



REDDING SCHOOL of ARTS
WHERE EDUCATION AND THE ARTS CONNECT

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

Tuesday, April 14, 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: 655 002 348

Password: 223373

Link: <https://zoom.us/j/655002348?pwd=cnlwZEUxV1JBTG10V0lidmVqY3Vidz09>

Open Session: 5:45 p.m.

Meeting called to order by Presiding Officer Steven Riley at 5:52 p.m.

Roll Call:

Steven Riley, President	<u> X </u>
Andrew McCurdy, Vice President	<u> X (via video conference) </u>
Heather Wright, Treasurer	<u> X </u>
Daria O'Brien, Secretary	<u> AB </u>
Jean Hatch, Founder	<u> X (via video conference) </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 (via video conference) </u>
Laura Dunaj, Staff Liaison	<u> X (via video conference) </u>

Board Recorder: Adel Morfin

Guests: Elsa Carcamo and Wendy Sanders (via Zoom)

Report on Closed Session: No Closed Session

PRESENTATIONS:

• **Directors Report:**

Margret Johnson:

Reported sending out emails to the board over Spring Break related to new COVID-19 laws and procedures. She will keep the board informed as new information is released and make decisions as necessary.

She reported the last onsite instructional day was 3/18, after which staff prepared for campus closure and were able to send work home with very little loss of instructional time. As of today, RSA staff has transitioned to distance learning in multiple ways, including homework packets for younger grades and online platforms for upper grades.

Margaret went over the Parent Letter that was sent out to all RSA families earlier this month. The letter addressed the actions implemented during school closure including: 1) Distance Learning Provisions, 2) Time Required on Schoolwork, 3) Grading, 4) Parent Communication, 5) Technology Needs, 6) Meals, 7) Outside Interest, 8) Parent Volunteer Information, 9) Virtual Spirit Days, 10) Theme Day, and 11) 8th Grade Promotion

Redding School of the Arts also has a link on the website specifically for COVID-19 related information.

Carol Wahl:

Nothing to report at this time

Cathleen Serna:

Nothing to report at this time

- **Staff Liaison Report**

Laura Duanj: Reported that teachers are feeling overwhelmed with the transition to distance learning and sad about not being able to see their students due to COVID-19. Most teachers are taking advantage of the professional development trainings offered by SCOE that focus on the different distance learning platforms.

Laura reported that RSA administration has been great at communicating any new developments that come up on a daily basis. She and fellow staff members appreciate being allowed back on campus to work on prepping materials and supplies for students. This has helped relieve some stress and allowed teachers to focus and plan ahead for the remainder of the year. Everyone is working hard and doing the best that they can under the circumstances.

- **Comments from Board Members:**

Andrew McCurdy: Thanked all teachers for their efforts with distance learning. He believes teachers are doing an awesome job and has heard that a lot of parents are in awe of how RSA has stayed connected with students and parents via Zoom classrooms. He pointed out that Ms. Nichols had created a two week schedule that he and his daughter found very helpful. Margaret Johnson stated that teachers were working on grade level schedules with the hopes to have them posted by tomorrow.

Andrew also inquired about possible opportunities for graduation traditions- such as decorating a memory rock and cleaning out lockers. Carol Wahl responded that it's all in the works. The hope is to come up with a schedule to allow six, eighth grade students on campus at a time to paint their rocks. Locker clean out will either be on a schedule as well or Mr. Sheridan may bag all student belongings for parent pickup. Scholarship applications deadlines are being extended, with interviews to follow. Additional information will be communicated to families via email.

Heather Wright: Echoed comments by Andrew McCurdy. She thanked all RSA teachers for their efforts and ongoing communications, as well as administration for the quick transitions to distance learning. She praised Mrs. Lahey for all the work she has done to make the transition to distance learning as easy and as stress free as possible for families.

Heather inquired after the arts program and how it was being addressed. Margaret Jonson responded that the arts program was not being monitored as much as the academic aspects. She believes it's a hard balance they are trying to work on while not overwhelming parents too much. She reported the mandarin teachers were assigning work online and doing home activities via Flipgrid. Mr. Burkett was also posting engagement videos online for students to watch at home. Mr. Wylie had to cancel Joust due to Covid-19 and the art teachers were busy gathering materials and supplies to send home to students.

Jonathan Sheldon: Commented on how the transition to distance learning has been seamless, from a parent standpoint, thanks to all the hard work put in place by teachers.

Jonathan inquired about the possibility of recovering the school year if schools were allowed to re-open. Margaret Johnson responded that it all depended on guidelines by Governor Newsome and Shasta County Office of Education, but at the moment it doesn't appear like that would happen.

Steven Riley: Commented that he has heard a lot of discussion with regards to parent concerns over academic regression as students go into next school year. Steve feels confident that with all the programs RSA has in place, along with the fact that RSA continues to provide education through these stressful times, that students will be on a better path come next year, which is the overall mission of the school.

Jean Hatch: Nothing to report at this time

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

PUBLIC FORUM: No Comments

CONSENT AGENDA:

Andrew McCurdy moved to approve items the consent agenda as listed, seconded by Jonathan Sheldon. Motion carried 5:0.

DISCUSSION/ACTION AGENDA:

2.1 Discussion: Finance Committee Meeting Update & Recommendations on Annual Budget Development

2.1.1 Review of 4/1/2020 Meeting Minutes

- **Proposed Allocation of COLA**
- **Proposed 2020/21 Salary Schedules & Extra Duty Stipends**
- **Proposed 2020/21 Shasta Trinity Schools Insurance Group Rates & Employee Share of Cost**

Heather Wright reviewed the finance committee recommendations for annual budget development. The committee is proposing a twenty five cent increase to the classified salary schedule steps. This is an estimated cost increase of \$11,000 over the course of a year.

Cathleen Serna reported that the certificated salary schedule proposals included a 2% COLA increase, which is equivalent to \$1250 per step divided equally between all steps. The proposals meet the state minimum wage requirement of \$48,534 for certificated entry level steps, including JPA salary schedules.

The Finance Committee also reviewed health insurance rates through Shasta Trinity Schools Insurance Group for the coming year. Cathleen Serna served as the liaison between RSA and STSIG. If participation in the insurance JPA is approved, this would be a cost savings to RSA and provide staff members with better plan options to choose from beginning 7/1.

2.2 Discussion/Action: 2020/21 Certificated/Classified Salary Schedules & Extra Duty Stipends

Jean Hatch moved to approve the 2020/21 Certificated/Classified Salary Schedules & Extra Duty Stipends as recommended by the Finance Committee, seconded by Jonathan Sheldon. Motion carried 5:0.

2.3 Discussion/Action: Approve Participation in Shasta Trinity Schools Insurance Group JPA

Cathleen Serna reported having met with Shasta Trinity School Insurance Group, JPA (STSIG) to see if RSA could join their insurance JPA. STSIG requires board approval for all new members. Cathleen will be drafting an intent to join letter that will be going to the STSIG board for review and approval by 4/24.

The plan year for STSIG runs October – September where RSA is currently following a plan year of July – June mirroring our fiscal year. If participation is approved, STSIG has agreed to provide coverage during the transitional period of July-Sep. Margaret Johnson stated that additional health plan details would be available to staff in early May. Available plans do not include life insurance. She also stated that the rates currently shown apply towards the transitional period of July-Sep. October rates may increase by an estimated 5% beginning with the new plan year.

Heather Wright moved to approve Participation in Shasta Trinity Schools Insurance Group JPA, seconded by Jonathan Sheldon. Motion carried 5:0.

2.4 Discussion/Action: New SCOE Warrant Signature Card & Electronic Authorization

Shasta County Office of Education has amended their School District Warrant Signature Card to allow districts to electronically submit Accounts Payable batches for payment processing. RSA seeks approval in order to update the current Warrant Signature Card allowing for electronic authorization of AP batches. The list of approved signers is as follows: Margaret Johnson, Cathleen Serna, and Heather Wright.

Jonathan Sheldon moved to update the current Warrant Signature Card allowing for electronic authorization of AP batches, seconded by Andrew McCurdy. Motion carried 5:0.

2.5 Discussion/Action: 2020/21 RSA Separation from North State Charter JPA

Wendy Sanders reported that over the past year and a half, the JPA has been exploring different ways to stay in business while continuing to provide special education services to area schools. Ultimately, the JPA needed the continued support of at least four member schools that would be willing to pay a membership fee of \$20,000, but in the end that did not happen.

Wendy reported the JPA is scheduled to have their board meeting tomorrow, where it is expected the board will move to dissolve the North State Charter JPA organization at the end of the current fiscal year. If board approved, all JPA special education services would be restructured to fall under RSA Inc., including business services and payroll.

RSA had been the lead member school in providing shared service providers for special education and Wendy Sanders hopes that this continues to happen.

Heather Wright moved to authorize the separation between RSA and North State Charter JPA, seconded by Jonathan Sheldon. Motion carried 5:0.

2.6 Discussion/Action: 2020-2025 RSA/Columbia Charter Renewal Petition – 2nd Read

The Charter Renewal Petition was presented as a second read for final board review. RSA proposes to renew its Charter with Columbia ESD beginning 7/1/2020 for a term of five years.

Wendy Sanders reported a discrepancy on page 11 of the petition with regards to referencing of the North State Charter JPA. Since there is a chance the JPA will dissolve at the end of the current fiscal year, she suggested removing it from the final draft. Margaret Johnson made a note of the finding.

Steven Riley thanked the Charter Renewal Committee members for all their hard work in putting the petition together.

Jonathan Sheldon moved to approve the 2020-2025 RSA/Columbia Charter Renewal Petition, seconded by Jean Hatch. Motion carried 5:0.

2.7 Discussion: School Site Safety Committee Meeting Update

Andrew McCurdy reviewed the 3/13/20 committee meeting minutes with the board. Margaret Johnson stated the committee had updated RSA's Readiness and Emergency Management System to include information on infectious disease response.

Laura Dunaj inquired over item 7 of the Safety Committee Agenda. Andrew stated that Blake Schack was working on putting together a quote for the installation of an escape door and/or window in rooms 17 and 57 as secondary exit for emergencies.

2.8 Discussion/Action: Approve 2020/21 GoMath Curriculum Adoption

Margaret Johnson reported the board was presented with a pro's and con's list last month with regards to moving forward with the GoMath curriculum adoption. Due to Covid-19 social gathering limitations, RSA will bypass having a public forum section and move forward with the committee's recommendation for adoption.

Margaret reported that Mrs. Lahey and Mr. Dressel looked at how Envision Math (Mandarin) corresponded with GoMath (English) and they found that it worked well to have both complimentary programs.

Margaret found that teachers liked the GoMath pacing, resources, hands on curriculum, online teacher units, and that this new curriculum met state standards.

If approved, the curriculum will be purchased this fiscal year using \$50,000 set aside in Low Performing Student Block Grant funds. This would allow teachers to review the materials and get some training over the summer before implementing the curriculum in the fall.

Jonathan Sheldon moved to approve the new GoMath Curriculum, seconded by Heather Wright. Motion carried 5:0.

2.9 Discussion/Action: Review of Adopted K-8th Curriculum

Margaret Johnson reviewed the comprehensive list of K-8th Grade Curriculum with the board. She stated the board would need to codify the list as the original was somehow lost. New curriculum changes include the addition of the recently adopted GoMath curriculum vs. Envision. Margaret stated the list was recreated to include previously adopted curriculum that RSA has been using all along, but it needed to be updated to correspond with the charter renewal petition. Margaret also noted that the list includes multiple science curriculums that meet NGSS standards.

Andrew McCurdy moved to approve the adopted K-8th Curriculum & adoption of NGSS Curriculum resources, seconded by Jonathan Sheldon. Motion carried 5:0.

2.10 Discussion/Action: Sale & Disposal of Surplus Computer Equipment Authorization

Margaret Johnson reported the outdated equipment laptops date back to 2011. RSA is seeking approval to dispose of outdated equipment and sell remaining surplus equipment to RSA Staff before putting it up for public auction. Steven Riley suggested that in light of recent distance learning circumstances, it may be a good idea to open up the sale of the equipment to include RSA families in need of additional technology equipment. Margaret pointed out that the surplus equipment does not include an operating system, as the license is under RSA. She also mentioned that RSA currently provides technology equipment to those families in need.

It was discussed and agreed by the board that the surplus sale of computer equipment would be sold to RSA staff, followed by RSA families, and any remaining equipment would then be taken to Epperson Brothers Public Auction for sale.

Jonathan Sheldon moved to approve the Sale & Disposal of Surplus Computer Equipment with amendment to include the sale of equipment to RSA staff, followed by RSA families, and any remaining equipment would then be taken to Epperson Brothers Public Auction, seconded by Andrew McCurdy. Motion carried 5:0.

2.11 Discussion/Action: Proposed New Policies

2.11.1 COVID-19 Emergency Related Employment Policies (Personnel Policy)

2.11.2 Infectious Disease Policy (Health & Wellness Policy)

2.11.3 Telecommute Policy (Personnel Policy)

Margaret Johnson introduced the new federal policies related to COVID-19.

The COVID-19 Emergency Related Employment Policy offers employee protection during the pandemic and will be included in the RSA Personnel Handbook. Margaret pointed out that the policy is temporary and is set to expire on 7/1/2020.

The Infectious Disease Policy provides procedural guidelines in the event of an infectious disease outbreak on campus.

The Telecommute Policy outlines guidelines for teachers and staff members who telecommute during a state or local emergency. The policy also includes Cyber Security Recommendations for Telecommuting and a draft copy of a Telecommute Agreement that identified personnel will be required to sign. Margaret mentioned the agreement also includes a last minute amendment to Section 4, Expenses. *“Employees working from home shall be entitled to a flat fee reimbursement of \$25 per month for the reasonable expense of the mandatory use of your personal phone (both cellular and dedicated land line), personal internet service, and electrical service.”*

Andrew McCurdy pointed out an error on Section 4B. *“School will supply Employee with necessary office supplies to perform the Employee’s job. School will not reimburse Employee for any additionally purchased supplies without the prior written consent of the Employee’s supervisor.”*

Heather moved to approve agenda items 2.11 with said amendment and corrections, seconded by Jonathan Sheldon. Motion carried 5:0.

2.12 Discussion/Action: Policy Amendments

2.12.1 2020/21 Personnel Handbook – Tabled until May

2.12.2 Academically High Achieving Policy (Curriculum & Instruction Policy)

2.12.3 Admission & Enrollment Policy (Student Policy)

2.12.4 Eighth Grade Promotion Ceremony & Activities (Curriculum & Instruction Policy)

2.12.5 Student Complaints (Student Policy for review)

2.12.6 Response to Intervention, Promotion Acceleration or Retention (Curriculum & Instruction Policy)

The 2020/21 Personnel Handbook was tabled until May. Carol Wahl introduced the policy amendments. She stated that the policy changes were in line with Charter Schools Development Center guidelines and reflected recent changes to charter laws. The amendments were also reflected in the new charter renewal petition.

Jonathan Sheldon moved to approve agenda items 2.12.2 though 2.12.6, seconded by Andrew McCurdy. Motion carried 5:0.

2.13 Discussion/Action: 2020/21 RSA Staff Calendars – 1st Read

2.13.1 2020/21 Business/HR Office Calendar

2.13.2 2020/21 Certificated Calendar

2.13.3 2020/21 Dean of Students Calendar

2.13.4 2020/21 Directors Calendar

2.13.5 2020/21 Facilities/IT Tech Calendar

2.13.6 2020/21 Facilities (Part-Time) Calendar

2.13.7 2020/21 Facilities (Weekend) Calendar

2.13.8 2020/21 Mandarin Classified Calendar

2.13.9 2020/21 Paraprofessional Calendar

2.13.10 2020/21 Receptionist/Health Clerk Calendar

2.13.11 2020/21 Secretary Calendar

2.13.12 2020/21 Student Information System Admin Tech Calendar

2.13.13 2020/21 Ten Month/Elective Calendar

2.13.14 2020/21 Special Education Director Calendar

2.13.15 2020/21 Special Education Administrative Assistant Calendar

2.13.16 2020/21 Special Education Classified Occupational Therapist Calendar

2.13.17 2020/21 Special Education Counselor/Nurse/Speech & Lang Path/Psychologist/Ed Specialist

2.13.18 2020/21 Special Education Paraprofessional Calendar

The proposed 2020/21 RSA Staff Calendars were presented to the board to review this month. Final adoption will take place in May.

Meeting adjourned at 7:28 p.m.

Special Board Meeting TBD: Tuesday, April 21, 2020 @ 5:30 p.m.

Next Regular Board Meeting: Tuesday, May 12, 2020 @ 5:45 p.m.

Respectfully Submitted,



6/16/2020

Steven Riley
RSA Governing Board President

Board Adopted: 5/12/2020

Amended: 6/16/2020