



REDDING SCHOOL OF THE ARTS
WHERE EDUCATION AND THE ARTS CONNECT

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

Tuesday, June 16, 2020

This meeting was held via video conference and met the provisions of the Brown Act, as allowed by the California Governor's Executive Order issued in response to the "shelter in place" requirements of the COVID-19 pandemic.

The meeting was accessible via:

Video Conference Meeting Via Zoom

Meeting ID: 811 5225 9550

Password: 8my8Nj

Link: <https://us02web.zoom.us/j/81152259550?pwd=UGRKRlhvZmcwNjg2bHpwb2d0a0wxQT09>

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> X </u>
Heather Wright, Treasurer	<u> X </u>
Daria O'Brien, Secretary	<u> X(via video conference) </u>
Jean Hatch, Founder	<u> AB </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>
Cathleen Serna, Business Serv Provider	<u> X </u>
Laura Dunaj, Staff Liaison	<u> X(via video conference) </u>

Board Recorder: Adel Morfin

Others Present via Video Conference: Wendy Sanders

PRESENTATIONS:

• **Directors Report:**

Margret Johnson:

Reported on her Executive Director Goals for 2019/20 and reviewed goals for 2020/21 with the board. Margaret requested board permission to apply for future funding or other financial opportunities that may be in the best interest of RSA in order to manage cash flow and the budget. The board granted Margaret their unanimous support.

Margaret reported that she plans to send a letter to the McConnell Foundation in order to keep them informed on school related business and facility improvement projects conducted since COVID-19 closure. Projects include: cleaning of facility, installation of new water bottle filling station, Lutron Lighting System repairs, repainting of playground, charter renewal accomplishments, and status of high school transition.

A copy of the letter will be emailed to all board members.

Carol Wahl:

Nothing to report at this time

Cathleen Serna:

Nothing to report at this time

- **Staff Liaison Report**

Laura Duanj: Commented how teachers are breathing a sigh of relief now that the school year has come to an end. The teaching staff are still waiting to see how the coming school year will play out based on health and safety guidelines. Laura also reported that some staff members had received their new health insurance cards through RSA's old health plan through Anthem. Cathleen Serna shared that once employees receive their new STSIG cards, they should destroy their old health plan cards as they will not be valid beginning 7/1/20.

- **Comments from Board Members:**

Daria O'Brien: Commented on the drive-by 8th Grade Promotion Ceremony and said it was awesome. She asked Margaret Johnson to include in her letter to the McConnell Foundation how the school building attributed to prevent the spread of COVID-19.

Andrew McCurdy: Echoed comments made by Daria O'Brien with regards to the 8th Grade Promotion Ceremony. Andrew reported having received great feedback from parents who attended the ceremony, including himself. He commented that the overall atmosphere was great, given the COVID-19 circumstances, and appreciated all the work and effort made to make it a great celebration.

Heather Wright: Nothing to report at this time

Jonathan Sheldon: Nothing to report at this time

Steven Riley: Nothing to report at this time

- **Governing Board Correspondence:** No correspondence at this time.

PUBLIC FORUM: No Comments

CONSENT AGENDA:

- 1.1 Approve Governing Board Meeting Minutes
 - 1.1.1 4/14/2020 Minutes – Amended
 - 1.1.2 5/12/2020 Minutes
 - 1.1.3 5/26/2020 Minutes
- 1.2 Approve May 2020 Warrants
- 1.3 Annual Approval of Parent/Employee Handbooks – 2nd Read
 - 1.3.1 2020/21 RSA Family Handbook (Student Policy) – 2nd Read
 - 1.3.2 2020/21 Homeschool & Virtual Independent Study Family Handbook (Student Policy) – 2nd Read
 - 1.3.3 2020/21 Personnel Handbook (Personnel Policy) – 2nd Read
- 1.4 Approve Amended Special Education/Multi-Tiered System of Supports (MTSS)
 - 1.4.1 2020/21 Special Education Staff Stipends
 - 1.4.2 2020/21 Special Education Personnel Job Descriptions
 - 1.4.2.1 School Counselor
 - 1.4.2.2 School Nurse
 - 1.4.2.3 School Psychologist
 - 1.4.2.4 School Psychologist Intern
 - 1.4.2.5 Special Education/MTSS Administrative Assistant
 - 1.4.2.6 Special Education/MTSS Coordinator
 - 1.4.2.7 Special Education/MTSS Director
 - 1.4.2.8 Special Education/MTSS Office Clerk
 - 1.4.2.9 Special Education Paraprofessional
 - 1.4.2.10 Special Education Specialist Teacher
 - 1.4.2.11 Speech & Language Pathologist
 - 1.4.2.12 Speech & Language Pathologist Assistant
- 1.5 Discard of Textbooks & Educational Materials
 - 1.5.1 K-5th Envision Math Textbooks (English)
 - 1.5.2 Cengage Mandarin Textbooks – 3rd-5th Levels
- 1.6 Approve RSA Donations

Heather Wright moved to approve the consent agenda as listed, seconded by Jonathan Sheldon. Motion carried 5:0.

Call for Requests from the Audience to Speak to Any Item on the Agenda: No Comments

DISCUSSION/ACTION AGENDA:

2.1 Discussion: 6/11/20 Finance Committee Meeting Update

Margaret Johnson reported the Finance Committee had met three times to go over the 2020/21 Annual Budget. The committee reviewed board directives not to deficit spend over \$150,000. Cathleen Serna added \$45,000 in revenue from CARES funding and \$99,000 from special education that was not originally added to the budget. The increase in revenue reduced deficit spending from \$320,000 to \$150,000 and resulted in no recommendation to cut programs. Although RSA is deficit spending, RSA plans to use some of its designated funds in order to offset the cost, thus affecting the bottom line. Margaret highlighted some of the impacts affecting the budget, including staff salaries due to reorganization of personnel, the closure of North State Charter JPA, the addition of one teacher to the home school program in preparation to COVID-19 needs, the retirement of three employees, a reduction in energy and copier usage, and a reduction in elective staff prep time. Margaret reported the MYP shows RSA is deficit spending over the next three years. The committee included other potential areas for cost savings should the board feel additional cuts are needed due to deferred state contributions. Changes that could affect MYP include , additional employees possibly retiring, how the new special education model will impact the local contribution fund, and an increased cost of \$90,000 for STRS and PERS over the next three years. Andrew McCurdy inquired if the option to allow new certificated employees, who have never previously enrolled in STRS, to opt out of STRS as a possible cost savings to the school. Carol Wahl commented that she had not heard anything from CSDC, but it was her understanding that you could not make such an offer to new hires, if a school already had an established retirement plan in place for its employees. Margaret Johnson said she would look into it and report back.

2.2 Discussion/Action: 2020/21 Annual Budget Adoption

Cathleen Serna reported enrollment assumptions for 2020/21 is 615 students, including home school, total 96% ADA enrollment. Cathleen implemented staffing changes as discussed with Margaret Johnson, including reallocation of payroll expenditures. Changes to the new Local Control Funding Formula (LCFF) calculator includes a 2.31% COLA for 2020/21, however based on the new LCFF base grant proration factor, RSA is expected to receive a -7.92 % cut in revenue for 2020/21, -12.178% in 2021/22, and -14.9505% in 2022/23. That's a 10% reduction in revenue, each year, over the next three years.

An area of cost savings included in the budget is the reduction in prep time for elective staff. Cathleen reported that an approved 30 min of prep time was built into each employee's salary and included as part of the budget. She hopes that this will reduce the need for unauthorized prep time.

Cathleen highlighted the difference in revenue between 2019/20 unaudited actuals vs. 2020/21 adopted budget to be roughly -\$981,689. The loss in revenue includes -\$401,167 in LCFF revenue and -\$1,119,798 in JPA leased employees. Cathleen estimates 2020/21 revenue at \$6,314,280 - \$6,462,199 in estimated expenditures, for a total ending fund balance of -\$147,919 in deficit spending, of which \$72,000 is one time Low Performing Student Block Grant monies from previous years.

Cathleen mentioned that cash flow may be a concern next year due to state funding deferrals. Currently RSA's June principle apportionment payment will be deferred until July 2020. At least 20% of April's 2021 payment will be deferred, including 100% of May 2021 and June 2021 revenue. At this time it is not known if those funds will be made available come July-Sep 2021.

Cathleen went over the MYP with the board. She estimates RSA will deficit spend in 2021/22 by -\$123,765 and -\$277,833 in 2022/23. The increase in deficit spending in year three includes the increase to STRS and PERS contributions. She reported the budget was signed by the legislature yesterday and is now awaiting final approval from the governor by 6/30.

Andrew McCurdy moved to approve the 2020/21 Annual Budget as presented, seconded by Heather Wright. Motion carried 5:0.

2.3 Discussion/Action: COVID-19 Operations Written Report

Margaret Johnson reported there would be no LCAP report for June due to COVID-19. The report was replaced with the COVID-19 Operations Written Report. It explains the changes to program offerings that the RSA made in response to school closures to address the COVID-19 emergency, the major impacts of such closures on students and families, and a description of how RSA met the needs of its unduplicated students.

Margaret and Carol Wahl worked on it using prerecorded documentation and emails during the closure. Overall Carol Wahl felt like RSA met and exceeded expectations during COVID-19.

Andrew McCurdy moved to approve the COVID-19 Operations Written Report as per Executive Order N-56-20, seconded by Daria O'Brien. Motion carried 5:0.

2.4 Discussion/Action: 2019/20 Title IX Reporting

Carol Wahl presented the 2019/20 Title IX Reporting data. Federal law requires that schools report athletic participation for the current year by 6/30. The results are broken down by gender and grade and include participation in this year's Cross Country & Basketball athletics.

The data is also posted on RSA's website with additional procedural information for parents who wish to file a complaint. Complaints should be addressed to Carol Wahl.

Heather Wright moved to approve the 2019/20 Title IX Reporting, seconded by Jonathan Sheldon. Motion carried 5-0.

2.5 Discussion/Action: 2020/21 RSA/Shasta Family YMCA – Outsourcing of After School Care

Margaret Johnson reported having met with Shasta Family YMCA today to discuss the possibility of outsourcing after school care to them. The Y would offer child care services to RSA families during the school year, including over the holiday breaks.

After school care fees would be similar to those currently offered by RSA. Margaret reported \$11,000 in outstanding after school care fees from families this year. RSA is still trying to collect those funds, but it's proven hard due to COVID-19. Families have been contacted and payment terms have been offered. If the Y were to take over, all fees would be billed by the Y and payments would be paid directly to them, thus eliminating all costs to RSA.

Margaret reported the Y was pleased to come on board and is interested in hiring RSA's after school care staff, as they are familiar with the students and families. The Y plans to review Shasta Ready health and safety guidelines to see if the available space will meet their needs and prove cost effective before moving forward. Margaret is requesting board approval to move forward with the outsourcing of after school care to Shasta Family YMCA, if they are in agreement.

Daria O'Brien asked if RSA was planning to rent the Activity Center to Shasta Family YMCA as a way to generate some revenue. Margaret responded that that was not the plan originally, as they would be servicing RSA families in exchange for care, but that she would look into that possibility.

Heather Wright inquired as to the sibling wait supervision program currently offered to RSA families. She asked if those services would be offered next school year. Carol Wahl responded that due to current social distancing guidelines in place, it may be too challenging to try and accommodate students in the program and more than likely sib wait would not be offered next year. Admin will continue to strategize and see if they can come up with something, but no promises will be made.

Andrew McCurdy moved to approve Margaret Johnson to pursue an agreement with Shasta Family YMCA for after school care services, seconded by Heather Wright. Motion carried 5:0.

2.6 Discussion/Action: 2020/21 RSA/Simpson University Affiliation Agreement

Margaret Johnson reported on the struggle faced when trying to hire candidates to fill vacancies for mandarin teacher positions, as most candidates are non-residents who require an H-1B VISA in order to work. Margaret reported that only 65% of applicants who apply for the VISA through the Federal Government lottery are granted one. She proposes entering into an agreement with Simpson University to be considered an affiliate through MOU. This will allow RSA to offer new employees needing an H-1B VISA the opportunity to apply in a non-capped category, which would guarantee that all RSA employees who apply get approved.

Currently, RSA meets the criteria of an affiliate with Simpson due to receiving student teachers, offering observation hours to students, and begin a member to their educational advisory board.

Margaret reported Simpson University was excited about the affiliation, as well as RSA's plan to expand into high school.

Margaret is requesting board approval to move forward with the affiliation agreement between RSA and Simpson University, assuming Simpson University's advisory board approves as well.

Heather Wright moved to approve Margaret Johnson to pursue an affiliation agreement with Simpson University, seconded by Daria O'Brien. Motion carried 5:0.

2.7 Discussion/Action: 2020/21 Growing Healthy Children Therapy Services Master Contract

Wendy Sanders presented the Growing Healthy Children Therapy Services Master Contract. She stated that due to the recent resignation of RSA's occupational therapist, the special education department is seeking therapy services from a non-public agency to fill the needs of RSA's students next school year. Growing Healthy Children Therapy Services has agreed to enter into contract with RSA and outsource their occupational therapist for these services and provide distance learning if applicable.

Wendy believes this is a cost savings to RSA as it eliminates some of the statutory benefit costs related to direct hired school employees.

Daria O'Brien moved to approve the 2020/21 Growing Healthy Children Therapy Services Master Contract, seconded by Andrew McCurdy. Motion carried 5:0.

2.8 Discussion/Action: Special Education/MTSS Services Agreement Template

Wendy Sanders presented the Special Education/MTSS Services Agreement Template. The master template will be used in the future to outsource special education staff to other schools and/or agencies for the purpose of conducting specialized services related to special education. The template is based on a recommended model used by Special Education Local Plan Area (SELPA).

Daria O'Brien moved to approve the Special Education/MTSS Services Agreement Template, seconded by Jonathan Sheldon. Motion carried 5:0.

2.9 Discussion/Action: RSA Special Education Service Agreements

- 2.9.1 RSA/Olive Grove Charter School MOU 2020-2023 (Consulting Services)
- 2.9.2 RSA/Black Butte Union Elementary School District MOU 2020/21 (Speech & Language Services)
- 2.9.3 RSA/Chrysalis Charter School MOU 2020/21 (Speech & Language & Nurse Services)
- 2.9.4 RSA/Grant Elementary School MOU 2020/21 (Speech & Language Services)
- 2.9.5 RSA/Kinetic Academy MOU 2020/21 (Admin/Clerical Services)
- 2.9.6 RSA/Pacheco Union School District MOU 2020/21 (Nurse Services)
- 2.9.7 RSA/Redding STEM Academy MOU 2020/21 (Nurse Services)
- 2.9.8 RSA/Shasta View Academy MOU 2020/21 (Education Specialist & Psych Services)

Wendy presented the service agreements between RSA and other local schools for the purpose of providing special education services. Payment for services will be paid directly to RSA.

Heather Wright moved to approve the RSA Special Education Service Agreements 2.9.1 – 2.9.8, seconded by Jonathan Sheldon. Motion carried 5:0.

2.10 Discussion/Action: Personnel Updates

2019/20 Resignations:

- o Beth Johnson – 6/30/2020 Special Education Resource Teacher

2019/20 Retirement:

- o Debra Fritchman – 5/29/20 Lunch Supervision/Paraprofessional
- o Julie York – 5/29/2020 Paraprofessional

2020/21 Employment Updates/Changes:

- o Khloe Vernon – ASC Substitute (on-call)

2020/21 New Hires:

- o Liqin Hanagan – Mandarin Teacher
- o Bridgette Jacobsen – Library Information Specialist
- o Erika Warmington – Visual Art Teacher

Margaret Johnson reviewed the list of personnel updates with the board. She reported Kate Lindberg was transitioning to the home school program next school year, and is being replaced by Erika Warmington. Liqin Hanagan will replace Polly Li in the mandarin program, but that still leaves a 3rd/4th grade vacancy for an additional mandarin teacher, which admin plans to fill in the coming weeks.

Jonathan Sheldon moved to approve all personnel updates as listed, seconded by Heather Wright. Motion carried 5:0.

2.11 Discussion/Action: 2020/21 RSA Personnel Staffing List

The 2020/21 staffing list was presented for annual board review and approval. The list includes each employee's position and FTE as of 6/10. All position control information has been included as part of the adopted budget.

Jonathan Sheldon moved to approve the 2020/21 RSA Personnel Staffing List as presented, seconded by Andrew McCurdy. Motion carried 5:0.

Meeting adjourned at 7:07 p.m.

Next Regular Meeting: Tuesday, August 18, 2020

Community Room: 5:45 p.m.

Respectfully Submitted,



Daria O'Brien
RSA Governing Board Secretary