

NEVADA COUNTY BOARD OF EDUCATION
Regular Meeting
Wednesday, November 12, 2014
2:00 p.m.

Nevada County Superintendent of Schools
112 Nevada City Hwy., Nevada City, CA 95959

AGENDA

All times approximate

- I. **Meeting called to order**
- II. **Establish quorum**
- III. **Salute to the flag**
- IV. **Additions to the Agenda**
- V. **Adoption of the Agenda**
- VI. **Open public forum**

Recognition of members of the audience wishing to address an agenda item may do so at this time or at the time the agenda item is heard. After being recognized by the Board president, please identify yourself. A member of the public may at this time make brief comments regarding items not on the agenda, although no action may be taken.

VII. **Close public forum**

VIII. **Approval of the Consent Agenda**

5 min.

These items are expected to be routine and non-controversial. They will be acted upon by the Board at one time without discussion, unless a Board member or citizen requests that an item be removed for discussion and separate consideration. In that case the designated item(s) will be considered following approval of the remaining items.

A. Approval of minutes of the Regular meeting of October 8, 2014 *(page 1)*

B. Annual Report of School Visitations by County Superintendent of Schools Pursuant to Education Code 1240 and the Williams Settlement *(page 8)*

IX. **Staff Reports**

10 min.

- A. Alternative Education, Sanford
- B. Educational Services, Johns
- C. Business Services, Somers

X. **Superintendent's Report**

10 min.

- A. Malakoff Environmental Center
- B. Drop Grant
- C. CCSESA Quarterly Meeting
- D. Arts Education Leadership Committee

XI. Action Items

15 min.

- A. Shall the Nevada County Board of Education approve a Proposal from School Services of California or Total School Solutions to conduct a Facilities Study (*page 10*)

XII. Discussion / Information Items

20 min.

- A. Review of Board Bylaws: Videotaping of Board Meetings
- B. Budget Review
 - 1. NCSOS Program Budget review (*page 17*)
- C. Twin Ridges Home Study Charter School
- D. School Services of California fiscal management services

XIII. Board Reports

10 min.

- A. Board member reports
 - 1. SARB, *Lapierre*
 - 2. Legislative, *Meeks*
 - 3. NCSBA, *Michael*
 - 4. Charter Liaison, *Altieri*
 - 5. Health Advisory Committee, *Slade-Troutman*
 - 6. *Individual Board member reports*

XIV. Future agenda items

- A. Approval of Annual Calendar
- B. Audit Report
- C. Organizational Meeting

XV. Correspondence

- A. Thank you letter (for K Kiefer) from Dan Zeisler, Supt. CPSD (*page 20*)
- B. CSBA's Delegate Assembly call for Nominations (*page 21*)
- C. 2014-15 Countywide Spelling Tournament Press Release (*page 22*)

Adjournment

Next Meeting Date: Wednesday, December 10, 2014, 2:00 p.m., 112 Nevada City Highway, Nevada City

This agenda was posted at least 72 hours in advance of the meeting at the Nevada County Superintendent of Schools office, 112 Nevada City Highway.

Posted: 11-7-14
Date

Notice: The agenda packet and supporting materials, including materials distributed less than 72 hours prior to the scheduled meeting, can be viewed at the Nevada County Superintendent of Schools office – reception desk, located at 112 Nevada City Highway, Nevada City, CA. For more information please call 530.478.6400 ext. 203.

Notice: In compliance with the Americans with Disabilities Act, if you need special assistance to access the Board meeting room or to otherwise participate at this meeting, including auxiliary aids or services, contact the Nevada County Superintendent of Schools office at 530.478.6400 ext. 203 at least 48 hours before the scheduled Board meeting so that we may make every reasonable effort to accommodate your needs. {G.C. §54953.2, §54954.2(a)(1); Americans with Disabilities Act of 1990, §202 (42 U.S.C. §12132)}

NEVADA COUNTY BOARD OF EDUCATION
Regular Meeting
Wednesday, October 8, 2014
2:00 p.m.

DRAFT

➔ Nevada County Superintendent of Schools Annex
117 New Mohawk, Suite F, Nevada City, CA 95959 ➔

MINUTES

I. Meeting called to order

II. Established quorum

Trevor Michael	present
Tracy Lapierre	present
Marianne Slade-Troutman	present
Jack Meeks	present
Bob Altieri	present

III. Salute to the flag

IV. Additions to the Agenda - none.

V. Adoption of the Agenda

On a motion by Slade-Troutman and seconded by Lapierre, the Agenda was adopted as presented. Motion passed unanimously.

VI. Opened public forum

The following people addressed the Board:

Sara Gordon, a Twin Ridges Home Study Charter teacher, spoke to the FCMAT Audit agenda item. Gordon stated it is a terrible waste of public dollars; this is a political move. Public dollars should be spent on the children. The previous business manager has been removed; and NCSOS has taken over business services and is doing a fantastic job. Gordon would like to see efforts go into the indictment of prior business manager. The Board of Education being a voice in expediting indictment is a far better way to spend money.

Larry Meek introduced himself as an Area 1 Candidate for Slade-Troutman's seat.

RJ Guess, John Muir Charter CEO, thanked the Board for the Safety & School Climate Coordinator. Muir held a safety meeting at the new site which included cross training with EJ and Juvenile Hall for all staff. Chris is a tremendous resource.

Charlene Haney, YRC Director speaking to the FCMAT Audit Agenda Item. Haney concurs with teachers, wanting Board voices behind the judicial system to bring the criminal to justice. Haney, at the last Board meeting had offered her help and sent information to Slade-Troutman, however has not heard back. With the nature of the criminality, it's unlikely the Board could've done anything to stop the criminal behavior; there was forging of complete documents. Haney reiterated from the last meeting that FCMAT is not the appropriate body for this investigation.

VII. Closed public forum

VIII. Approval of the Consent Agenda

These items are expected to be routine and non-controversial. They will be acted upon by the Board at one time without discussion, unless a Board member or citizen requests that an item be removed for discussion and separate consideration. In that case the designated item(s) will be considered following approval of the remaining items.

Slade-Troutman requested to pull the Regular meeting minutes of September 10, 2014 for further discussion.

~~A. Approval of minutes of the Regular meeting of September 10, 2014 (page 1)~~

B. During the third quarter of 2014 July - September, there were no complaints filed to be reported, pursuant to Williams Uniform Complaint Procedures (E.C. 1240(H); Board Policy 1312.3 – Uniform Complaint Procedures) (page 7)

On a motion by Altieri and seconded by Meeks, the Consent Agenda was approved as amended, removing item VIII. A. Approval of minutes of the Regular meeting of September 10, 2014 to allow for additional discussion, motion passed unanimously.

A. Approval of minutes of the Regular meeting of September 10, 2014 (page 1)

Slade-Troutman requested that the statement on page 4 "*Slade-Troutman withdrew the motion.*" Be changed to "*Slade-Troutman tabled the motion.*"

On a motion by Slade-Troutman and seconded by Meeks, the minutes of Regular meeting of September 10, 2014 was approved as amended, changing the statement on page 4 "*Slade-Troutman withdrew the motion.*" to "*Slade-Troutman tabled the motion.*" The motion passed unanimously.

IX. Staff Reports

A. Alternative Education, Sanford

Sanford updated the Board on population and attendance: EJ has 11 students with a 75%-100% Attendance rate; Sugarloaf has 9 students and has a 100% attendance rate. On September 17, EJ created a Declaration for Constitution Week. Students are preparing for the November CAHSEE. Sanford introduced EJ's newest teacher, Sherry Fortner.

B. Educational Services, Johns

The SBE will formally approve the LCAP template soon. Beginning November, we will start compiling data. We will be monitoring students based on metrics; and have created a spreadsheet to see how the students are progressing.

Meeks asked if other counties are doing the same; do we communicate with them and will there be a ranking?

Johns advised that it is a living document to monitor how our students are doing; to set goals on student achievement and this information will not be shared with other counties, there is no ranking on this. With regards to the new testing model the state is looking at a new accountability system and we assume at some point all schools will be ranked in some manner.

Johns will bring a report on the 22 educator grants received in our office, which will include a synopsis of the activity; grade level; amount; and which school it is from.

Johns shared the Ed Services Newsletter.

C. Business Services, Somers

The business office is busy reviewing district unaudited actuals which are due to the State by 10/15. Yvonne Taylor has filled the payroll position; Carrie Stouder was promoted to Charter Business Services Advisor; and Pam Hemminger will join our staff working with CALPADS.

IT capabilities throughout the county continue to be a challenging area. Districts are too small to provide all areas of IT they are in need of. Supt. Hermansen will get an update from districts as to their needs. Centralizing services in the COE is an option. Supt. Hermansen is meeting with the District Superintendents and will discuss their needs.

Supt. Hermansen reported on the Broadband Infrastructure Improvement Grant (BIIG), an assessment was done for schools to see who needed funding; we have several schools in Nevada County who are on the list. Many schools were approved to go to the next level, but are still in the assessment process.

Michael requested Technology Needs be placed on next month's agenda; and discuss County Office of Ed role. (next meeting)

X. Superintendent's Report

A. NCSBA/ACSA Teacher of the Year Dinner
Reminder that the event is tomorrow 10/9/14.

B. CSBA Policy Revisions
Our office, with the help of CSBA, is updating our policies to match existing laws. Policies will be brought to the Board for adoption.

C. Organizational Changes at NCSOS

Supt. Hermansen provided a handout detailing organizational changes at NCSOS. The strengths and skills of current staff was reviewed which allowed us to fully utilize staff more efficiently. Melissa Parrett will take on the Data Analysis for PBIS; Judy Nielsen will support implementation of the countywide summer school program and support Countywide Arts Programs. One new Support Services Secretary position will help to support Melissa's programs and other admin tasks.

D. GREAT / FRC Funding

In looking into the possibility of expanding the GREAT intervention program, it was determined it would not be able to expand. GVPD has a limited number of officers trained which limits the number of students in the program. However, they will continue to provide the current program.

The Board had asked how they could further support the FRC's. They submitted a 'wish list' and at first interim a proposal will be brought to the Board.

XI. Action Items

A. Shall the Nevada County Board of Education Approve Resolution 14-12, adoption of the Gann Appropriation Limit pursuant to Article XIII B of the California constitution for FY2013-14 and FY2014-15? *Roll Call Vote (page 8)*

On a motion by Slade-Troutman and seconded by Meeks, the Nevada County Board of Education Approved Resolution 14-12, adoption of the Gann Appropriation Limit pursuant to Article XIII B of the California constitution for FY2013-14 and FY2014-15 by roll call vote. The motion passed unanimously (5-0).

B. Shall the Nevada County Board of Education Approve the Waiver for Schoolsite Council Composition and Size? *(page 9)*

On a motion by Altieri and seconded by Slade-Troutman, the Nevada County Board of Education approved the Waiver for Schoolsite Council Composition and Size. The motion passed unanimously (5-0).

C. Shall the Nevada County Board of Education employ the services of FCMAT (Fiscal Crisis and Management Assistance Team) under Education Code 1042d to assist in the assessment of the

financial operations of the Nevada County Superintendent of Schools Business Office and Twin Ridges Home Study Charter School?

Motion by Slade-Troutman and seconded by Meeks, discussion followed:

Dr. Jaynie Aydin, Twin Ridges Home Study Charter Director, questioned the purpose of the proposed audit. Aydin has outlined the failed systems of internal controls; they have recovered and responded by putting into place a series of Board approved Frameworks that check and balance their policies to make sure they are transparent. There has been open communication between the Nevada County Business Office and our charter school. They are cross checking their practices, both in terms of policy & procedures as well as human communication, checking in regularly with their overseers.

The TRHSC Board is educating themselves. They have access to trainings, fiscal consultants; and they have a very competent interim business manager (Somers) who has helped them overhaul business practices.

Aydin asked that the Board vote against this motion; or table the action to allow them to put the focus, time and public dollars back where it should be, back to the children in the community.

Meeks feels all negotiations and deliberations have been suppressed; and he has not heard of it in the media. FCMAT is a state organization and stated it won't cost us anything. They will be deliberative and transparent.

Jan Collins of Penn Valley is surprised that charters feel attacked and offended by this. She suggested maybe changing the wording in the motion. FCMAT is formed by the state to assist schools identify and resolve any current fiscal and management challenges. Collins noted we have been using the same auditor for 12 years and that it is time to have forensic accounting.

Judy Keeler of Nevada City concurred with Slade-Troutman and Collins.

RJ Guess, John Muir Charter CEO, responded that transparency is great. This Board or anyone can come and see the budget and materials and review the process. FCMAT is not the right tool, nor is this the right time. After the Sheriff has completed their investigation and a full report is available and is released from law enforcement, then have outside auditors review. Guess noted that fraud happens all the time, however seldom does it involve FCMAT. Auditing and periodic reviews need to be done, but law enforcement needs to complete their report.

Nancy Pierce stated when this finally hits the media, if you have said we have called an organization already; don't you think the reaction will be much different than doing it afterwards? Pierce provided the NCBOE minutes of June 2013 highlighting areas of discussion during the adoption of the FY2013-14 budget. Pierce also provided a copy of the NCSOS June 21, 2013 letter to Aydin, TRHSC, which noted concerns in fiscal management. Pierce stated if the business office could've done anything, they would've done it then. An outside source is needed.

Michael noted there is considerable concern in the criminal prosecution to date and asked Supt. Hermansen if it was possible to approach law enforcement to ascertain information associated with the case as it would be useful to know timing of actions. When are court proceedings anticipated? What has been done to see where we stand? The prosecutor or the DA has not made information public; however Supt. Hermansen will approach law enforcement with query and express that the request is coming from the Board of Education.

Somers noted that Twin Ridges Home Study Charter School has been a standing Board Agenda item since the incident was reported. She meets weekly with Aydin and attends Charter Council meetings with budget reports. Somers has taken over as business manager. Processes; internal controls; and policies have been reviewed and revised. Financial workshops will be attended by Aydin and Charter Council members. They will hold a Strategic retreat to establish budget goals and priorities. The teachers are engaged and informed; and enrollment continues to rise.

Slade-Troutman stated law enforcement has nothing to do with what took years to happen. The county office did fiscal oversight and charged TRHSC \$40K and something is very wrong, and we need to make it right. FCMAT won't report to media, they will talk to us.

Michael asked whether approval, denial or delay of this motion an appropriate decision to make. The question of whether or not we are in fiscal crisis has been discussed today. Members of the public highlighted activities over the course of the past year as to how things have developed. Oversight, track record of activity of the business office.

The Board continued to discuss the issue of whether FCMAT should be called in to address issues at Twin Ridges Home Study Charter School.

**On a motion by Slade-Troutman and seconded by Meeks, the Nevada County Board of Education voted to not employ the services of FCMAT (Fiscal Crisis and Management Assistance Team) under Education Code 1042d to assist in the assessment of the financial operations of the Nevada County Superintendent of Schools Business Office and Twin Ridges Home Study Charter School, by roll call vote (2-3)
(Ayes – Slade-Troutman and Meeks; Nays – Altieri, Lapierre and Michael)**

XII. Discussion / Information Items

A. Budget Review

a. NCSOS Program Budget review (page 11)

The Board reviewed and discussed an updated report on the budget.

B. Twin Ridges Home Study Charter School – discussed earlier.

C. PI Year 3 LEA Plan Evidence of Progress (2013-14) (page 28)

Johns walked the Board through the report and highlighted the 90% improvement rate in CAHSEE Graduation Rate. Given that our office has only had EJ and Sugarloaf for 2 years, the Board is very impressed.

XIII. Board Reports

A. Board member reports

1. SARB, *Lapierre* – 5 cases with overall good meetings as problems were solved.
2. Legislative, *Meeks* – Governor has writer's cramp; signing AB420 limiting 'willful defiance'; and AB1442 requires schools that gather information from social media, to limit gathering.
3. NCSBA, *Michael* – Event is tomorrow night 10/9/14
4. Charter Liaison, *Altieri* – No report.
5. Health Advisory Committee, *Slade-Troutman*

Slade-Troutman reported that high school campus is closed at lunch as they feed a total of 3500 students in 1 lunch period. Sierra Harvest discussed free curriculum available to districts interested. They are working on a template/pamphlet on the internet for community visibility. Fundraisers being discussed include a cookbook. Next meeting is 10/27 in the Houser Room at NCSOS.

6. Individual Board member reports

Slade- Troutman provided a hand-out with information about School Services of California's fiscal management services and requested the item be placed on next month's agenda as a discussion item and requested the report be attached to today's minutes.

XIV. Future agenda items

XV. Correspondence

Adjournment

Next Meeting Date: Wednesday, November 12, 2014, 2:00 p.m., 112 Nevada City Highway,
Nevada City

Approved: _____
Trevor Michael, President

Date: November 12, 2014

OCT - 8 2014

From the Desk of
Marianne Slade-Troutman

NEVADA COUNTY BOARD OF EDUCATION

October 8, 2014

Re: School Services of California

I would like to draw your attention to School Services of California. I believe this service might be useful to us as a board in addressing some of the challenges that have been brought to our attention in the last several months.

School Services of California has an extensive range of expertise for school agencies confronted by our type of challenges. Their consultants have the experience and ability to meet our particular need in oversight and business services.

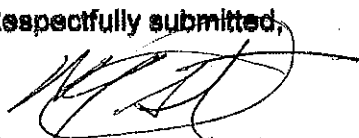
Two of their services that might be beneficial to our situation are:

1. "Comprehensive Fiscal Health Analysis" to evaluate fiscal strengths and weaknesses in five critical management areas: budgeting, asset management, solvency strategies, personnel financial practices, and revenue control. The final report clearly lists the study results, and is accompanied by graphs and charts.
2. "Budget Fiscal Health Analysis," which is aimed at validating the current operating budget and examining budget development procedures and monitoring practices. An added option is to supplement either the Comprehensive or Budget Fiscal Health Analysis with a detailed three-year financial projection.

(End of report.)

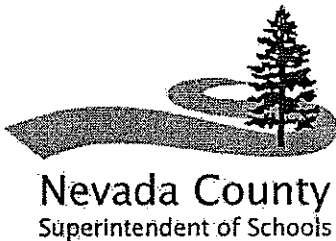
I am submitting School Services of California fiscal management services as a discussion item on next month's agenda.

Respectfully submitted,



Marianne Slade-Troutman
Immediate Past President,
Nevada County Board of Education

(Attached to the Board Minutes 10-8-14)



HOLLY A. HERMANSEN, SUPERINTENDENT

112 Nevada City Highway
Nevada City, CA 95959
530-478-6400 · fax 530-478-6410

October 20, 2014

Angela Haick
Penn Valley Union Elementary School District
14806 Pleasant Valley Rd
Penn Valley, CA 95946-9722

Dear Ms. Haick:

California *Education Code* Section 1240 requires that I visit schools identified in our county, review information in the areas noted below, and report to you the results of my visits and reviews. I am pleased to provide, for submission to your governing board at a regularly scheduled meeting, the first quarterly report for fiscal year 2014-2015 as required by *Education Code* section 1240(c)(2)(G) pursuant to the Williams Settlement. This report presents the results of my visits and reviews at Ready Springs School for the first quarter of 2014.

The purpose of my visit as specified in California Education Code 1240 was to:

1. Determine if students have "sufficient" standards-aligned instructional materials in four core subject areas (English language arts, mathematics, history/social science and science).
2. Determine if there is any facility condition that "poses an emergency or urgent threat to the health or safety of pupils or staff"; and
3. Determine if the school has provided accurate data on the annual school accountability report card related to the sufficiency of instructional materials and the safety, cleanliness, and adequacy of school facilities, including "good repair."

The law further requires that the county superintendent:

1. Annually monitor and review teacher misassignments and teacher vacancies in schools ranked in deciles 1-3 (2012 Base API); and
2. Receive quarterly reports on complaints filed within the school district concerning insufficient instructional materials, teacher vacancies and misassignments, and emergency or urgent facilities issues under the Uniform Complaint Procedure.

While the Uniform Complaint data are not mandated to be a part of this report to you, they are being included so that you and the citizens of our community will have a complete understanding of the environment in which Ready Springs School is functioning.

Before proceeding with the report, let me define some basic terms:

- "Sufficient textbooks or instructional materials" means each pupil, including English language learners, has a standards-aligned textbook, or instructional materials, or both, to use in class and to take home.
- A school facility condition that poses an "emergency or urgent threat" is a "condition that poses a threat to the health or safety of pupils or staff while at school."
- "Good Repair" means the school facilities are clean, safe and functional as determined pursuant to the school facility inspection and evaluation instrument developed by the Office of Public School Construction or a local evaluation instrument that meets the same criteria. Each school district that receives state funding for facilities maintenance is required to establish a facilities inspection system to ensure that each of its schools is maintained in "good repair."

My findings were as follows:

Instructional Materials: All students at Ready Springs Elementary School have access to California Standards-aligned textbooks and/or materials to use in class and to take home.

School Facilities: The school facility was thoroughly inspected and determined to be in good repair and well maintained. The FIT (Facilities Inspection Tool) determined that the school was at an overall rating of "EXEMPLARY".

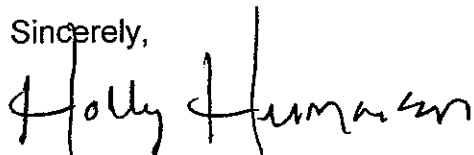
School Accountability Report Card: Not reviewed at this time. Will be reviewed and reported during the third quarterly report.

Teacher Miss-assignments and Teacher Vacancies: Not reviewed at this time. Will be reviewed and reported during the fourth quarterly report.

Uniform Complaints: The district had no uniform complaints filed during the first quarter.

Please extend to your governing board, administration and site staff my appreciation for their professionalism in addressing the compliance requirements for the Williams Settlement Legislation.

Sincerely,



Holly Hermansen



September 22, 2014

1121 L Street

Suite 1060

Sacramento

California 95814

TEL: 916 . 446-7517

FAX: 916 . 446-2011

www.sscal.com

An Employee-Owned
Company

Ms. Holly Hermansen
Superintendent
Nevada County Superintendent of Schools
112 Nevada City Highway
Nevada City, CA 95959

Dear Ms. Hermansen:

School Services of California, Inc., (SSC) is pleased to respond to Nevada County Superintendent of Schools' (County) request for a proposal for a Facilities Assessment.

We believe our staff is uniquely qualified to provide a comprehensive facilities review, including facilitation, and propose the following approach to the work:

Scope of Work

It is our understanding that the purpose of the review is to provide the County an assessment of its facilities. The County offices and programs are currently located across various facilities within the county, and several facilities may be lacking sufficient space for growth or professional development activities and parking. In addition, consideration should be given to the potential to consolidate various offices and programs into one facility and to reduce the number of leased facilities.

The assessment would include two parts in an effort to ensure that future facilities are appropriate and sufficient to meet the needs of the County offices and its programs.

- ✦ Existing Facilities—An assessment of the County's facilities to determine existing uses and spatial requirements
- ✦ Proposed Facilities—An assessment of the spatial needs of the County offices and programs to determine if consolidation is possible and reconfiguration of an existing facility or facilities could provide sufficient space to accommodate the desired offices and programs.

The facilities assessment will provide the necessary data to either work toward reconfiguration of the existing facilities or, if it is determined that the existing facilities are inadequate, will provide the necessary data to assist in the selection and/or construction of new facilities.

Project Orientation

This step will be critical for establishing clear expectations for the project and ensuring that our scope of work will meet the County's needs. An initial conference call with County project leaders will be held to review the study's scope, objectives, and approach; and develop a protocol for future communication. We recognize that the success of this project is dependent on regular communication with the County, and we will work collaboratively and communicate regularly with the project contact(s) to ensure that project goals are met.

Comprehensive Review

We will gather background information, including but not limited to educational, program, and facility specifications, and a detailed list of existing space program and spatial requirements, to prepare for the review. A site visit will be conducted to tour the facilities and get a better understanding of its uses and configuration. Periodic feedback regarding preliminary findings and recommendations will also be sought from the Superintendent and designated staff before the final report is prepared.

Final Product and Follow-Up

We believe that any consulting study should become a working tool for the school districts and county offices we serve. A draft report will be provided to the Superintendent or designee for comment upon completion of the analysis. Our analysis yields a final report format suitable for constructive use by the Board, County administration, and staff. Staff will also be available to present the findings to the Board upon the request of the Superintendent.

Study Timeline

We will commence work on the proposed services at a mutually arranged date. The final report is expected to be completed within eight to ten weeks after the initial field work and all requested documentation has been received.

Presentation to the Board will occur after completion of the study.

SSC's Consultants

Staff for this project will be managed by one to two consultants from SSC. Each portion of the project will be led by a member of our firm with special expertise in the assigned area:

Maureen Evans, Vice President, provides support to school districts, county offices, and community colleges in governance, management, collective bargaining, factfinding, fiscal health

analysis, general consulting, and chief business officer search services. She has served on the Fiscal Crisis and Management Assistance Teams (FCMAT) in Vallejo City and West Fresno school districts and in the Compton Community College District. She has held positions at every level from school site to top-level administration. Prior to joining SSC, Maureen was the Assistant Superintendent, Business Services, in Little Lake School District. She was responsible for all business and finance functions and served as a key member of the district's cabinet. Her prior positions, including Chief Business Official in the La Cañada Unified School District and Director of Budget for Long Beach Unified School District, make her a valuable resource for educators in California.

Brianna García, Director, Management Consulting Services, has more than 14 years of full time, professional experience with responsibility for planning, design, funding, management, and development of major public facilities, over eight of which have been in public K-12 education. She has extensive experience in all aspects related to planning and development of long-term charter school facilities. Throughout her career, Brianna has continued to excel and has been promoted to positions with increasing levels of responsibility, most recently, as a Facilities Development Manager for the Los Angeles Unified School District. Prior to Brianna's work at the Los Angeles Unified School District, she spent six years with the Culver City Redevelopment Agency focusing on the management of all existing properties, including the management of contractors and city personnel, and the creation and administration of budgets, revenues, and expenditures for all property management functions.

John Gray, President, provides support to school districts, county offices, and community college districts in governance, management, collective bargaining, factfinding, fiscal health analysis, general consulting, and chief business officer search services. He has served on the Fiscal Crisis and Management Assistance Teams (FCMAT) in Vallejo, Oakland, and West Contra Costa Unified School Districts. John is a well-known presenter at statewide workshops on school finance, collective bargaining, and categorical funding. In addition, he presents annually at the Association of California Administrators (ACSA) Negotiators' Symposium, California School Boards Association (CSBA) conference, and the California Association of School Business Official (CASBO) conference. For nine years prior to joining SSC, John was the Director of Fiscal Services for a large urban school district. There he facilitated the implementation of a new integrated financial system for all business functions and a new human resources/payroll system. He also established the internal audit function.

Proposed Costs

We propose conducting the project on an hourly basis of \$215 per hour, not to exceed \$10,000, plus expenses. Expenses are defined as actual, out-of-pocket expenses, such as travel, meals, shipping, and duplication of materials. We will submit monthly billings for services associated with the project.

The success of this project is highly dependent on staff cooperation. All of the timelines, costs, and outcomes assume that cooperation.

After reviewing the proposal, if you decide that the proposed scope should be expanded or contracted, we would be glad to make modifications and provide a revised estimated fee. If the proposal meets with your approval, please sign the enclosed Agreement for Special Services and return it to our office for final signature and processing. A final executed Agreement will be returned for your records. Our proposal is valid for 60 days from the date of this letter.

We appreciate the confidence you have in our firm and would be pleased to meet with you to discuss our proposal at more length. Please call if you have any questions about the enclosed proposal.

Sincerely,



MAUREEN EVANS
Vice President

Enclosure

AGREEMENT FOR SPECIAL SERVICES
Consultation Services

This is an Agreement between the **NEVADA SUPERINTENDENT OF SCHOOLS**, hereinafter referred to as "Client," and **SCHOOL SERVICES OF CALIFORNIA, INC.**, hereinafter referred to as "Consultant," entered into as of September 22, 2014.

RECITALS

WHEREAS, the Client needs assistance regarding a Facilities Assessment; and

WHEREAS, the Consultant is professionally and specially trained and competent to provide these services; and

WHEREAS, the authority for entering into this Agreement is contained in Section 53060 of the Government Code and such other provisions of California law as may be applicable;

NOW, THEREFORE, the parties to this Agreement do hereby mutually agree as follows:

1. The Consultant agrees to assist the Client with a Facilities Assessment.
2. The Client agrees to pay the Consultant the amount of \$215 per hour, not to exceed \$10,000, plus expenses, upon receipt of billing from Consultant.
 - a. "Expenses" are defined as actual, out-of-pocket expenses, such as travel, meals, shipping, and duplication of materials.
3. This Agreement shall be for the period commencing September 22, 2014, and terminating May 31, 2015. It may be terminated at any time prior to May 31, 2015, by either party on thirty (30) days' written notice. In case of cancellation, the Client shall be liable for any costs accrued to date of cancellation.

4. It is expressly understood and agreed to by both parties that Consultant, while carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of the Client.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as indicated below:

BY: _____

DATE: _____

HOLLY HERMANSEN
Superintendent
Nevada County Superintendent of Schools

BY: _____

DATE: _____

MAUREEN EVANS
Vice President
School Services of California, Inc.



TOTAL SCHOOL SOLUTIONS

Facilities Use Evaluation and Assessment

Nevada County Superintendent of Schools (NCSOS)
August 2014

Proposed Scope of Services

Facilities Use Review:

Total School Solutions (TSS) will conduct a review of the NCSOS's current facilities (both owned and leased) that are in use for county staff and programs. This review will include an assessment of the physical space needs of current staff and programs to appropriately deliver the mission of the NCSOS, as well as the ability for the NCSOS to adequately house additional staff and/or programs in the future, should the need arise.

This review would include the following activities:

- A review of property highlights and site descriptions and current use;
- A review of site conditions for location, proximity and functionality;
- A review of any documents or agreements that may impede or limit the use of facilities; and
- On site interviews with key NCSOS staff (estimated to be 7 individuals) and two board members.

From this review TSS would provide a report outlining the current personnel and programs housed in various NCSOS sites, the adequacy or inadequacy of the current space to meet the needs of the NCSOS departments/functions (this does not include detailed information about individual staff needs), and an estimate of the optimal space required for both current and future needs, including parking, public/conference spaces and staff development requirements.

Fee: \$ 9,450

	A	B	C	E	F	G	H	I	J	
1			Nevada County Superintendent of Schools							
2			Program Budget Review							
3			2014/15							
4										
5					Data thru 10/31/14		33%			
6										
7			EJ / SUGARLOAF COMBINED							
8										
9					2014/15 Actuals	% Actual vs Budget	2014/15 Budget	2013/14 Actuals	2012/13 Actuals	
10			BEGINNING BALANCE		7,375		19,069	49,955	48,682	
11										
12			Revenues - Total							
13			LCFF/REVENUE LIMIT/EIA		102,690	25%	410,757	280,323	360,875	
14			Title I, Part A		65,806	24%	276,052	303,722	231,279	
15			Title I, Part D		0	0%	66,416	66,334	57,213	
18			Child Nutrition		0	N/A	0	2,149	6,380	
19			Other Local Revenue		0	0%	10,794	0	0	
20			Lottery		268	3%	8,309	7,195	6,517	
21			TOTAL REVENUES		\$168,764	22%	\$772,328	\$659,723	\$662,264	
22										
27			EXPENDITURES:							
28			Salaries		115,241	29%	395,345	354,496	375,597	
30			Benefits		30,515	26%	115,457	104,929	112,149	
31			STRS @ 8.25%		7,745	25%	30,653	23,583	27,198	
32			PERS @ 11.442%		2,487	29%	8,502	7,167	5,100	
33			Health & Welfare		15,362	26%	58,631	59,420	58,272	
34			Other Benefits		4,921	28%	17,669	14,759	21,579	
36			Supplies		4,509	14%	31,945	24,833	15,657	
37			Equipment		909	7%	13,744	30,548	19,067	
38			Travel & Conferences		1,334	13%	10,510	8,624	3,859	
39			Dues/Memberships/Repairs		0	0%	0	0	0	
40			Insurance		0	0%	0	0	0	
41			Operations/Utilities		654	4%	16,450	9,673	8,076	
42			Rent/Repairs		1,355	4%	32,931	33,048	30,224	
44			Direct Service		143	1%	18,459	44,191	24,669	
45			Copies/Faxes/Classes		143	N/A	0	0	0	
46			IT and DP Services		0	N/A	0	0	0	
47			Business Office Support		0	N/A	0	0	0	
48			Rent & Utilities from Programs		0	N/A	0	0	0	
49			Other Services		0	0%	18,459	44,191	24,669	
51			Legal Fees		0	N/A	0	0	0	
52			Audit		0	N/A	0	0	0	
53			Elections		0	N/A	0	0	0	
54			Food		0	0%	15,000	2,149	7,311	
55			Professional Services		6,164	10%	61,219	32,603	2,243	
56			Postage		124	24%	525	373	411	
57			Communications		9	1%	1,300	1,044	55	
58			Capital Outlay		0	N/A	0	0	5,350	
59			Direct Service Districts Transfer		0	N/A	0	0	0	
60			Indirect Costs		5,400	9%	59,445	55,792	56,323	
61			Contribution to Other Funds		0	N/A	0	0	0	
62										
63			TOTAL EXPENSES		\$166,357	22%	\$772,330	\$702,303	\$660,991	
64										
65			SURPLUS/(DEFICIT)		\$2,407		(\$2)	(\$42,580)	\$1,273	
66										
67			PROJECTED ENDING FUND BALANCE				\$19,069	\$7,375	\$49,955	
68										
69										
70										
71			NOTES:							
72			The FY13/14 Ending Balance also includes the CDS Waiver funding carryover from FY12/13.							

	A	B	C	E	F	G	H	I	J
1			Nevada County Superintendent of Schools						
2			Program Budget Review						
3			2014/15						
4									
5					Data thru 10/31/14		33%		
6									
7	SUGARLOAF MOUNTAIN JUVENILE HALL PROGRAM								
8					2014/15 Actuals	% Actual vs Budget	2014/15 Budget	2013/14 Actuals	2012/13 Actuals
9	BEGINNING BALANCE				1,233		0	16,220	24,588
10									
11	Revenues - Total								
12			LCFF/REVENUE LIMIT/EIA		31,322	25%	125,287	106,902	160,463
13			Title I, Part A		29,433	24%	124,405	140,762	89,509
14			Title I, Part D		0	N/A	0	0	0
17			Child Nutrition		0	N/A	0	0	0
18			Other Local Revenue		0	0%	3,598	0	0
19			Lottery		121	3%	3,585	2,974	2,901
20	TOTAL REVENUES				\$60,876	24%	\$256,875	\$250,638	\$252,873
21									
27	EXPENDITURES:								
28			Salaries		52,006	33%	156,668	151,100	168,913
30			Benefits		12,645	28%	44,543	41,207	46,218
31			STRS @ 8.25%		3,318	26%	12,763	10,320	12,097
32			PERS @ 11.442%		911	33%	2,735	2,556	2,550
33			Health & Welfare		6,457	30%	21,431	21,559	21,795
34			Other Benefits		1,959	26%	7,614	6,772	9,776
36			Supplies		974	13%	7,385	7,462	6,661
37			Equipment		909	22%	4,048	7,915	1,683
38			Travel & Conferences		497	6%	8,010	6,929	1,024
39			Dues/Memberships/Repairs		0	N/A	0	0	0
40			Insurance		0	N/A	0	0	0
41			Operations/Utilities		0	N/A	0	0	0
42			Rent/Repairs		439	27%	1,600	1,731	1,629
44			Direct Service		0	0%	5,745	16,917	11,405
45			Copies/Faxes/Classes		0	N/A	0	0	0
46			IT and DP Services		0	N/A	0	0	0
47			Business Office Support		0	N/A	0	0	0
48			Rent & Utilities from Programs		0	N/A	0	0	0
49			Other Services		0	0%	5,745	16,917	11,405
51			Legal Fees		0	N/A	0	0	0
52			Audit		0	N/A	0	0	0
53			Elections		0	N/A	0	0	0
54			Food		0	N/A	0	0	0
55			Professional Services		1,832	23%	7,900	10,790	1,288
56			Postage		38	30%	125	160	195
57			Communications		0	0%	300	252	0
58			Capital Outlay		0	N/A	0	0	0
59			Direct Service Districts Transfer		0	N/A	0	0	0
60			Indirect Costs		2,044	10%	20,552	21,162	22,225
61			Contribution to Other Funds		0	N/A	0	0	0
62									
63	TOTAL EXPENSES				71,384	28%	\$256,876	\$265,625	\$261,241
64									
65	SURPLUS/(DEFICIT)				(\$10,508)		(\$1)	(\$14,987)	(\$8,368)
66									
67	PROJECTED ENDING FUND BALANCE							\$1,233	\$16,220

	A	B	C	E	F	G	H	I	J	
1			Nevada County Superintendent of Schools							
2			Program Budget Review							
3					2014/15					
4										
5					Data thru 10/31/14		33%			
6										
7			EJ EDUCATIONAL OPTIONS							
8										
9					2014/15 Actuals	% Actual vs Budget	2014/15 Budget	2013/14 Actuals	2012/13 Actuals	
10			BEGINNING BALANCE		6,142		19,069	33,735	24,094	
11										
12			Revenues - Total						0	
13			LCFF/REVENUE LIMIT/EIA		71,368	25%	285,470	173,421	200,412	
14			Title I, Part A		36,373	24%	151,647	162,960	141,770	
15			Title I, Part D		0	0%	66,416	66,334	57,213	
18			Child Nutrition		0	N/A		2,149	6,380	
19			Other Local Revenue		0	0%	7,196	0	0	
20			Lottery		147	3%	4,724	4,221	3,616	
21			TOTAL REVENUES		\$107,888	21%	\$515,453	\$409,085	\$409,391	
22										
27			EXPENDITURES:							
28			Salaries		63,235	26%	238,677	203,396	206,684	
30			Benefits		17,870	25%	70,914	63,722	65,931	
31			STRS @ 8.25%		4,427	23%	17,892	13,263	15,101	
32			PERS @ 11.442%		1,576	27%	5,767	4,611	2,550	
33			Health & Welfare		8,905	24%	37,200	37,861	36,477	
34			Other Benefits		2,962	29%	10,055	7,987	11,803	
35										
36			Supplies		3,535	14%	24,560	17,371	8,996	
37			Equipment		0	0%	9,696	22,633	17,384	
38			Travel & Conferences		837	33%	2,500	1,695	2,835	
39			Dues/Memberships/Repairs		0	N/A		0	0	
40			Insurance		0	N/A		0	0	
41			Operation/Utilities		654	4%	16,450	9,673	8,076	
42			Rent/Repairs		916	3%	31,331	31,317	28,595	
44			Direct Service		143	1%	12,714	27,274	13,264	
45			Copies/Faxes/Classes		143	N/A		0	0	
46			IT and DP Services		0	N/A		0	0	
47			Business Office Support		0	N/A		0	0	
48			Rent & Utilities from Programs		0	N/A		0	0	
49			Other Services		0	0%	12,714	27,274	13,264	
51			Legal Fees		0	N/A		0	0	
52			Audit		0	N/A		0	0	
53			Elections		0	N/A		0	0	
54			Food		0	0%	15,000	2,149	7,311	
55			Professional Services		4,330	8%	53,319	21,813	955	
56			Postage		86	22%	400	213	216	
57			Communications		9	1%	1,000	792	55	
58			Capital Outlay		0	N/A		0	5,350	
59			Direct Service Districts Transfer		0	N/A		0	0	
60			Indirect Costs		3,357	9%	38,893	34,630	34,098	
61			Contribution to Other Funds		0	N/A		0	0	
62										
63			TOTAL EXPENSES		\$94,972	18%	\$ 515,454	\$436,678	\$399,750	
64										
65			SURPLUS/(DEFICIT)		\$12,916		(\$1)	(\$27,593)	\$9,641	
66										
67			PROJECTED ENDING FUND BALANCE				\$19,069	\$6,142	\$33,735	
68										
69										
70										
71			NOTES:							
72			The FY14/15 Projected Ending Balance also included the CDS Waiver funding carryover from FY12/13.							

From: Dan Zeisler [<mailto:danz@chicagoparkschool.org>]
Sent: Tuesday, October 21, 2014 12:05 PM
To: Kathleen Kiefer
Cc: Holly Hermansen
Subject: Thank You

Hi Kathleen,

I wanted to thank you for an excellent presentation in person, but by the time I got done with morning business with a teacher, you were already gone. Thank you! Thank you! What you brought us was so powerful! It made an impression on my teachers for sure. In fact, one expressed disappointment in the fact that there wasn't time for questions, as he had a few. I've encouraged him to either call or e-mail you. We will be having a follow-up discussion about what you brought us at my staff meeting next week. You are a great asset to our county schools. I look forward to working with you again in the future.

Thanks again,

Dan Zeisler
Superintendent/Principal
Chicago Park School
(530) 346-2153 ext.202
danz@chicagoparkschool.org



California School Boards Association

October 22, 2014

DEADLINE: Wednesday, January 7, 2015
BOARD ACTION REQUIRED
Please deliver to all governing board members.

MEMORANDUM

TO: All Board Presidents, Superintendents and CSBA Member Boards of Education
FROM: Josephine Lucey, President
RE: Call for Nominations for CSBA Delegate Assembly

Each year, member boards elect representatives from 21 geographic regions to CSBA's Delegate Assembly. The Delegate Assembly is a vital link in the association's governance structure and sets the general policy direction for the association. Working with local districts, county offices, the Board of Directors, and Executive Committee, delegates ensure that the association promotes the interests of school districts and county offices of education throughout the state. There are two required Delegate Assembly meetings each year, one on May 16-17, 2015 in Sacramento and one on December 2-3, 2015 preceding the CSBA Annual Education Conference and Trade show in San Diego.

Nomination and candidate biographical sketch forms for CSBA's Delegate Assembly are now being accepted until **Wednesday, January 7, 2015**. Nomination instructions are listed below:

- Any CSBA member board is eligible to nominate board members within their geographical region or subregion and may nominate as many individuals as it chooses by submitting a nomination form for each nominee.
- All nominees must serve on CSBA member boards and give their approval prior to being nominated.
- All nominees must submit a one-page, single-sided, candidate biographical sketch form. An optional one-page, one-sided résumé may also be submitted but cannot be substituted for the biographical sketch form.
- All nomination materials must be postmarked by the U.S.P.S. or faxed no later than **Wednesday, January 7**. It is the nominee's responsibility to confirm that all nomination materials have been received by the CSBA Leadership Services department by this due date. Late submissions will not be accepted.
- Ballots will be mailed by Monday, February 2, 2015 and are due Monday, March 16, 2015. Elected Delegates serve a two-year term beginning April 1, 2015 through March 31, 2017.

The following nomination materials and information related to the election process is available to download at www.csba.org/About/Leadership. For more information about the Delegate Assembly, please contact Charlyn Tuter in the Leadership Services department at ctuter@csba.org or (800) 266-3382. Thank you.

- Nomination Form
- Candidate Biographical Sketch Form
- Important Dates
- List of all Delegates with expiration terms
- FAQ

November 6, 2014 For Immediate Release

One hundred twenty of the top spellers from local public, private and charter schools competed in the countywide Spelling Tournament this week at Miners Foundry Cultural Center. The Nevada County Superintendent of Schools Office coordinated the annual event which was sponsored by Stifel Nicolaus and Miners Foundry. For the fifteenth year in a row, Kathy Hillis of Mountain Pastimes volunteered her time as "Spellmaster," dictating words and conducting the oral spelling bee.

The day started with students competing in teams of five for the overall best spelling school, followed by an individual spelling bee. In the fifth and sixth grade team competition, first place went to Pleasant Valley with Seven Hills placing second and the team from Grass Valley Charter taking third place. In the seventh and eighth grade competition, Seven Hills received the first place award with Union Hill and Magnolia placing second and third respectively.

The following students participated in the Elementary and Junior High Spelling Bees:

In 5th & 6th grades:

Jared Anderson - Grass Valley Charter
Ryan Connolly - Chicago Park
Abby Gerpheide - Pleasant Valley
Amy Ismail - Cottage Hill
Sadie Kolackovsky - Yuba River Charter
Reaghan Moore - Forest Charter
Bryce Nguyen - Lyman Gilmore
Eve White - Seven Hills

In 7th & 8th grades:

Amber Busse - Seven Hills
Jenna Gilbert - Union Hill
Logen Hauer - Seven Hills
Natalie Hays - Pleasant Valley
Adriana Martignago - Lyman Gilmore
Isabella Monical - Seven Hills
Keegan O'Sullivan - Chicago Park
Sarah Shine - Union Hill
Victor Weiss - Pleasant Valley
Grace Van Winkle - Magnolia
Eva Zliman - Seven Hills

Jaren Anderson emerged as the winner of the 5th and 6th grade competition with Reaghan Moore taking second place. They now qualify to attend the 2015 California State Elementary Spelling Championship held in April in Stockton.

Sarah Shine won top honors in the 7th and 8th grade competition with Eva Zliman taking second place. These students now qualify to participate in the 2014 California State Junior High Spelling Bee to be held in May in San Rafael.

Contact: Bonnie Smart, Tournament Coordinator (530) 470-8510 ext. 204