Nevada City School of the Arts
Charter Governance Council
Meeting Agenda
Thursday, November 19, 2026
13032 Bitney Springs Rd, Building 9 Board 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 29, 2026 Meeting Minutes - S*ee attached*

Closed Session
3. Conference with Real Property Negotiations (§ 54956.8)
    a. Property: 13024 Bitney Springs Road, Building 9, Curious Forge
    Agency Negotiation: Holly Pettitt & Amelia Barrett
    Under Negotiation: Lease Term/Rate for Curious Forge - *Handout*

Reports
4. Director's FYI Report – Holly Pettitt – *See Attached*
5. Board and Committee Reports
    a. Board Development & Recruitment
    b. Facilities

Discussion Items
6. Discuss CSDC's Ethics and Finance Fundamentals - *please watch prior to the board meeting*

Action Items
7. Approve B-3 Asset Protection Monitoring Report - *See Attached*
8. Approve B-6 Communication to the Council Monitoring Report- *See Attached*
9. Approve B-7 Council Logistics Support Monitoring Report- *See Attached*
10. Approve B-8 Emergency Executive Director Succession Monitoring Report- *See Attached*
11. Approve 45 Day Probationary Period for Classified Employees - *See Attached*
12. Approve Executive Director Search Committee's Request for Delegation of Authority - *Handout*

Discussion
1. Search Committee Report

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 29, 2026
13032 Bitney Springs Rd, Building 9, (Board Room), Nevada City, California

Call Order: 5:01 p.m.

Roll Call: Jon Lefebre, Joy Marria, Heidi Meredith, Brian Allen, Meshawn Simmons, Marina Gage, Sam Holmes, Joie King, Andrew Todd
Executive Director, Holly Pettitt

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 is implementing an 8th grade team building lunch program to build community.

Action Items

1. Approve Agenda
    a. Motion: Meshawn Simmons 2nd: Joy Marria

Consent Agenda

2. Approve September 24, 2026 Meeting Minutes - *See attached*
    a. Motion: Joy Maria 2nd: Jon Lefebre

Reports

3. Director's FYI Report – Holly Pettitt - *No attachment*
    a. Thank you to FIG for the Couch Cushion Drive, parent reps reached out often to rally parents
    b. "Art Is" will be showcasing student art throughout the year
    c. Andrea is encouraging students to use the Stop It app
4. Board and Committee Reports
    a. Board Development
        i. Student Sense of Belonging - *See Attached*
    b. Search Committee
        i. Will start to review applications at next meeting
    c. Facilities
        i. Pond walk with geoengineer was done
        ii. Bidding out bathroom in 8 for work next summer

Closed Session

5. Conference with Real Property Negotiations (§ 54956.8)
    a. Property: 13024 Bitney Springs Road, Building 9, Curious Forge
    Agency Negotiation: Holly Pettitt
    Under Negotiation: Lease Term/Rate for Curious Forge
    See Attached Statement from Liam Elerby
        - *No Action Taken*

Discussion Items

6. Does the Board Want to Add an Additional B Report on Equity - No Ends Report is enough
7. California Dashboard Results - *Live Demo at Meeting*

Action Items:

8. Approve the 2026 Ends Report - *See Attached*
    a. *Holly will bring back longitudinal data to supplement*
        i. *Motion: Sam Holmes 2nd: Joie King*
9. Approve Expanded Learning Opportunities Program Plan - *See Attached*
        i. *Motion: Brian Allen 2nd: Marina Gage*
10. Approve Executive Director Recruitment Posting Revisions – *See Handout*
    a. *Will remain open until filled with interviews in 2027*
        i. *Motion: Marina Gage 2nd: Heidi Meredith*
11. Approve NCSA Family and Staff Surveys for Executive Director Search – *See Attached*
    a. *Changing to a ranking system rather than choose 2*
    b. *Add Pettitt*
    c. *Add "school" rather than just year*
    d. *Remove "as we begin"*
    e. *Add amount of year's Holly has been here*
    f. *Staff will have a fill in the blank option*
    g. *Your responses are anonymous*
        i. *Motion: Marina Gage 2nd: Joie King*

Board Equity Work

Adjournment 6:5 p.m.

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Director FYI Report
November 19, 2026

This report details highlights of the month, operational achievements and items that the Board may like to know and helps to satisfy compliance with our B-6 Communication to the Board policy as well as indicates progress toward our Ends. It is organized by the following:

1. Relevant financial information.
2. School level issues that help the board see the big picture.
3. Public events (activities and gatherings both on and off premises) of a nature that may affect the perception of the School in the community.
4. Internal and external changes like significant modifications to the normal pattern of school business.
5. Progress towards Ends Policies and LCAP

Plaudits

- To all LC Teachers/Staff - the overall feeling and atmosphere is lovely at lower campus. Students are respectful, walk in line through the halls, the teachers hold regular class meetings and the general vibe is happy and calm. It is a wonderful place to visit!
- Once again, Dre Maher and the Nourish Team won awards! The Center for Ecoliteracy gave a CA Food for CA Kids Leadership Award for our development of the local food network and Megan Dahle (our district's state senator) then gave her a Resolution in recognition of getting that award. And the surprise on that day was Heather Hadwick (our district's state assemblywoman) showing up with a recognition of her own. Very Cool - way to go Dre and Team!
- Also kudos to Dre and Team for passing the food inspection/audit!

Financial Information

- 1st Interim Budget is on the December agenda.
- I will be providing the Advisory Team with a 1st interim overview on the 14th so they are aware of where we stand right now and can offer input for next year.

Facilities Update

B2

- A raw water leak developed in the control box. It took some time to find the shutoff box. It was under a play structure in the TK playground.

B3

- JW Prefabricated came out and gave a quote on new bathroom stalls. We have approved the bid and Joseph is working on available install dates. We are hoping this will bring some happiness to the middle schoolers - they will have stalls that don't have gaps between the stalls and we are creating a changing room in one of the stalls since the toilet does not work.
- Working on fixing the bathroom in aftercare

B8

- Working on getting quotes for the gender neutral bathroom for B8

Overall

- We are working on getting Private Property signs at the beginning of the NID ditches as they come onto campus. Too many random people are walking through our campus during the school day, often with dogs that are off leash.
- **POTS (Plain Old Telephone Service):** AT&T announced it will discontinue servicing these lines starting June 1, 2027. While they offer "enhanced" (eg. cellular) alternatives, we recognize these are not always reliable in Nevada County during inclement weather. You may want to assess the lines you have on your sites and the impact on services such as fax machines, fire alarms, elevators, and staff and student households living in the outskirts with limited service.
    - Our fire alarms are cell - **NOTHING NEEDED HERE**.
    - The faxes and emergency line can be VOIP - **ACS TO PROVIDE MORE VOIP ACCESS.Eric is looking into it.**
    - B9 elevator can not be VOIP but can be cell. **Elevator tech ($800 or higher, ACS approx $400 to 500) and monthly fees.**
- Clark rodent exclusion $11,120 with maintenance 2x per month; after the first month $780 per month. We can adjust it if the rodent trouble goes down or whatever.
- Pond bids are coming in - approximately 25-40K just to determine next steps

Events

- Winter Clothing Swap was this week not last month - my mistake.
- 8th Grade dance was successful
- Gearing up for the Read-A-Thon
- Looking forward to November Break

Academic, Arts & Social Emotional Achievement

- Andrea has been asking teachers for **Shout-outs** to write **positive postcards** to students whose steady effort can fly under the radar. In every round, they think of students who consistently bring a charged Chromebook and the supplies they need, turn in their homework, or get settled in their assigned seat and are ready to start

without being asked. A quick, specific comment helps us tell a student exactly what we've noticed.
- ➢ Suggestion box at UC is going really well.
- ➢ The Student Council is also listening to their peers more and adding spirit days.
- ➢ Surprise attendance
- ➢ 24 boys are interested in basketball! That is more than enough for 2 teams.

Safe, Respectful and Equitable Conditions for Learning and Working

- ➢ Lunch review was a success! We passed with flying colors.
- ➢ Upgrading the bathroom stalls in UC
- ➢ "Cafe con medialunas" - Half moons cafe (like croissants but in spanish) - Andrea is creating this group to meet with spanish/latin speaking families so people have a place to speak their native language! This will begin in January.
- ➢ The requests for Special Education assessments are getting greater. We currently have:
    - 73 students on IEPs (this does not include 504s)
    - 7 students being assessed
    - 3 new requests
    - This will bring us to 16% of NCSA students who receive Special Education services.
    - An additional 26 students are on 504 Plans
    - Added together that is over 21% of our students are receiving some type of specialized academic instruction or require extensive accommodations.

Contributor and Collaborator to the Greater Community

- ➢ Lease negotiations for the Forge are on the agenda.
- ➢ We have finally leased the vacant warehouse!

NEVADA CITY SCHOOL OF THE ARTS

Executive Director's Monitoring Report

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

Charter Governance Council Meeting: **November 19, 2026**

I report overall compliance with this policy.

Unless indicated otherwise all data covers the period from October, 2025 to November, 2026 and is accurate as of **November 10, 2026.**

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 an IntraFi Cash Service "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 currently hold Broadcom stock and mutual funds consisting of treasury and bond investments. Zion Capital manages these investments.

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	$45,787,625

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*

   However, we are unable to secure insurance for buildings occupied solely by tenants. Our CBO has been working with American Sterling Insurance Agency for the past year and a half to obtain insurance. They have reached out to several carriers without success. At this time, only Building 5 is uninsured. Buildings 1 and 6 were added to the CharterSafe policy last year when they were unoccupied.

I report non- 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 2026 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.

   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	$100,000,000/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 Executive Director 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. All personnel files are now digital and they are stored electronically. We have older files that are 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 2025/26 audit by Christy White & Associates is currently in progress. This is not due until January 31st.
c. The Audit for FY 25/26 will be presented in December and has the one finding discussed at the last board meeting. Our Free and Reduced numbers in CalPADS were not accurate.

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. At last year's meeting we asked for approval on the pond restoration and the installation of generators. The pond installation is still being reviewed. Generators were installed - total cost $134,285.

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

	9/15/21	9/15/22	9/15/23	9/15/24	11/13/25	11/10/26
# of Students	421	433	461	482	487	506

b. Lottery Applications

12 months ending:	4/20	10/21	10/22	1023	10/24	11/13/25	11/10/26
Application count	140	349	376	382	329	400	323

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

12 months ending:	**10/25**
# Social Media Posts	100++
# Negative Posts	2
# of news stories found	0

Social Media

Facebook - We have a private NCSA group with 822 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. This year a parent posted that we "don't teach math" which was not true but allowed lots of unkind people to say unkind things about our school. Another former parent posted how happy she was at Deer Creek and how happy she was that she was no longer at NCSA.

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: **B6 – Communication to the Board**

Charter Governance Council Meeting: **November 19, 2026**

I report compliance with all parts of this policy.

Unless indicated otherwise all data in this report is for the 12-month period ending November 10, 2026 and is accurate as of that date.
I certify that the information contained in this report and attachments is true.

Signed _____, Executive Director

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

Interpretation:

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

Operational Definitions:

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

Data:

a. See data for each sub-policy.

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

Interpretation:

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

Operational Definitions:

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

Data:

a. See Monitoring Summary Table below.

Policy	Date
A - Ends Report/Strategic Plan	10/9/26
B-1 – Financial Condition and Activities (1st Interim)	12/17/26 (upcoming)
B-1 – Financial Condition and Activities (2nd Interim)	2/23/26 (last year)
B-2 – Planning and Financial Budgeting	6/16/26
B-3 – Asset Protection	11/19/26
B-4 – Treatment of Parents and Students	5/26/26
B-5 – Staff Treatment and Compensation	3/23/26
B-6 – Communication to the Board	11/19/26
B-7 – Board Logistical Support	11/19/26
B-8 – Emergency Executive Director Succession	11/19/26

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

Interpretation:

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

Operational Definitions:

a. The monthly update report will include notices of anticipated and actual non-compliance as needed.

b. Regular monitoring reports will include notice of actual non-compliance as needed.

c. In the case of a serious actual or anticipated non-compliant issue, the Executive Director will inform the Board President immediately.

Data:

a. Non-compliance issues noted in monthly updates: None so far

b. Non-compliance issues noted in regular monitoring reports:

Date	Report/Section	Reason
10/29/26	Ends	Suspension rates are still too high and students with IEPs are being disproportionately suspended.
3/23/26	B5 Staff Treatment	B5.4 b & c - Staff continue to be unhappy about Compensation and Benefits
5/26/26	B4 Student Treatment	Response to bullying is less than 90% and vandalism/graffiti increased.

c. Serious non-compliance issues noted immediately to Board President:

- **None**

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

Interpretation:

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

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

Operational Definitions:

a. Regular monitoring reports will include historical and/or trend information when that information is available and possibly useful to the board.

b. The School's annual plan (LCAP) or Executive Director monthly update report will include information about possible significant operational changes in advance of those changes.

c. The Executive Director will provide a monthly written update report (FYI Report) in support of this B6 policy including:
    1. Relevant financial information.
    2. School level issues that help the board see the big picture.
    3. Public events (activities and gatherings both on and off premises) of a nature that may affect the perception of the School in the community.
    4. Internal and external changes like significant modifications to the normal pattern of school business.
    5. In the case of confidential matters, the Executive Director will report/counsel on these in Closed Session rather than in the written monthly report.
    6. In those cases when the Board needs to be informed about matters of a more urgent nature, the Executive Director will contact the Board President or the entire board directly.

Data:

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

B1—Financial Conditions	December
B3—Asset Protection	November

B4—Parents and Students	May
B5— Staff Treatment	March

b. Submitted LCAP for approval in June 2026. NCSA's Charter was renewed for seven years in June of 2025.

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

Meeting Date	Closed Session Topic
10/29/26 & 11/19/26	Conference with Real Property Negotiations

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

Interpretation:

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

Operational Definitions:

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

Data:

a. Just a reminder that as board members how you present yourself at school, driving to school, and interacting with teachers and staff is important and reflects on the school and the board.

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

Interpretation:

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

Operational Definitions:

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

Data:

a. No out of compliance situations reported. Please remember to share your concerns with the director - especially if they are from another parent.

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

Interpretation:

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

Operational Definitions:

a. Each year, the Executive Director will provide all school policies for approval by the board, a requirement of law.

b. Other items requiring board approval to satisfy the requirements of banks, insurance carriers, retirement plans, etc., will be presented to the board as needed.

Data:

a. In February of this year, the board's consent agenda will include approval of updated school policies. All policies were reviewed by the appropriate parties (lawyers, county office, nurse, director, etc.) prior to being submitted for the consent agenda. Copies of these will be presented to the board as part of the meeting packet and the log is placed in their binders.

b. At no other time since the last report did the Executive Director make a decision that was required by law, regulation, or contract to be board approved.

Nevada City School of the Arts

Executive Director's Monitoring Report

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

Board of Directors Meeting: **November 19, 2026**

Policy: B7 –Board Logistical Support

Unless indicated otherwise all data in this report is for the 12-month period ending November 11, 2026.

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

Signed_____, Executive Director

Attachments: None

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

Interpretation:

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

Operational Definitions:

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

Data:

a. See data for each sub-policy.

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

Interpretation:

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

Operational Definitions:

a. One employee will act as Board Administrator.

b. The Board President and Secretary will affirm that administrative support is sufficient.

Data:

a. *Valerie Bringolf* has been the Board Administrator throughout this reporting period. The Executive Director is responsible for this training.

b. Results of questionnaire given to Board President and Secretary on November 11, 2026. A "yes" response means that the work was done adequately; a "no" response means the work was not done adequately. Compliance is achieved when both president and secretary answer "yes" to all items.

c.

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

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

Interpretation:

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

Operational Definitions:

a. The monthly board meeting packet will be available 3 days (72 hours) before each board meeting – hard copy at the secretary's desk and online through the board page of the school's website.

b. Past meeting packets are available at the board web page.

c. Board articles will be published in the Director's Note, Canvas, and/or on the website when written or authorized by the board president.

Data:

a. During this reporting period, all meeting packets were available 3 days before each meeting.

b. The board area of the school's Google Drive contains meeting packets dated September 8, 2006 (when the board began using electronic documents) through November 19, 2026.

c.

Principal's Note		**WebSite**	
Date	**Subject**	**Date**	**Subject**
1-19-26 1-25-26 2-1-26	Call for candidates	Dec. 2022 - November 19, 2026 meetings	Full packets posted on the web-site monthly 72 hours prior to meeting

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

Interpretation:

No further interpretation.

Operational Definitions:

a. New directors will receive access to a digital board notebook "Board Binder (CGC)" containing the current Policy Register and Bylaws.

b. Revised policies are updated in the digital notebook following approval of the revision by the board.

c. The most current Policy Register and Bylaws will be posted on the School website.

Data:

a. Directors who joined the board this year

Director	1st official meeting	Date of receipt of board notebook
Heidi Meredith	8/13/26	8/13/26
Sam Holmes	8/13/26	8/13/26
Brian Allen	8/13/26	8/13/26
Joy Marria	8/13/26	8/13/26

b. The board admin and the Executive Director are currently (November 2026) doing a complete revision/update of all policies to ensure consistency across all policies, format, accurate positions, dates, language, etc. These will be brought to the board in February for approval.

c. On the board page of the school's website you will find the Policy Register (rev. 8/13/26 the Bylaws (rev. 3/22/18) and the Ends Policies (rev. 9/28/17)

NEVADA CITY SCHOOL OF THE ARTS

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

Interpretation:

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

Operational Definitions:

a. Names and contact information of all current directors will be posted on the board page of our website and Principal's Note.

b. Notice of all board meetings will be posted on the bulletin boards at LC & UC, the school calendar, and the website.

c. A copy of the Policy Register will be kept in a "Governance Binder" at the Board Secretary's desk and on the web page.

d. Copies of approved board meeting minutes will be kept in the Governance Binder and on the web page.

e. The agenda for the upcoming board meeting will be posted on the web page and in the Governance Binder the same day the meeting packets are distributed to directors.

f. Notice of board elections will be posted on the web page and in the Director's Sunday Note beginning 2 months before the election.

Data:

Most recent updates:

	Web Page	Bulletin Board	Newsletter
a. Director names and contact information	8/5/25	11/19/26	Every Newsletter
b. Board Meeting Notice	perennial	perennial	perennial
c. Policy Register	08/13/26	NA	NA
d. Approved Minutes	11/19/26	NA	NA
e. Board Meeting Agenda	11/16/26	11/16/26	NA
f. Board Election Notice	None Provided	None Provided	1/19/27

NEVADA CITY SCHOOL OF THE ARTS

Nevada City School of the Arts

Executive Director's Monitoring Report

Executive Limitations Policy: Policy: **B8–Emergency Executive Director Succession**
Charter Governance Council Meeting: **November 19, 2026**

I report compliance with all parts of this policy.

Unless indicated otherwise all data in this report is for the 12-month period ending November 11, 2026 and will be accurate as of that date.

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

Signed, Executive Director

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

Interpretation:

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

Operational Definitions:

a. The Executive Director will identify interim Designated Executive Directors (DED).

b. The DEDs will receive training on basic Executive Director/Board functionality.

c. The DEDs will attend at least two board meetings per year.

d. The DEDs will participate in writing at least one monitoring report per year, beginning this year.

e. The Principals will conduct staff meetings in a leadership capacity.

Data:

a. Angie DeFeyter is the DED. Andrea Conte could step in if needed.

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b. Training on Executive Director/Board functionality – DEDs prepared a written statement (explaining they are prepared and ready to step in for me if needed).

c. Angie will attend the February-May meetings.

d. Monitoring reports which Angie participates in writing:

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

e. *Angie DeFeyter and Andrea Conte* facilitate the TK-5 and 6 - 8 Team Meetings respectively. They are part of the Leadership Team and the Admin Team. Angie and Andrea also helped prepare all the beginning of the year staff training. The Leadership Team meets weekly so they are in the know about all things related to NCSA. Both Angie and Andrea have been at NCSA for over 20 years and have important historical knowledge.

Introductory Period

The first forty-five (45) days of continuous employment at NCSA are considered an introductory period. During this time, employees will learn their job responsibilities and get acquainted with the School's programs, practices, and policies. Upon hire, any employee with at least 30 hours per week, will be eligible for Health and Life insurance benefits (beginning on the first day of the following month), Data Sheet with equal pay, and sick accrual.

Also during the introductory period, the employee's supervisor will explain their job responsibilities and the performance standards expected of them. During this time employees are encouraged to ask questions and seek clarification of their roles and responsibilities. The supervisor will have the opportunity to monitor the quality and value of the employee's job performance, give regular feedback, and make any necessary adjustments in their job description or responsibilities. From time to time, employees may be asked to work on special projects, or to assist with other work necessary or important to the operation of their department or NCSA. Cooperation and assistance in performing such additional work is required.

Following the introductory period, a formal evaluation will be given to assess job performance, attendance, conduct, and adherence to company policies. The introductory period with NCSA can be shortened or lengthened, or terminated due to unsatisfactory performance, as deemed appropriate by management and the Human Resources Department. Completion of this introductory period does not imply guaranteed or continued employment. Nothing that occurs during or after this period should be construed to change the nature of the "at-will" employment relationship.