



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

Tuesday, September 14, 2021

Open Session: 5:45 p.m.

Meeting called to order by Presiding Officer Jean Hatch at 5:46 p.m.

Roll Call/Establish Quorum:

Jean Hatch, President	X
Heather Wright, Vice President	X
Lisa Stewart, Treasurer	X
Jonathan Sheldon, Secretary	X
Andrew McCurdy, Community Member	X
Daria O'Brien, Community Member	X

Additional Non-Voting Participants

Margaret Johnson, Executive Director	X
Wendy Sanders, Special Ed Director	X
Carol Wahl, Principal	AB
Cathleen Serna, Business Serv Provider	X (via video conference)
Sophia Zaniroli, Staff Liaison	X (via video conference)

Board Recorder: Adel Morfin

Onsite Guests: Lane Carlson, Blake Schack, and Robyn Stamm

Zoom Online Guests: Caden Chang, Haydee Chang, Fran, Kevin Garvey, Melinda Garvey, Aaron Hatch, Ju, Tracy Sawyer, Abby Schanuth, and Katie Swartz

DIRECTORS REPORT:

- Margret Johnson:

Reported on the current number of staff and students who are absent due to testing positive for COVID, close contacts, and quarantined. She stated there were currently no classes out and no internal transmissions within RSA.

PTC is working on the upcoming Foxtrot fundraiser this fall.

TBC is starting to work on the annual school musical, Aladdin. TBC's Talent Showcase auditions are underway this week. Proceeds from the showcase help fund the school musical and sponsor student competitions.

As the ASB Advisor, Dave Sheridan has been busy with Student Council speeches and conducting ASB elections this week, as well as cross country and volleyball meets.

RSA's annual Moon Festival will be held on September 21st. The Mandarin teachers are working to organize the assembly, which will be available to watch via Zoom. RSA will not host an evening event this year due to COVID.

NWEA testing is taking place this week. Margaret reported that teachers are planning for virtual parent teacher conferences. 4th-8th grade students will be leading their own conferences and setting their academic goals for the year.

STAFF LIAISON REPORT:

- Sophia Zaniroli:

Nothing to report at this time

GOVERNING BOARD REPORT:

- **Heather Wright:** Reported the annual PTC Auction is scheduled for March 11, 2021 at Win River Casino. This year's theme will be Montecarlo.
- **Daria O'Brien:** Nothing to report at this time
- **Jonathan Sheldon:** Nothing to report at this time
- **Andrew McCurdy:** Nothing to report at this time
- **Jean Hatch:** Nothing to report at this time
- **Lisa Stewart:** Nothing to report at this time

GOVERNING BOARD CORRESPONDANCE:

- The board acknowledges having received and reviewed board correspondence. There were no items requiring board action.

PUBLIC FORUM:

Hearing of persons desiring to address the Board on a subject NOT covered in this agenda. NOTE: 1) Individual speakers will be allowed three (3) minutes to address the Board. The Board President may further limit the speaking time allowed in order to facilitate the progress of the meeting. 2) Complaints presented to the Board must not involve specific reference to employees. Citizens should contact the Director for complaint procedures regarding employees. 3) A charter school cannot take action on a matter that has not been placed on the official agenda. (G.C. 54954.2).

- No Comments

CONSENT AGENDA:

Items listed under the Consent Agenda are considered to be routine and are acted on by the Governing Board in one motion. There is no discussion of these items before the Board vote unless a member of the Board, staff, or public requests specific items be discussed and/or removed from the Consent Agenda.

It is understood that Administration recommends approval of all Consent Agenda items as listed. Each item on the Consent Agenda approved by the Board shall be deemed to have been considered in full and adopted as recommended.

- 1.1 Approve 8/10/2021 & 8/24/2021 Board Minutes
- 1.2 Approve August 2021 Warrants
- 1.3 Approve RSA Donation – Electronic Drum Set for Music Department

Andrew McCurdy moved to approve the consent agenda as listed, seconded by Daria O'Brien. Vote 6 Ayes: 0 Nays.

Call for Requests from the Audience to Speak to Any Item on the Agenda:

The regular agenda includes those individual items to be discussed by the Board. Some of those items may also require action or approval by the Board. Members of the public will have the opportunity to address the Board on any item at the time that particular item is discussed by the Board, and prior to any action taken by the Board. Individual speakers will be allowed three (3) minutes to address the Board.

- No Comments

DISCUSSION/ACTION AGENDA:

2.1 Discussion/Action: 2020/21 Unaudited Actuals

Robyn Stamm presented the 2020/21 Unaudited Actuals report, which is a comparison of the 2020/21 Second Interim Budget vs. 2020/21 Unaudited Actuals. She reported RSA completed the year with a fund balance increase of \$1.3 million in revenues due primarily to an increase in one-time funds received in June, such as ESSER III and PPP loan forgiveness.

Daria O'Brien moved to approve the 2020/21 Unaudited Actuals as presented, seconded by Lisa Stewart. Vote 6 Ayes: 0 Nays.

2.2 Discussion/Action: 2021/22 Budget Revision

Robyn Stamm presented the 2021/22 Budget Revision highlighting revisions in revenues and expenditures from July 2021 to date. She reported adjusting one -time fund revenues: ESSER II funds were increased and are scheduled to be expended this year. ESSER III funds will carry forward to 2022/23, as an increase in the general fund with most expenses occurring in 2022/23. RSA is also scheduled to receive approximately \$100,000 in GEER funds this year.

She stated employee benefits were originally understated by \$374,876 due to a budgeting mistake.

The difference in salaries is based on early budget projections compared to actual salary costs after hiring and filling positions. The budget revision includes fees for building permits and other initial building costs for the new high school, which were not originally included in the adopted budget.

Heather Wright inquired as to the variance in services and other operating expenses. Robyn explained the difference was due to ESSER II funds budgeted and expensed.

Daria O'Brien moved to approve the 2021/22 Budget Revision as presented, seconded by Jonathan Sheldon. Vote 6 Ayes: 0 Nays.

2.3 Discussion/Action: Approve 2018/19 – 2020/21 Low Performing Student Block Grant Completion

Margaret Johnson reported RSA had received Low-Performing Students Block Grant funds back in 2018/19. The plan to expend those funds primarily focused on new math curriculum. RSA piloted GoMath curriculum back in 2019/20 and purchased new materials for K-5th in 2020/21, as the previous curriculum was outdated and no longer met the grade level standards.

Sophia Zaniroli commented that teachers love the online component of GoMath and the individual chapter books. The training provided was very beneficial and teachers are comfortable overall with the curriculum.

Item was presented as informational only. No action was taken.

2.4 Discussion/Action: Approve Amphitheater/Sound Booth Equipment Upgrade Quotes

2.4.1 Theater Lighting – Light Board & Satellite Dimmers

2.4.2 Sound Equipment – Apple MacBook Pro, Audio Software, Wireless Microphones

Blake Schack is seeking to replace outdated lighting and sound equipment in the school amphitheater. He provided the board with a presentation on current equipment, and recommended quotes

for the cost of new equipment. The total estimated cost of the equipment upgrade is about \$60,000.

Funds will be designated from restricted donations, deferred theater/maintenance, and general revenue.

Jonathan Sheldon moved to approve agenda item 2.4.1 as recommended, seconded by Lisa Stewart. Vote 6 Ayes: 0 Nays.

Heather Wright moved to approve agenda item 2.4.2 as recommended, seconded by Jonathan Sheldon. Vote 6 Ayes: 0 Nays.

2.5 Discussion/Action: Update Authorized Signers on the RSA Umpqua Bank Accounts

2.5.1 Remove Steven Riley & Heather Wright as authorized signers on the Main Account

2.5.2 Add Jean Hatch & Lisa Stewart as authorized signers on the Main Account

2.5.3 Remove Steven Riley & Heather Wright as authorized signers on the ASB Account

2.5.4 Add Jean Hatch, Lisa Stewart, and Margaret Johnson as authorized signers on the ASB Account

2.5.5 Remove Steven Riley & Heather Wright as authorized signers on the FSA Account

2.5.6 Add Jean Hatch & Lisa Stewart as authorized signers on the FSA Account

The Governing Board will annually review the list of personnel who are authorized signers on the school's bank accounts. The list will be updated to comply with RSA's internal control policies.

Daria O'Brien moved to approve agenda item 2.5.1 through 2.5.6 as listed, seconded by Andrew McCurdy. Vote 6 Ayes: 0 Nays.

2.6 Discussion/Action: Update Authorized Signers on RSA's Tri-Counties Bank "Savings" Account

Margaret Johnson reported

2.6.1 Remove Steven Riley & Heather Wright as authorized signers on the Scholarship "Savings" Account

2.6.2 Add Jean Hatch & Lisa Stewart as authorized signers on the Scholarship "Savings" Account

The Governing Board will annually review the list of personnel who are authorized signers on the school's bank accounts. The list will be updated to comply with RSA's internal control policies.

Andrew McCurdy moved to approve agenda item 2.6.1 through 2.6.2 as listed, seconded by Jonathan Sheldon. Vote 6 Ayes: 0 Nays.

2.7 Discussion/Action: Update Authorized Signers for all RSA Warrants & Fund Transfers through County Treasury

2.7.1 Remove Steven Riley & Heather Wright as authorized signers

2.7.2 Margaret Johnson, Cathleen Serna, Robyn Stamm, and Lisa Stewart as authorized signers

The Governing Board will annually review the list of personnel who are authorized signers on the school's bank accounts. The list will be updated to comply with RSA's internal control policies.

Jonathan Sheldon moved to approve agenda item 2.7.1 through 2.7.2 as listed, seconded by Jonathan Sheldon. Vote 6 Ayes: 0 Nays.

2.8 Discussion/Action: LCAP Update

No update to report at this time.

2.9 Discussion/Action: 2021/22 School Re-Opening Framework & Guidance Update

Margaret Johnson went over the highlights of the amendments made to the 2021/22 School Re-Opening Plan. Changes include new guidelines for band/choir music classes, outside interest, clubs, and, sports, and staff testing protocols and recommended frequency.

The amended 2021/22 School Re-Opening Plan will be posted on the school website for review.

Item was presented as informational only. No action was taken.

2.10 Discussion/Action: Approve 10/2021 Participation in American Fidelity Section 125 Flexible Spending Plan

RSA is seeking authorization to join American Fidelity for section 125 FSA benefits beginning 10/1/2021. Cathleen Serna reported RSA is terminating services through AFLAC as of 9/30/2021 and transitioning to American Fidelity.

She stated American Fidelity would monitor and oversee RSA's FSA plan and provide better compliance.

Currently RSA maintains its own FSA account through Umpqua and pays approximately \$2000 a year in service fees to a third party administrator.

Sophia Zaniroli inquired as to the remaining funds on deposit. Cathleen stated employees who currently have funds on deposit through AFLAC for their FSA plan have until 12/31/21 to submit a request for medical reimbursement.

Heather Wright moved to approve Participation in American Fidelity Section 125 Flexible Spending Plan effective 10/1/2021, seconded by Andrew McCurdy. Vote 6 Ayes: 0 Nays.

2.11 Discussion: Review of RSA LiveBinder

Board members were given online access to the RSA Live Binder. The LiveBinder serves as an informational resource containing RSA's: Charter information, board bylaws, policies, adopted budgets, SARC report, family/personnel handbooks, and LCAP information.

Margaret Johnson reviewed the various sections of the electronic binder with the board.

2.12 Discussion/Action: Set Date for Oct Special Governing Board Meeting

- CSDC Online Board Member Training
- 2021/22 Governing Board Goal Setting

Administration is proposing to hold a special meeting in October to conduct online board member training through CSDC and discuss Governing Board goals for the coming school year.

The board discussed a couple different dates and tentatively settled on October 19, 2021 at 5:45 p.m.

Item was presented for discussion only. No action was taken.

2.13 Discussion: Policy Review 1st Reads

2.13.1 COVID-19 Vaccination & Testing Policy

Margaret Johnson presented the COVID-19 Vaccination & Testing Policy draft for board review. She stated legal counsel had drafted the policy based on current CDPH mandates and provided administration with Frequently Asked Questions

that will be shared with staff members to help answer questions in connection with the proposed COVID-19 Vaccination & Testing Policy.

The CDPH mandate states that *“all public and private schools serving students in transitional kindergarten through grade 12 verify the vaccination status of school workers”*.

Margaret stated that workers included all paid and unpaid adults serving in the school setting, including volunteers and board members. Volunteers and board members must complete a Self-Certification of Vaccination Status. Those who are not fully vaccinated must submit to COVID-19 testing once a week or show proof of a negative COVID-19 test taken at least 72 hours prior to attending an in-person meeting/event.

RSA is providing free onsite testing for employees on Thursdays. Margaret stated Elsa Carcamo, RSA's School Nurse, is currently administering the weekly tests and working with Biocept to get additional PCR tests, including rapid tests.

Andrew McCurdy suggested the possibility of testing all employees across the board on a weekly basis, regardless of vaccination status. He feels this would make the school a safer place and address the discrimination concern brought up at last month's meeting by the Unvaccinated Staff at RSA.

Margaret Johnson stated she would look into Andrew's suggestion further and provide the board with additional information at the next month's meeting.

2.14 Discussion/Action: Policy Amendment

2.14.1 Temporary/Substitute Personnel Policy

Margaret Johnson reported on the challenges faced in trying to secure certificated substitutes during COVID due to a shortage in available personnel. She is proposing to increase the substitute pay rates in order to stay competitive and hopefully lure potential subs to RSA. The policy also reflects new language related to health and welfare benefit eligibility.

Heather Wright moved to approve the amended Temporary/Substitute Personnel Policy as written, seconded by Daria O'Brien. Vote 6 Ayes: 0 Nays.

2.15 Discussion/Action: Teacher Consent Form – Thomas Burkett

California Education Code, Section 44256(b) may allow a teacher who holds a Multiple Subject or Standard Elementary teaching credential to be assigned to teach any single subject class below grade 9 if the teacher consents to the assignment and has completed 12 semester units or 6 upper division semester units of coursework in each subject to be taught.

RSA is seeking board consent for Thomas Burkett to continue to teach music outside of his current credential authorization for the 2021/22 school year. Margaret Johnsons stated Thomas Burkett currently hold 10 semester units and is currently working on getting the other two remaining units needed for his music credential.

Daria O'Brien wished to thank Thomas Burkett for his years of service and dedication to RSA and its students.

Daria O'Brien moved to approve Thomas Burkett's Teacher Consent authorization for the 2021/22 school year as requested, seconded by Lisa Stewart. Vote 6 Ayes: 0 Nays.

2.16 Discussion/Action: Personnel Updates

New Hires:

- Lacy Schmall – 8/26 Lunch/Recess Paraprofessional

Andrew McCurdy moved to approve the personnel updates as listed, seconded by Lisa Stewart. Vote 6 Ayes: 0 Nays.

ADJOURNMENT:

Meeting adjourned at 7:29 p.m.


NEXT REGULAR MEETING:

Date: Tuesday, October 12, 2021
Time: 5:45 p.m.
Location: Redding School of the Arts/Room 21
955 Inspiration Place
Redding, CA 96003

NEXT SPECIAL MEETING:

Date: Tuesday, October 19, 2021
Time: 5:45 p.m.
Location: Redding School of the Arts Room 19/Via Zoom
955 Inspiration Place
Redding, CA 96003

Governing Board Minutes Respectfully Submitted,


Jean Hatch
RSA Governing Board President

10/12/21
Board Approval Date