

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

Thursday, January 5, 2023
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 November 17, 2022 Minutes - *See attached*

Reports

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

Discussion Items

5. Discuss Non-Public School Creation
6. Discuss Employees as Board Members
7. Discuss Mission Statement

Action Items

8. Review and Accept 2021-22 Audited Actuals - *See attached*
9. Approve B-6 Communication to the Council Monitoring Report - *See attached*
10. Approve B-7 Council Logistical Support Monitoring Report - *See attached*
11. Approve B-8 Emergency School Director Succession Monitoring Report - *See attached*

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
Regular Meeting Minutes**
Thursday, November 17, 2022
13032 Bitney Springs Rd, Building 8 (Atrium), Nevada City, California

Call Order: 5:07 p.m.

Roll Call: LeeAnne Haglund, Lauren Hesterman, Meshawn Simmons, Meghan Archer, Trisha Zakon via zoom, Laura LeBleu, Abby Oas, Andrew Todd and Qayyuma Didomenico
Guests: Holly Pettitt and Melissa Brokenshire

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

Plaudits: Toni, Joseph and Michelle our special ed director for creating an environment for a special needs student and rising to this challenge. Joanna and Nancy for stepping in to hold 5th Grade. All the staff who donated their PTO for Carrie. Diversity assembly.

Action Items

1. Approve Agenda
Motion: Meghan Archer 2nd: LeeAnne Haglund
Unanimous assent

Consent Agenda

2. Approve October 27, 2022 Minutes
Motion: LeeAnne Haglund 2nd: Meshawn Simmons
Unanimous assent

Reports

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

Discussion Items

5. Discuss Mountain Bike Trails - Melissa reported.

Action Items

6. Approve B-3 Asset Protection Monitoring Report
Motion: LeeAnne Haglund 2nd: Andrew Todd
Unanimous assent
7. Approve B-1 Financial Conditions Monitoring Report (22/23 1st Interim)
Motion: Qayyuma Didomenico 2nd: Abby Oas
Unanimous assent
8. Approve 2022/23 1st Interim Budget
Motion: Abby Oas 2nd: Meshawn Simmons
Unanimous assent
9. Approve Board Participation in Intercultural Development Inventory (IDI) Assessment and Training
Item tabled.

Adjournment 6:26 p.m.

Submitted by: Meghan Archer, Board Secretary

11/17/2022

Approved by the NCSA Charter Council

LeeAnne Haglund, Board Chair

Date

Meghan Archer, Board Secretary

Date



School Director FYI Report December 15, 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 Sara Phillips for stepping into a new position as Special Education Teacher to one student who is on a separate program.
- To Melissa, Jenn and Carabeth for all working way overtime to support the family in crisis. Without them absolutely nothing would have happened for this family.
- To Shannon Connor for her amazing growth over last year and this and her great partnership with Colette. They make a fabulous team.
- To Rachel for not giving up on a struggling student and for her excellence in communication with her staff, the parents and admin.
- To Summer and Rochelle for how clean this campus is and their dedication to getting it all done and being on a regular deep cleaning schedule.

Financial Information

- Nothing to Report

Facilities Update

- The Ponds that hold our water are failing. Ian has some ideas about how to repair them. We are contacting folks that specialize in this to get an estimate for repair.
- Melissa and I have instituted monthly facilities team meetings to help build a collaborative team between custodial, facilities and property management.
- More gravel is coming this week for Ravenwolf and they are building a deck under the shelter so it is more usable.
- Loud speakers being fixed and more installed at UC so people can better hear announcements outside.

- Construction Documents/Permit will be done at the end of December. Then we can send them to the cost estimator to get a better idea of how much each project

School Wide Issues

- I would like the board to begin the process of reviewing our mission statement - it currently states: "To nurture and inspire academic excellence through the arts." This feels one dimensional and not particularly inclusive nor does it really speak to what we do here. I suggest we add this to each agenda to discuss for the remainder of the year.

Events

- County Board of Education visits on the 14th. I will give a verbal update at the meeting.
- Our meeting for the County Oversight Visit went very well. The county team gave us a lot of kudos for our excellent program and then bragged about us at the SELPA (Special Education Local Plan Area) Review meeting the following day.

Arts Based Choice for Education

- 3rd graders' Celebration of Light performance is this week which is exciting!
- Dance classes are preparing for Mardi Gras in February - Chanthou is hoping to do a float this year.
- We have offered after school dance scholarships to students who qualify - Chanthou is matching our donation.

Academic, Arts & Social Emotional Achievement

- I'll report on the mental health survey results in January.
- Students are doing well academically - our next set of assessments begin in January.
- Teachers will participate in Proactive Circles training as part of our implementation of restorative circles for discipline.

Safe, Respectful and Equitable Conditions for Learning and Working

- Update on Family who lost housing - They are currently still in emergency housing - we continue to help look for housing for them.
- Kindergarten Playground - We continue to look for items to spruce up the playground. Now the parent wants us to install swings - it just isn't that simple. We have purchased several items that should add to the current play equipment, but anything structural will have to wait until summer.
- Anti-Bias Curriculum Training - 8 teachers are signed up.
- Installing Cameras in the UC Courtyard. Lots of shenanigans over the years with no one being seen doing the shenanigan has prompted us to install cameras No sound - video only.
- We have created a special program for a student with special needs over in building

9. We are doing this with the JPA. It seems to be going well - the student has not been able to run to the street which was our primary concern. He loves his space

Contributor and Collaborator to the Greater Community

- We will be hosting the Arts in Education workshop series put on by the county this June. Educators from all over the county will come here to attend workshops on how to integrate arts in their classrooms.

Nevada City School of the Arts

CGC 1/5/23, Pg 7

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	
Total Income	\$2,316,279.10	\$7,745,250.31	\$ -5,428,971.21	29.91 %
GROSS PROFIT	\$2,316,279.10	\$7,745,250.31	\$ -5,428,971.21	29.91 %
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	
Total Expenses	\$3,100,871.08	\$7,749,971.85	\$ -4,649,100.77	40.01 %
NET OPERATING INCOME	\$ -784,591.98	\$ -4,721.54	\$ -779,870.44	16,617.29 %
NET INCOME	\$ -784,591.98	\$ -4,721.54	\$ -779,870.44	16,617.29 %



Certified Public Accountants serving
K-12 School Districts and Charter
Schools throughout California

December 14, 2022

To the Board of Directors of
Nevada City School of the Arts
Nevada City, California

We have audited the financial statements of Nevada City School of the Arts for the year ended June 30, 2022, and we will issue our report thereon dated December 14, 2022. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards* and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter to you dated March 8, 2022. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Nevada City School of the Arts are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the 2021-22 fiscal year. We noted no transactions entered into by the Organization during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was:

Management's estimate of the depreciation expense and its impact on accumulated depreciation is based on estimated useful lives of the fixed assets previously purchased. We evaluated the key factors and assumptions used to develop the estimate in determining that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was:

The disclosure on multi-employer defined benefit plan participation in Note 12 to the financial statements. The estimated withdrawal liability is based on prior year data from actuarial studies on the retirement plans and is disclosed for information purposes only. As a nonprofit entity, there is no required recording of a net pension liability as other local educational entities (LEAs), such as school districts, would have to record under governmental accounting (GASB).

The financial statement disclosures are neutral, consistent, and clear.

Significant Audit Matters (continued)**Difficulties Encountered in Performing the Audit**

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. The attached material misstatements detected as a result of audit procedures were corrected by management:

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated December 14, 2022.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Organization's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Organization's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

A Federal Single Audit was applicable to the Organization as expenditures in federal funding exceeded \$750,000 in the 2021-22 fiscal year. No previous Federal Single Audits were conducted or applicable in the past two years; therefore, the Organization was noted as a "high-risk auditee" for federal major program determination purposes. An additional audit fee was agreed to in the engagement letter if and when a Federal Single Audit applies.

Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with U.S. generally accepted accounting principles, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Board of Directors and management of Nevada City School of the Arts and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

A handwritten signature in blue ink that reads "Christy White, Inc." The signature is written in a cursive, flowing style.

Christy White, Inc.
San Diego, California

Nevada City School of the Arts
 June 30, 2022
 Audit Adjustments - Charter

Account	Description	Debit	Credit
Adjusting Journal Entries			
Adjusting Journal Entries JE # 1			
To reclass ELOP net income to deferred revenue.			
8587	Other State Revenues:State ELOP Program	46,139.00	
9650	Deferred Revenue		46,139.00
Total		46,139.00	46,139.00
Adjusting Journal Entries JE # 2			
To adjust beginning retained earnings balance to match prior year audit report.			
9793-02	Retained Earnings	100.00	
4100	Books & Supplies:Approved Textbooks & Core Curricula Materials		100.00
Total		100.00	100.00
Adjusting Journal Entries JE # 3			
To properly account for transfer of equipment from charter to LLC.			
6700	Contribution to related party	16,000.00	
9445	Capital Assets:Accumulated Depreciation-Equipment	4,000.00	
9150	Investments		20,000.00
Total		20,000.00	20,000.00
Adjusting Journal Entries JE # 4			
To reclass educator effectiveness net income as deferred revenue.			
8590	Other State Revenues:All Other State Revenue	106,717.00	
9650	Deferred Revenue		106,717.00
Total		106,717.00	106,717.00
Adjusting Journal Entries JE # 5			
To limit ESSER III revenue to current year expenditures.			
8287	Federal Revenue:ESSER - COVID Relief Funds	35,952.00	
9210	Accounts Receivable:Accrued Accounts Receivable (A/R)		35,952.00
Total		35,952.00	35,952.00
Adjusting Journal Entries JE # 6			
To reclass STRS payments.			
9555	Retirement Liability - STRS	21,001.00	
9501	Accrued Accounts Payable		21,001.00
9501	Accrued Accounts Payable	29,476.00	
9555	Retirement Liability - STRS		29,476.00
3100	Employee Benefits:ER - STRS	29,476.00	
9555	Retirement Liability - STRS		29,476.00
Total		79,953.00	79,953.00
Total Adjusting Journal Entries		288,861.00	288,861.00

Nevada City School of the Arts
June 30, 2022
Audit Adjustments - LLC

Account	Description	Debit	Credit
Adjusting Journal Entries			
Adjusting Journal Entries JE # 1			
To adjust retained earnings beginning balance			
9793	Retained Earnings	800.00	
5800	Services & Other Operating Expenses:Other Services & Operating Expenses		800.00
Total		800.00	800.00
Adjusting Journal Entries JE # 2			
To record transfer of asset from charter			
9440	Capital Assets:Machinery & Equipment	20,000.00	
8805	In-Kind Contribution Revenue		16,000.00
9445	Capital Assets:Accumulated Depreciation - Equipment		4,000.00
Total		20,000.00	20,000.00
Adjusting Journal Entries JE # 6			
To adjust Refi loan balance as of 6/30/22			
5809	Services & Other Operating Expenses:Other Services & Operating Expenses:Bank Charges & Fees	909.00	
9673-01	Tri Counties Refi Property Loan - 84560:Debit Issue Costs	12,866.00	
9673	Tri Counties Refi Property Loan - 84560		13,775.00
Total		13,775.00	13,775.00
Total Adjusting Journal Entries		34,575.00	34,575.00

Nevada City School of the Arts
School Director's Monitoring Report


Executive Limitations Policy: **B6 – Communication to the Board**

Charter Governance Council Meeting: **December 15, 2022**

I report compliance with all parts of this policy.

Unless indicated otherwise all data in this report is for the 12-month period ending December 15, 2022 and is accurate as of that date.

I certify that the information contained in this report and attachments is true.

Signed , School Director

B6 - The School Director shall not cause or allow the Board to be uninformed or unsupported in its work.

Interpretation:

In the context of this policy, the School Director is responsible for ensuring that the Board has sufficient information to make Board decisions; logistical and administrative support is dealt with in policy B7 – Board Logistical Support.

Operational Definitions:

- a. The Board has fully defined this policy in the sub-policies below. Please look there for further definitions.

Data:

- a. See data for each sub-policy.

B6.1 The School Director will not submit monitoring reports that are untimely, inaccurate, or hard to understand.

Interpretation:

The School Director will submit monitoring reports to the Board according to the schedule defined in the Board Annual Calendar. These reports will be written in such a way that the Board can easily determine whether or not the School Director/School is following the policy. Board acceptance of these reports will indicate that the Board agrees the reports are **accurate and understandable**.

Operational Definitions:

- a. Compliance will be determined using the Monitoring Summary Table maintained by the Board Secretary for the D4 – Monitoring School Director Performance policy.

Data:

- a. See Monitoring Summary Table below.

Policy	Date
A - Ends Report/Strategic Plan	8/18/22
B-1 – Financial Condition and Activities (1st Interim)	11/17/22
B-1 – Financial Condition and Activities (2nd Interim)	2/25/2022
B-2 – Planning and Financial Budgeting	6/16/22
B-3 – Asset Protection	11/17/22
B-4 – Treatment of Parents and Students	3/24/2022
B-5 – Staff Treatment and Compensation	4/28/22
B-6 – Communication to the Board	12/15/22
B-7 – Board Logistical Support	12/15/22
B-8 – Emergency School Director Succession	12/15/22

B6.2 The School Director shall not report any actual or anticipated noncompliance with any policy of the Board in an untimely manner.

Interpretation:

The School Director is responsible for ensuring compliance with Board policies, as defined by School Director operational interpretations, at all times. The Board will be informed of any actual or anticipated noncompliance items in writing at the first Board meeting following the School Director's awareness of noncompliance.

Operational Definitions:

- a. The monthly update report will include notices of anticipated and actual non-compliance as needed.
- b. Regular monitoring reports will include notice of actual non-compliance as needed.
- c. In the case of a serious actual or anticipated non-compliant issue, the School Director will inform the Board President immediately.

Data:

- a. Non-compliance issues noted in monthly updates: None so far
- b. Non-compliance issues noted in regular monitoring reports

Date	Report/Section	Reason
3/24/22	B.4 e	Non Compliance related to students indicating that instances of bullying were not handled well.
4/28/21	B-5 (f) & B-5.4 (c)	Less than 100% of staff completed mandated trainings Health Benefits are not viewed as enough
8/19/22	A.2.1 A.2.3	Academic Achievement in writing and math did not increase by 3% Less than 75% of middle school students reported being happy at school in 21-22.

- c. Serious non-compliance issues noted immediately to Board President:
 - None

B6.3 The School Director shall not allow the Board to be unaware of relevant trends, public events of the school, or internal and external changes which may affect Board policy.

Interpretation:

The School Director is responsible for ensuring that the Board has all the information it needs in order to make good decisions. This information is primarily about long-term, big-picture or high-impact information rather than the day-to-day details. Examples of significant operational changes might include major shifts in enrollment, changes which materially affect staff/students, and community members' perception of the School. The School Director is responsible for providing enough notice of such possible operational changes both to ensure that the Board is informed and so that the Board has time to consider whether to weigh in with changes to Board policy.

Because the typical annual reporting schedule of an executive limitations policy does not always adequately meet the needs of the Board in receiving timely information, the School Director shall provide monthly communications to the Board in the form of an update report.

Operational Definitions:

- a. Regular monitoring reports will include historical and/or trend information when that information is available and possibly useful to the board.
- b. The School's annual plan (LCAP) or School Director monthly update report will include information about possible significant operational changes in advance of those changes.
- c. The School Director will provide a monthly written update report (FYI Report) in support of this B6 policy including:
 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. In the case of confidential matters, the School Director will report/counsel on these in Closed Session rather than in the written monthly report.
 6. In those cases when the Board needs to be informed about matters of a more urgent nature, the School Director will contact the Board President or the entire board directly.

Data:

- a. Monitoring reports containing historical and/or trend information:

B1—Financial Conditions	November 22
B3—Asset Protection	November 22

B4—Parents and Students	March 22
B5— Staff Treatment	April 22

- b. Submitted a new LCAP for the 21-24 school years in June of 2022.
- c. During the reporting period, the School Director submitted to the Board every month a written communication in support of the B6 policy. These reports included:
 - Financial performance
 - Actual performance compared to the budget.
 - Significant financial trends
 - School level issues (e.g., *legal updates, community concerns*) were reported.
 - Significant changes to the normal pattern of business (e.g., enrollment drop, attendance)
 - Progress toward meeting the Ends Policies
 - Closed Session (confidential) reports:

Meeting Date	Closed Session Topic
12/16/21	Confidential Student Discipline Matter – Consideration of Potential Expulsion Case No.: 001
9/22/22	Public Employee Performance Evaluation - Title: School Director

B6.4 The School Director will not withhold her opinion if she believes the Board is not in compliance with its own policies on Governance Process and Procedures, particularly in the case of Board behavior that is detrimental to the work relationship between the Board and the School Director.

Interpretation:

The School Director is obligated to inform the board if, in his or her opinion, the board is not acting in accordance with its board policies.

Operational Definitions:

- a. The School Director FYI report included in the monthly Board meeting packet will include, as needed, notes about the School Director's opinion concerning Board behavior.

Data:

- a. I have not seen any inappropriate or noteworthy action on the part of the board or individuals, but I do want to remind the board that you operate as a whole, not as separate individuals and as such, cannot speak for the school or guarantee parents that you alone can change something.

B6.5 The School Director shall not deal with the Board in a way that favors or privileges certain Board members over others except when responding to officers or committees duly charged by the Board.

Interpretation:

The School Director is responsible for helping the Board maintain its commitment to holism as expressed in Board policy D1 – Unity of Control. Only the Board as a whole has any authority, though the School Director can interact with any board member in any way as long as they do not give that board member any decision-making authority and as long as that board member does not receive any benefit that is not accorded to all board members.

Operational Definitions:

- a. Compliance determined by board members reporting to the School Director, or board president, who then informs the School Director, of an out of compliance situation.

Data:

- a. No out of compliance situations reported.

B6.6 The School Director shall not fail to supply for the Board's consent agenda all decisions delegated to the School Director yet required by law, regulation, or contract to be Board-approved.

Interpretation:

By using a consent agenda, the board “officially performs a ritual approval of actions for which it has already assigned authority to the [School Director]. Thus, the outside authority is obeyed, but governance and management are not compromised.” (“Boards Should Have Their Own Voice,” pg 140, in *John Carver on Board Leadership*.)

Operational Definitions:

- a. Each year, the School Director will provide all school policies for approval by the board, a requirement of law.
- b. Other items requiring board approval to satisfy the requirements of banks, insurance carriers, retirement plans, etc., will be presented to the board as needed.

Data:

- a. In January, the board's consent agenda will include approval of updated school policies. All policies were reviewed by the appropriate parties (lawyers, county office, nurse, etc.) prior to being submitted for the consent agenda. Copies of these will be presented to the board as part of the meeting packet and the log is placed in their binders.
- b. At no other time since the last report did the School Director make a decision that was required by law, regulation, or contract to be board approved.



Nevada City School of the Arts
School Director's Monitoring Report

Executive Limitations Policy: **B-7 Board Logistical Support**


Board of Directors Meeting: **December 15, 2022**

Policy: B7 –Board Logistical Support

Unless indicated otherwise all data in this report is for the 12-month period ending December 15, 2022

I certify that the information contained in this report and attachments is true.

I report compliance on all parts of this policy.

Signed , School Director

Attachments: None

B7. The School Director must not allow the Council to have inadequate logistical support.

Interpretation:

The School Director is responsible for providing administrative support to the Board so that directors can focus on their governance role rather than on all the administrative work that keeps any good team functioning. Maintaining support will be the responsibility of the School Director even if further delegation occurs.

Operational Definitions:

- a. The Board has fully defined this policy in the sub-policies below. Please look there for further definitions.

Data:

- a. See data for each sub-policy.

B7.1 The School Director will not provide the Board with insufficient staff administration to support governance activities and Board communication.

Interpretation:

The School Director is responsible for ensuring that one school employee is designated as a Board Administrator. Though this employee will serve the needs of the board, he or she will always be supervised solely by the School Director and may have other duties beyond board support.

Operational Definitions:

- a. One employee will act as Board Administrator.
- b. The Board President and Secretary will affirm that administrative support is sufficient.

Data:

- a. *Toni Holman* has served as the Board Administrator throughout this reporting period.
- b. Results of questionnaire given to Board President and Secretary on December 12, 2021. A “yes” response means that the work was done adequately; a “no” response means the work was not done adequately. Compliance is achieved when both president and secretary answer “yes” to all items.

Board Administrator job duties and responsibilities for “sufficient governance support”	Board Pres	Board Secretary
Administrative support provided to Board President and Secretary on Board related matters (including research and correspondence)	YES	YES
Materials coordinated and disseminated for the Board so it is prepared for meetings and retreats.	YES	YES
Draft meeting minutes provided	YES	YES
Logistics arranged for board meetings, retreats and Annual Meeting	YES	YES
Nominations and election process coordinated as directed.	YES	YES
Board calendar, task lists and other organizing tools maintained as needed	YES	YES
Information located and compiled for Board as requested	YES	YES
Reports and correspondence composed for Board as requested	YES	YES
Board records and archives maintained, including approved minutes, Bylaws and affected documents	YES	YES
Overall performance is supportive of Board activities	YES	YES

B7.2 The School Director will not allow the Board to be without a workable mechanism for official board, officer or committee communications.

Interpretation:

The Board needs both a way to communicate internally (between directors) and externally (between the board and the members and/or community). A “workable mechanism” is easy to use and gets the job done. For internal communications, this policy refers to the distribution of the board meeting packet and a central and easily accessible storage area for those packets. For external communications, it refers to publishing board-approved articles.

Operational Definitions:

- a. The monthly board meeting packet will be available 4 days before each board meeting – hard copy at the secretary’s desk and online through the board page of the school’s website.
- b. Past meeting packets are available at the board web page.
- c. Board articles will be published in the Director’s Note, Canvas, and/or on the website when written or authorized by the board president.

Data:

- a. During this reporting period, all meeting packets were available 4 days before each meeting.
- b. The board area of the school’s Google Drive contains meeting packets dated September 8, 2006 (when the board began using electronic documents) through December 15, 2022
- c.

Director’s Note		WebSite	
Date	Subject	Date	Subject
Jan 3, 2022	Chair writes about Update of our work on the book What it means to be white - LH	Dec. 2021 - Dec. 15, 2022 meetings	Full packets posted on the web-site monthly 72 hours prior to meeting
June 5, 2022	End of the Year Message - LH		
December 22	DEI Update - Trisha		

B7.3 The School Director will not allow Board Members to be without an updated copy of the Policy Register and the Bylaws.

Interpretation:

No further interpretation.

Operational Definitions:

- a. New directors will receive access to a digital board notebook "Board Binder (CGC)" containing the current Policy Register and Bylaws.
- b. Revised policies are updated in the digital notebook following approval of the revision by the board.
- c. The most current Policy Register and Bylaws will be posted on the School website.

Data:

- a. and b Directors who joined the board this year

Director	1 st official meeting	Date of receipt of board notebook
Abby Oas	1/27/22 (Elected same date)	1/28/22 (Digital copy stored in Google Drive)

- b. Updated policies provided in meeting packets

Policy	Revision Date
101. Conflict of Interest 301. Enrollment Policy 329. Promotion and Retention Policy 333. Mobile Device Agreement 334. Late Start - Removal of Policy 335. Student Instructional Technology Acceptable Use and Internet Safety Policy 338. Local Meal Charge Policy 402. Complaints Concerning School Employees 501. Injury and Illness Prevention Plan 502. Employee Handbook 603. Classroom-Based Attendance Policy 611. Covid-19 School Site Specific Protection Plan 613. Covid-19 In house testing policy	1/27/22
605. Comprehensive Safety Plan	9/23/22

102. Conflict of Interest Code (change from policy to code per lawyer recommendation)	10/27/22
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- c. On the board page of the school's website you will find the Policy Register (rev. 9/28/17), the Bylaws (rev. 3/22/18) and the Ends Policies (rev. 9/28/17)

B7.4 The School Director will not provide inadequate information and notice to members concerning Board actions, meetings, activities and events.

Interpretation:

School members should have easy access, through multiple sources, to information about their elected board.

Operational Definitions:

- a. Names and contact information of all current directors will be posted on the board page of our website and Director's Note.
- b. Notice of all board meetings will be posted on the bulletin boards at LC & UC, the school calendar, and the website.
- c. A copy of the Policy Register will be kept in a "Governance Binder" at the Board Secretary's desk and on the web page.
- d. Copies of approved board meeting minutes will be kept in the Governance Binder and on the web page.
- e. The agenda for the upcoming board meeting will be posted on the web page and in the Governance Binder the same day the meeting packets are distributed to directors.
- f. Notice of board elections will be posted on the web page and in the Director's Sunday Note beginning 2 months before the election.

Data:

Most recent updates:

	Web Page	Bulletin Board	Newsletter	Governance Binder
a. Director names and contact information	no change/verified 8/16/2022	8/16/2022	NA	11/18/22
b. Board Meeting Notice	perennial	perennial	perennial	NA
c. Policy Register	9/28/17	NA	NA	9/28/17
d. Approved Minutes	11/18/2022	NA	NA	11/18/2022 (Digital) 11/18/2022 Google Drive Board Binder
e. Board Meeting Agenda	11/17/22	11/17/2021	NA	11/18/2022 (Digital)
f. Board Election Notice	None Provided	None Provided	No Openings	NA



Nevada City School of the Arts School Director's Monitoring Report


Executive Limitations Policy: Policy: **B8–Emergency School Director Succession**

Charter Governance Council Meeting: **December, 2022**

I report compliance with all parts of this policy.

Unless indicated otherwise all data in this report is for the 12-month period ending December 15, 2022 and will be accurate as of that date.

I certify that the information contained in this report and attachments is true.

Signed , School Director

B8 -To protect the school from sudden loss of School Director services, the School Director must not have less than one other staff person sufficiently familiar with Council and School Director issues and processes to enable her/him to take over with reasonable proficiency as an interim successor.

Interpretation:

To mitigate the risk of disruption of operations that could arise should the School Director be unexpectedly unable to perform her duties, the School Director will designate and train primary successors who are familiar with School Director issues and the School Director/Board relationship, and who can keep the school running smoothly until the Board chooses another SD.

Operational Definitions:

- a. The School Director will identify interim Designated School Directors (DSD).
- b. The DSDs will receive training on basic School Director/Board functionality.
- c. The DSDs will attend at least two board meetings per year.
- d. The DSDs will participate in writing at least one monitoring report per year, beginning this year.
- e. The Assistant Principal will conduct at least one staff meeting per year in a leadership capacity.

Data:

- a. Angie Maxson and Brittani Brackett are my DSDs
- b. Training on School Director/Board functionality – DSDs prepared a written statement (last explaining they are prepared and ready to step in for me if needed).

They will also participate in yearly Brown Act training (Scheduled for January).
Brittani will do the same.

- c. Brittani Brackett attended half of the board meetings in the 2021-22 school year. Due to ongoing health issues, Angie continues to not attend meetings. I have not asked Brittani to step back in as yet. I do not feel it is necessary at this time.
- d. Monitoring reports which Angie and Brittani participates in writing:

March	B4—Parent & Student Treatment
April	B5 – Staff Treatment

- e. *Angie Maxson* attends all the K-3 and 4-5 Team Meetings, Brittani leads the New Teacher meetings and coaches our new teachers. Angie also helped prepare all the beginning of the year teacher trainings. Our long term plan is to have Brittani step into the role of School Director when I retire in 5 years.