

# NEVADA COUNTY BOARD OF EDUCATION

## Regular Meeting

Wednesday, March 12, 2014

2:00 p.m.

Nevada County Superintendent of Schools

Houser Conference Room

112 Nevada City Highway, Nevada City, CA 95959

## MINUTES

I. Meeting called to order by Board President Michael

II. Establish quorum

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

III. Salute to the flag

IV. Additions to the Agenda none

V. Adoption of the Agenda

On a motion by Lapierre and seconded by Altieri, the Agenda was adopted as presented. Motion passed 5 ayes.

VI. Opened public forum – Recognition of members of the audience wishing to the Board –

Paul Haas, introduced himself as the late entry candidate for Superintendent of Schools. He is not attending the meeting as a reporter, if there is information the Board wishes to share, he will pass the information onto the news director.

Haas put his KNCO 'reporter hat' on for a moment and updated the Board on a lockdown occurring at Colfax High School and Colfax Elementary Schools. Supt. Hermansen also noted that a notice was sent out to school district superintendents apprising them of the safety alert, which is standard protocol for NCSOS.

Lindy Beatie, a past president of 49er Rotary, introduced herself as a potential candidate for a Nevada County Board of Education Board member position.

VII. Closed public forum

VIII. Presentation

A. Summer Learning, Shar Johns

Johns shared a powerpoint presentation and a powerful, but short, video describing how the learning gap widens during the summer between low income students who do not engage in summer learning while students with available resources are able to continue to move ahead. Data indicates that without addressing what isn't happening during the summer, these students will fall further and further behind.

The need for summer learning is great in our county. Johns has talked with the principals, and is creating vision and purpose statements and a draft of what a program could look like beginning in the summer of 2015. The focus would be on students in grades K-5, with a goal of reaching out to approximately 192 students. NUHS; BRHS and PV/RS are being considered as geographical locations for the summer camps. The program should last between 4-6 weeks, with a low student to teacher ratio. Johns is also working with Lisa Sanford in an effort to offer EJ students a summer learning session also. Johns is currently working on a budget proposal to be provided at the next Board meeting.

#### **IX. 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.

A. Approval of minutes of the Regular meeting of February 19, 2014 (*page 1*)

**On a motion by Altieri and seconded by Slade-Troutman, the consent Agenda was approved. Motion passed 5 ayes.**

#### **X. Staff Reports**

A. Alternative Education, Sanford

Sanford provided updates on enrollment and attendance. LCAP update: Johns has compiled information from the surveys; Goals have been developed and priorities have been set.

Sanford along with staff member Breanna Essary attended drug impairment training; they are now certified to check and access students.

Public Health offered a yoga stress reduction class which included both students and staff.

B. Educational Services, Johns

Johns expanded on the LCAP for EJ, noting that meetings have been held with community members; CMT; Behavioral Health; Probation; and Law Enforcement representing stakeholders. Survey data from staff and students has been compiled; goals and priorities have been set.

New staff members *Kathleen Kiefer, Director of Curriculum, Instruction and Accountability;* and *Chris Espedal, Safety and Schools Climate Coordinator* are unable to attend today's Board meeting as they are in the field working. They have had an overwhelming positive response to all that they are able to provide, from free professional development to safety plans to helping with school climate.

C. Business Services, Fitting

The business office is busy with end of the year 2<sup>nd</sup> Interim for the 10 districts. Charles Stuart, NCSOS Tech, updated the computer lab at the Annex. The computers will be available as needed for student testing; and trainings for the business office.

With the PVSD/RSSD consolidation approved, the new district is being set up in the financial system. Charter oversight visits continue.

NCSOS currently has 2 vacancies: Payroll Analyst; and a Charter Business Services Tech.

#### **XI. Superintendent's Report**

1. PVSD/RSSD Consolidation Update: Penn Valley Union Elementary School District

On 2/5/14, the County Committee took action to approve the consolidation. Only positive feedback has been received. An Interim Governing Board was appointed by Supt. Hermansen. At the Board's first meeting of 2/26/14, the new district was named; Supt. Sandoval announced her retirement; and the Interim Board took action to ask NCSOS to facilitate the Superintendent search for the newly formed district. This will be the 5<sup>th</sup> Supt. search our office has facilitated. There is a high level of trust between NCSOS and our school districts and our office considers it an honor to be asked to lead the process.

Both districts submitted Ed Code waivers to the CDE to eliminate an election requirement of a special election in March 2015 and to permit the election to be called in the November 2014 election; thus saving the district an enormous amount of money from not calling a special election. Ed Codes and Election Codes are being sorted out with hopes to change the election to November to align with all the school districts.

2. Donna Fitting and Deborah Messervey Recognized at Administrator of the Year

Fitting was honored with a much earned award for her incredible help through the recent fiscal crisis. Messervey was recognized for her integral part in services she has provided the business office in particular SELPA.

3. Truancy Work Group

In December Supt. Hermansen, along with a core team from Nevada County including 2 juvenile court judges; Chief of Probation; Director of Behavioral Health; and the District Attorney attended Beyond the Bench. The conference offered workshops to address ways of keeping kids in school and out of court. A Truancy Work Group was developed and has met creating goals and strategies to address the truancy issue. Nevada County will now hold 'Truancy Court'. Two cases have been referred by our office to the district attorney; they will be filed and heard.

The Probation department committed to hiring one fulltime K-5 staff member. Supt. Hermansen believes going into a partnership to hire an attendance officer could be a helpful intervention. School districts should take the lead in referring students early.

4. Arts Alliance Breakfast

Stan Miller, working with Brian Buckley, President of Nevada County Arts, invited leaders, including school district Superintendents, from all areas in the county, in a collaborative effort, to see how they can work together to improve arts in education. They are meeting again next week.

5. Recommendations for Board to Consider in Future Planning

Supt. Hermansen provided a handout providing suggestions for the Board to consider as we move forward in budget development process of the LCAP. Included is a mini grant program to support our local schools; a regionalized summer school program which Shar Johns discussed today; NCSOS staff salary increase; and combining of the NCSOS main office facility with the NCSOS Annex in a larger facility.

**XII. Action Items**

20 min.

- A. Following review of the Second Interim Fiscal Report of 2013-14, shall the Nevada County Board of Education approve certification of the Second Interim Report? (page 119)

Fitting introduced Lori Brooks of the NCSOS Business Office. Brooks walked the Board through a powerpoint presentation noting there were very few changes since First Interim.

A positive Certification is recommended as NCSOS meets the current year and the next two years' obligations.

Second Interim changes include required accounting change due to LCFF; added Charter Services and Oversight; and increased Preschool contribution which means we are using NCSOS general fund money to help the preschool.

Forest, Nevada City School of the Arts and Yuba River Charter are all in a strong financial positions. Sierra Montessori, Bitney and Twin Ridges Home Study we will continue to monitor.

NCSOS will continue to provide assistance and leadership to the districts for LCFF; LCAP; ACA; CCSS; Pension reform; School safety; service to the county charters; and support to the newly formed district PVUESD.

The Board thanked Brooks for her presentation.

Michael noted the papers received in the Board packet contain the budget information for the financials of the Nevada County Office of Ed. While the information is appreciated, this format is not conducive for the Boards review. In an effort to consolidate; discuss; and help the Board draw a conclusion Michael had the business office create a format of Budget to Actuals with line items.

Michael provided Budget Review handouts for EJ/Sugarloaf. Meeks asked to clarify the method of accounting. Michael explained that providing the budget information broken down in this format hopefully will help to provide a better explanation.

Michael asked the Board to draw their attention to page 8 which is an encapsulation of what has happened in our past; and where we stand with what we do every day as an organization. Here you can see since time began, NCSOS has made a profit of \$2.7 million. Our retained earnings are just as we planned, not more or less. This means we are supposed to have this money in the bank, but with difficulties in Sacramento, is it actually \$2.7 million that we will receive, we do not know. We are required to reserve 4% which is \$2 million that stays in the bank. In addition there is a 4% rainy day allocation held over for contingencies.

The \$2 million in the bank is there by the collective wisdom of our Board. Of the \$2 million, it was decided to hold back \$1.5 million for a rainy day. That leaves between \$500 - \$700K which no one has stated how it will be spent. Other considerations should be kept regarding the need to meet payroll and the possibility of charters needing assistance.

Slade-Troutman pointed out that NCSOS has \$696k in reserve for economic uncertainties; that NCSOS has not had to jump in to help; and we are in good financial shape.

Altieri noted that NCSOS numbers look good; the retained earnings go way back, they are fiscally sound; they survived the stock market and are doing well and thanked Slade-Troutman as she helped NCSOS get to this position.

Michael continued walking the Board through the budgets line by line and pointed out page 14, we will receive less money than expected. There are other revenues noted in which less money will be received. Federal revenue is taking a big hit with the SSHS Grant ending. The net result, NCSOS will be down at the beginning of this year. When the May budget meeting takes place, we hope to see line 6 will stay flat.

Moving on, pages 16 and 17 we look at unrestricted vs. restricted funding sources. Unrestricted funds we have discretion; however LCAP has statutes written into it - Ed Code 52060. This law talks about the permitted usage of LCFF and how money must be tied

directly to LCFF. Once the LCAP is done, we will have a better idea of what the needs are. A portion of the leftovers, 9-10%, we intend to use for local programs, community priorities.

Slade-Troutman would like to have separate special budget meetings on a monthly basis as this is too much to take apart; maybe twice a year.

Michael explained the last two meetings and the next two meetings we are taking the time to make sure all Board members are starting off on the same page and understand the new formatting and new requirements. The extra effort put in now by the board will diminish. There is no need to review every line item in the budget and separate meetings are not needed. It's not efficient for the Board to know how much training is being done for staff. Focus needs to be on EJ; FRC's; Summer School.

The bottom line after reviewing the key elements described in the NCSOS office now and what's upcoming, we come to a realization that the headlines don't meet the realities. Yes, the budget is doing well; NCSOS will receive a little extra money, not a vast amount. The net result is, our rural county, will not get any extra money.

The May budget meeting will be a separate budget work session.

**On a motion by Altieri and seconded by Lapierre, following the review of the Second Interim Fiscal Report of 2013-14, the Nevada County Board of Education approved certification of the Second Interim Report. Motion passed 5 ayes.**

- B. Shall the Nevada County Board of Education approve Resolution 14-03, budget revision to the FY2013-14 budget (Roll call vote) *(page 122)*

**On a motion by Altieri and seconded by Lapierre, the Nevada County Board of Education approved Resolution 14-03, budget revision to the FY2013-14 budget. By roll call vote the motion passed 5 ayes.**

- C. Shall the Nevada County Board of Education approve the Common Core State Standards (CCSS) Implementation Plan *(page 123)*

**On a motion by Altieri and seconded by Slade-Troutman, the Nevada County Board of Education approved the Common Core State Standards (CCSS) Implementation Plan. Motion passed 5 ayes.**

- D. Shall the Nevada County Board of Education approve the 2013-14 Consolidated Application Winter Release? *(page 124)*

**On a motion by Altieri and seconded by Lapierre the Nevada County Board of Education approved the 2013-14 Consolidated Application Winter Release. Motion passed 5 ayes.**

- E. Shall the Nevada County Board of Education approve amended BP 1330 Community Relations – Relationships with Community Resources? *(page 132)*

**On a motion by Altieri and seconded by Slade-Troutman the Nevada County Board of Education approve amended BP 1330 Community Relations – Relationships with Community Resources. Motion passed 5 ayes.**

- F. Shall the Nevada County Board of Education approve amended AR 1330 Community Relations – Application for Use of Facilities? *(page 134)*

**On a motion by Lapierre and seconded by Slade-Troutman, the Nevada County Board of Education approved amended AR 1330 Community Relations – Application for Use of Facilities. Motion passed 5 ayes.**

- G. Shall the Nevada County Board of Education approve amended BP 3513.3 Business and Non-Instructional Operations – Tobacco Free Schools? *(page 137)*

**On a motion by Lapierre and seconded by Altieri, the Nevada County Board of Education approved amended BP 3513.3 Business and Non-Instructional Operations – Tobacco Free Schools. Motion passed 5 ayes.**

- H. Shall the Nevada County Board of Education approve amended AR 3513.3 Business and Non-Instructional Operations – Tobacco Free Schools? *(page 139)*

**On a motion by Altieri and seconded by Slade-Troutman the Nevada County Board of Education approved amended AR 3513.3 Business and Non-Instructional Operations – Tobacco Free Schools. Motion passed 5 ayes.**

- I. Shall the Nevada County Board of Education approve amended BP 5131.62 Students – Tobacco? *(page 141)*

**On a motion by Slade-Troutman and seconded by Altieri the Nevada County Board of Education approved amended BP 5131.62 Students. Motion passed 5 ayes.**

- J. Shall the Nevada County Board of Education approve amended AR 5131.62 Students – Tobacco Use Prevention Education Program? *(page 145)*

**On a motion by Slade-Troutman and seconded by Altieri the Nevada County Board of Education approved amended AR 5131.62 Students – Tobacco Use Prevention Education Program. Motion passed 5 ayes.**

### **XIII. Information/Discussion Items**

- A. Submission of Petition for Consideration of Approval of Countywide Charter from Farmworkers Institute on Education and Leadership Development (FIELD) for the Escuela Popular Instituto Campesino de Cesar Chavez (EPIC)

Supt. Hermansen described FIELD, an organization with 6 school sites now operating under Muir Charter with a total of approximately 200 students, serving students ages 18-25 years. Currently 4 sites included in the Charter Petition are in Kern County and 2 additional sites would stay under Muir Charter. Supt. Hermansen has visited the sites, Learning Centers as FIELD calls them.

RJ Guess, Muir Charter Director, has a great relationship and strong partnership with FIELD; and noted that the Deputy Director of Muir would be on FIELD's Board. FIELD's Director, David Villarino is planning to attend April's Board meeting. Six years ago when FIELD approached Muir, it was a mutual understanding that, once they had grown to a size large enough, they would split off to create their own charter.

FIELD would be applying as a countywide charter with plans to open a Learning Center in Grass Valley as this is a requirement of being a countywide charter. The Board will have this month to review the Charter submission. Next month a public hearing will be held to allow for public input. Staff will review that FIELD has met certain criteria; and a summary of criteria will be included in the next board meeting.

- B. Budget Review

1. NCSOS Program Budget reviews *(page 147)*

Michael passed out replacement sheets – the only change being horizontal lines with corresponding numbers for quicker referencing. Also passed out was a budget review sheet for Sierra College CDC.

A key element for Foster Youth indicates spending is down; only 36% of the funding has been received, while 58% has been expended. The reserve in our bank floats the

difference because State, Fed's, and PCOE haven't sent the money yet. The extra money we have is working for NCSOS.

FRC's will lose federal funding as the \$505K in the 2013/14 budget will be gone as this is the last year of the SSHS grant.

Meeks questioned Professional Services/Postage. Professional Services include a Mental Health \$90K contract with Nevada County Behavioral Health. Michael will work with Fitting to organize the format to include further expansion.

Muir's Special Education budget indicates we have only received 42% of the funding; and 35% has actually been spent.

Altieri complimented Sierra College CDC on their budget as the revenues to expenditures are exactly the same. Currently there are approximately 40 students and are at capacity. It was noted NCSOS is contributing \$37K every year to the CDC program

Altieri commented that the format is very easy to read, follow; check the cash flow; check last year's budget; current year's budget and actuals; and the projected ending balance.

## 2. County Superintendent's Monthly Itemized Expenditure Report

Slade-Troutman read a letter to the Board, which is hereby incorporated by reference as an attachment to the minutes. The letter requests Supt. Hermansen's job related expenditures monthly report.

Slade-Troutman states it is important we have this as it could come back and haunt the entire board if things are bought and there is a conflict of interest.

Lapierre states this is unnecessary as the expense report goes through the business office procedures of approval and outside auditors.

Altieri had requested the business office to prepare a two page comparative budget report for Supt. Hermansen's and the NCSOS Office Travel and Conferences for 2011/12; 2012/13; and 2013/14. The reports were passed out to the Board. All are significantly under budget. Supt. Hermansen's 2013/14 budget is \$9,075; 2013/14 Actual expenditures are \$2,598. Altieri is not in favor of micromanaging; there is no reason to suspect any wrong doings. It would be incumbent upon others to determine if there are any wrong doings.

Michael noted the points of view were heard; there is concern to protect the board; that special procedures are required. However, there is no cause for suspicion that is untoward. The sentiment of the majority of the Board is that we will move forward leaving this issue behind us.

## **XIV. Board Reports**

1. SARB, *Lapierre* – no report

2. Legislative, *Meeks*

Meeks advised of the 2000 Senate Bills, only two concern the school system. SB843 allows for dismissal for egregious misconduct; and SB837 Transitional kindergarten.

3. NCSBA, *Michael*

Teacher of the Year date has been set; and the venue is tentatively Miners Foundry. The Board is contemplating seminars for school board members and administrators on new testing system and technology

4. Charter Liaison, *Altieri* – no report
5. Individual Board Reports – none

**XV. Future Agenda Items**

1. Public Hearing for FIELD Charter Petition
2. Approval of Annual Donation for NCSBA dues in the amount of \$100
3. John Muir Charter School Renewal Petition
4. NCSOS Program Formatting - organize to include further expansion

**XVI. Correspondence**

1. Young at Art (*page155*)

**XVII. Adjournment**

Next Meeting Date: April 9, 2014, 2:00 p.m., 112 Nevada City Highway, Nevada City  
Adjourned at 5:20 pm

Approved: \_\_\_\_\_

Trevor Michael, President

Date: April 9, 2014



March 12, 2014

I have placed this item on the agenda because for the past few months County Superintendent Hermansen has failed to provide the Board with a monthly report regarding her job related expenditures. A year ago, the Board and the Superintendent had agreed to reinstitute, a long standing practice, of the County Superintendent providing monthly, to the Board, an itemized statement of expenditures.

I hope that Superintendent Hermansen will agree to submit her past statements and current one so that the normal check and balance system of the Board/Superintendent relationship gets back on track. The Board has a fiduciary responsibility to the taxpayers to insure that the County Superintendent is staying within her budget, properly expending the taxpayer dollars and not creating any conflicts of interest.

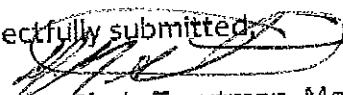
This is of great concern to me because when the Nevada County Board of Supervisors agreed to transfer functions to the County Board of Education in 1979 (per Board of Supervisors Resolution #79137) it stipulated certain responsibilities that this Board assumed and I quote from that resolution.

"The allowance of the actual and necessary travel expenses and the expenses of the Office of the Nevada County Superintendent of Schools, (including housing expenses), pursuant to Education Code 1200, 1201, 1202, and 1203 are hereby transferred from the Nevada County Board of Supervisors to the Nevada County Board of Education."

Furthermore, this monthly expenditure report helps to insure that there are no conflicts that occur between the Board and the Superintendent. Per Education Code #35230 it is a misdemeanor for any Board member to have any business dealings or transfer of services with the County Superintendent or the Office of Education. For example, if I owned an auto dealership, Superintendent Hermansen could not buy or lease a car at County Office expense as this would be a misdemeanor because she is using taxpayer funds to financially support my business. I can vividly remember instances in the past at Ready Springs and Union Hill where Board members were providing services to the district and other Board members were not privy to this illegal practice. Board members from those districts that engaged in the illegal practices had to resign and were fined by the District Attorney.

I do hope that Superintendent Hermansen rethinks her current position of not supplying her expenditure reports to the Board as to protect the Board and herself through this monthly disclosure.

Respectfully submitted,

  
Marianne Glade-Troutman, Member, Nevada County Board of Education

FUND	:01	GENERAL FUND	2011-2012 FY11/12 BUDGET	2011-2012 FY11/12 ACTUAL	2012-2013 FY12/13 BUDGET	2012-2013 FY12/13 ACTUAL	2013-2014 FY13/14 BUDGET	2013-2014 FY13/14 YTD ACTL
5200		TRAVEL AND CONFERENCES	9,075	2,882	9,075	5,811	9,075	2,598
		TOTAL: 5xxx	9,075	2,882	9,075	5,811	9,075	2,598
		*TOTAL:1000-7999	9,075	2,882	9,075	5,811	9,075	2,598
		**TOTAL:1000-5999	9,075	2,882	9,075	5,811	9,075	2,598
		**TOTAL:1000-6999	9,075	2,882	9,075	5,811	9,075	2,598
		**TOTAL:1000-7999	9,075	2,882	9,075	5,811	9,075	2,598
		**TOTAL:8000-8999						

Public Record  
NCBOE 3/12/14

FUND	:01	GENERAL FUND	2011-2012 FY11/12 BUDGET	2011-2012 FY11/12 ACTUAL	2012-2013 FY12/13 BUDGET	2012-2013 FY12/13 ACTUAL	2013-2014 FY13/14 BUDGET	2013-2014 FY13/14 YTD ACTL
5200		TRAVEL AND CONFERENCES	115,430	92,851	119,673	88,728	120,379	49,268
		TOTAL: 5xxx	115,430	92,851	119,673	88,728	120,379	49,268
		*TOTAL:1000-7999	115,430	92,851	119,673	88,728	120,379	49,268
		**TOTAL:1000-5999	115,430	92,851	119,673	88,728	120,379	49,268
		**TOTAL:1000-6999	115,430	92,851	119,673	88,728	120,379	49,268
		**TOTAL:1000-7999	115,430	92,851	119,673	88,728	120,379	49,268
		**TOTAL:8000-8999						

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