



REDDING SCHOOL of ARTS
WHERE EDUCATION AND THE ARTS CONNECT

Redding School of the Arts
California Nonprofit Benefit Corporation
Adopted Board Meeting Minutes

Tuesday, December 10, 2019

Open Session: 5:45 p.m.

Meeting called to order by Presiding Officer Steven Riley at 5:49 p.m.

Roll Call:

Steven Riley, President	<u> X </u>
Andrew McCurdy, Vice President	<u> AB </u>
Heather Wright, Treasurer	<u> X </u>
Daria O'Brien, Secretary	<u> X </u>
Jean Hatch, Founder	<u> X </u>
Jonathan Sheldon, Community Member	<u> X </u>

Additional Non-Voting Participants

Margaret Johnson, Executive Director	<u> X </u>
Carol Wahl, Dean of Students	<u> X </u>
Donna Heller, Business Serv Provider	<u> X </u>
Laura Dunaj, Staff Liaison	<u> X </u>

Board Recorder: Adel Morfin

Guests: Beth Roberts, Wendy Sanders, and Cathleen Serna

Report on Closed Session: No Closed Session

PRESENTATIONS:

• **Directors Report:**

Margret Johnson:

Reported RSA's Christmas parade float won the Active 20-30 Club Award. The float theme was "Cold Doesn't Bother Me Anyway," which ties in with this year's Frozen Musical. Margaret also reported that three of RSA's teachers have been piloting the Go Math curriculum this year and comparing it to the current Envision Math curriculum. The team plans to meet in January before making their recommendation to the board in February.

Margaret & Carol Wahl have been working on staff evaluations. All staff will meet on 12/9 for additional ALICE training.

Carol Wahl:

Reported that the CA School Dashboard results were not available just yet, but hopes they would be by tomorrow. An update will be presented to the board in January.

Carol also reported having met with the Dress Code Committee this morning. She felt it was a good turnout by students, parents, and teachers, including Denise Humphrey, Laura Dunaj, and Casey Colwell. Unfortunately, Molly McCurdy and Clara (insert last name) were not able to attend the meeting. She reviewed Mountain View Middle School's Dress Code Policy with the committee. Carol found the policy to be clear and simple, and appreciated that it included picture examples of what is and isn't appropriate attire for school. The committee is currently working on policy terminology and hope to meet again another couple of times before submitting their recommendation to the board for review.

Donna Heller:

Nothing to report at this time.

• **Staff Liaison Report**

Laura Dunaj: Reported the following staff safety concerns and comments:

1. Safety concern following the staff ALICE training, with regards to classroom 17 and 60. Homeroom teachers are reporting that there is no additional exit in case of an emergency, when compared to other RSA classrooms. There is currently only one way in and out in both rooms.
2. Teachers are requesting devices to help secure their classroom doors in case of an intruder on campus. Staff members would feel safer having materials and/or devices readily on hand in case of an emergency.
3. Staff members would like to request additional ALICE training drills to better prepare them for an emergency. They reported feeling uncomfortable after the last intruder training exercise due to lack of procedure by ALICE.
4. Staff members are reporting the lack of lighting on the back staff parking lot, on the east side of the school, as well as the south staff parking lot. This poses a safety concern for staff members exiting the premises at night.
5. The rocks within the circular planter, as you head out to the playground, are loose and pose a safety concern for students. Yard duty staff is requesting removing the circular planter and rocks all together.
6. Teachers are inquiring whether or not the sofas in the classrooms have been cleaned. Margaret Johnson reported that they are cleaned every summer or more frequently if needed. Teachers feel the sofas are showing a lot of wear and suggest having them reupholstered.
7. Teachers have raised a lot of questions with regards to the possible expansion into high school. They would like to know where the program will be housed, when it will happen, how 9th and 10th grade students will integrate with current K-8th grade students, would current RSA policies and procedures apply to them, would high school teachers be paid at a high rate then K-8th grade teachers, and finally the biggest concern is if the expansion into high school a viable option for RSA?

The board thanked Laura Dunaj brining staff concerns to their attention.

- **Comments from Board Members:**

Steven Riley: Recognized Donna Heller for all her hard work as Interim CBO for RSA. Board members shared their appreciation and thanked her for everything she has done.

Daria O'Brien: Nothing to report at this time

Heather Wright: Nothing to report at this time

Jonathan Sheldon: Nothing to report at this time

Jean Hatch: Nothing to report at this time

- **Governing Board Correspondence:** Provided the board with an update on the Universal Complaint filed by a parent last month. Carol Wahl reported having made telephone contact with the parent and requesting written clarification about her complaint, including possible solutions and outcomes to remedy the situation. When the parent never emailed Carol back with the requested information, Carol reached out to her via email and reiterated their previous phone conversation and solutions as discussed. The parent confirmed and accepted the email as written. A formal response letter has been mailed out to both parents, and a digital copy shared with the board.
As of today, no response has been received by administration, in response to the sent letter.

PUBLIC FORUM: No Comments

CONSENT AGENDA:

Daria O'Brien moved to approve the consent agenda as listed, seconded by Jean Hatch. Motion carried 5:0.

Call for Requests from the Audience to Speak to Any Item on the Agenda: Wendy Sanders, Special Education Director, wishes to present Agenda Item 2.7.2, Identification of Individuals for Special Education, when the time comes.

DISCUSSION/ACTION AGENDA:

2.1 Discussion: 2018/19 Financial Audit Report

Donna Heller reviewed the 2018/19 Audit Report with the board. The audit report, provided by Eide Bailly LLP, is the financial statement ending 6/30/18. Overall RSA's financial statements are "in accordance with accounting principles generally accepted in the USA." RSA received three prior year findings and one Associated Student Body finding:

Redding School of the Arts:

1. Audit Finding: Misstatements of balances related to 2017/18 audited financial statements caused by errors, which resulted in prior period net assets to be understated by \$119, 509.

Corrective Action Plan: With the change in fiscal admin staff, RSA has conducted a thorough review of all financial statements and updated procedures to ensure accurate financial statements moving forward.

2. Audit Finding: RSA failed to retain detailed payroll files from July 1, 2018 to December 21, 2018 while contracted with Paychex Inc. The records were purged by Paychex Inc. upon termination of contract with RSA.

Corrective Action Plan: RSA will review state record retention requirements and establish policies and procedures so no documents are destroyed prior to allowable time frames.

3. Audit Finding: The Unduplicated Local Control Funding Formula Pupil Counts submitted to CA Department of Education were inaccurate. RSA inaccurately reported eligibility on three students to CALPADS, resulting in a loss of \$1,594 LCFF funding.

Corrective Action Plan: RSA will revise the submitted data to CALPADS to ensure accuracy.

Associated Student Body:

1. Audit Finding: 55% of ASB disbursements were not pre-approved prior to the transaction taking place.

Corrective Action Plan: RSA will develop procedures to ensure that all disbursement transactions are pre-approved by authorized administrative personnel.

The financial audit report will be submitted to the state by 12/15/18.

2.2 Discussion: Finance Committee Meeting Update

Donna Heller reported the committee met on 12/4 and compared the adopted budget to 1st Interim Budget. The committee discussed the information included in 1st interim and feels comfortable making a recommendation to the board to adopt the 1st Interim Budget proposal as presented.

2.3 Discussion/Action: 2019/20 1st Interim Budget

Donna Heller reviewed the 2019/20 1st Interim Budget with the board, including multiple year projections. She reported ADA was less than originally anticipated, but the good news is the overall fund balance was higher than expected after adjustments in expenses. She recommends being conservative with ADA projections moving forward. Laura Dunaj reported the home school program had added several new students. Unfortunately, enrollment is still less than anticipated for this time of year. Margaret Johnson believes this is due to families moving out of state because of California immunization laws requiring students be immunized.

There are a couple immaterial adjustments between 1st and 2nd interim that still need to be addressed. Donna will work with Cathleen Serna to see that the adjustments are completed.

Jean Hatch moved to approved the 2019/20 1st Interim Budget as presented, seconded by Jonathan Sheldon. Motion carried 5:0.

2.4 Discussion: CSDC Online Board Governance Training

Margaret Johnson – Charter Schools Development Center (CSDC) is currently offering a free online board governance training to all its members. As newest board members, Jonathan Sheldon and Laura Dunaj will be registered to complete the online training.

2.5 Discussion: Safety & Risk Management Update: ALICE Implementation Materials
Margaret Johnson shared the presentation from Monday's all staff training with the board. Staff received training on how to use an Automated External Defibrillator in case of an emergency. Admin went over ALICE training implementation materials for K-8, including four rallying locations for in the event of an emergency. ALICE implementation includes lesson plans and activity guide for teachers for K-3rd teachers to share with students. 4th-8th teachers will also receive lesson plans and videos to share with their students. RSA admin will present the proposed ALICE materials at two parent meetings scheduled for January, followed by board approval at next month's board meeting, before teachers begin using the materials in their classrooms in February.

2.6 Discussion: Policy Review – 1st Read
2.6.1 Internal Complaint Procedure for Complaints Relating to Special Education (Board Policy)

Carol Wahl presented the board with a draft of the Internal Complaint Procedure for Complaints Relating to Special Education. The policy is recommended by El Dorado COE and CSDC and relates specifically to internal complaints related to special education. The policy will be presented to the board for approval at next month's meeting.

2.7 Discussion/Action: Policy Amendments
2.7.1 Cell Phone Stipend Policy

Margaret Johnson presented the amended Cell Phone Stipend Policy to the board. The amendments include recommendations from the STRS auditor who asked for clarification on the positions that currently receive a cell phone stipend and the stipend amount. Administration has updated the list to include not only RSA staff, but JPA personnel as well. Wendy Sanders commented that only JPA staff who service multiple sites may receive a cell phone stipend.

The stipend amounts have been identified into two tier groups, with admin/supervisor positions receiving a stipend of \$420 per year, and all other identified personnel receiving \$300 per year.

Steven Riley inquired if employees were required to submit a copy of their monthly cell phone bills for reimbursement and Margaret responded that they weren't, as the stipend is reported as taxable income through payroll.

2.7.2 Identification of Individuals for Special Education

Wendy Sanders presented the amended Identification of Individuals for Special Education policy. She reported having deleted the section related to Independent Educational Evaluation, as the board had previously adopted it as a stand-alone policy. Additional amendments include recent changes to special education laws in order to bring the policy up to date.

Daria O'Brien moved to approved agenda items 2.7 as presented, seconded by Heather Wright. Motion carried 5:0.

2.8 Discussion/Action: Special Education Advisor Job Description & Salary Schedule - New
RSA Admin has decided not to move forward with the Special Education Advisor job description and salary schedule. No action was taken from the board.

Meeting adjourned at 7:00 p.m.

Next Regular Meeting: Tuesday, January 14, 2020

Community Room: 5:45 p.m.

Respectfully Submitted,



Daria O'Brien
RSA Governing Board Secretary