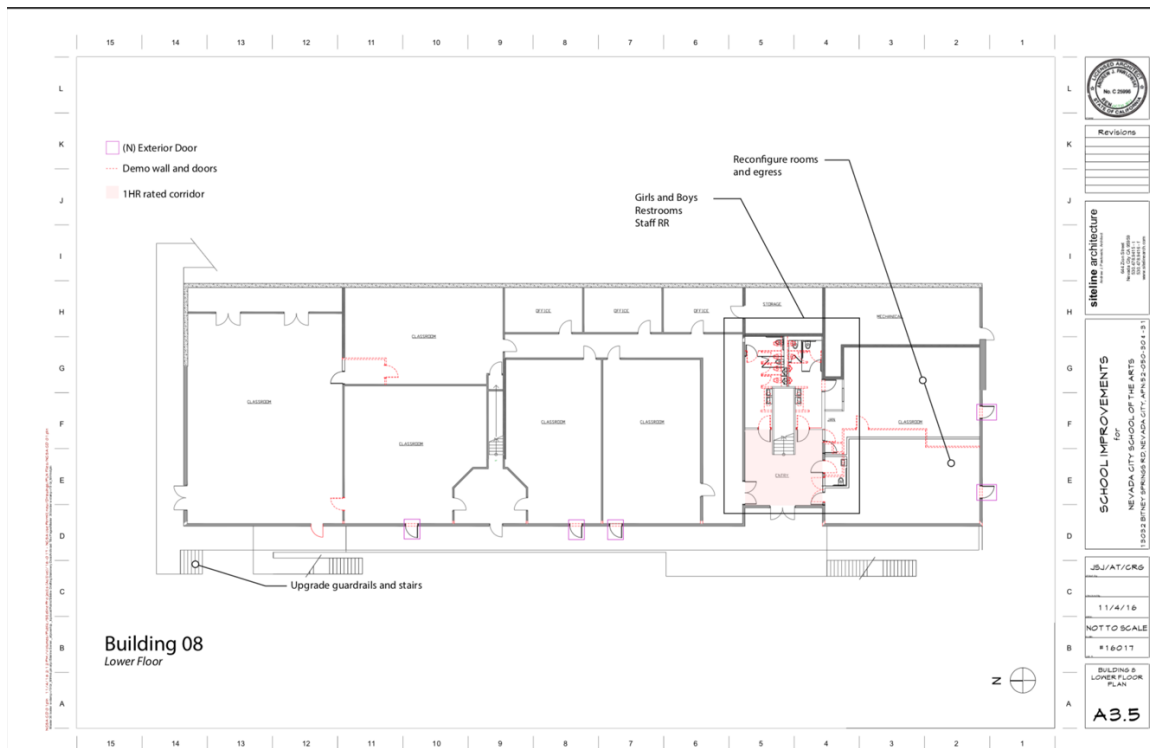
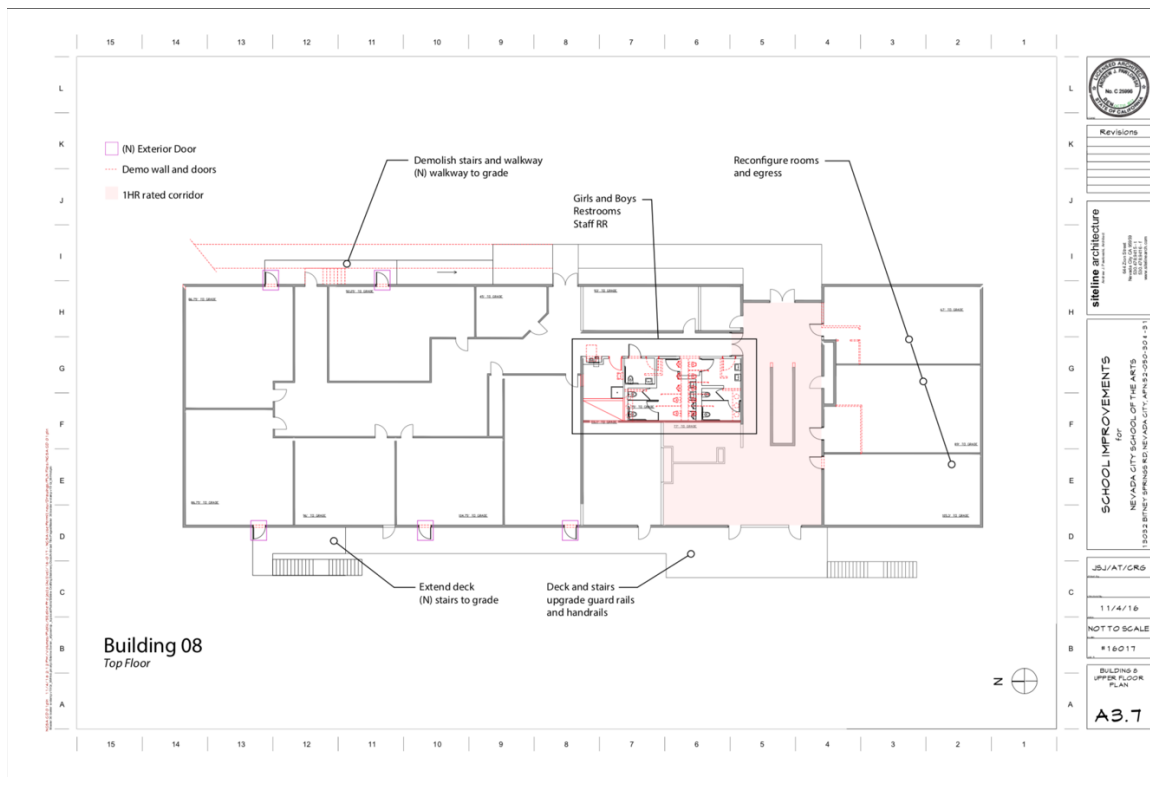




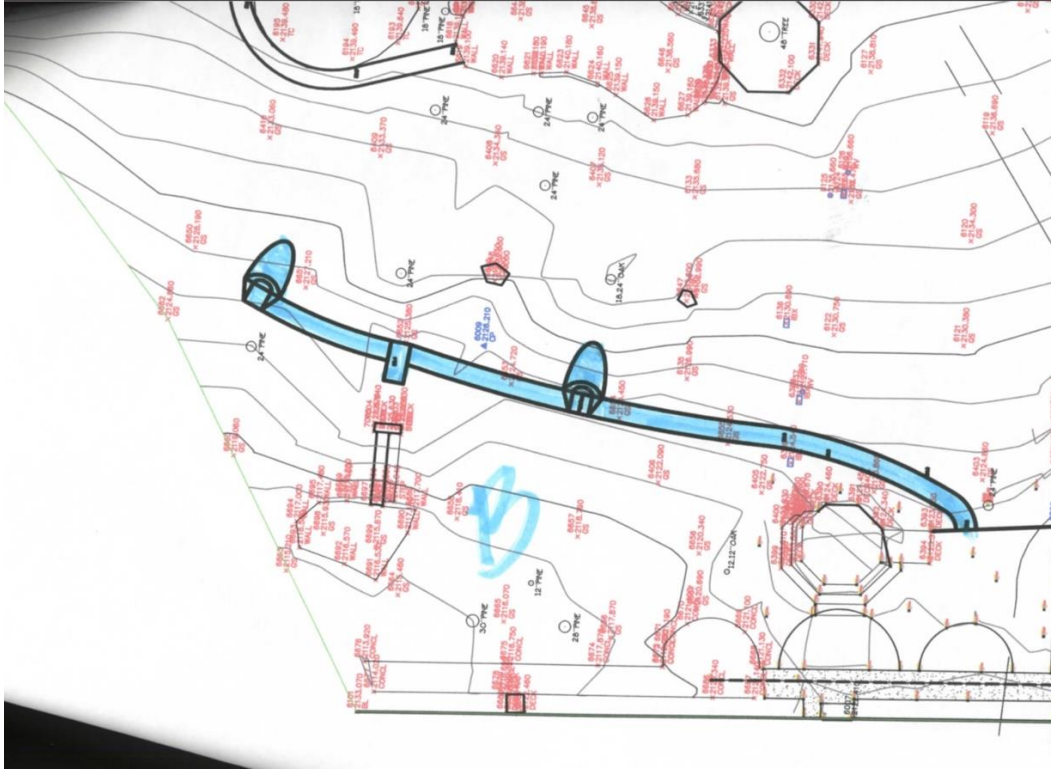








Lower Campus Playground proposed ADA access to playground features:



### Deferred Maintenance:

Our school has suffered 10+ years of deferred maintenance. This is evidenced by failing door latches, broken window blinds, leaking plumbing fixtures and piping, deterioration of wooden decking, obsolete HVAC controls (Building 9, 4), inefficient and inadequate lighting, leaking ponds, etc. We must account for the unforeseen cost of this deferred maintenance that will be required. The pernicious effect of this state of degradation soaks up money from our maintenance budget and time from our staff that already have scheduled repairs and maintenance tasks to perform. Also, unpredictable failure of our antiquated systems can lead to a perception of disrepair among staff and students. In order to provide an excellent educational experience in an equitable and accessible facility, we must allow for a well-supplied emergency fund that can shield us from the surprise and financial hardship of unexpected repairs. Fortunately, our capable maintenance staff is clever and adaptable. However, we must recognize the unknowable nature of repairs due to deferred maintenance and set our budgets, staffing and schedules accordingly.

### HVAC in Building 9:

Building 9 is by far our largest building with the most income generating potential. As we fill out our rentable spaces with arts aligned businesses and bring our cafeteria, classrooms, and business services online there, we must address the need for a functioning HVAC system in this building. Currently, heating and air conditioning is manually operated by a few knowing staff members, but even this make shift control scenario serves only limited occupied areas of the building with heating or cooling. Ventilation is essentially nonexistent in most parts of the building and this is unhealthy for the building and its occupants. If we are to rely upon this building for its income potential, this must be addressed.

The existing equipment is dated, near the end of its life cycle, and energy inefficient in comparison with modern HVAC components. The original control systems (think thermostats and occupancy sensors) has failed completely and is beyond repair. After consultations with reputable energy consultants, multiple mechanical engineers, numerous HVAC service providers, community members, and the original designing engineer of the building, Ken Meyers, it has been determined that the best route forward to a sound HVAC strategy is to replace the existing equipment with multiple heat pump units that serve each occupied space individually. An example of this type of system (often called a mini-split) is already servicing the JPA office in Building 9. This path allows for the greatest flexibility in managing the many different occupied spaces, is resilient against building wide failures, and can be done incrementally as our building population grows. The systems are approximately \$18k-\$30k each with service for the cafeteria upwards of \$60K. This is a crucial upgrade that must be made in order to have an adequately functioning facility and mandatory to maintain a code compliant commercial kitchen.

## General Program Considerations regarding Facilities

This section has been informed by a staff survey that was held during the spring of 2019. Great effort was made to include staff concerns and experience to best determine our priorities when considering improvements to our campus facility and program. 42 staff members participated in the survey of campus strengths, weaknesses, usage and upkeep. These are the findings, summarized to represent to bulk of opinions expressed.

Staff reported loving our campus. Its lovely trees and outside spaces make it a very pleasant place to work. The majority of staff is very happy with the amount of light in our classrooms, classroom views of the surrounding environment of forested woodland and pasture. The classrooms are big enough with excellent additional amenities including our multiple music rooms, our dance rooms, our theater and our trail network.

According to our staff, our campus is deficient in these areas:

### Access:

- ADA access to facilities is limited: school entrance, bathrooms, hallways, classrooms, and gymnasium.
- Our Student pick up and drop off is inefficient and obtuse.
- Crosswalks and road markings need to be repainted.
- Better exterior lighting is needed with many of our teachers and staff staying at work until it is dark.
- Walkways are uneven and can be slippery

### Infrastructure:

- HVAC is inefficient and loud. Inconsistent heat is provided to classrooms, with some too hot, some too cold and always too loud.
- Sinks in classrooms would be greatly appreciated.
- Staff only bathrooms would be greatly appreciated. All our bathrooms are outdated and nearing the end of their lifespan with broken fixtures, poor lighting and leaky pipes.
- A dedicated lunch area for the students is needed. A covered area outside for eating lunch preferred.
- Buildings need a new coat of paint on exterior. New carpet is desired in rooms with old carpet.
- Water fountain needed in Gymnasium
- Better control of lighting. Partial lighting vs. full lighting is desired to accommodate certain classroom projects and student needs.
- Better soundproofing in Building 2. Music and Drama programs compete to be heard with thin walls.



#### Program:

- There are not enough dedicated music spaces for the number of music classes that we have.
- The Building 3 courtyard is dusty and not conducive to children's recess games. Drainage of play area needs improvement. Play structures and fields appropriate for middle schoolers are needed.
- TK play area needs age appropriate playground feature: swings, playhouse, climbing feature, etc. Access to hazards should be removed.
- Smaller break-out rooms are needed for math work groups.
- Several more small staff offices are desired.
- A school garden is desired and student participation in landscaping could be encouraged.

## Proposed Improvement, Uses and New Facilities:

Proposed projects intended to support our programmatic goals and produce income that will fund our operations.

#### Cafeteria:

The kitchen supports the overall learning and health of our students and general school community. One specific goal is to ensure that all students have access to a full, nutritious lunch each school day.

The kitchen has a potential to earn income in a few different ways. If we can be self-sustaining with our school meal program (well, self-sustaining with the subsidy for enrollment in the National School Lunch Program), we can then use the kitchen/cafeteria for other purposes to generate funds. Examples of this are: Weekly Friday Parent Cafe, Fundraiser Dinners (Bingo Night, Jazz Night, etc.), Meals for Back-to-School Night/Performances, and rental of the cafeteria/kitchen space to groups who would like to utilize the space for catered events. There is also a limited potential to earn money through vending meals to other charter schools in need, but there would be initial start-up costs involved to add equipment and labor to accomplish additional meal programs.

#### Multi-Purpose Playfield:

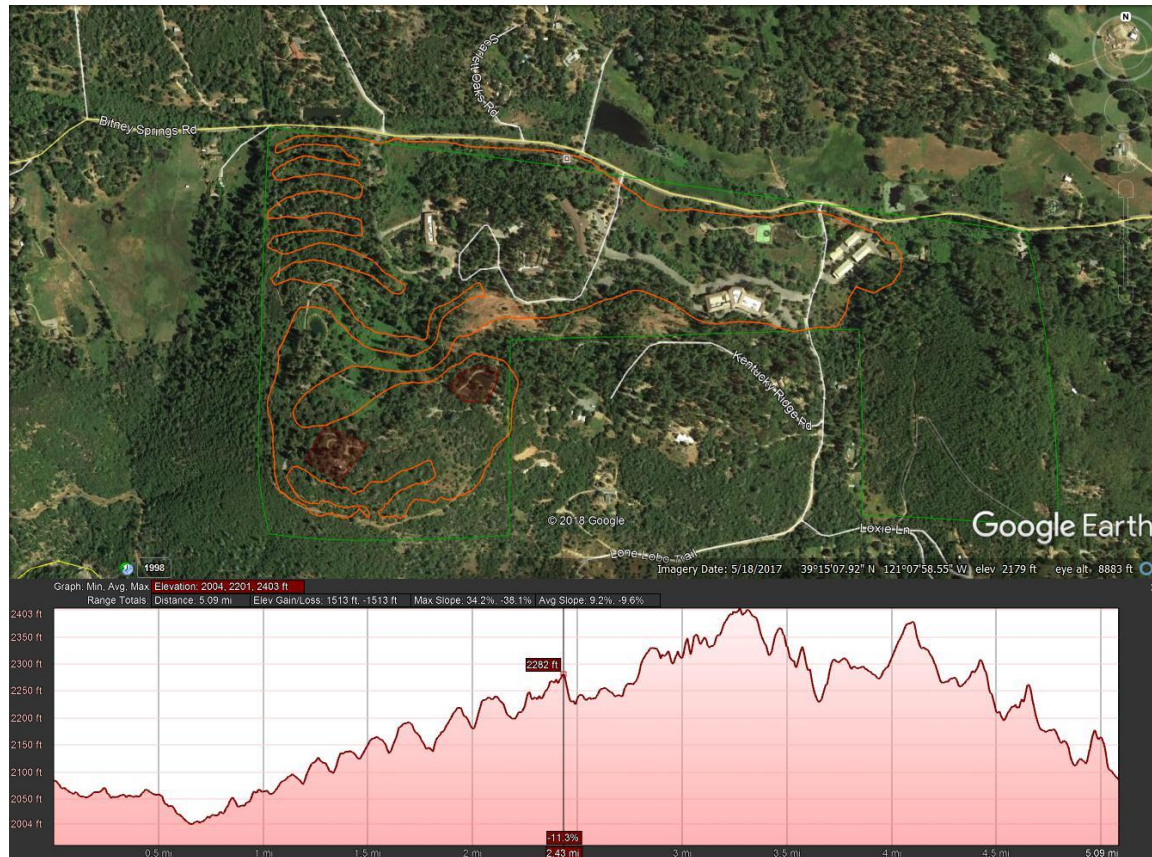
A multi-use play field has been proposed for ~40,000 square feet of the land immediately south of Upper Campus (Building 3). This will provide a safe and friendly environment for recess, afterschool sports and recreation activities for our students.

#### Trail Network:

An extensive build out of our existing trail network would provide our students with opportunities to spend more time outside, building fitness and environmental awareness. Movement classes and main lesson teachers could explore and have greater interaction with the ecosystems found here on our campus. Afterschool sports programs could use it to build competitive cross country and mountain bike teams.

The more land we have under our usage, the more opportunity we have to lower our property tax burden. Currently, much of our land is taxed at business park property tax levels because much of it is not expressly used for our school operations. A five mile trail that is 3 feet wide could potentially bring another 16+ acres under our direct control (trail area only), thereby lowering our taxable property amount.

Bear Yuba Land Trust (BYLT) and Bicyclists of Nevada County (BONC) have proposed building a trail network that could provide benefit for our school and our community. They have proposed a 5 mile track that could be an income producing venue for NCSA if we were to host event like weekend long youth mountain bike and cross country races. Income could be made from a percentage of the race fees, charging a modest fee for parking, selling concessions from our cafeteria during events, and perhaps even hosting camping on the northern parcel of land. Here is a rough draft of the proposed trail:



### Greenhouse & Farm Site:

A simple hoop style green house has been proposed to add new electives that involve gardening, food production and native plant propagation. Student activities could provide supplemental foodstuff to support our cafeteria operations, bringing down food costs to the school and increases food awareness amongst student body and staff.

If the pilot greenhouse program shows promise and goes well, it has been proposed that we expand into developing acreage east of the main entrance, south of Bitney Springs Road to further create abundance and awareness around food and its production.

### Building 3 Courtyard Development:

Many parents, staff and students have expressed a great desire to redesign and enhance the courtyard at Building 3 (Upper Campus). Creating a green learning landscape has numerous benefits to our students, creating more opportunities for play and learning through exploration right outside the classroom door. Outside teaching spaces, covered lunch seating, an outdoor amphitheater, and new basketball courts have been proposed.



### Gymnasium Renovation:

Renovating the gymnasium in Building 9 has emerged as a potentially profitable enterprise. In addition to providing safer and more pleasant facilities for our school sports team and elective classes, it appears that most gymnasiums in our county are consistently rented out at decent rates. A new floor, improved ADA accessible entry, ADA compliant bathrooms and some bleachers would make our teams more comfortable and could create rental income on nights and weekends when we are not using it.

## Long-term development plan:

**2019:** Create a facilities masterplan; complete construction documents for code- mandated improvements regarding health, safety and accessibility; Identify necessary changes to school buildings to provide compliance with the building code's "risk category" requirements in Chapter 16; Identify locations for future multi-use field and outdoor amphitheater; Enlist landscape architect to work with the civil engineer to develop a cohesive site plan with areas of refuge and accessible paths of travel; Maintain potable water storage tanks to ensure availability of potable water for all building occupants; Repair campus wide fire suppression system per 5 year inspection; Begin brush clearing in accordance with Fire Wise Community standards; modify Building 9 electrical infrastructure and perform necessary electrical system maintenance; conduct necessary maintenance at on-site Waste Treatment plant.

**2020:** Construct Building 3 accessible parking and passenger pick-up and drop-off improvements; Create accessible access to the front of Building 3; remodel Building 9 to address life safety and disabled access related to the Gym and Industrial Arts areas.

Construct Building 9 exterior parking and accessibility improvements; construct kindergarten plays yard landscaping with accessible play areas; install HVAC improvements for Building 9; Train back up operator for potable water plant.

**2021:** Remodel Building 3 to address life safety and disabled access requirements; automate the waste treatment plant

**2022:** Construct Building 2 Bathroom remodel and life safety/exiting improvements; construct Building 2 parking and exterior accessibility project

**2023:** Construct Multi-purpose play field; remodel Building 3 Courtyard to provide areas of refuge, paths of travel and accessible play areas

**2024:** Construct Building 8 Bathroom Remodel and Improvements necessary to address life safety and disabled access requirements; construct Building 9 bath remodel; Assess campus' paving and blacktop; connect building 8 septic to water treatment plant