



REDDING SCHOOL of ARTS  
WHERE EDUCATION AND THE ARTS CONNECT

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

**Tuesday, March 10, 2020**

**Open Session: 5:45 p.m.**

Meeting called to order by Presiding Officer Steven Riley at 5:47 p.m.

Roll Call:

Steven Riley, President	<u>          X          </u>
Andrew McCurdy, Vice President	<u>          X          </u>
Heather Wright, Treasurer	<u>          AB          </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>
Cathleen Serna, Business Serv Provider	<u>          X          </u>
Laura Dunaj, Staff Liaison	<u>          X          </u>

Board Recorder: Adel Morfin

Guests: Denise Humphrey & Wendy Sanders

**PRESENTATIONS:**

• **Directors Report:**

**Margret Johnson:**

Reported that administration has been responding to parent concerns over the Coronavirus (COVID-19). Margaret assured the board that safety measures have been put in place to prevent the spread of communicable diseases as part of the RSA's Safety Plan. She mentioned the Center for Disease Control, SELPA, CSDC, and LEA have been very helpful in getting information out and keeping everyone up to date on any new developing facts. Public Health agencies recommend encouraging staff and students to wash their hands and cover their mouth when coughing or sneezing to avoid the spread of germs. Margaret mentioned RSA would continue to operate and keep its doors open, as there is no current evidence of the virus on campus.

The ILT team met on Monday to review Title I and Title II funding sources and updated the information reported on the LCAP.

Margaret and Carol Wahl attended a Dashboard Dive & LCAP Update workshop on 3/4/20. The workshop provided insight into the new CA School Dashboard template that looks to be more simplified.

Margaret reported having met with Laura Dunaj to discuss the proposed retirement incentive agreement and staff communication. She mentioned having sent out RSA's annual Intent to Return Survey to all staff for planning purposes. The survey included anticipated staffing and/or retirement planning for current year, and subsequent two years. As of the board meeting she reported that out of seven retiree eligible employees, only one staff member was planning to retire next year.

**Carol Wahl:**

Nothing to report at this time

**Cathleen Serna:**

Nothing to report at this time

- **Staff Liaison Report**

**Laura Dunaj:** Staff members are gearing up for Saturday's Annual PTC Auction. Laura reported that all classroom projects are due in the Community Room by Thursday so PTC can deliver the items to the event site by Friday.

She thanked the board for the new lights in the staff parking lot.

She reported that there was confusion by staff with regards to how the proposed retirement incentive would apply to their base salary after attending the March 2<sup>nd</sup> My Retirement Decision Workshop hosted by SCOE.

Laura also mentioned that Margaret Johnson had addressed staff concerns over the COVID-19 virus and the schools health protocols to prevent the spread of infectious disease. Laura reported that staff members wanted to know what RSA's plan was in the event that RSA was invaded by the virus. Margaret Johnson responded that admin would explore the possibility of online learning opportunities and/or homework packets for its students.

- **Comments from Board Members:**

**Jean Hatch:** Inquired if families requesting independent study packets were communicating their travel plans with RSA administration, especially if travel they intended to travel out of the country. Margaret Johnson responded that families were forthcoming of their travel plans, as it helps staff plan and prepare the assignment packet. She also assured the board that RSA was following CDC guidelines. Carol Wahl mentioned that she was planning to attend an informational meeting on 3/12/20 regarding the COVID-19 hosted by Shasta County Public Health and SCOE.

**Steven Riley:** Asked for additional information about the 5<sup>th</sup> grade health and development video. Margaret Johnson explained RSA's Family Life Education Policy and mentioned that parents were invited to attend the 3/18 evening meeting to preview the health video, prior to sharing it with 5<sup>th</sup> grade students.

**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

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

**PUBLIC FORUM:** No Comments

**CONSENT AGENDA:**

Jean Hatch moved to approve the consent agenda as listed with updated Governing Board minutes, seconded by Andrew McCurdy. 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: Finance Committee Meeting Update**

Margaret Johnson reviewed the 2/26/20 Finance Committee Minutes with the board. The committee was presented with a draft of the Second Interim Budget, as prepared by Cathleen Serna. The budget included \$10,000 in new Title IV funding and estimated expenses. It was the Finance Committee's recommendation that the board approve the Second Interim Budget as reviewed by the committee. The committee also asked for board directions with regards to possibly including a 2% COLA within the salary schedules, that may or may not equal 2% for all steps. Steven Riley commented on staying in compliance with minimum wage laws when reviewing salary schedules.

**2.2 Discussion/Action: 2019/20 Second Interim Budget & MYP**

Cathleen Serna briefly went over the 2019/20 Second Interim Budget and MYP with the board. She reported an error on the budget report, under the Enrollment & ADA Assumptions section, stating that there was a 3.17 ADA increase between the 2019/20 First Interim Budget and the Second Interim Budget, not 13.07, as shown on the report.

She reviewed COLA projections and said that although a 2.29% COLA is estimated for the 2020/21 school year, the state has not made a final determination at this point.

Cathleen mentioned having reviewed budget expenditures with Margaret Johnson one line item at a time, in order to familiarize herself with the needs of RSA, and feels comfortable with the budget as presented.

Andrew McCurdy moved to approve agenda item 2.2 with said changes to ADA assumptions increase, seconded by Daria O'Brien. Motion carried 5:0.

**2.3 Discussion/Action: Directions to the Finance Committee for 2020/21 Annual Budget Development**

Margaret Johnson reviewed the proposed Finance Committee Directions for the purpose of 2020/21 annual budget development. The proposed directives include reviewing revenues and expenditures in comparison of estimated prior year final numbers, prioritizing of net reserve planning, and reviewing the budget for cash flow concerns during the year.

The board discussed the Finance Committee's proposal of building a 2% COLA increase on the salary schedules. Although, RSA is currently meeting the state's minimum wage threshold for classified staff, the board wants to offer competitive salaries and felt comfortable having the Finance Committee move forward with exploring a 2% COLA increase to the salary schedule, so long as it was affordable and did not cause a negative impact to the budget. The committee will review salary schedule models and report their recommendation to the board.

Andrew McCurdy moved to approve the Directions to the Finance Committee for 2020/21 Annual Budget Development, along with the addition of a 2% COLA increase to the salary schedules, so long as it does not cause a negative impact to the budget, motion seconded by Steven Riley. Motion carried 5:0.

**2.4 Discussion: New Market Tax Credits Workshop for High School Expansion**

Steven Riley reported having attended the New Market Tax Credits (NMTC) Workshop, hosted by The McConnell Foundation, on 2/28/20 along with Margaret Johnson, and Jean Hatch.

The NMTC Program attracts private capital into low-income communities by permitting individual and corporate investors to receive a tax credit against their federal income tax in exchange for making equity investments in specialized financial intermediaries called Community Development Entities (CDEs). In exchange for investing in CDEs, investors claim a tax credit worth 39 percent of their original CDE equity stake, which is claimed over a seven-year period.

RSA is considering applying for the tax credit award in an effort to secure funding towards the Early College High School Expansion Project & RSA Theater. If awarded with a tax credit, RSA is considering options for locating the school with in the Columbia School District boundaries, which could include a high school campus and theater closer to Shasta College.

If moving forward with the application, Steven Riley suggests securing an investment broker that will help facilitate the application process, which is due in June, and secure investors. He estimates the cost for a broker can range anywhere from \$60,000 to \$80,000. He commented that the project would also require a dedicated board member to work in association with RSA Admin to see the project through.

Margaret Johnson plans to reach out to Rachel Hatch, Program Officer at The McConnell Foundation, in an effort to set up a presentation in April on the New Market Tax Credits for interested community members & parents of RSA. She will report back to the board once the date has been set.

**2.5 Discussion/Action: Umpqua Bank Line of Credit Maturity 2/19/2020**

RSA's Line of Credit through Umpqua Bank has matured, effective 2/19/20. Due to account inactivity over the past couple of years, RSA does not plan to renew the Line of Credit at this time.

A motion is needed by the board in order to acknowledge the closing of the Line of Credit.

Daria O'Brien moved to approve the closing of the Umpqua Bank Line of Credit, effective 2/19/20, motion seconded by Jonathan Sheldon. Motion carried 5:0.

**2.6 Discussion: 2022 RSA/Columbia Charter Renewal Petition – 1<sup>st</sup> Read**

Margaret Johnson shared the 2022 RSA/Columbia Charter Renewal Petition draft with the board, including an overview of the charter renewal changes. She mentioned the petition included:

- Early College High School Expansion
  - Curriculum
  - State Priorities for high school (including career and graduation rates)
- Updated information for compliance with new state law for Element 1 Sections

- Updated School Safety Plan for compliance with new state health and safety laws
- Updated student disciplinary procedures reflat to Suspension & Expulsion
- Updated admission and lottery procedures for K-12 grade levels
- Appendices now reflects electronic files shared with LEA via EPI Center and RSA LiveBinder

After having spoken with Eric Premack, of Charter Schools Development Center, Margaret advised the board that the Charter Renewal petition was updated to reflect a start date of 7/2020, not 7/2022 as was originally written. Although there is an additional year remaining on the current charter with Columbia, RSA is requesting an early renewal because of new laws going into effect. The charter petition is written for a period of 7/1/2020 – 6/30/2025 and will be presented to the board in April for final review and approval.

Margaret Johnson thanked Carol Wahl, Jean Hatch, and Denise Humphrey for their collaborative efforts in helping to put the petition together.

## 2.7 Discussion: 2020/21 Math Curriculum Adoption Presentation/Review

Margaret Johnson mentioned Eleanor Nichols, Rebecca Lahey, and Sophia Zaniroli have been piloting Houghton Mifflin Harcourts K-5<sup>th</sup> GO Math! Program this school year. Margaret shared a pro's and con's list with the board that compared GO Math curriculum vs. the current Envision Math curriculum. One of the cons mentioned was the fact that GO Math was not available in mandarin, therefore K – 2<sup>nd</sup> grade students would have to continue to use Envision Math.

It was the recommendation of the Math Curriculum Committee that the board approve the new curriculum.

RSA plans to hold a curriculum night for teachers and parents to view the proposed curriculum prior to adoption. If adopted, the curriculum will be purchased using Low Performing Student Block Grant funds.

## 2.8 Discussion/Action: North State Charter JPA Organization Status & General Information

Wendy Sanders addressed the board with regards to the JPA's organization status for 2020/21. She reported having made a step forward at the 2/24/20 Special JPA Advisory Board Meeting. The JPA board addressed the fact that the current funding model was not working for RSA. They suggested changing the funding model so each JPA member school pays an annual member fee as a share in overhead costs. Member schools would also be responsible for hiring their own service providers who will work directly at their school. All shared service providers would be employed through the JPA.

Wendy reported that current member schools, RSA, RSTEM, Chrysalis Charter School and New Day Academy, would present the proposal to their school board for approval. If the proposal is declined by said school boards, RSA will revisit the organizational status of the JPA at the April board meeting.

Daria O'Brien moved to approve the new North State Charter JPA funding model as outlined in the 2/24/20 un-approved JPA Advisory Board Meeting Minutes, pending approval from RSTEM, Chrysalis Charter School, and New Day Academy school boards. Motion seconded by Jean Hatch. Motion carried 5:0.

## 2.9 Discussion/Action: Policy Review 2<sup>nd</sup> Read

### 2.9.1 Employee On-Site Tutoring Policy (Personnel Policy)

Margaret Johnson reviewed the proposed Employee On-Site Tutoring Policy. The policy has been reviewed by legal counsel and presented to the board as a first for final review.

The policy does not authorize credential staff to tutor students in any academic class for remuneration. Andrew McCurdy asked for clarification on the term "remuneration." Remuneration is the pay or other financial compensation provided in exchange for an employee's services performed. Andrew McCurdy suggested removing the term "remuneration" and revising the sentence to read *"To preclude conflicts of interest, Redding School of the Arts does not authorize credentialed instructional staff to tutor students enrolled at RSA for any academic classes in exchange for any form of compensation."*

Andrew McCurdy moved to approve the Employee On-Site Tutoring Policy with said revision, motion seconded by Jonathan Sheldon. Motion carried 5:0.

## 2.10 Discussion/Action: Policy Amendments

### 2.10.1 Conference & Mileage Reimbursement (Fiscal Policy)

### 2.10.2 Surveillance Video/Camera Monitoring System (Facilities & Operations Policy)

Margaret Johnson presented the policy amendments for board review and approval. She mentioned the Conference & Mileage Reimbursement Policy was updated based on IRS guidelines, removed language that referenced the Director of Business Services/HR, and defined the starting point of departure for the purpose of mileage reimbursement.

The Surveillance Video/Camera Monitoring System Policy was updated to be relevant of how the school uses the cameras and for the purpose of the charter policy review for renewal. The intent of the policy is primarily for property protection and personal safety. Margaret mentioned having removed the section on audit logs, as that is not something RSA does, and defined who can request access to the material and what information may be disclosed.

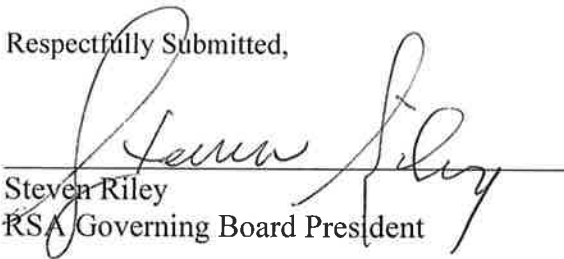
Andrew McCurdy moved to approve the agenda item 2.10 as listed, motion seconded by Daria O'Brien. Motion carried 5:0.

**Meeting adjourned at 7:20 p.m.**

Next Regular Meeting: Tuesday, April 14, 2020

Community Room: 5:45 p.m.

Respectfully Submitted,



Steven Riley  
RSA Governing Board President