Nevada City School of the Arts
Charter Governance Council
Meeting Agenda
Thursday, November 13, 2025
13032 Bitney Springs Rd, Building 8, Staff Room, 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 October 9, 2025 Meeting Minutes - S*ee attached*

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

Discussion Items
5. Discuss 1st Interim Multi-Year Projection - *Handout*
6. Discuss 2025-26 NCSA Budget to Actuals - *See attached*
7. Discuss 2025-26 Raven Springs Budget to Actuals - *See attached*
8. Discuss Increasing the 403b Contribution Amount - *Handout*
9. Discuss Increasing the Health Benefits Cap - *See Attached*
10. Discuss Allowing Members of the Public to Participate in Discussions on Agenda Items.
11. Discuss C-2 Council Responsibilities and C-3 Council Agenda - *See Attached*

Action Items
12. Vote on new member of the Board
    a. Marina Gage: 2 year term, November 13, 2025 - June 30, 2027
13. Approve B-3 Asset Protection Monitoring Report - *See attached*
14. Approve Policy #344 Ravenwolf Aftercare Behavior Policy - *See Attached*
15. Approve Policy #618 NCSA's Investment Policy - *See Attached*
16. Approve Nexel Bid to Install Generators - *See Attached*
17. Approve Yuba River Pond Bid to Repair Upper Pond - *See Attached*

Discussion
18. Discuss Hispanic Heritage Month

Closed Session
19. **PERSONNEL MATTERS** § 54957(b) - Public Employee Performance Evaluation and Salary Negotiation.

Adjournment 6:30 p.m.

Access to Board Materials: A copy of the written materials which will be submitted to the School Board may be reviewed by any interested persons on NCSA's website along with this agenda following the posting of the agenda at least 72 hours in advance of this meeting.

Disability Access: Requests for disability-related modifications or accommodations to participate in this public meeting should be made 24 hours prior to the meeting by calling (530) 273-7736. All efforts will be made for reasonable accommodations. The agenda and public documents can be modified upon request as required by Section 202 of the Americans with Disabilities Act.

Nevada City School of the Arts
Charter Governance Council
Meeting Minutes
Thursday, October 9, 2025
13032 Bitney Springs Rd, Building 8, (4th Grade Classroom), Nevada City, California

Call Order: 5:00 p.m.

Roll Call: LeeAnne Haglund, Jon Lefebre, Joie King, Brian Munn, Meshawn Simmons, Andrew Todd
Guests: Holly Pettitt, Cindy Jurado, Matthew Stibbe

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: Andrea Conte helping with behavior plans and restorative lunches, Valerie a pleasure to work with and learning quickly, Scott Mertz and Itzia Luna for CYBHI, AGC at 80% on track with last year.

Action Items

1. Approve Agenda
   Motion: Brian Munn 2nd: Jon Lefebre
   Unanimous assent

Consent Agenda

2. Approve September 25, 2025 Meeting Minutes
   Motion: Joie King 2nd: Meshawn Simmons
   Unanimous assent

Reports

3. Director's FYI Report – Holly Pettitt
   -Bathrooms, gender neutral, staff bathrooms. Get bids
   -Seven requests for education assessment
   -teachers are happy
4. Board and Committee Reports
   a. Nomination & Recruitment

Discussion Items

5. Discuss Budget Questions from Previous Meeting- Deficits represents money that is owed to us but not yet received, goal is to save for facility repairs, $34,000 to subsidize field studies, forestry services through Kocim Pakan breaks even, PG&E for building 9 will do energy audit, explore alternative energy sources,
6. Discuss Longevity Increase for Staff - On 21st year at NCSA offer a 3% increase, 3% at year 15 for staff, explore signing bonuses which may be more beneficial for longevity initially and at 5 and 10 years.
7. Discuss Council Process C - Global Governance and
8. Discuss Council Process C1 - Governing Style - Discussed, Reviewed and Edited. All C Policies will come back for approval at one time when completed.

Action Items

9. Approve NCSA's Transitional Kindergarten Toileting Policy - *See attached*

Motion: Jon Lefebre 2nd: Meshawn Simmons
Unanimous assent

10. Approve the 2025 Ends Report - *See Attached*
    Motion: Brian Munn 2nd: Meshawn Simmons
    Unanimous assent

11. Approve Board Policy #618 NCSA's Investment Policy- tabled, will reach out to investment managers and attorney

12. Approve Revised Board Policy #202 for Independent Study - See Attached
    Motion: Meshawn Simmons 2nd: Andrew Todd
    Unanimous assent

Board Equity Work

13. Saxon Thomas will be here to speak about the Nisenan and any issues related to education at NCSA. Saxon was unable to attend.
14. Discuss California's Curriculum for Native American Studies - Reviewed.

Adjournment 6:13 p.m.

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Director FYI Report
November 13, 2025

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 Joseph for handling so many facilities issues and always being willing to look into more and more things for me.
- To Itzia for getting right into the CYBHI Billing. We hope this is going to be lucrative for us!
- Welcome to aides Trenton, Salem and Deanna. Three new paras to help support some of our struggling students.
- To Val, Jessica, Lakshmi, Alex, and Cyrus for running the Attendance Recovery program.
-

Financial Information

- Unaudited Actuals are on the agenda
- 1st Interim Discussion is on the agenda - approval will be at the November 20th meeting
- Second Cell Tower sale is almost complete.
- We would like to use Zion Capital as our financial advisor with a rate of .5%

Facilities Update

- We switched real estate companies to lease the spaces we have available. Mountain Valley did not do as promised.

- ➢ New, less intrusive mirrors have been installed in the boys' bathroom.
- ➢ Four hazard trees were cut down around buildings 2 and 3

B5

- ➢ Travis is reporting that the water heater is not keeping up. Ian will look at this and determine the best course of action.

B8

- ➢ The air handlers have been balanced.
- ➢ More roof leaks were fixed.
- ➢ Smelly drain issues were addressed with the outside sink.

B9

- ➢ The dryer quit 10/13. Joseph thinks he got it running again. It needed to be torn down and cleaned. There were many foreign objects in the dryer.
- ➢ GV Air came out to investigate the air handler issue. Several options are available, and Ryan is looking into them. He will contact us when more information is available.
- ➢ Two leaks were repaired on the East wing. So far, they are holding out against the rain from the last storm.
- ➢ A large breaker tripped at B9 over fall break. This caused food to be lost ($7,000 worth) in the kitchen. Joseph has found sensors that can notify people when temperatures go out of range. Dre has reviewed the service and found funding for it.

Overall

- ➢ There is a significant leak in a pipe between the water valve box near the burn pile and building four. Ian has turned off the water to B4, and the porta-potty has been moved there. Ian is looking for the leak, but may need to call for help.
- ➢ Bridge repair at lower campus. A board came loose and has been secured.
- ➢ Mice have chewed through the fiber-optic cable leading to building nine; it has been repaired, and steps to prevent further damage have been implemented.
- ➢ Ian has found a leak he believes occurred or increased significantly around October 27. In the location of the road, Bronson made over the main. This leak is in the area that Matt Hyatt damaged when doing road work without authorization a few years ago. *** This leak was found and repaired 11/3/25.**
- ➢ Much effort has been put into the upper pond fix. Four contractors have been contacted and have declined to bid—one without looking at the project. Another one

came out, took measurements and photos, then declined the job. This one forwarded that information to a company he thought might do it. They are interested in the project at $500,000 based on the photos that were provided. One contractor reviewed the job on Google Earth and said it's outside their scope. One contractor came in at $143,800. This brings the total to six contractors contacted to do the job. We looked into a tank farm and consulted with Ian, who does not think it is a viable idea. To store 250,000 gallons, we would need 50 5,000-gallon tanks. The cost for tanks alone would be approximately $250,000. 12,000-gallon tanks, 21 each, would be $447,200. We looked at lining the pond two years ago. The cost was ~$80,000, with a three- to five-year life expectancy over concrete.

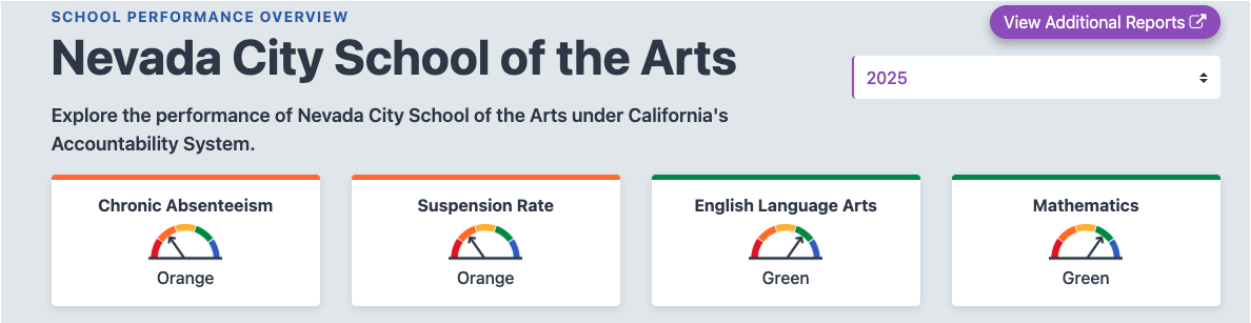
- Sierra Nevada Energy Watch came out and took photos of the HVAC systems in buildings nine, eight, and three. They indicated that we are only likely to be able to use the offered equipment on the new HVAC systems. I am expecting the results in a couple of weeks.
- Looking into solar for B9 as a way to offset the rising energy costs.

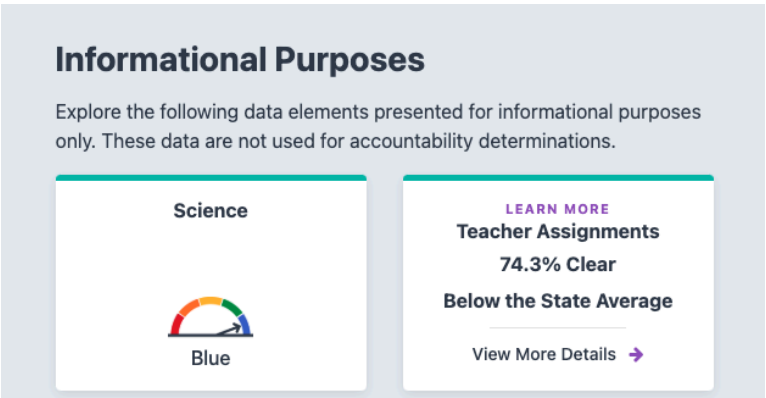
Events

- Winter Clothing Swap was this week - Student council helped with the preparation.

Academic, Arts & Social Emotional Achievement

- We begin our Math Adoption meetings on the 14th. We have 4 teachers, Nancy Nobriga, Angie, Shawna and I on the committee. We will begin the process by analyzing our data and discussing our vision for math curriculum.
- We received our dashboard data and it looks great! For the first time ever we are in the green for math and we do not have any subgroups in the red.. This is the first year the dashboard is showing science testing data and we are in the BLUE!!





Safe, Respectful and Equitable Conditions for Learning and Working

- Student behaviors are on the rise, unfortunately, primarily in the lower grades.
- Attendance recovery is going well. We have recovered 31 absences so far which will result in $2,200. This may seem small, but we just began the program on October 6th - so only a month. Unfortunately - we have had 1005 absences so far and need to recoup 857 of those in order to get to 96% attendance. We will be sending another post asking parents to please sign up.
- We spoke to a former teacher last week and she told us that she was happier at her new school primarily because the parents are so supportive, they show up when asked and do not judge or complain. On the other hand, she does miss NCSA and what we value.

Contributor and Collaborator to the Greater Community

- **FIG - Family Involvement Group** - Sounds like some of the support has dwindled, but people are still showing up. The 14th is the family event at the Kombuchary.
- **PAG - Parent Advisory Group -** Only about 5 parents showed up to the last meeting. Feels like things are settling down.

Nevada City School of the Arts

Budget vs. Actuals: 2025-26 - Adopted Budget - FY26 P&L Classes

July 2025 - June 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
8000 Revenue - State				
8011 Charter Schools General Purpose Entitlement - State Aid	602,820.00	3,587,235.00	-2,984,415.00	16.80 %
8012 Education Protection Account Entitlement	281,466.00	951,269.00	-669,803.00	29.59 %
8096 Charter Schools in Lieu of Property Taxes		1,159,446.00	-1,159,446.00	
Total 8000 Revenue - State	**884,286.00**	**5,697,950.00**	**-4,813,664.00**	**15.52 %**
8100 Federal Revenue				
8181 Special Education - Entitlement		90,010.00	-90,010.00	
8220 Child Nutrition - Federal	17,981.20	364,000.00	-346,018.80	4.94 %
8290 Every Student Succeeds Act (ESSA)	28,783.00	148,832.00	-120,049.00	19.34 %
8296 Other Federal Revenue		3,000.00	-3,000.00	
Total 8100 Federal Revenue	**46,764.20**	**605,842.00**	**-559,077.80**	**7.72 %**
8300 Other State Revenues				
8380 Special Ed	65,086.00	342,550.00	-277,464.00	19.00 %
8382 Special Education - Prior Year (State)		46,364.00	-46,364.00	
8520 Child Nutrition - State	56,059.04	304,000.00	-247,940.96	18.44 %
8545 School Facilities Apportionments		538,875.00	-538,875.00	
8550 Mandated Cost Reimbursements		8,674.00	-8,674.00	
8560 State Lottery Revenue		124,247.76	-124,247.76	
8590 All Other State Revenue	62,688.00	515,834.61	-453,146.61	12.15 %
Total 8300 Other State Revenues	**183,833.04**	**1,880,545.37**	**-1,696,712.33**	**9.78 %**
8600 Other Local Revenue				
8634 Food Service Sales	57,573.40	158,927.00	-101,353.60	36.23 %
8650 Leases and Rentals				
8650-11 Cell Tower Lease	2,566.37		2,566.37	
Total 8650 Leases and Rentals	**2,566.37**		**2,566.37**	
8660 Interest	5,790.17	5,000.00	790.17	115.80 %
8676 After School Program Revenue	48,631.44	195,000.00	-146,368.56	24.94 %
8693 Field Trips				
8693-35 TK Field Studies	1,472.05	678.00	794.05	217.12 %
8693-36 Kindergarten Field Studies	1,432.10	1,488.00	-55.90	96.24 %
8693-37 1st Grade Field Studies	1,270.08	1,975.50	-705.42	64.29 %
8693-38 2nd Grade Field Studies	755.30	621.00	134.30	121.63 %
8693-39 3rd Grade Field Studies	1,424.89	3,603.00	-2,178.11	39.55 %
8693-40 4th Grade Field Studies	6,140.74	11,742.75	-5,602.01	52.29 %
8693-41 5th Grade Field Studies	3,585.60	17,770.50	-14,184.90	20.18 %
8693-42 6th Grade Field Studies	6,228.36	5,225.25	1,003.11	119.20 %
8693-43 7th Grade Field Studies	2,310.46	16,645.50	-14,335.04	13.88 %
8693-44 8th Grade Field Studies	7,908.53	18,421.50	-10,512.97	42.93 %
Total 8693 Field Trips	**32,528.11**	**78,171.00**	**-45,642.89**	**41.61 %**
8699 All Other Local Revenue	500.00	3,500.00	-3,000.00	14.29 %
8705 Instrument Rentals		200.00	-200.00	
8707 Summer Camp	675.40		675.40	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
8709 Middle School Dances	1,460.00		1,460.00	
8710 LLC Payment for Services	68,705.50		68,705.50	
8711 Contributions from LLC		164,893.20	-164,893.20	
8804 Fundraising - AGC				
8804-25 AGC 2024-25	3,722.76		3,722.76	
8804-26 AGC 2025-26	123,227.26	150,000.00	-26,772.74	82.15 %
Total 8804 Fundraising - AGC	**126,950.02**	**150,000.00**	**-23,049.98**	**84.63 %**
8806 Credit Card Rebates	388.45	1,800.00	-1,411.55	21.58 %
8811 Fundraising Activities				
8811-02 Small Misc Fundraisers	51.40	2,000.00	-1,948.60	2.57 %
8811-03 Read a Thon		17,000.00	-17,000.00	
Total 8811 Fundraising Activities	**51.40**	**19,000.00**	**-18,948.60**	**0.27 %**
8812 Free Money	185.63	2,000.00	-1,814.37	9.28 %
8813 Jogathon		20,000.00	-20,000.00	
8814 Afterschool Sports Revenue				
8814-BB Boys Basketball		900.00	-900.00	
8814-BV Boys Volleyball	151.84	400.00	-248.16	37.96 %
8814-CC Cross Country	576.10	1,280.00	-703.90	45.01 %
8814-GB Girls Basketball	151.84	900.00	-748.16	16.87 %
8814-GV Girls Volleyball		400.00	-400.00	
8814-MB Mountain Bike Club	443.21	1,120.00	-676.79	39.57 %
8814-TF Track & Field		1,280.00	-1,280.00	
Total 8814 Afterschool Sports Revenue	**1,322.99**	**6,280.00**	**-4,957.01**	**21.07 %**
Total 8600 Other Local Revenue	**347,328.88**	**804,771.20**	**-457,442.32**	**43.16 %**
Uncategorized Revenue		450,000.00	-450,000.00	
Total Income	**$1,462,212.12**	**$9,439,108.57**	**$ -7,976,896.45**	**15.49 %**
GROSS PROFIT	**$1,462,212.12**	**$9,439,108.57**	**$ -7,976,896.45**	**15.49 %**
Expenses				
1000 Certificated Salaries	1,214.54		1,214.54	
1100 Teachers Salaries	464,347.75	1,962,221.00	-1,497,873.25	23.66 %
1101 Teacher - Stipends	10,159.71	33,283.00	-23,123.29	30.53 %
1102 Reading Specialist	19,906.80	79,996.00	-60,089.20	24.88 %
1103 Teacher - Substitute Pay	15,469.50	45,696.00	-30,226.50	33.85 %
1105 Math Intervention Specialist	20,027.60	33,626.00	-13,598.40	59.56 %
1106 Teacher Trainings	8,915.94	8,299.00	616.94	107.43 %
Total 1100 Teachers Salaries	**538,827.30**	**2,163,121.00**	**-1,624,293.70**	**24.91 %**
1300 Certificated Admin Salaries	106,301.22	355,745.00	-249,443.78	29.88 %
1930 Certificated General Education Counselor	22,878.55	96,090.00	-73,211.45	23.81 %
Total 1000 Certificated Salaries	**669,221.61**	**2,614,956.00**	**-1,945,734.39**	**25.59 %**
2000 Classified Salaries				
2100 Classified - Instructional Aide	92,915.44	486,403.00	-393,487.56	19.10 %
2103 Classified - Paraprofessional	44,403.49	224,795.00	-180,391.51	19.75 %
2200 Classified - Art/Movement/Music	8,917.98	46,287.00	-37,369.02	19.27 %
2201 Classified - Custodian	39,298.13	131,523.00	-92,224.87	29.88 %
2203 Classified - Electives	23,364.07	88,162.00	-64,797.93	26.50 %
2300 Classified - Admin Salaries	29,358.37	90,563.00	-61,204.63	32.42 %
2400 Classified - Clerical & Office	124,943.42	386,841.00	-261,897.58	32.30 %
2401 Classified - Development	22,256.92	76,316.00	-54,059.08	29.16 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
2600 Classified Stipends	2,200.00	13,550.00	-11,350.00	16.24 %
2900 Classified - Other Salaries	7,023.55	4,125.00	2,898.55	170.27 %
2905 Classified - Afterschool Care	53,742.82	228,731.00	-174,988.18	23.50 %
2928 Classified - Food Services	82,050.21	308,571.00	-226,520.79	26.59 %
2930 Classified - Facilities Wages	37,278.67	124,663.00	-87,384.33	29.90 %
2935 Classified - Substitutes	346.30	1,050.00	-703.70	32.98 %
2935-01 Classified - Elective Substitutes	192.80		192.80	
2935-02 Aide Substitutes	863.94	9,900.00	-9,036.06	8.73 %
2935-03 Paraprofessional Substitutes	401.92	6,930.00	-6,528.08	5.80 %
2935-04 Classified - Aftercare Substitutes	90.75	1,980.00	-1,889.25	4.58 %
2935-05 Office Substitutes		2,640.00	-2,640.00	
2935-06 Facilities Substitutes		4,520.00	-4,520.00	
Total 2935 Classified - Substitutes	**1,895.71**	**27,020.00**	**-25,124.29**	**7.02 %**
Total 2000 Classified Salaries	**569,648.78**	**2,237,550.00**	**-1,667,901.22**	**25.46 %**
3000 Employee Benefits				
3100 ER - STRS	127,204.31	511,895.00	-384,690.69	24.85 %
3300 ER - OASDI	34,660.17	138,480.00	-103,819.83	25.03 %
3301 ER - Medicare	16,149.21	63,150.38	-47,001.17	25.57 %
3400 ER - Health & Welfare Benefits	115,146.49	477,973.00	-362,826.51	24.09 %
3500 ER - SUI	957.65	2,433.00	-1,475.35	39.36 %
3600 EE Benefits - Workers Comp	13,445.52	54,803.16	-41,357.64	24.53 %
3700 EE Benefits - 403b Retirement	8,113.16	28,013.00	-19,899.84	28.96 %
Total 3000 Employee Benefits	**315,676.51**	**1,276,747.54**	**-961,071.03**	**24.73 %**
4000 Books & Supplies				
4100 Approved Textbooks & Core Curricula Materials		500.00	-500.00	
4101 Math Curriculum	5,445.44	1,500.00	3,945.44	363.03 %
4102 LA Curriculum	4,528.18	8,000.00	-3,471.82	56.60 %
4103 Science Curriculum	291.10	1,000.00	-708.90	29.11 %
4104 Social Studies Curriculum	379.60	1,000.00	-620.40	37.96 %
Total 4100 Approved Textbooks & Core Curricula Materials	**10,644.32**	**12,000.00**	**-1,355.68**	**88.70 %**
4300 Materials & Supplies	67.00	2,000.00	-1,933.00	3.35 %
4315 Custodial Supplies	7,824.38	16,000.00	-8,175.62	48.90 %
4325 Science Supplies				
4325-25 Science Supplies - Middle School		500.00	-500.00	
Total 4325 Science Supplies		**500.00**	**-500.00**	
4326 Art & Music Supplies				
4326-09 Main Lesson Music Supplies	4,369.48	3,500.00	869.48	124.84 %
4326-20 Main Lesson Art Supplies	3,156.73	12,000.00	-8,843.27	26.31 %
4326-24 Electives Supplies	716.64	5,000.00	-4,283.36	14.33 %
4326-30 Woodworking/Biking Class Supplies	27.94		27.94	
Total 4326 Art & Music Supplies	**8,270.79**	**20,500.00**	**-12,229.21**	**40.35 %**
4330 Office Supplies	4,832.85	15,500.00	-10,667.15	31.18 %
4335 Movement Supplies	1,548.41	2,000.00	-451.59	77.42 %
4340 Professional Development Supplies	94.05	1,000.00	-905.95	9.41 %
4345 Director's Incentives		1,500.00	-1,500.00	
4346 Teacher Supplies	268.13	0.00	268.13	
4346-01 1st Grade Supplies - Sarah Patton	22.57	250.00	-227.43	9.03 %
4346-02 2nd Grade Supplies - Kelsey	310.05	500.00	-189.95	62.01 %
4346-03 3rd Grade Supplies - Richard	35.46	500.00	-464.54	7.09 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
4346-04 4th Grade Supplies - Kelly		250.00	-250.00	
4346-05 5th Grade Supplies - Karly	474.49	500.00	-25.51	94.90 %
4346-06 6th Grade Supplies - Dani	124.30	300.00	-175.70	41.43 %
4346-07 7th Grade Supplies - Audra	71.41	300.00	-228.59	23.80 %
4346-08 8th Grade Supplies - Emily		300.00	-300.00	
4346-10 Kindergarten Supplies - Peyton	195.93	250.00	-54.07	78.37 %
4346-11 1st Grade Supplies - Danielle	124.54	250.00	-125.46	49.82 %
4346-12 2nd Grade Supplies - Zoey	75.84	500.00	-424.16	15.17 %
4346-13 3rd Grade Supplies - Kristina	504.54	500.00	4.54	100.91 %
4346-14 4th Grade Supplies - Lori		250.00	-250.00	
4346-16 6th Grade Supplies - Carrie	241.00	300.00	-59.00	80.33 %
4346-17 7th Grade Supplies - Erin		300.00	-300.00	
4346-18 8th Grade Supplies - Cheri	108.09	300.00	-191.91	36.03 %
4346-19 TK Supplies - Jessica	484.86	250.00	234.86	193.94 %
4346-20 Kindergarten Supplies - Rachel	103.49	500.00	-396.51	20.70 %
4346-21 Reading Specialist Supplies - Katie		250.00	-250.00	
4346-22 Special Ed Supplies	37.04		37.04	
4346-26 SPED Supplies - Lauren	36.49	250.00	-213.51	14.60 %
4346-27 SPED Supplies - Irene		250.00	-250.00	
4346-28 SPED Supplies - Erika		250.00	-250.00	
4346-29 SPED Supplies - Ania	218.47	250.00	-31.53	87.39 %
4346-31 SPED Supplies - Michelle K	246.33	250.00	-3.67	98.53 %
4346-36 SPED Supplies - Leslie		250.00	-250.00	
4346-37 SPED Supplies - Sara	46.77		46.77	
Total 4346-22 Special Ed Supplies	**585.10**	**1,500.00**	**-914.90**	**39.01 %**
4346-23 RavenWolf AFS Program	2,280.24	7,500.00	-5,219.76	30.40 %
4346-24 5th Grade Supplies - Erikalyn		500.00	-500.00	
4346-25 Math Specialist Supplies - Nancy		250.00	-250.00	
4346-30 Mental Health Counselor Supplies - Scott		250.00	-250.00	
4346-32 TK Supplies - Shannon/Celine	440.35	250.00	190.35	176.14 %
4346-35 Summer School Supplies		500.00	-500.00	
Total 4346 Teacher Supplies	**6,450.39**	**17,300.00**	**-10,849.61**	**37.29 %**
4351 Yearbook		200.00	-200.00	
4352 Maintenance Supplies	4,748.16	19,702.66	-14,954.50	24.10 %
4353 Safety & Emergency Supplies	6,582.54	2,648.00	3,934.54	248.59 %
4354 MS Social Studies Activities		0.00	0.00	
4356 AGC Supplies	224.87	4,684.28	-4,459.41	4.80 %
4357 Fundraising Supplies		1,500.00	-1,500.00	
4359 Jogathon Supplies		350.00	-350.00	
4359-01 Jogathon Restricted Funds Purchases		500.00	-500.00	
Total 4359 Jogathon Supplies		**850.00**	**-850.00**	
4360 Afterschool Sports	108.58	1,500.00	-1,391.42	7.24 %
4361 3/4/5 Performances				
4361-01 Middle School Dances	482.31	2,000.00	-1,517.69	24.12 %
Total 4361 3/4/5 Performances	**482.31**	**2,000.00**	**-1,517.69**	**24.12 %**
4362 Artistic Showcase		1,000.00	-1,000.00	
4363 Student Leadership & House Challenges	296.31	1,000.00	-703.69	29.63 %
4363-01 Attendance Incentive Program		1,000.00	-1,000.00	
4364 Playground	420.24	3,000.00	-2,579.76	14.01 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
4366 Misc Small Fundraising	-362.01		-362.01	
4368 Positive Discipline Supplies	47.26	1,000.00	-952.74	4.73 %
4369 Kocim Pakan Project Supplies		100.00	-100.00	
4370 Testing - Supplies and Snacks		1,650.00	-1,650.00	
Total 4300 Materials & Supplies	**41,636.13**	**118,134.94**	**-76,498.81**	**35.24 %**
4400 Noncapitalized Equipment				
4410 Classroom Furniture, Equipment & Supplies	9,564.43	7,003.40	2,561.03	136.57 %
4420 Computers (individual items less than $5k)	6,813.46	40,016.50	-33,203.04	17.03 %
4430 Non Classroom Related Furniture, Equipment & Supplies	2,711.36	1,500.00	1,211.36	180.76 %
Total 4400 Noncapitalized Equipment	**19,089.25**	**48,519.90**	**-29,430.65**	**39.34 %**
4700 Child Nutrition Program	112,957.52	345,000.00	-232,042.48	32.74 %
4710 All Other Food	1,003.45	5,150.00	-4,146.55	19.48 %
4720 Cafeteria Supplies	30,536.75	65,000.00	-34,463.25	46.98 %
Total 4700 Child Nutrition Program	**144,497.72**	**415,150.00**	**-270,652.28**	**34.81 %**
Total 4000 Books & Supplies	**215,867.42**	**593,804.84**	**-377,937.42**	**36.35 %**
5000 Services & Other Operating Expenses				
5100 Subagreements for Services	346,126.87	1,035,466.00	-689,339.13	33.43 %
5200 Travel & Conferences				
5210 Conference Fees	12,579.57	39,317.00	-26,737.43	32.00 %
5215 Travel - Mileage, Parking, Tolls	466.36	252.00	214.36	185.06 %
5220 Travel and Lodging	2,481.45	3,023.00	-541.55	82.09 %
5225 Travel - Meals & Entertainment		1,384.00	-1,384.00	
Total 5200 Travel & Conferences	**15,527.38**	**43,976.00**	**-28,448.62**	**35.31 %**
5300 Dues & Memberships	8,445.00	8,447.00	-2.00	99.98 %
5310 Subscriptions	38,501.24	57,399.00	-18,897.76	67.08 %
Total 5300 Dues & Memberships	**46,946.24**	**65,846.00**	**-18,899.76**	**71.30 %**
5400 General Liability Insurance	75,740.03	102,338.00	-26,597.97	74.01 %
5500 Operations & Housekeeping				
5510 Utilities - Gas and Electric				
5510-03 Bldg #3	28,046.25	7,920.00	20,126.25	354.12 %
5510-08 Bldg #8	25,700.67	51,084.00	-25,383.33	50.31 %
5510-09 Bldg #9	31,429.37	89,176.00	-57,746.63	35.24 %
Total 5510 Utilities - Gas and Electric	**85,176.29**	**148,180.00**	**-63,003.71**	**57.48 %**
5515 Janitorial, Gardening Services & Supplies		1,500.00	-1,500.00	
5520 Security		3,050.00	-3,050.00	
5525 Utilities - Waste	7,770.88	23,469.00	-15,698.12	33.11 %
Total 5500 Operations & Housekeeping	**92,947.17**	**176,199.00**	**-83,251.83**	**52.75 %**
5600 Rentals, Leases, & Repairs				
5605 Equipment Leases	11,090.01	35,014.00	-23,923.99	31.67 %
5610 Rent	299,375.00	718,500.00	-419,125.00	41.67 %
5615 Building	1,915.44	19,450.00	-17,534.56	9.85 %
5617 Repairs and Maintenance	2,871.17	3,000.00	-128.83	95.71 %
5617-24 Music Electives Services	885.00	4,000.00	-3,115.00	22.13 %
Total 5617 Repairs and Maintenance	**3,756.17**	**7,000.00**	**-3,243.83**	**53.66 %**
5618 Auto	874.37	4,187.00	-3,312.63	20.88 %
5618-01 Gas	745.03	2,000.00	-1,254.97	37.25 %
Total 5618 Auto	**1,619.40**	**6,187.00**	**-4,567.60**	**26.17 %**
5631 Other Rentals, Leases and Repairs 1	15,037.60	29,085.00	-14,047.40	51.70 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 5600 Rentals, Leases, & Repairs	**332,793.62**	**815,236.00**	**-482,442.38**	**40.82 %**
5800 Services & Other Operating Expenses - Other	1,575.00	3,813.00	-2,238.00	41.31 %
5803 Accounting Fees	6,750.00	19,416.00	-12,666.00	34.77 %
5805 Administrative Fees	4,945.97		4,945.97	
5806 Assemblies		2,800.00	-2,800.00	
5809 Banking Fees	555.97	3,200.00	-2,644.03	17.37 %
5810 Merchant Service Fees	220.74	5,000.00	-4,779.26	4.41 %
5812 Business Services		2,160.00	-2,160.00	
5815 Consultants - Instructional		6,450.00	-6,450.00	
5820 Consultants - Non Instructional		4,000.00	-4,000.00	
5824 District Oversight Fees		56,980.00	-56,980.00	
5826 Director's Contingency		1,000.00	-1,000.00	
5829 Enrichment Programs		1,380.00	-1,380.00	
5830 Field Trips Expenses				
5830-35 TK Field Studies	880.00	904.00	-24.00	97.35 %
5830-36 Kindergarten Field Studies	440.00	1,984.00	-1,544.00	22.18 %
5830-37 1st Grade Field Studies	349.98	2,634.00	-2,284.02	13.29 %
5830-38 2nd Grade Field Studies		828.00	-828.00	
5830-39 3rd Grade Field Studies	1,770.00	4,804.00	-3,034.00	36.84 %
5830-40 4th Grade Field Studies	3,000.00	15,657.00	-12,657.00	19.16 %
5830-41 5th Grade Field Studies	19,080.65	23,694.00	-4,613.35	80.53 %
5830-42 6th Grade Field Studies		6,967.00	-6,967.00	
5830-43 7th Grade Field Studies	2,509.82	22,194.00	-19,684.18	11.31 %
5830-44 8th Grade Field Studies	3,608.12	24,562.00	-20,953.88	14.69 %
Total 5830 Field Trips Expenses	**31,638.57**	**104,228.00**	**-72,589.43**	**30.36 %**
5833 Fines and Penalties		500.00	-500.00	
5836 Fingerprinting	591.50	4,500.00	-3,908.50	13.14 %
5839 Fundraising Expenses		200.00	-200.00	
5839-70 AGC Services	6,145.39	2,609.00	3,536.39	235.55 %
5839-71 AMOT Services		300.00	-300.00	
Total 5839 Fundraising Expenses	**6,145.39**	**3,109.00**	**3,036.39**	**197.66 %**
5841 Party Expenses	2,931.65	500.00	2,431.65	586.33 %
5845 Legal Fees	3,116.00	5,000.00	-1,884.00	62.32 %
5848 Permits & Other Fees		1,209.00	-1,209.00	
5851 Marketing & Student Recruiting	400.00	2,000.00	-1,600.00	20.00 %
5854 Erate Services	9,020.00	3,400.00	5,620.00	265.29 %
5857 Payroll Fees	7,395.34	28,074.00	-20,678.66	26.34 %
5860 Printing & Reproduction	1,803.51	2,750.00	-946.49	65.58 %
5874 Afterschool Sports Services	570.00	1,480.00	-910.00	38.51 %
5875 Staff Recruiting		1,000.00	-1,000.00	
5877 Student Activities				
5877-55 8th Grade Graduation		4,600.00	-4,600.00	
5877-56 Middle School Dances	250.00	500.00	-250.00	50.00 %
5877-86 3/4/5 Performances		1,000.00	-1,000.00	
5877-87 Artistic Showcase services		4,850.00	-4,850.00	
5877-88 Yearbook services		900.00	-900.00	
5877-90 Theater Plays - Classroom	7,724.33	8,500.00	-775.67	90.87 %
Total 5877 Student Activities	**7,974.33**	**20,350.00**	**-12,375.67**	**39.19 %**
5881 Student Information System	5,886.52	10,265.00	-4,378.48	57.35 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5887 Technology Services		1,500.00	-1,500.00	
Total 5800 Services & Other Operating Expenses - Other	**91,520.49**	**296,064.00**	**-204,543.51**	**30.91 %**
5900 Communications				
5910 Communications - Internet / Website Fees	3,427.30	13,107.00	-9,679.70	26.15 %
5915 Postage and Delivery	946.62	3,000.00	-2,053.38	31.55 %
Total 5900 Communications	**4,373.92**	**16,107.00**	**-11,733.08**	**27.16 %**
Total 5000 Services & Other Operating Expenses	**1,005,975.72**	**2,551,232.00**	**-1,545,256.28**	**39.43 %**
7000 Other Outflows				
7438 Long term debt - Interest Land				
7438-02 Short-Term Notes Payable	0.03		0.03	
Total 7438 Long term debt - Interest Land	**0.03**		**0.03**	
Total 7000 Other Outflows	**0.03**		**0.03**	
Total Expenses	**$2,776,390.07**	**$9,274,290.38**	**$ -6,497,900.31**	**29.94 %**
NET OPERATING INCOME	**$ -1,314,177.95**	**$164,818.19**	**$ -1,478,996.14**	**-797.35 %**
NET INCOME	**$ -1,314,177.95**	**$164,818.19**	**$ -1,478,996.14**	**-797.35 %**

Raven Springs LLC

Budget vs. Actuals: Adopted Budget 2025-26 - FY26 P&L

July 2025 - June 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
8650 Leases & Rentals	2,300.00	0.00	2,300.00	
8650-01 Building 1	2,156.00	51,696.00	-49,540.00	4.17 %
8650-02 Building 2 - Various Rentals		2,500.00	-2,500.00	
8650-04 Building 9 - Suite 224		2,400.00	-2,400.00	
8650-05 Building 5	19,250.00	72,040.00	-52,790.00	26.72 %
8650-06 Building 6	19,096.20	81,387.99	-62,291.79	23.46 %
8650-07 Building 7		71,280.00	-71,280.00	
8650-10 Building 10		0.00	0.00	
8650-11 Cell Tower Lease	10,663.18	0.00	10,663.18	
8650-12 Building 12	2,400.00	9,600.00	-7,200.00	25.00 %
8650-13 Bldg 13 Lease - Cottage		0.00	0.00	
8650-9A Building 9 - Suite A	1,508.70	12,600.00	-11,091.30	11.97 %
8650-9B Building 9 - Suite B		0.00	0.00	
8650-9C Curious Forge Lease	15,250.07	37,203.87	-21,953.80	40.99 %
8650-9D Building 9 - Suite D		0.00	0.00	
8650-9E Building 9 Suite E		0.00	0.00	
8650-9F Building 9 Suite F		0.00	0.00	
8650-9G Building 9 - Suite G		0.00	0.00	
8650-9i 8650-9i Building 9 - Studio i		0.00	0.00	
8650-9K Building 9 - Suite K		0.00	0.00	
8650-9L SK Lindsey Lease		0.00	0.00	
8650-9S Cosmic Shark Lease	1,865.12	4,320.00	-2,454.88	43.17 %
8650-9T Building 9 - Storage	2,025.00	4,860.00	-2,835.00	41.67 %
8650-9W Building 9 - Suite 225		0.00	0.00	
8650-9X Building 9 - High Bay		0.00	0.00	
8650-9Y Building 9 - Suite 214	1,000.00	2,400.00	-1,400.00	41.67 %
8650-9Z Building 9 - Suite 215		0.00	0.00	
8650-AS ArtSpace	4,000.00	9,000.00	-5,000.00	44.44 %
8650-GM Building 9 - Gym	120.00	1,000.00	-880.00	12.00 %
8650-JPA JPA Office Rental	6,034.80	0.00	6,034.80	
8650-NC NCSOTA Lease	299,375.00	718,500.00	-419,125.00	41.67 %
8650-PL Parking Lot		0.00	0.00	
Total 8650 Leases & Rentals	**387,044.07**	**1,080,787.86**	**-693,743.79**	**35.81 %**
8660 Interest	730.38		730.38	
8953 Proceeds from Disposal of Capital Assets		718,972.00	-718,972.00	
Total Income	**$387,774.45**	**$1,799,759.86**	**$ -1,411,985.41**	**21.55 %**
GROSS PROFIT	**$387,774.45**	**$1,799,759.86**	**$ -1,411,985.41**	**21.55 %**
Expenses				
4000 Business Supplies & Materials				
4300 Supplies & Materials				
4330 Office Supplies		100.00	-100.00	
4352 Maintenance Supplies	1,061.09	7,800.00	-6,738.91	13.60 %

Raven Springs LLC

Budget vs. Actuals: Adopted Budget 2025-26 - FY26 P&L

July 2025 - June 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
4352-01 Water Treatment Supplies	3,302.43	8,000.00	-4,697.57	41.28 %
Total 4352 Maintenance Supplies	**4,363.52**	**15,800.00**	**-11,436.48**	**27.62 %**
Total 4300 Supplies & Materials	**4,363.52**	**15,900.00**	**-11,536.48**	**27.44 %**
Total 4000 Business Supplies & Materials	**4,363.52**	**15,900.00**	**-11,536.48**	**27.44 %**
5000 Services & Other Operating Expenses				
5400 Insurance	59,696.97	129,842.00	-70,145.03	45.98 %
5500 Operations & Housekeeping				
5510 Utilities - Gas & Electric				
5510-04 Bldg #4	2,273.99	7,200.00	-4,926.01	31.58 %
5510-07 Bldg #7	860.64	9,300.00	-8,439.36	9.25 %
5510-09 Bldg #9	26,489.78	73,830.00	-47,340.22	35.88 %
5510-10 Bldg #10	395.56	600.00	-204.44	65.93 %
5510-11 Bldg #11	4,630.70	11,400.00	-6,769.30	40.62 %
5510-14 Bldg #14	2,704.27	7,200.00	-4,495.73	37.56 %
Total 5510 Utilities - Gas & Electric	**37,354.94**	**109,530.00**	**-72,175.06**	**34.10 %**
5515 Landscaping	20,105.00	49,409.00	-29,304.00	40.69 %
5520 Security - Gray Electric	3,300.00	13,000.00	-9,700.00	25.38 %
5525 Utilities - Waste	2,953.61		2,953.61	
5530 Utilities - Water	9,220.02	31,542.00	-22,321.98	29.23 %
Total 5500 Operations & Housekeeping	**72,933.57**	**203,481.00**	**-130,547.43**	**35.84 %**
5600 Rentals, Leases & Repairs				
5615 Repairs & Maintenance - Building	24,485.08	614,378.00	-589,892.92	3.99 %
5618 Repairs & Maintenance - Auto	14,000.00	2,000.00	12,000.00	700.00 %
5618-01 Property Vehicles - Gas	1,934.25	7,500.00	-5,565.75	25.79 %
5631 Rental, Leases & Repairs	5,065.23	18,060.00	-12,994.77	28.05 %
Total 5600 Rentals, Leases & Repairs	**45,484.56**	**641,938.00**	**-596,453.44**	**7.09 %**
5800 Other Services & Operating Expenses	68,705.50	164,893.00	-96,187.50	41.67 %
5804 Property Taxes	9,635.29	25,429.00	-15,793.71	37.89 %
5809 Bank Charges & Fees	773.44	1,500.00	-726.56	51.56 %
5812 QuickBooks Payments Fees	332.47		332.47	
5845 Legal Fees	474.00		474.00	
5848 Licenses & Other Fees	172.00	18,373.00	-18,201.00	0.94 %
Total 5800 Other Services & Operating Expenses	**80,092.70**	**210,195.00**	**-130,102.30**	**38.10 %**
5910 Utilities - Phone/Internet	2,727.58	5,561.00	-2,833.42	49.05 %
5910-01 Bldg #1	-150.00		-150.00	
5910-07 Bldg #7	180.01		180.01	
5910-09 Bldg #9	-469.26		-469.26	
Total 5910 Utilities - Phone/Internet	**2,288.33**	**5,561.00**	**-3,272.67**	**41.15 %**
Total 5000 Services & Other Operating Expenses	**260,496.13**	**1,191,017.00**	**-930,520.87**	**21.87 %**
7299 Contribution to NCSA		450,000.00	-450,000.00	
7438 Debt Service	3,077.28		3,077.28	
7438-01 Interest for land	23,356.24	96,600.00	-73,243.76	24.18 %

Raven Springs LLC

Budget vs. Actuals: Adopted Budget 2025-26 - FY26 P&L

July 2025 - June 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
7438-02 Interest for Construction Loan	10,905.55	31,680.00	-20,774.45	34.42 %
Total 7438 Debt Service	**37,339.07**	**128,280.00**	**-90,940.93**	**29.11 %**
Total Expenses	**$302,198.72**	**$1,785,197.00**	**$ -1,482,998.28**	**16.93 %**
NET OPERATING INCOME	**$85,575.73**	**$14,562.86**	**$71,012.87**	**587.63 %**
NET INCOME	**$85,575.73**	**$14,562.86**	**$71,012.87**	**587.63 %**

Policy Type:	Council Process
Policy Title:	C – Global Governance Commitment
Last Revised:	**October 9, 2025**

Acting on behalf of our stakeholders (students and parents/guardians, staff, the greater community and our sponsoring agency) the Charter Governance Council provides guidance and support to empower and hold accountable the management of the school to ensure the school's success.

List stakeholders: students and parents/guardians, staff, greater community and our sponsoring agency.

Policy Type:	Council Process
Policy Title:	C1 – Governing Style
Last Revised:	**November 22, 2016**

We will work well together as a team, providing strategic leadership for NCSA, and ensuring properly empowered and accountable management of the school's operations.

1. We will be a strategic leader by focusing our vision outward and toward the future.
2. We will ensure effective systems of delegating authority to a professional Executive Director, holding the use of that power accountable, and clearly distinguishing between Council and Executive Director responsibilities.
    a. Observe the 10 Policy Governance principles (Ownership, Position of Board, Board Holism, Board Means Policies, Clarity and Coherence of Delegation, Ends Policies, Executive Limitations Policies, Policy Sizes, Any Reasonable Interpretation, Monitoring)
3. We will maintain team discipline, authority and responsibility.
4. We will obey all relevant laws, Ed. Code, and the NCSA Charter.

Policy Type: Council Process

Policy Title: C2 – Council Responsibilities

Last Revised: **November 22, 2016**

The Council's job is defined by its unique role in the organization between our stakeholders and the Executive Director.

In order to do our job well, we will:

1. Strive to understand the views and needs of the stakeholders so that we can make good decisions on their behalf.
2. Hire, set compensation for, delegate responsibility to, and hold accountable a Executive Director.
    a. Use a strategic process to establish the value of Executive Director compensation, and complete this process in a timely manner.
3. Assign responsibility in a way that honors our commitment to empowerment and clear distinction of roles.
4. Rigorously monitor operational performance in the areas of Ends and Executive Limitations
5. Regularly evaluate our own Council performance in the areas of Council Process and Council-Executive Director Relationship.
6. Perpetuate the Council's leadership capacity using ongoing education and training, a robust recruitment, qualification and appointment process and fair elections.
7. Perform other duties as required by the NCSA Charter or because of limitations on Executive Director authority.

Policy Type:	Council Process
Policy Title:	C3 – Agenda Planning
Last Revised:	**November 22, 2016**

We will follow a strategic multi-year workplan and annual agenda that focuses our attention upward and outward.

1. We will create, and modify as necessary, an annual calendar that includes tasks and events related to our multi-year work plan, Council training schedule, monitoring schedule, and the Executive Director evaluation and compensation decisions as outlined in our Council-Executive Director Relationship policies.
2. Council meeting agendas will be determined by the Council president, in conjunction with the Executive Director, and may be modified at the meeting by a majority vote of the Council.

NEVADA CITY SCHOOL OF THE ARTS

Executive Director's Monitoring Report

Executive Limitations Policy: **B3 – Asset Protection**

Charter Governance Council Meeting: **November 13, 2025**

I report overall compliance with this policy.

Unless indicated otherwise all data covers the period from October, 2024 to November, 2025 and is accurate as of **November 6, 2025.**

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

Signed__ _____ _ _____, Executive Director

Attachments: Insurance MOU, Evidence of Coverage, and Fixed Asset Policies and Procedures

B3 - The Executive Director shall not allow assets to be unprotected, unreasonably risked, or inadequately maintained.

Interpretation:

In the sub-policies below, the board has fully interpreted this policy for all assets deposits in financial institutions. For bank assets see the Operational Definition and Data here. For other assets, see each individual section below for further interpretations, operational definitions and data.

Operational Definitions:

a. The School's funds should be fully insured with limited exceptions. Compliance will be achieved by evidence that all cash holdings are:
   - less than $250,000 in an FDIC or NCUA insured institution; or
   - more than $250,000 in a single primary checking account in an institution that has the highest rating from a national rating service

Data:

a. All cash accounts (except petty cash) owned by Nevada City School of the Arts and Raven Springs LLC are held in financial institutions which are insured by the FDIC. No bank account will carry a balance over the FDIC insured amount. We have a money market "Sweep" account set up for NCSA & Raven Springs LLC that is always moving money around daily to ensure that not one bank account is over the insured $250,000 amount. We do currently have so stock for Broadcom that we are planning to diversify

I report compliance with this policy B3a.

B3.1 The Executive Director will not allow equipment and facilities to be inadequately insured, or otherwise unable to be replaced if damaged or destroyed, including coverage for any losses incurred due to business interruption.

Interpretation:
The School will have in place insurance that would be considered usual and normal for a school of our size in our region. Raven Springs LLC is included in the school's insurance policy and the cost is divided between the two for accounting purposes.

Operational Definitions:

a. The School and Raven Springs LLC will have sufficient insurance to cover property, inventory, vehicles and interruption of school or business operations.
b. A reliable 3rd party will assess our insurance coverage to determine its adequacy.

Data:

a.

Category	**Insurer**	**Coverage amount**
General Liability	CharterSAFE JPA	$5,000,000
Automobile Liability	CharterSAFE JPA	$5,000,000
Excess Reinsurance	CharterSAFE JPA	$50,000,000
Crime	CharterSAFE JPA	$1,000,000
Property (*See attached exposure list)*	CharterSAFE JPA	$44,701,250

b. CharterSAFE provides group self-insurance and risk management services designed specifically for California's charter schools. In the beginning, individual charter schools were forced to buy overpriced and sometimes deficient insurance coverage. To remedy this situation, 63 schools came together in 2004 to form a Joint Powers Authority risk pool, ensuring the availability of affordable and superior coverage. *See attached CharterSAFE Memorandum of Coverage – the full document is available upon request*

   CharterSAFE JPA has reviewed this coverage and indicated that they appear adequate for our school. They annually review insurance coverages obtained by >100 school districts inside California and 500 charter schools outside of California and review claims trends and payouts to identify what coverages and limits are appropriate for our members. They usually market the coverage to many carriers to do the due diligence on behalf of the members. *See attached Evidence of Coverage*

I report compliance with this policy B3.1.

B3.2 The Executive Director will not allow unnecessary exposure to liability or lack of insurance protection from claims of liability.

Interpretation:

"Unnecessary exposure to liability" refers to insurable risks that could have been prevented by knowledge of and adherence to labor laws and personnel regulations, safety procedures for staff and students, and all policies and procedures of the School.

Adequate liability insurance reasonably protects the School's assets in the case of a legal judgment against the School.

Operational Definitions:

a. The School has written policies regarding harassment, equal opportunity, progressive discipline, and safety.
b. Insurance coverage for school liability insurance and Directors and Officers liability is deemed sufficient by School's insurance broker CharterSAFE.

Data:

a. Policies: The School's Employee Handbook details our policies for harassment, equal opportunity and progressive discipline. Employment policies will be updated and reviewed by the School's attorney – Young, Minney and Corr. They will be presented to the board in January.

   The Safety Manual details all of the aspects of the School's safety program. The Safety Manual was updated in March 2025 and reviewed by a safety consultant, Jordan Kohler – Nevada County Superintendent of School's Safety Coordinator. In addition, we have added a procedure for Wildfire Shelter in Place and Evacuation as reviewed by Fire Chief Clayton Thomas from Penn Valley Fire along with practicing a campus evacuation drill. We have revised our shelter in place plans for imminent wildfire on campus. We no longer use Catapult or Raptor to communicate about emergencies. Both platforms were difficult for staff to use and resulted in several false alarms in which emergency services began to respond. We will move forward with using our radios and the overhead to communicate in emergencies and call 911 for support if needed.

   Insurance: The School carries the specified liability coverage and was deemed customary and reasonable by the School's insurance broker. The board may also wish to see *the attached Evidence of Coverage.*

b.

Category	**Insurer**	**Coverage amount**
Directors & Officers & Company Liability and Employment Practices	See Attached CharterSAFE JPA MOU for full explanation of coverage	$5,000,000/Occurrence
Fiduciary Liability	See Attached CharterSAFE JPA MOU for full explanation of coverage	$1,000,000/Occurrence
General Liability	See Attached CharterSAFE JPA MOU for full explanation of coverage	$5,000,000/Occurrence
Employee Benefits Liability	See Attached CharterSAFE JPA MOU for full explanation of coverage	$5,000,000/Occurrence

Educators Legal Liability	See Attached CharterSAFE JPA MOU for full explanation of coverage	$5,000,000/Occurrence
Childhood Sexual Assault Liability	See Attached CharterSAFE JPA MOU for full explanation of coverage	$5,000,000/Occurrence
Law Enforcement Activities Liability	See Attached CharterSAFE JPA MOU for full explanation of coverage	$5,000,000/Occurrence
Automobile Liability	See Attached CharterSAFE JPA MOU for full explanation of coverage	$5,000,000/Occurrence
Excess Reinsurance for everything listed above	See Attached CharterSAFE JPA MOU for full explanation of coverage	$50,000,000/Occurrence
Student Accident	See Attached CharterSAFE JPA MOU for full explanation of coverage	$50,000/Injury
Volunteer Accident	See Attached CharterSAFE JPA MOU for full explanation of coverage	$25,000/Injury
Pollution Liability & 1st Party Remediation	See Attached CharterSAFE JPA MOU for full explanation of coverage	$1,000,000/Occurrence
Terrorism	See attached CharterSAFE JPA MOU for full explanation of coverage	$5,000,000/Occurrence
Cyber Liability	See attached CharterSAFE JPA MOU for full explanation of coverage	$1,000,000/Occurrence
Deadly Weapons Protection	See attached CharterSAFE JPA MOU for full explanation of coverage	$500,000/Event
Employer's Liability	See attached CharterSAFE JPA MOU for full explanation of coverage	$5,000,000/Accident

I report compliance with this policy B3.2.

B3.3 The Executive Director shall not allow inadequate security of premises and property.

Interpretation:

We will have procedures for security of cash handling, payables, payroll, fixed assets, and our building security. In addition, we will have no material losses due to inadequate security.

Operational Definitions:

a. Documented procedures will be reviewed by management and outside experts (auditors) on a periodic and as-needed basis.
b. We will keep written material concerning any breaches of security and will notify outside auditors of changes to be made.
c. Any losses will be documented. Losses greater than $1,000 are considered material.

Data:

a. Summary of procedures (detail available for inspection)

Type	**Documentation exists?**	**Expert Review?**	**Log kept? Y/N**
Cash handling	Yes	2/27/25 Auditors	Yes Accounting Policies and Procedure
Payables	Yes	2/27/25 Auditors	Yes Purchasing procedures
Payroll	Y (outside service)	2/27/25 Auditors	Yes
Fixed assets	Yes	2/27/25 Auditors	Yes Fixed Asset Policies and Procedures
Building Security	Y (security report at Facilities Mtg.)	11/2025 Facilities Team Resident on Property	Monthly report

b. In this reporting period, there were no “breaches of security” and therefore no reason to notify our auditors.
c. No losses above $1,000 to report in this reporting period.

I report compliance with this policy B3.3.

B3.4 The SD will not allow data, intellectual property, or files to be unprotected from loss, theft or significant damage.

Interpretation:

Sensitive school information is given adequate protection.

Operational Definitions:

a. Paper records will be kept in locked files.
b. Electronic records will be regularly backed-up.
c. Access to sensitive school information will be determined and restricted by job description.
d. There will be no reports of failure to protect data.
e. Precautions will be in place to protect key intellectual property if such intellectual property exists.

Data:

a. Sensitive printed information including employee and student records and other data are kept in locked filing cabinets and stored online. Almost all personnel files are digital so they are stored electronically, in addition to printed in a locked cabinet & office. We moved the student cumulative records to Building 9 for added security and are scanning those to be digital as well.
b. Computer data is stored in the google share drive that is backed up daily and stored in the cloud. We have a server hard drive that we no longer store data on, it is now in place for printers and hardware needed to be stored on the network only.
c. Access to sensitive school information is determined and restricted by job description. Only Human Resources/Credentialed Staff have access to confidential employee records/student records.
d. There have been no reported instances of employee files being left unprotected.
e. We have no intellectual property at this time, but if and when we do, we will have it copyrighted.

I report compliance with this policy B3.4

B3.5 The Executive Director shall not allow improper usage of staff and students' personal information.

Interpretation:
No staff, student, or parent should ever worry that their personal information is collected unnecessarily or is used improperly. This is an integral part of maintaining a trusting relationship with our stakeholders.

Operational Definitions:

a. The School has in place clear guidelines for what information we collect from students, parents and staff, who has access to the information, and proper usage of the information.
b. No parent or staff member will submit a valid complaint regarding the use of their personal information.
c. All complaints (valid or not) and any infractions of this policy will be investigated and reported to the board.

Data:

a. Our Personnel Policies and School Policies (available upon request) define the limits for collecting and using personal information.
b. No parent or staff member submitted a valid complaint regarding the use of their personal information
c. None to report.

I report compliance with this policy B3.5

B3. 6 The Executive Director shall not allow uncontrolled purchasing or purchasing subject to conflicts of interest.

Interpretation:

School assets are protected via a complete set of purchasing controls for all aspects of purchasing.

Operational Definitions:

a. The School will have Purchasing Policies in place that define our procedures and controls.
b. The auditor's notes or management letter included in the annual independent auditor's report will contain no significant criticism regarding receipt, processing or disbursement of funds.
c. No material violations should occur. Material violations are those that, according to existing procedure, require an employee to be placed on probation or terminated due to the violation, or are included in the annual audit report.

Data:

a. The School's Purchasing Policies and Accounting Policies & Procedures limit the purchase of supplies and capital items according to an employee's position and address conflicts of interest and other possible improprieties. These policies are available for inspection upon request. They have been reviewed and revised as of February 2025. The auditors review them each year.
b. The 2024/25 audit by Christy White & Associates is currently in progress. This is not due until December 15th.
c. The Audit for FY 24/25 will be presented in December and thus far has no exceptions or findings.

I report compliance with this policy B3.6

B3.7 The Executive Director shall not allow lack of due diligence in contracts.

Interpretation / Operational Definitions:
Prudent investigation and evaluation will determine risk to the school assets when entering into contracts. This investigation and evaluation may include management team, legal counsel, industry experts, school consultants and others as necessary.

In addition, "due diligence in contracts" requires that the Executive Director and other management staff will not sign any long-term contracts over $50,000 without review by the school's board and legal counsel providing input.

Data: Evidence of due diligence investigating risk to school assets is presented on a per contract or acquisition basis. We presented the final phase Building 3 modernization for the front of Building 3 contract for work during the 2025 summer. The board approved hiring an architect for the modernization of 2 & 4 but funding fell through so we are not proceeding with the project. At this meeting we are asking for approval on the pond restoration and the installation of generators.

I report compliance with this policy B3.7

B3.8 The Executive Director shall not allow damage to the School's public image.

Interpretation:

The school will maintain its position as a trusted educational agency for the county. Evidence of this trust will be maintenance of our student base. Also, because negative publicity could lead to decreased trust, there should be an absence of negative publicity in local media or other public arenas.

Operational Definitions:

a. Our number of students will be within 5 students (+-) from the same time last year.
b. Our total number of lottery applications for the year will be within 10 students +- as it was at the same time last year.
c. In the past 12 months, there will be no valid negative stories about our school in local news media outlets.

Data:

a. Enrollment

	9/15/20	9/15/21	9/15/22	9/15/23	9/15/24	11/13/25
# of Students	424	421	433	461	482	487

b. Lottery Applications

12 months ending:	4/19	4/20	10/21	10/22	1023	10/24	11/13/25
Application count	160	140	349	376	382	329	400

c. News Stories - A listing of stories is below.

12 months ending:	**10/25**
# Social Media Posts	100++
# Negative Posts	0
# of news stories found	0

Social Media

Facebook - We have a private NCSA group with 832 members, a public NCSA page with 1.2K followers, and an NCSA Alumni page with 221 followers each page has 100's of posts per year. I don't have any negative posts on any of the pages to report. Our Instagram has 695 followers

We have 20 reviews on our NCSA page, 0 negative

I report compliance with this policy B3.7

NEVADA CITY SCHOOL OF THE ARTS

Executive Director's Monitoring Report

Executive Limitations Policy: **B3 – Asset Protection**

Charter Governance Council Meeting: **November 13, 2025**

I report overall compliance with this policy.

Unless indicated otherwise all data covers the period from October, 2024 to November, 2025 and is accurate as of **November 6, 2025.**

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

Signed__ _____ _ _____, Executive Director

Attachments: Insurance MOU, Evidence of Coverage, and Fixed Asset Policies and Procedures

B3 - The Executive Director shall not allow assets to be unprotected, unreasonably risked, or inadequately maintained.

Interpretation:

In the sub-policies below, the board has fully interpreted this policy for all assets deposits in financial institutions. For bank assets see the Operational Definition and Data here. For other assets, see each individual section below for further interpretations, operational definitions and data.

Operational Definitions:

a. The School's funds should be fully insured with limited exceptions. Compliance will be achieved by evidence that all cash holdings are:
   - less than $250,000 in an FDIC or NCUA insured institution; or
   - more than $250,000 in a single primary checking account in an institution that has the highest rating from a national rating service

Data:

a. All cash accounts (except petty cash) owned by Nevada City School of the Arts and Raven Springs LLC are held in financial institutions which are insured by the FDIC. No bank account will carry a balance over the FDIC insured amount. We have a money market "Sweep" account set up for NCSA & Raven Springs LLC that is always moving money around daily to ensure that not one bank account is over the insured $250,000 amount. We do currently have so stock for Broadcom that we are planning to diversify

I report compliance with this policy B3a.

B3.1 The Executive Director will not allow equipment and facilities to be inadequately insured, or otherwise unable to be replaced if damaged or destroyed, including coverage for any losses incurred due to business interruption.

Interpretation:
The School will have in place insurance that would be considered usual and normal for a school of our size in our region. Raven Springs LLC is included in the school's insurance policy and the cost is divided between the two for accounting purposes.

Operational Definitions:

a. The School and Raven Springs LLC will have sufficient insurance to cover property, inventory, vehicles and interruption of school or business operations.
b. A reliable 3rd party will assess our insurance coverage to determine its adequacy.

Data:

a.

Category	**Insurer**	**Coverage amount**
General Liability	CharterSAFE JPA	$5,000,000
Automobile Liability	CharterSAFE JPA	$5,000,000
Excess Reinsurance	CharterSAFE JPA	$50,000,000
Crime	CharterSAFE JPA	$1,000,000
Property (*See attached exposure list)*	CharterSAFE JPA	$44,701,250

b. CharterSAFE provides group self-insurance and risk management services designed specifically for California's charter schools. In the beginning, individual charter schools were forced to buy overpriced and sometimes deficient insurance coverage. To remedy this situation, 63 schools came together in 2004 to form a Joint Powers Authority risk pool, ensuring the availability of affordable and superior coverage. *See attached CharterSAFE Memorandum of Coverage – the full document is available upon request*

   CharterSAFE JPA has reviewed this coverage and indicated that they appear adequate for our school. They annually review insurance coverages obtained by >100 school districts inside California and 500 charter schools outside of California and review claims trends and payouts to identify what coverages and limits are appropriate for our members. They usually market the coverage to many carriers to do the due diligence on behalf of the members. *See attached Evidence of Coverage*

I report compliance with this policy B3.1.

B3.2 The Executive Director will not allow unnecessary exposure to liability or lack of insurance protection from claims of liability.

Interpretation:

"Unnecessary exposure to liability" refers to insurable risks that could have been prevented by knowledge of and adherence to labor laws and personnel regulations, safety procedures for staff and students, and all policies and procedures of the School.

Adequate liability insurance reasonably protects the School's assets in the case of a legal judgment against the School.

Operational Definitions:

a. The School has written policies regarding harassment, equal opportunity, progressive discipline, and safety.
b. Insurance coverage for school liability insurance and Directors and Officers liability is deemed sufficient by School's insurance broker CharterSAFE.

Data:

a. Policies: The School's Employee Handbook details our policies for harassment, equal opportunity and progressive discipline. Employment policies will be updated and reviewed by the School's attorney – Young, Minney and Corr. They will be presented to the board in January.

   The Safety Manual details all of the aspects of the School's safety program. The Safety Manual was updated in March 2025 and reviewed by a safety consultant, Jordan Kohler – Nevada County Superintendent of School's Safety Coordinator. In addition, we have added a procedure for Wildfire Shelter in Place and Evacuation as reviewed by Fire Chief Clayton Thomas from Penn Valley Fire along with practicing a campus evacuation drill. We have revised our shelter in place plans for imminent wildfire on campus. We no longer use Catapult or Raptor to communicate about emergencies. Both platforms were difficult for staff to use and resulted in several false alarms in which emergency services began to respond. We will move forward with using our radios and the overhead to communicate in emergencies and call 911 for support if needed.

   Insurance: The School carries the specified liability coverage and was deemed customary and reasonable by the School's insurance broker. The board may also wish to see *the attached Evidence of Coverage.*

b.

Category	**Insurer**	**Coverage amount**
Directors & Officers & Company Liability and Employment Practices	See Attached CharterSAFE JPA MOU for full explanation of coverage	$5,000,000/Occurrence
Fiduciary Liability	See Attached CharterSAFE JPA MOU for full explanation of coverage	$1,000,000/Occurrence
General Liability	See Attached CharterSAFE JPA MOU for full explanation of coverage	$5,000,000/Occurrence
Employee Benefits Liability	See Attached CharterSAFE JPA MOU for full explanation of coverage	$5,000,000/Occurrence

Educators Legal Liability	See Attached CharterSAFE JPA MOU for full explanation of coverage	$5,000,000/Occurrence
Childhood Sexual Assault Liability	See Attached CharterSAFE JPA MOU for full explanation of coverage	$5,000,000/Occurrence
Law Enforcement Activities Liability	See Attached CharterSAFE JPA MOU for full explanation of coverage	$5,000,000/Occurrence
Automobile Liability	See Attached CharterSAFE JPA MOU for full explanation of coverage	$5,000,000/Occurrence
Excess Reinsurance for everything listed above	See Attached CharterSAFE JPA MOU for full explanation of coverage	$50,000,000/Occurrence
Student Accident	See Attached CharterSAFE JPA MOU for full explanation of coverage	$50,000/Injury
Volunteer Accident	See Attached CharterSAFE JPA MOU for full explanation of coverage	$25,000/Injury
Pollution Liability & 1st Party Remediation	See Attached CharterSAFE JPA MOU for full explanation of coverage	$1,000,000/Occurrence
Terrorism	See attached CharterSAFE JPA MOU for full explanation of coverage	$5,000,000/Occurrence
Cyber Liability	See attached CharterSAFE JPA MOU for full explanation of coverage	$1,000,000/Occurrence
Deadly Weapons Protection	See attached CharterSAFE JPA MOU for full explanation of coverage	$500,000/Event
Employer's Liability	See attached CharterSAFE JPA MOU for full explanation of coverage	$5,000,000/Accident

I report compliance with this policy B3.2.

B3.3 The Executive Director shall not allow inadequate security of premises and property.

Interpretation:

We will have procedures for security of cash handling, payables, payroll, fixed assets, and our building security. In addition, we will have no material losses due to inadequate security.

Operational Definitions:

a. Documented procedures will be reviewed by management and outside experts (auditors) on a periodic and as-needed basis.
b. We will keep written material concerning any breaches of security and will notify outside auditors of changes to be made.
c. Any losses will be documented. Losses greater than $1,000 are considered material.

Data:

a. Summary of procedures (detail available for inspection)

Type	**Documentation exists?**	**Expert Review?**	**Log kept? Y/N**
Cash handling	Yes	2/27/25 Auditors	Yes Accounting Policies and Procedure
Payables	Yes	2/27/25 Auditors	Yes Purchasing procedures
Payroll	Y (outside service)	2/27/25 Auditors	Yes
Fixed assets	Yes	2/27/25 Auditors	Yes Fixed Asset Policies and Procedures
Building Security	Y (security report at Facilities Mtg.)	11/2025 Facilities Team Resident on Property	Monthly report

b. In this reporting period, there were no “breaches of security” and therefore no reason to notify our auditors.
c. No losses above $1,000 to report in this reporting period.

I report compliance with this policy B3.3.

B3.4 The SD will not allow data, intellectual property, or files to be unprotected from loss, theft or significant damage.

Interpretation:

Sensitive school information is given adequate protection.

Operational Definitions:

a. Paper records will be kept in locked files.
b. Electronic records will be regularly backed-up.
c. Access to sensitive school information will be determined and restricted by job description.
d. There will be no reports of failure to protect data.
e. Precautions will be in place to protect key intellectual property if such intellectual property exists.

Data:

a. Sensitive printed information including employee and student records and other data are kept in locked filing cabinets and stored online. Almost all personnel files are digital so they are stored electronically, in addition to printed in a locked cabinet & office. We moved the student cumulative records to Building 9 for added security and are scanning those to be digital as well.
b. Computer data is stored in the google share drive that is backed up daily and stored in the cloud. We have a server hard drive that we no longer store data on, it is now in place for printers and hardware needed to be stored on the network only.
c. Access to sensitive school information is determined and restricted by job description. Only Human Resources/Credentialed Staff have access to confidential employee records/student records.
d. There have been no reported instances of employee files being left unprotected.
e. We have no intellectual property at this time, but if and when we do, we will have it copyrighted.

I report compliance with this policy B3.4

B3.5 The Executive Director shall not allow improper usage of staff and students' personal information.

Interpretation:
No staff, student, or parent should ever worry that their personal information is collected unnecessarily or is used improperly. This is an integral part of maintaining a trusting relationship with our stakeholders.

Operational Definitions:

a. The School has in place clear guidelines for what information we collect from students, parents and staff, who has access to the information, and proper usage of the information.
b. No parent or staff member will submit a valid complaint regarding the use of their personal information.
c. All complaints (valid or not) and any infractions of this policy will be investigated and reported to the board.

Data:

a. Our Personnel Policies and School Policies (available upon request) define the limits for collecting and using personal information.
b. No parent or staff member submitted a valid complaint regarding the use of their personal information
c. None to report.

I report compliance with this policy B3.5

B3. 6 The Executive Director shall not allow uncontrolled purchasing or purchasing subject to conflicts of interest.

Interpretation:

School assets are protected via a complete set of purchasing controls for all aspects of purchasing.

Operational Definitions:

a. The School will have Purchasing Policies in place that define our procedures and controls.
b. The auditor's notes or management letter included in the annual independent auditor's report will contain no significant criticism regarding receipt, processing or disbursement of funds.
c. No material violations should occur. Material violations are those that, according to existing procedure, require an employee to be placed on probation or terminated due to the violation, or are included in the annual audit report.

Data:

a. The School's Purchasing Policies and Accounting Policies & Procedures limit the purchase of supplies and capital items according to an employee's position and address conflicts of interest and other possible improprieties. These policies are available for inspection upon request. They have been reviewed and revised as of February 2025. The auditors review them each year.
b. The 2024/25 audit by Christy White & Associates is currently in progress. This is not due until December 15th.
c. The Audit for FY 24/25 will be presented in December and thus far has no exceptions or findings.

I report compliance with this policy B3.6

B3.7 The Executive Director shall not allow lack of due diligence in contracts.

Interpretation / Operational Definitions:
Prudent investigation and evaluation will determine risk to the school assets when entering into contracts. This investigation and evaluation may include management team, legal counsel, industry experts, school consultants and others as necessary.

In addition, "due diligence in contracts" requires that the Executive Director and other management staff will not sign any long-term contracts over $50,000 without review by the school's board and legal counsel providing input.

Data: Evidence of due diligence investigating risk to school assets is presented on a per contract or acquisition basis. We presented the final phase Building 3 modernization for the front of Building 3 contract for work during the 2025 summer. The board approved hiring an architect for the modernization of 2 & 4 but funding fell through so we are not proceeding with the project. At this meeting we are asking for approval on the pond restoration and the installation of generators.

I report compliance with this policy B3.7

B3.8 The Executive Director shall not allow damage to the School's public image.

Interpretation:

The school will maintain its position as a trusted educational agency for the county. Evidence of this trust will be maintenance of our student base. Also, because negative publicity could lead to decreased trust, there should be an absence of negative publicity in local media or other public arenas.

Operational Definitions:

a. Our number of students will be within 5 students (+-) from the same time last year.
b. Our total number of lottery applications for the year will be within 10 students +- as it was at the same time last year.
c. In the past 12 months, there will be no valid negative stories about our school in local news media outlets.

Data:

a. Enrollment

	9/15/20	9/15/21	9/15/22	9/15/23	9/15/24	11/13/25
# of Students	424	421	433	461	482	487

b. Lottery Applications

12 months ending:	4/19	4/20	10/21	10/22	1023	10/24	11/13/25
Application count	160	140	349	376	382	329	400

c. News Stories - A listing of stories is below.

12 months ending:	**10/25**
# Social Media Posts	100++
# Negative Posts	0
# of news stories found	0

Social Media

Facebook - We have a private NCSA group with 832 members, a public NCSA page with 1.2K followers, and an NCSA Alumni page with 221 followers each page has 100's of posts per year. I don't have any negative posts on any of the pages to report. Our Instagram has 695 followers

We have 20 reviews on our NCSA page, 0 negative

I report compliance with this policy B3.7

NEVADA CITY SCHOOL OF THE ARTS

Board Policy #: 344
Adopted/Ratified: 11/13/2025
Revision Date:

Raven Wolf After School Program Behavior Policy

Our Philosophy

Our after-school program is designed to be a safe, inclusive, and fun space for all students. We focus on building respect, responsibility, and kindness while encouraging students to make positive choices that support a welcoming community.

Behavior Expectations

Students are expected to:

1. **Be Respectful** – Treat others, staff, and materials with care and kindness.

2. **Be Responsible** – Follow directions, stay with your group, and take care of program spaces and supplies.

3. **Be Safe** – Use safe hands, safe words, and safe play at all times.

4. **Be Kind** – Include others, use kind language, and help make our community a place where everyone feels welcome.

Positive Reinforcement

We believe in recognizing and encouraging positive behavior. Staff members will use:

- Verbal praise and encouragement
- Group recognition (e.g., "kindness shout-outs")
- Leadership opportunities for students showing responsibility and care

Behavior Redirection

If a student is having difficulty meeting expectations, staff will:

1. **Give a gentle reminder** of expectations.
2. **Offer a choice** to help the student reset or take a short break.
3. **Complete Behavior Reflection**, helping the student think about how to make a better choice next time.

If unsafe or disruptive behavior continues:

- The student may be given a **break from the group** or asked to speak with a program lead.
- **Parents/guardians will be notified** if a behavior concern continues or escalates.
- In cases of repeated unsafe or disrespectful behavior, a **behavior plan** may be created with the family and staff.
- Continued unsafe behavior may result in **temporary or permanent suspension** from the program.

Serious Behavior Concerns

The following behaviors may result in immediate parent contact and review of participation:

- Physical aggression (hitting, kicking, etc.)
- Bullying or harassment
- Leaving designated areas without permission
- Destruction of property
- Threatening language or behavior

If a student demonstrates serious behavior concerns during the regular school day, they may also be suspended from the after-school program. This ensures consistency between the school and after-school environments and helps maintain a safe and supportive space for all participants.

Partnership with Families

We believe communication between staff and families is key to helping students succeed. Families will be informed of concerns promptly, and we welcome collaboration to support positive growth and learning.

Nevada City School of the Arts' Investment Policy

Nevada City School of the Arts ("NCSA" or the "Charter School") adopt this Investment Policy ("Policy") for the purpose and objectives detailed herein.

1. Purpose

This Policy is designed to govern the investment of funds held by NCSA. This Policy is based upon federal, state, and local laws and prudent money management practices. To the extent that this Policy conflicts with applicable law, the applicable law shall prevail. The primary goals of this Policy are:

- Ensure safety of principal,
- Maintain adequate liquidity to meet operational needs,
- To generate investment income within the parameters of this Policy,
- Align investment practices with the mission, values, and long-term sustainability of the school, and
- To assure compliance with all applicable state, federal, and local laws governing the investment of monies.

2. Investment Objectives

The Charter School's primary investment objective shall be to maintain the safety and liquidity of its funds. The safety of principal is the foremost objective of the Charter School. The investment factors the Charter School shall consider, in order of descending importance, are the following:

1. **Safety:** Preservation of principal is the highest priority.
2. **Liquidity:** Investments shall remain sufficiently liquid to meet cash flow needs.
3. **Return on Investment:** Attain maximum yield consistent with the aforementioned requirements.
4. **Mission Alignment:** Where feasible, investments should reflect the school's values, such as supporting community development, sustainability, and social responsibility.

The Executive Director (or designee) of the Charter School shall have the responsibility for all decisions and activities performed under the Charter School's Investment Policy.

4. Authorized Accounts

The Charter School may hold its funds in any of the following accounts, in the manner that best balances the above objectives of safety, liquidity, and investment return:

1. The investment pool managed by the County Treasurer-Tax Collector of the county in which Charter School's authorizer is located;
2. Depository accounts at one or more FDIC-insured banking institutions;
3. Custodial depository accounts held by a nationwide banking institution and invested solely in Authorized Investments as defined below.

5. Authorized Investments

The Charter School shall adhere and limit itself to the following investments:

1. Business Banking U.S. End Of Day Money Market Mutual Fund Sweeps;
2. Short Term, less than twelve month, Certificates of Deposit.

6. Investment Reviews

The Executive Director (or designee) will review reports on investment performance at least monthly and present the same to the Charter Governance Council in a timely manner.

7. Changes to Investment Policy

This Policy will be reviewed annually to ensure its consistency with the objectives of income, growth, and safety, and changes in applicable laws and financial trends.

4909-8770-4439, v. 4

NEXEL ELECTRIC

Proposal

10305 Loma Rica Rd.,
Grass Valley, CA 95945
(530) 265-6000
License #976731

October 15, 2025

To: Holly Pettitt
Nevada City School of the Arts
Nevada City, Ca 95959

Project: 13026 Bitney Springs Rd, Building 3
Nevada City, Ca 95959

Nexel Electric will provide all labor, materials, tools, and equipment necessary to complete the electrical construction in a professional and workmanlike manner. The scope of work includes the items detailed below and follows Plan Sheets E1.1, E1.2 and E2.1 drawn by Nexel Inc, dated 12/31/24.

Scope of Work

Inclusions

1. Transport and set new customer-owned Kohler 150kw 120/208volt generator on new poured concrete foundation.
2. Fabricate and install conduit racking to support generator feeder and control wiring systems.
3. Install conduit systems in EMT (interior), Rigid (exterior) and Schedule 40/80 PVC (exterior/underground) from ATS to generator.
4. Saw cut, demo and replace concrete walkway and replace after underground installations.
5. Pull, terminate, and test conductors for generator power, controls, and grounding, per NEC/local code.
6. Provide and install gas piping from customer supplied, relocated propane tank, from tank to generator location, including shutoff valves, regulators, supports, and labeling.
7. Form and pour concrete pad to accommodate generator footprint and anchoring requirements
8. Provide engraved nameplates for generator fed transformers and panelboards.

Exclusions:

1. PGE disconnects/reconnects, scheduling, and utility feeds (available as hourly coordination).
2. Replacement of existing breakers if they don't retract and close properly.
3. Nexel Electric is not responsible for errors or omissions in design or plan sets that prior to county submittal/approval, or for inadequacies in material or equipment specified and provided by others.
4. Utility power company fees, coordination, permits, and construction costs.
5. Protective bollards around electrical/utility equipment, and generator (if applicable).
6. Fencing or architectural screening around generator (available as an add alternate per client's specifications)
7. Locating, repairing, or rerouting unknown, unmarked, or abandoned underground utilities. Any costs associated with damage to unidentified utilities or required relocation shall be the responsibility owner or may result in additional charges.
8. Existing transfer switch to be reused. Any repairs, reprogramming, or replacement required due to existing damage, age, or incompatibility will be considered additional work.

Qualifiers:

1. Private-sector project: non-prevailing wage labor rates apply.
2. Proposal is based on visible/available site conditions at time of design; concealed or unforeseen conditions may result in a change order.
3. Payment terms are net 15 unless otherwise agreed upon at the time of change order.
4. Work is based on being performed during normal business hours (Monday–Friday, 7:00 am – 3:30 pm). Any work required outside of these hours may be subject to additional costs.
5. This proposal is based on the existing breaker and switchgear assemblies being serviceable.

Schedule Values

Nexel Electric proposes to furnish all materials and labor as described above for the total sum of:

Thirty-Four Thousand Four Hundred Seventy Dollars and 00/100 ($34,470.00)

Terms & Conditions

All materials are guaranteed to meet project specifications. Any changes or deviations from the specifications that result in additional costs will require prior written authorization and will be billed as an extra charge above the quoted amount.

This agreement is contingent upon unforeseen circumstances, including, but not limited to labor strikes, accidents, or delays beyond our control. The project owner is responsible for carrying fire, tornado, and other necessary insurance coverage. Nexel Electric ensures that all workers are fully covered under Workmen's Compensation insurance.

This proposal is valid for 30 days from the date of submission.

Respectfully submitted by: Manel Machado  10/15/2025

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

_____
Date of Acceptance

_____
Signature

_____
Print Name

NEXEL ELECTRIC

Proposal
10305 Loma Rica Rd.,
Grass Valley, CA 95945
(530) 265-6000
License #976731

October 15, 2025

To: Holly Pettitt
Nevada City School of the Arts
Nevada City, Ca 95959

Project: 13032 Bitney Springs Rd, Building 8
Nevada City, Ca 95959

Nexel Electric will provide all labor, materials, tools, and equipment necessary to complete the electrical construction in a professional and workmanlike manner. The scope of work includes the items detailed below and follows Plan Sheets E1.1, E1.2 and E2.1 drawn by Nexel Inc, dated 12/31/24.

Scope of Work

Inclusions

1. Transport and set new customer-owned Kohler 150kw 120/208volt generator on new poured concrete foundation.
2. Fabricate and install trapeze style conduit racking to support generator feeder and control wiring systems.
3. Install conduit systems in EMT (interior), Rigid (exterior) and Schedule 40/80 PVC (exterior/underground) from ATS to generator.
4. Core drill walls/slabs as required for conduit routing and sleeve penetrations as needed.
5. Saw cut, demo and replace concrete walkway and asphalt drainage swell and replace after underground installations.
6. Pull, terminate, and test conductors for generator power, controls, and grounding, per NEC/local code.
7. Provide and install gas piping from building gas source to generator location, including shutoff valves, regulators, supports, and labeling.
8. Form and pour concrete pad to accommodate generator footprint and anchoring requirements
9. Provide engraved nameplates for generator fed transformers and panelboards.

Exclusions:

1. PGE disconnects/reconnects, scheduling, and utility feeds (available as hourly coordination).
2. Replacement of existing breakers if they don't retract and close properly
3. Nexel Electric is not responsible for errors or omissions in design or plan sets that prior to county submittal/approval, or for inadequacies in material or equipment specified and provided by others.
4. Utility power company fees, coordination, permits, and construction costs.
5. Protective bollards around electrical/utility equipment, and generator (if applicable).
6. Fencing or architectural screening around generator (available as an add alternate per client's specifications)
7. Locating, repairing, or rerouting unknown, unmarked, or abandoned underground utilities. Any costs associated with damage to unidentified utilities or required relocation shall be the responsibility owner or may result in additional charges.
8. Existing transfer switch to be reused. Any repairs, reprogramming, or replacement required due to existing damage, age, or incompatibility will be considered additional work.

Qualifiers:

1. Private-sector project: non-prevailing wage labor rates apply.
2. Proposal is based on visible/available site conditions at time of design; concealed or unforeseen conditions may result in a change order.
3. Payment terms are net 15 unless otherwise agreed upon at the time of change order.
4. Work is based on being performed during normal business hours (Monday–Friday, 7:00 am – 3:30 pm). Any work required outside of these hours may be subject to additional costs.
5. This proposal is based on the existing breaker and switchgear assemblies being serviceable.

Schedule Values

Nexel Electric proposes to furnish all materials and labor as described above for the total sum of:

Fifty-Nine Thousand Nine Hundred Forty-Five Dollars and 00/100 ($59,945.00)

Terms & Conditions

All materials are guaranteed to meet project specifications. Any changes or deviations from the specifications that result in additional costs will require prior written authorization and will be billed as an extra charge above the quoted amount.

This agreement is contingent upon unforeseen circumstances, including, but not limited to labor strikes, accidents, or delays beyond our control. The project owner is responsible for carrying fire, tornado, and other necessary insurance coverage. Nexel Electric ensures that all workers are fully covered under Workmen's Compensation insurance.

This proposal is valid for 30 days from the date of submission.

Respectfully submitted by: Manel Machado  10/15/2025

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

_____

Date of Acceptance

_____

Signature

_____

Print Name

NEXEL ELECTRIC

Proposal

10305 Loma Rica Rd.,
Grass Valley, CA 95945
(530) 265-6000
License #976731

October 15, 2025

To: Holly Pettitt
Nevada City School of the Arts
Nevada City, Ca 95959

Project: 13024 Bitney Springs Rd, Building 9
Nevada City, Ca 95959

Nexel Electric will provide all labor, materials, tools, and equipment necessary to complete the electrical construction in a professional and workmanlike manner. The scope of work includes the items detailed below and follows Plan Sheets E1.1, E1.2 and E2.1 drawn by Nexel Inc, dated 12/31/24.

Scope of Work

Inclusions

1. Transport and set new customer-owned Kohler 125kw 277/480V generator on owner-provided pad or foundation.
2. Furnish and install one (1) 400A automatic transfer switch (ATS).
3. Fabricate and install trapeze style conduit racking to support generator feeder and control wiring systems.
4. Install conduit systems in EMT (interior), Rigid (exterior) and Schedule 40/80 PVC (exterior/underground) from ATS to generator.
5. Core drill walls/slabs as required for conduit routing and sleeve penetrations as needed.
6. Pull, terminate, and test conductors for generator power, controls, and grounding, per NEC/local code.
7. Provide and install gas piping from building gas source to generator location, including shutoff valves, regulators, supports, and labeling.
8. Provide engraved nameplates for generator fed transformers and panelboards.
9. Form and pour concrete pad to accommodate generator footprint and anchoring requirements.

Exclusions:

1. PGE disconnects/reconnects, scheduling, and utility feeds (available as hourly coordination).
2. Replacement of existing breakers if they don't retract and close properly
3. Nexel Electric is not responsible for errors or omissions in design or plan sets that prior to county submittal/approval, or for inadequacies in material or equipment specified and provided by others.
4. Utility power company fees, coordination, permits, and construction costs.
5. Concrete patching and painting of any surface.
6. Protective bollards around electrical/utility equipment, and generator (if applicable).
7. Fencing or architectural screening around generator (available as an add alternate per client's specifications)
8. Locating, repairing, or rerouting unknown, unmarked, or abandoned underground utilities. Any costs associated with damage to unidentified utilities or required relocation shall be the responsibility owner or may result in additional charges.

Qualifiers:

1. Private-sector project: non-prevailing wage labor rates apply.
2. Proposal is based on visible/available site conditions at time of design; concealed or unforeseen conditions may result in a change order.
3. Payment terms are net 15 unless otherwise agreed upon at the time of change order.
4. Work is based on being performed during normal business hours (Monday–Friday, 7:00 am – 3:30 pm). Any work required outside of these hours may be subject to additional costs.
5. This proposal is based on the existing breaker and switchgear assemblies being serviceable, including the ability to remove and rack the kitchen main breaker. If breakers cannot be racked or are deemed unsafe/unserviceable, additional cost will apply.

Schedule Values

Nexel Electric proposes to furnish all materials and labor as described above for the total sum of:

Thirty-Nine Thousand Eight Hundred Seventy Dollars and 00/100 ($39,870.00)

Terms & Conditions

All materials are guaranteed to meet project specifications. Any changes or deviations from the specifications that result in additional costs will require prior written authorization and will be billed as an extra charge above the quoted amount.

This agreement is contingent upon unforeseen circumstances, including, but not limited to labor strikes, accidents, or delays beyond our control. The project owner is responsible for carrying fire, tornado, and other necessary insurance coverage. Nexel Electric ensures that all workers are fully covered under Workmen's Compensation insurance.

This proposal is valid for 30 days from the date of submission.

Respectfully submitted by: Manel Machado  10/15/2025

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

_____

Date of Acceptance

_____

Signature

_____

Print Name

YUBA RIVER SWIMMING HOLES AND POOLS, LLC

BID PROPOSAL

9/15/2025

Name: Nevada City School of the Arts
Address: 13026 Bitney Springs Rd.
City: Nevada City Ca, 95949
Telephone: 530/913-8420
Email: joseph.holman@ncsota.org

Construction to begin: Negotiable
Contract completion date: Approximately One month from start of project

Yuba River Swimming Holes and Pools hereby proposes to furnish all materials and necessary equipment, and perform all the labor necessary to refurbish a Water Reservoir Holding Pond for above contracted client.

(1) **Refurbish** and construct a custom water reservoir holding pond.

- Custom hand-sprayed Shotcrete water holding pond, approx.. 103' x 103' , 1'-15' deep. Additional wall, approximately 25' x 110' and water run-off canal.
- Drain existing holding pond.
- Remove all vegetation and scrape, clean surface.
- Evaluate/ Extend current drain plumbing.
- Rebar entire shell per engineering specifications.
- Apply Shotcrete over entire holding pond area.
- Plaster Waterproofing application over entire holding pond area shotcrete.
- Excavate all vegetation around perimeter of water holding pond approx.. 15' – 20' back, placing material into burn piles.

(2) Pond design/ permit including set-backs, structural steel calculations w/ engineered wet-stamp, per Nevada County.

(3) If Nevada County requires additional studies ; ie: Environmental, etc, a change order will need to be instituted between contractor and Nevada City School of the Arts prior to construction commencement.

(4) All excavated vegetation will be kept on site per contractor and discarded into designated piles for future disposal per Nevada City School of the Arts.

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of

$ 143,800.00

Payment Schedule

Excavation/ Debris removal =	$ 35,950.00
Rebar Engineering construction/ material =	$ 35,950.00
Shotcrete 1 =	$ 35,950.00
Plaster Waterproofing =	$ 35,950.00
Total:	$ 143,800.00

References:

* Joe Keeper – 213/591-3429
* Bryan Boyes – 530/519-3617
* Ron Furr – 510/376-5993
* Jason and Leah Heiss – 646/535-6150
* Cherie Stabell – 530/615-6535
* Eric and Lisa Pratt – 951/207-2131
* Ryan and Rachel Tanton – 916/616-0646
* Brandon and Nicole McCory – 916/276-2649
* Adam Palacios – 510/967-8225
* Casey and Maci Carlisle – 916/521-6164
* Steve and Claire Fullard – 650/388-6484
* Brett and Whitney Martin – 949/689-9957
* Cy and Lauren Bloom – 650/533-2306
* Barry and Sandra Timko – 650/302-1164
* Ethan and Julia Stuart – 530/559-1246
* Jeff Diskin – 530/205-9313
* Adam Mitchell – 916/847-4631
* Charlie Jenkins – 916/799-0934
* Aaron and Karen Montgomery – 530/864-8330
* Josh Anderson – 530/363-0605
* Rich Lichti – 916/599-5861
* Dave Porter – 661/972-2015
* Tyler Wagaman – 916/616-2408
*John and Christina Oshetski – 530/305-7699
*Jason Harris – 530/219-3269
* Dave and Jen Schiavo - 916/708-8696
* Seamus and Dina Brazil - 916/212-7908
* Bob and Kelly Kucin - 916/825-3250

More available upon request:

Respectfully submitted:

Yuba River Swimming Holes and Pools, LLC

Owned and Operated by:

Name: Doug Boan
530-852-1888
Contractor License # 917173 C-53
Signature:

Acceptance of Proposal:

Date:

Homeowner's names:

Homeowner's Signature's

You, the homeowner (buyer) or tenant have the right to require the contractor to furnish you with a performance bond. You, the buyer; may cancel this transaction at any time prior to midnight of the First business day after the date of this transaction. Cancellation by the buyer after the right to rescind has passed shall be deemed a material breach of this agreement and entitles the contractor to damages. Contractor will not return secured contract deposit if project is cancelled after midnight of the First business day.

Contractors are required by law to be licensed and regulated by the Contractors State License Board which has jurisdiction to investigate complaints against contractors if a complaint regarding a patent act or omission is filed within four years of the date of the alleged violation. A complaint regarding a latent act or omission pertaining to structural defects must be filled within 10 years of the date of alleged violation. Any questions concerning a contractor may have referred to the Registrar, Contractor's State License Board, P.O. Box 26000, Sacramento Ca, 95826