



REDDING SCHOOL of ARTS
WHERE EDUCATION AND THE ARTS CONNECT

Redding School of the Arts
California Nonprofit Benefit Corporation
Special Board Meeting Agenda
Posted Friday, October 15, 2021

Date: Tuesday, October 19, 2021
Location: 955 Inspiration Place, Redding
Room 21
Open Session 5:45pm

ZOOM Information

Meeting ID: 898 0011 6299

Passcode: kJB3iD

Zoom Link: <https://us02web.zoom.us/j/89800116299?pwd=WjQxNFNXU1ZPeWxNOFVFN0R6bIA1QT09>

Dial by your location

- +1 669 900 6833 US (San Jose)
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Meeting ID: 898 0011 6299

Passcode: 433368

To join the Zoom meeting, from your computer, follow this link or type this into your browser:

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Follow all prompts to run the Zoom software. We recommend you begin this process at least 15 minutes prior to the start of the Board meeting. Once you have successfully joined the meeting, you will be in the waiting room until the meeting begins.

The Rules for Conduct remain intact. If, after reviewing the agenda, you have any questions or comments, you may email your questions/concerns to rsartsboardmembers@gmail.com. Your email will be reviewed by the Governing Board as part of the board correspondence.

If during the meeting you wish to comment, you will need to raise your hand and wait to be recognized. At that time, your microphone will be unmuted and you will be permitted to address the Board.

Meeting called to order by Presiding Officer

Roll Call/Establish Quorum:

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

Additional Non-Voting Participants:

Margaret Johnson, Executive Director	_____	Carol Wahl, Principal	_____
Wendy Sanders, Special Ed Director	_____	Sophia Zaniroli, Staff Liaison	_____
Cathleen Serna, Business Service Provider	_____		

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).

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.

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

REGULAR 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.

Policy Review & Amendments

2.1 Discussion: COVID-19 Vaccination & Testing Policy – 3rd Read (10 Min)

Personnel Reporting

2.2 Discussion/Action: Hiring Committee Recommendation – Executive Director Position Vacancy (10 Min)

General Reporting

2.3 Discussion: CSDC Online Board Member Training (60 Min)

2.4 Discussion: 2021/22 Governing Board Goal Setting – 1st Draft (30 Min)

Final Meeting Comments:

Meeting Adjournment:

Next Regular Meeting:

Date: Tuesday, November 9 2021
Time: 5:45 p.m.
Location: Redding School of the Arts/Room 21
955 Inspiration Place
Redding, CA 96003

Redding School of the Arts, Inc.
California Not for Profit Corporation

Policy Review & Amendments

SUBJECT: Agenda Item 2.1 – COVID-19 Vaccination & Testing Policy
– 3rd Read

PREPARER: Margaret Johnson/ Stephenie M. Alexander of Procopio

RECOMMENDATION: Discussion

BACKGROUND:

RSA will introduce the COVID-19 Vaccination & Testing Policy for additional review and discussion. The 3rd revision includes added language pertaining to weekly testing of All Staff vs. Unvaccinated/Unverified personnel. The board will be provided with three separate sample drafts that outlines: 1) testing of unvaccinated personnel only, 2) all staff testing, 3) modified testing of all staff.

The policy will serve to establish COVID-19 vaccination and testing procedures and guidelines for RSA. The policy will be presented to the board on Nov 9th for final review and adoption.

*See Attached: Comparison of Testing Reasons

*See Attached: COVID-19 Vaccination & Testing Policy Sample Drafts

REFERENCE:

RSA Policies & Procedures/Governing Board Policies/Policy Adoption

Comparison of Testing Reasons

Reasons for All to Test

1. Everyone can potentially spread COVID – 19 so it keeps everyone safe.
2. No cost for the employees, volunteers, or students at this time.
3. Currently does not use the school nurses time to test since COVID Clinic is on board.
4. No person is singled out for testing.

Reasons to Provide Modify or Weekly Test Unvaccinated only

1. HR load can't handle 66+ tests per week to track without working OT which is not in the budget (estimate of 5 – 10 hours/ week based on current tracking).
2. Paperwork for tracking employees who have not tested and bringing them back on again could be time consuming without adding additional staff. Additional cost which is not in the budget (unknow cost at this time).
3. Mixture of those vac or unvaccinated are tested each week to measure school's viral load safely, but available every week testing to meet the mandate.
4. Potentially the school may have to pay for the testing should the insurance company no longer cover the cost for general testing.
5. Push back from those who are vaccinated and want the mandate to be implemented as it currently is stated.

** Unknown as to what is most divisive amongst the staff.



REDDING SCHOOL OF ARTS

COVID-19 Vaccination Verification and Testing Policy

I. Purpose

Redding School of Arts (“School”) adopts this COVID-19 Vaccination Verification and Testing Policy for Workers (“Policy”) in accordance with the state’s requirements to verify worker vaccination status. Specifically, on August 11, 2021, the California Department of Public Health (“CDPH”) issued an order mandating that all public and private schools serving students in transitional kindergarten through grade 12 verify the vaccination status of school workers and establish diagnostic screening testing of unvaccinated workers to minimize the risk that they will transmit COVID-19 while on school campuses (“CDPH Order”).

This Policy provides the School community with information on the School’s policies and procedures as it relates to verifying worker vaccination status and conducting periodic COVID-19 testing. This Policy shall be implemented in a manner that is consistent with applicable federal, state, and local laws, as well as applicable public health guidance, including, but not limited to, those from the Centers for Disease Control and Prevention (“CDC”), the California Department of Fair Employment and Housing (“DFEH”), the California Division of Occupational Safety and Health (“Cal/OSHA”), and the California Department of Public Health (“CDPH”).

The School is committed to a safe and meaningful return to full in-person learning and work environment for our students, staff, and School community. In addition to this Policy, the School has implemented various health and safety protocols, including universal masking requirement, to support successful return to full in-person instruction. The School community shall continue to comply with the School’s existing policies. This Policy is intended to supplement those policies, procedures, and protocols.

II. Scope

This Policy applies to all School workers who enter school property for any period of time, or have contact with any employees, students, or other School members, including parents and contractors, for any reason, including extracurricular activities and school sponsored events that occur off school property.

This Policy applies to COVID-19 vaccines that are currently available to the public and approved by the U.S. Food and Drug Administration (“FDA”), including the FDA approved Pfizer-BioNTech vaccine and vaccines that have been issued Emergency Use Authorization.

III. Definitions

“COVID-19 vaccine” means a vaccine approved by the FDA as safe and effective against COVID-19, including any FDA-approved booster that may be required to maintain safety and efficacy.

“Employee” means an individual who is employed by the School.

“Fully vaccinated” means an individual who has received, at least 14 days prior, either the second dose of a vaccine in a two-dose series (e.g., Pfizer-BioNTech, Moderna, or a vaccine authorized by the World Health Organization), or a single-dose vaccine (e.g., Johnson and Johnson [J&J]/Janssen).

"Incompletely vaccinated" means an individual who has received at least one dose of a two-dose COVID-19 vaccine but does not meet the definition of fully vaccinated.

"Unvaccinated" means an individual who has not received any doses of COVID-19 vaccine or whose vaccination status is unknown.

"WHO Yellow Card" refers to the original World Health Organization International Certificate of Vaccination or Prophylaxis issued to the individual following administration of the COVID-19 vaccine in a foreign country.

“Worker” is defined to include all paid and unpaid adults serving in the school setting, which can include, but is not limited, to certificated and classified staff and volunteers who are on-site at a school campus supporting school functions.

IV. Workers Interested in Becoming Fully Vaccinated

At this time, the School is not requiring workers to become vaccinated. However, for those workers who are interested in receiving the COVID-19 vaccine, the School will provide workers with information regarding the operational logistics of such vaccination opportunities as applicable (e.g., opportunities to schedule vaccinations during the workday, reimbursement for mileage, etc.).

V. Verification Process: Proof of Vaccinations

A worker’s vaccination status must be documented before entering school property and/or performing job duties in-person. The following forms of proof of vaccinations are permitted:

1. COVID-19 Vaccination Record Card issued by the Department of Health and Human Services Centers for Disease Control & Prevention or WHO Yellow Card¹, which includes the name of the person vaccinated, the type of vaccine provided, and date doses administered;
2. A photo of a vaccination card as a separate document;
3. A photo of the worker’s vaccine card stored on a phone or electronic device;
4. Documentation of vaccination from healthcare provider; or

5. Documentation of vaccination from other contracted employers who follow the CDPH vaccination record guidelines and standards.

The School will maintain records of the vaccination status of its workers in a confidential manner and in accordance with the CDPH Order. However, the records may be made available, upon request, to the local public health department for purposes of an investigation, as may be required by applicable law.

The School further reserves the right to request proof of both the first and second vaccination doses for COVID-19, if applicable. Workers for whom vaccine status is unknown or documentation is not provided will be considered unvaccinated for purposes of this Policy. In that case, the worker will be considered unvaccinated and must comply with the testing requirements set forth in this Policy.

Workers need not provide more information than necessary to confirm proof of vaccination. If any such documentation may include disability-related medical information, workers should omit such medical information.

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Workers must be tested using the PCR testing or antigen testing, which must either have Emergency Use Authorization by the FDA or be operating per the Laboratory Developed Test requirements by the U.S. Centers for Medicare and Medicaid Services. A worker may be required to submit to a PCR test even if the worker has already taken an antigen test.

~~Workers who have a previous history of COVID-19 from which he/she has fully recovered more than 90 days earlier, or have a previous positive antibody testing for COVID-19, are not exempt from the testing requirement. Such individuals must submit to regular COVID-19 testing.~~

Unvaccinated or incompletely vaccinated workers must also observe all other infection control requirements, and are not exempted from the testing requirement even if they have a medical contraindication to vaccination, since they are still potentially able to spread the illness. Previous history of COVID-19 from which the individual recovered more than 90 days earlier, or a previous positive antibody test for COVID-19, do not waive this requirement for testing.

The School will ensure that it has appropriate measures in place to track test results and conduct appropriate workplace contact tracing.

VII. Requests for Accommodations

Employees who are unable to comply with the testing requirement under this Policy due to a qualifying disability must contact Human Resources to request a reasonable accommodation in writing. Upon receipt of the request, the School will engage in an interactive process with the

employee and work to identify any possible accommodations. During this time, the employee will be not be permitted to enter school property or perform job duties in-person. This time off will be unpaid. As part of the interactive process, the School will request a medical certification from the employee's health care provider that documents the basis for the requested accommodation (without disclosing the underlying condition or diagnosis), including a certification that the individual cannot undergo COVID-19 testing due to the employee's disability. In such an instance, the School will determine what, if any, reasonable accommodations exist, including, but not limited to, an unpaid leave of absence.

In addition, the School may not approve a reasonable accommodation should the accommodation result in a direct threat to the health and safety of others in the workplace or to the employee, and/or if the accommodation will cause an undue hardship for the School.

VIII. Enforcement

Workers who refuse to undergo regular COVID-19 testing, will be excluded from school property and/or workplace pending compliance with this Policy.

Employees who refuse to comply with this Policy and are not otherwise eligible for a reasonable accommodation to the testing requirement consistent with applicable law may, depending on their position, be placed on unpaid/inactive status until they comply.

IX. Existing Health and Safety Protocols

Consistent with the School's health and safety protocols, including COVID-19 Injury and Illness Prevention Plan), and until guidance from federal, state, and local public health agencies is revised, all workers must continue to abide by all COVID-19 health and safety protocols, regardless of vaccination status. This includes, but is not limited to, continued use of facial coverings, frequent hand washing, and social distancing practices. This Policy does not supersede existing School policies governing COVID-19 related health and safety protocols.

X. Disclaimer

As public health and legal guidance regarding COVID-19 vaccinations and testing evolve, the School reserves the right to revise this Policy. Upon any revision to this Policy, the School will provide immediate notice in writing.

Should you have any questions regarding this Policy, you may contact Margaret Johnson, Executive Director, at 955 Inspiration Place, Redding, CA 96003. This Policy has been approved by Redding Charter Schools' Board of Directors and cannot be changed by a sole executive administrator.

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II. Scope

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**Redding School of the Arts, Inc.
California Not for Profit Corporation**

Personnel Reporting

SUBJECT: Agenda Item 2.2 – Hiring Committee Recommendation –
Executive Director Position Vacancy

PREPARER: Margaret Johnson

RECOMMENDATION: Discussion/Action to:
1) Direct Margaret Johnson to complete the hiring process;
and/or
2) Allow the board to interview potential candidate;

BACKGROUND:

The Hiring Committee met on 10/11 and will update the board on their progress to fill the Executive Director position vacancy. The board will hear the committee's recommendation for Executive Director and provide direction on the next step of the hiring process.

*See Attached: Hiring Committee Recommendation Letter

REFERENCE:
Governing Board Policies/Board Duties & Responsibilities/Staffing & Personnel

Date: October 11, 2021

To: RSA Governing Board

From: Hiring Committee: Daria O'Brien, Board Member; Heather Wright, Board Member; Aaron Hatch, Parent Representative; John Husome, Community Member and Margaret Johnson, Executive Director

Re: Recommendation of Candidate, Lane Carlson for Executive Director

During the summer of 2021, the Hiring Committee revised the job title and description to more accurately represent the varied duties and responsibilities of the proposed Executive Director position.

The position was advertised on the CSDC, CASBO and Edjoin job posting sites, as well as through connections with other charter leaders.

One candidate was recognized as having the professional experiences and qualities to lead Redding School of the Arts forward with the RSA Early College High School Expansion. This candidate also recognizes and believes in the current RSA mission and vision. The Hiring Committee is recommending Lane Carlson as the best candidate for the RSA Executive Director position. We recommend that he be hired immediately or at the earliest date convenient with his current employer.

The Hiring Committee would like to thank the Search Committee for the many hours of reading applications and sifting through information to recommend quality candidates to be interviewed. We appreciate the behind the scene efforts of : Jean Hatch, Board Member and Committee Chairperson; Andy McCurdy, Board Member; Laura Dunaj and Jennifer Justice, Staff Representatives; Haydee Chang and Natalia Garvey, Parent Representatives.

**Redding School of the Arts, Inc.
California Not for Profit Corporation**

General Reporting

SUBJECT: Agenda Item 2.3 – CSDC Online Board Member Training

PREPARER: Margaret Johnson

RECOMMENDATION: Discussion

BACKGROUND:

CSDC's Online Board Member Training provides a basic overview of the key topics every charter school board needs to know. This training includes 6 modules, presented in a series of short instructional tutorials, that discuss everything from the role of the Legislature, to the roles and responsibilities of board members and school administrators, to the alphabet soup of acronyms that make up the common vernacular of education policy, and much more.

REFERENCE:
CSDC Governance Academy

**Redding School of the Arts, Inc.
California Not for Profit Corporation**

General Reporting

SUBJECT: Agenda Item 2.4 – 2021/22 Governing Board Goal Setting –
1st Draft

PREPARER: Margaret Johnson

RECOMMENDATION: Discussion

BACKGROUND:

The Governing Board will review their goals from prior year and discuss new goals for the current academic year. The final draft of the Governing Board Goals will be presented at the Nov 9th meeting for final review and adoption.

See Attached: 2021/22 Governing Board Goals – Preliminary Draft

REFERENCE:

Governing Board Policies/Board Duties & Responsibilities/Board Internal Business

RSA 2021-2022 Governing Board Goals

Action/Activity	Responsible Party Or Measurements	Timeline
Educational Program:		
1. Monitor LCAP <u>and other mandated reports</u> , SPAS to mitigate learning loss for students	Administration Instructional Leadership Team Measurements: Test results, competition, stakeholder surveys, trainings, observations	Quarterly Reported information Monthly admin updates,
2. Monitor new curriculum implementation for Mathematics and Science	Administration, established curriculum committee Steve and Jean	Quarterly Reported information Monthly admin updates
3.2. Monitor RSA reopening plan In-Person Learning Plan	Administration	Monthly admin <u>Admin updates</u>
4.3. Ensure that RSA is meeting its Educational Mission	Measurements: Test results, competition, Instructional Leadership Team, stakeholder surveys	Quarterly updates on topics: celebrations, <u>Student testing data fall</u> , SARC in January, review of safe school plan in March, LCAP reporting in May, Monthly admin updates
Fiscal goals:		
1. Long term financial planning of 3 – 5 years with cash on hand to meet 2 months budgeted expenditures. (Estimate of 20% reserve)	Governing Board Business Services Finance Committee – (try to manage expenses annually to increase the reserve.)	Review 1 st interim budget - Dec Budget planning for 2 nd interim – March and development for final budget – April - May
2. Discussion/ decision on Health Benefits package	Administration and Governing Board to review	Review information in March Decision in April for budget planning
3. Review the compensation for salary schedule to ensure min-wage levels are met.	Administration and Governing Board to review	Review information in March Decision in April for budget planning
4. Negotiate Lease for 3 years with McConnell	Board member and administration	April budget planning
<u>2. Review Enrollment & ADA Projections</u>	<u>Administration & Governing Board</u>	<u>P1, P2 & annual review for budget development & MYP</u>

RSA 2021-2022 Governing Board Goals

Action/Activity	Responsible Party Or Measurements	Timeline
Planning Goals		
1. Planning expansion high-High school expansion implementation & funding. Set community meeting schedule model to build a high school. Determine application of New Market Tax Credits	Administration, Daria, Jean High School Building Committee , Curriculum and Program Committee , etc.	Update monthly information – develop budget Facilities Planning – February Approve plan/ timeline – April Determine start date – May
2. High School Design-Build and portables for 2022-21 school year.	Administration & High School Building Committee	
3. Transition of New Executive Director	Administration & Governing Board	January 2021
2.4. Communication with stakeholders about school information/ concerns.	Administration & Governing Board. Heather Wright volunteered.	Submit a short summary of the monthly board meeting. To begin in May. Provide info on High School.
3.5. Consider home school growth and/or need in the community.	Administration & Home School Dept.	March. board meeting to review the growth and potential growth.

Drafted: ~~Sept. 22, 2020~~ [10/19/2021](#)

Adopted: [10/13/2020](#)

Reviewed: [1/12/2021](#)

Reviewed: [5/11/2021](#)

RSA 2021-2022 Governing Board Goals

Action/Activity	Responsible Party Or Measurements	Timeline
Educational Program:		
1. Monitor LCAP and other mandated reports to mitigate learning loss for students.	<ul style="list-style-type: none"> • Administration • ILT Measurements: <ul style="list-style-type: none"> ○ Test Results; ○ Competition; ○ Stakeholder Surveys; ○ Trainings; ○ Observations; 	<ul style="list-style-type: none"> • Quarterly Reported Information; • Monthly Admin Updates;
2. Monitor RSA In-Person Learning Plan	<ul style="list-style-type: none"> • Administration 	<ul style="list-style-type: none"> • Monthly Admin Updates
3. Ensure that RSA is Meeting its Educational Mission	<ul style="list-style-type: none"> • Measurements: <ul style="list-style-type: none"> ○ Test Results, ○ Competition, ○ ILT Team ○ Stakeholder Surveys 	<ul style="list-style-type: none"> • Quarterly updates on topics: <ul style="list-style-type: none"> ○ Celebrations, ○ Student Testing: Fall Data SARC in January ○ Review of Safe School Plan in March; ○ LCAP Reporting in May, • Monthly Admin Updates
Fiscal goals:		
1. Long term financial planning of 3 – 5 years with cash on hand to meet 2 months budgeted expenditures. (Estimate of 20% reserve)	<ul style="list-style-type: none"> • Governing Board • Business Services • Finance Committee – (try to manage expenses annually to increase the reserve.) 	<ul style="list-style-type: none"> • Review 1st Interim Budget – Dec; • Budget planning for 2nd Interim – March; • Budget development for Annual Budget – April – May;
2. Review Enrollment & ADA Projections	<ul style="list-style-type: none"> • Administration • Governing Board 	<ul style="list-style-type: none"> • P1 & P2 • Annual review for budget development & MYP

RSA 2021-2022 Governing Board Goals

Action/Activity	Responsible Party Or Measurements	Timeline
Planning Goals		
1. High School Implementation & Funding. Set community meeting schedule model.	<ul style="list-style-type: none"> • Administration; • High School Building Committee; • Curriculum and Program Committee, etc. 	<ul style="list-style-type: none"> • Update monthly information • Develop budget • Approve plan/ timeline
2. High School Design-Build and portables for 2022-21 school year.	<ul style="list-style-type: none"> • Administration; • High School Building Committee 	<ul style="list-style-type: none"> •
3. Transition of New Executive Director	<ul style="list-style-type: none"> • Administration • Governing Board 	<ul style="list-style-type: none"> • January 2021
4. Communication with stakeholders about school information/ concerns.	<ul style="list-style-type: none"> • Administration; • Governing Board; Heather Wright 	<ul style="list-style-type: none"> • Submit a short summary of the monthly board meeting. To begin in May. • Provide info on High School.
5. Consider home school growth and/or need in the community.	<ul style="list-style-type: none"> • Administration • Home School Dept. 	<ul style="list-style-type: none"> • March board meeting to review the growth and potential growth.

Drafted: 10/19/2021