



REDDING SCHOOL OF THE ARTS
WHERE EDUCATION AND THE ARTS CONNECT

Redding School of the Arts
California Nonprofit Benefit Corporation
Board Meeting Agenda
Posted Thursday, December 22, 2022

Date: Tuesday, January 10, 2023
Location: 955 Inspiration Place, Redding
Community Room
Open Session 5:00pm

Meeting called to order by Presiding Officer
Roll Call/Establish Quorum:

Jean Hatch, President	_____	Jonathan Sheldon, Vice President	_____
Lisa Stewart, Treasurer	_____	Tiffany Blasingame, Secretary	_____
Daria O'Brian, Community Member	_____	Antonio Cota, Community Member	_____

Additional Non-Voting Participants:

Lane Carlson, Executive Director	_____	Wendy Sanders, Special Ed Director	_____
Carol Wahl, Principal	_____	Sophia Zaniroli, Vice Principal	_____
Rebecca Lahey, Staff Liaison	_____	Robyn Stamm, Business Service Provider	_____

Open Session: 5:00 PM

Roll Call/Establish Quorum:

Public Forum for Non-Agenized Items & Closed Session:

Hearing of persons desiring to address the Board on closed session items or 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).

Adjourn to Close Session:

- Conference with Legal Counsel – Anticipated Litigation; pursuant to subdivision (d)(2) or (d)(3) of California Government Code Section 54956.9
 - Significant Exposure to Litigation: (1) Potential Case

Resume Open Session:

Roll Call:

Report Out on Closed Session:

Presentations: (10 Min)

- 2021/22 SARC Presentation – Carol Wahl

Director Report:	(5 Min)
Principal Report:	(5 Min)
Vice Principal Report:	(5 Min)
Staff Liaison Report:	(5 Min)
Governing Board Report:	(10 Min)
Governing Board Correspondence:	(5 Min)

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 12/13/2022 Governing Board Minutes
- 1.2 Approve December 2022 Warrants

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.

Discussion/Action Agenda

Financial Reporting

- 2.1 Discussion: 2021/22 Financial Audit Report (10 Min)
- 2.2 Discussion/Action: 2020/21 North State Charter JPA Funds Transfer (5 Min)
- 2.3 Discussion/Action: Directions to Finance Committee for 2nd Interim Budget Development & MYP (10 Min)
- 2.4 Discussion/Action: Approve Purchase and Installation of Intercom/Paging/ Bell /Clock System (10 Min)
 - 2.4.1 World Telecom & Surveillance - Valcom Quote
 - 2.4.2 AMS.Net Technology Solution Provider - Singlewire InformaCast Fusion Quote

General Reporting

- 2.5 Discussion: High School Update (10 Min)
 - 2.5.1 High School Building
 - 2.5.2 High School Recruitment & Enrollment
- 2.6 Discussion: RSA Governance & Board Development Guidebook – 1st Read (10 Min)

Personnel Reporting

- 2.7 Discussion/Action: Personnel Updates (5 Min)
 - New Hires:
 - o Monique Reynolds – 1/9/2023 Special Ed/MTSS Administrative Assistant
 - Employment Update/Changes:
 - Rosanna Redding – 12/16/2023 School Secretary
 - Terminations/Resignations:
 - o Julie David – 12/22/2022 School Secretary
 - o Jacob Wegner – 12/10/2022 Custodian

Meeting Adjournment:

Next Regular Meeting:

Date: Tuesday, February 14, 2023
 Time: 5:45 p.m.
 Location: Redding School of the Arts/Community Room
 955 Inspiration Place
 Redding, CA 96003

In compliance with the Americans with Disabilities Act, for those requiring special assistance to access the Board meeting room, to access written documents being discussed at the Board meeting, or to otherwise participate at Board meetings, please contact the Main Office at 530-247-6933 for assistance. Notification at least 48 hours before the meeting will enable the school to make reasonable arrangements to ensure accessibility to the Board meeting and to provide any required accommodations, auxiliary aids or services.

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

Consent Agenda

SUBJECT: Item 1.1 – December 13, 2022 Minutes

PREPARER: Adel Morfin

RECOMMENDATION: Motion to Approve Minutes.

BACKGROUND:

➤ See Attached Minutes

REFERENCE:



REDDING SCHOOL of ARTS
WHERE EDUCATION AND THE ARTS CONNECT

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

Tuesday, December 13, 2022

Open Session: 5:30 p.m.

Meeting called to order by Presiding Officer Jonathan Sheldon at 5:31 p.m.

Roll Call/Establish Quorum:

Jean Hatch, President	AB
Jonathan Sheldon, Vice President	X
Lisa Stewart, Treasurer	X
Tiffany Blasingame, Secretary	X
Daria O'Brien, Community Member	X
Antonio Cota, Community Member	AB

Additional Non-Voting Participants

Lane Carlson, Executive Director	X
Wendy Sanders, Special Ed Director	X
Carol Wahl, Principal	X
Sophia Zaniroli, Vice Principal/Teacher	X
Robyn Stamm, Business Serv Provider	X (arrived @ 6:31 p.m.)
Rebecca Lahey, Staff Liaison	X

Board Recorder: Adel Morfin

Onsite Guests: Margaret Johnson

PUBLIC FORUM for NON-AGENDIZED ITEMS & CLOSED SESSION:

Hearing of persons desiring to address the Board on closed session item or 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

Adjourn to Close Session at 5:32p.m.

- Conference with Legal Counsel – Anticipated Litigation; pursuant to subdivision (d)(2) or (d)(3) of California Government Code Section 54956.9
 - Significant Exposure to Litigation: (1) Potential Case

Resume Open Session at 6:31 p.m.

Roll Call: Additional Non-Voting Participants Robyn Stamm joined the meeting.

Report Out on Closed Session:

- No action was taken by the board.

PRESENTATIONS:

- **2022 Lions Club International Peace Poster Contest Winners**
Cassandra Plummer presented the Lions Club International Peace Poster awards to this year's recipients. This year's theme was "Lead with Compassion."

Redding Breakfast Lions Club winners: 1st Place – Qizhen (Apple) Wu, 2nd Place – Skylar Walton, 3rd Place – Christian Torres
Enterprise Lions Club winners: 1st Place – Briel Anderson, 2nd Place – Tillie Spyres, 3rd Place – Elliot Roach
Redding Hosts Lions Club winners: 1st Place – Wren Tucker, 2nd Place – Rosemary Lewis, 3rd Place – Jewel Allen
Shasta Lions Club regional winner: Qizhen (Apple) Wu

DIRECTORS REPORT:

- **Lane Carlson:**

Reported Andrew McCurdy submitted his letter of resignation from the Governing Board effective 11/7/2022. Lane thanked Andrew McCurdy for his years of service on the Governing Board over the past five years.

Lane provided an update on the high school marketing campaign to increase enrollment. He shared a 30 second advertisement created by Sinclair Broadcasting Group. The ad will run on KRCR TV morning spot and includes digital marketing as well. A preliminary marketing report is coming and will be shared with the board.

Lane reported the RSA High School webpage was revamped with new photos and icons that allow visitors to navigate the page easier. The high school informational night was a success. RSA received a new high school applicant as well as additional elementary applications. Lane plans to continue the marketing campaign by visiting local area charter schools each month and meeting with North State Parent Magazine in Jan to highlight the importance of charter schools.

Administration has implemented an Executive Think Tank made up of diverse RSA staff members. The team will meet quarterly to discuss and resolve problems faced at RSA.

PRINCIPAL REPORT:

- **Carol Wahl:**

Reported administration attended CSDC's Leadership Update Conference last month in Sacramento. The conference provided great Charter School finance and political/ policy updates, including Title IX training and credentialing information.

She reported RSA is currently ending the semester vs. trimester. Admin has been busy helping train new staff. Carol welcomed Rosanna Redding as the new school secretary. Lissa Uhleman will be retiring at the end of the month as the school registrar. Claudia Hazeleur will be taking her place. A mock lottery was conducted to assist Claudia with her training.

Carol reported truancy and chronic absenteeism letters went out to parents. Admin has met with families who received 2nd notices to try and resolve attendance issues.

VICE PRINCIPAL REPORT:

- **Sophia Zaniroli:**

Reported Special Ed/MTSS team conducted their final Parent Anxiety workshop and received positive feedback from attendees. 11/18 Theme Day went well. 12/3 was the annual Christmas Parade. RSA received an award for Most Creative entry. Sophia Thanked Tiffany Blasingame and parent volunteers for their work on the float.

Upcoming Events: 11/16 K-8 Winter Social, 11/17 High School Winter Social, 11/14 Mrs. Noble Winter Strings Performance, and 11/21 Mrs. Noble Winter Band Performance.

STAFF LIAISON REPORT:

- **Rebecca Lahey:**

Report RSA Student Council is conducting a school wide canned food drive for the Good News Rescue Mission. Donations are welcome and can be dropped off in the bins located in the front office. Carol Wahl suggested sending out a notification to all RSA families via Parent Square.

GOVERNING BOARD REPORT:

- **Jonathan Sheldon:** Nothing to report at this time
- **Lisa Stewart:** Nothing to report at this time
- **Tiffany Blasingame:** Nothing to report at this time
- **Daria O'Brien:** Nothing to report at this time

GOVERNING BOARD CORRESPONDENCE:

- No correspondence at this time.

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 the 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 11/8/2022 Governing Board Minutes

1.2 Approve November 2022 Warrants

1.3 Approve Title IX Sexual Harassment Policy & Grievance Procedures – 2nd Read

Lisa Stewart moved to approve the consent agenda as listed, seconded by Daria O'Brien. Vote 4 Ayes: 0 Nays.

DISCUSSION/ACTION AGENDA:

2.1 Discussion: Finance Committee Meeting Update

Lisa Stewart reported the Finance Committee met on 11/18 & 11/28 to review the 1st Interim Budget, budget assumptions, ADA, MYP, and ensure the salary schedule was compliant with minimum wage, as requested by the board.

The committee recommends the board approve a 3.33% salary increase for all employees effective January 2023. The increase would ensure compliance with 2023 minimum wage laws and allow RSA to stay competitive with other area schools. Lane Carlson

reported most schools were renegotiating with their bargaining units after the COLA came in at higher rate than originally anticipated. The committee reviewed the budget financial reports & Multiple Year Projection (MYP) with the proposed salary increase and believe the budget can absorb the impact.

In conclusion, the committee was pleased to recommend a reasonable budget for 2022-2023 that will maintain the board goal of 20% reserve for uncertainty and plan for the continued high school expansion.

2.2 Discussion/Action: 2022/23 Salary Schedules (Jan 2023) – Amended

2.2.1 Administrative Salary Schedule

2.2.2 Certificated Salary Schedule

2.2.3 Classified Salary Schedule

2.2.4 High School Counselor Salary Schedule

2.2.5 SpEd/MTSS Education Specialist Salary Schedule

2.2.6 SpEd/MTSS Counselor/Nurse/Speech & Lang Pathologist Salary Schedule

2.2.7 SpEd/MTSS Occupational Therapist Salary Schedule

2.2.8 SpEd/MTSS School Psychologist & Intern Salary Schedule

Lane Carlson reviewed the amended salary schedules with the board, which reflect a proposed 3.33% increase for all staff, effective January 1st 2023. Tiffany Blasingame shared her concern with the board about continued increases to salaries and the long term effect it could have on the budget. She advised the board to operate conservatively moving forward.

Daria O'Brien moved to approve the amended 2022/23 Salary Schedules as presented, effective Jan 2023, seconded by Tiffany Blasingame. Vote 4 Ayes: 0 Nays.

2.3 Discussion/Action: 2022/23 1st Interim Budget

Robyn Stamm reported on the 2022/23 1st Interim Budget and MYP. She stated LCFF revenue decreased by \$30,630 due to an overstatement in projected enrollment. ADA was adjusted down from 597.12 to 578.88 and continues to remain conservative in the coming years. She reported state revenue increased by \$1,048,222 due to additional One Time Federal and State funds (Arts, Music & Instructional Materials Block Grant and the Learning Recovery Emergency Block Grant).

Robyn reviewed expenditures and noted certificated salaries were higher than originally projected because they were underestimated at budget adoption. She also confirmed the budget reflects the proposed 3.33% salary increases. It was suggested Robyn update the budget narrative to reflect this information before final submission to SCOE.

Contracted services and other operating expenditures increased by \$85,205 due to engineering and architecture fees related to the high school, marketing and advertising, and budgeting one-time expenses. She confirmed the MYP also includes a high school loan payment in year 3.

Overall Robyn confirmed a \$379,111 net increase in fund balance and recommends the board move forward with the adoption of the 2022/23 1st Interim Budget.

Daria Tiffany moved to approve the 2022/23 1st Interim Budget & MYP with recommended revision to budget narrative, seconded by Tiffany Blasingame. Vote 4 Ayes: 0 Nays.

2.4 Discussion/Action: School Project for Utility Rate Reduction (SPURR) Agreement & Resolution No. 2022-23-01

Lane Carlson reported RSA is proposing to join the School Project for Utility Rate Reduction (SPURR), a California joint powers authority, for the purpose of seeking a reduction of utility services, including natural gas, electricity, renewable energy, telecommunications, network infrastructure, water, sewage, and waste hauling.

Lane stated SUHSD encouraged RSA to apply for membership in order to receive a reduce rate in telecommunications equipment and network infrastructure that could potentially save RSA up to \$102,000.

The board asked for clarification on how the savings for each member school were calculated, the annual membership cost, and how Alameda County Superintendent of Schools was able to negotiate utilities for Shasta County. Lane Carlson will follow up with SPURR and report his findings to the board next month.

Item was presented as informational only. No action was taken by the board.

2.5 Discussion: High School Building Update

2.5.1 High School Design-Builder Contract Termination

Lane Carlson updated the board on the grant from the Office of Public Schools Construction. He provided an overview on the funding matrix and the process used to determine which preliminary charter school application receives funding. He reported 14 projects were funded in the first round. Unfortunately, RSA was not one of them, and are currently 9th on the waiting list. Lane believes chances are slim that RSA will receive funding for the high school construction.

Lane also reported having received a letter from Gifford Construction, Inc. to terminate the high school design build contract due to project suspension by RSA for more than 90 cumulative days.

Lane plans to get the Building Committee together to reevaluate the high school project and brainstorm other cost savings options. He stated building materials continue to go up, as well as mortgage rates.

Lisa Stewart suggested setting up a meeting with Karl Yoder of Key Charter Advisor to continue the loan discussion and setup bank bid proposals.

2.6 Discussion: School Site Safety Committee Meeting Update

Carol Wahl reviewed the minutes from the 11/30 School Site Safety Committee. The committee discussed old business: Camera surveillance, Visitor check in software, High school break time supervision, and Storage hazards.

Carol reported the committee also began updating the RSA Readiness and Emergency Management System and transition to a new template that matches the county. The new safe school plan will also include high school safety protocols.

2.7 Discussion/Action: 2022/23 Governing Board Goals – 2nd Draft

Tiffany Blasingame proposed the board “Evaluate and refine the schools Mission Statement by June 2023” as its third organization goal. The board of directors and the school leadership are responsible for establishing and evaluating the school's Mission statement. A mission statement communicates the organization's reason for being, how it aims to serve its key stakeholders, and directs how and why of all decisions as it relates to leading the school. Effective Mission statements are accurate, succinct, and straightforward.

Lane Carlson reported having reviewed RSA’s current mission statement during an all staff meeting on 11/28 and receiving great feedback.

The board plans to review the mission statement periodically throughout the coming year.

Tiffany Blasingame moved to approve the 2022/23 Governing Board Goals as discussed, seconded by Lisa Stewart. Vote 4 Ayes: 0 Nays.

ADJOURNMENT:

Meeting adjourned at 7:59 p.m.

NEXT REGULAR MEETING:

Date: Tuesday, January 10, 2023
Time: 5:45 p.m.
Location: Redding School of the Arts/Community Room
955 Inspiration Place
Redding, CA 96003

Governing Board Minutes Respectfully Submitted,

Tiffany Blasingame
RSA Governing Board Secretary

Board Approval Date

Un-Adopted Draft

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

Consent Agenda

SUBJECT: Agenda Item 1.2 – December 2022 Warrants

PREPARER: Adel Morfin

RECOMMENDATION: Motion to Approve Warrants

BACKGROUND:

- See Attached: Warrant Summary Report (ReqPay12C)

REFERENCE:

Checks Dated 12/01/2022 through 12/31/2022

Board Meeting Date January 10, 2023

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9010942024	12/01/2022	Amazon, Inc	62-4310	Batteries & Glue	34.81	
				Bubble Mailers	57.38	
				Classroom Supplies	123.76	
				Key Tags for Instruments	21.42	237.37
9010942025	12/01/2022	AT&T Payment Center 530-223-1951 397 4	62-5910	Nov 2022 Telephone Service		4,193.57
9010942026	12/01/2022	Bobbie Valdez	62-5880	Nov 2022 Gymnastics & Reg Fees		157.33
9010942027	12/01/2022	City of Redding Utilities Acct 0206257-8	62-5516	2022/23 Electricity/Sewer Utilities	8,701.91	
			62-5518	2022/23 Electricity/Sewer Utilities	666.36	9,368.27
9010942028	12/01/2022	Dreamweaver Dance Theatre	62-5880	Nov 2022 Ballet Lessons		50.00
9010942029	12/01/2022	Eide Bailly LLP	62-5820	6/30/22 Audit Progress Billing		3,000.00
9010942030	12/01/2022	Geary Pacific Corporation	62-4540	HVAC Filters for Portables		78.37
9010942031	12/01/2022	MARTIN, AMY L	62-4310	Burlap Ribbon & Flat Gems	39.66	
				Games	7.98	
				Gems	18.22	
				Square Chalk	53.60	119.46
9010942032	12/01/2022	ODP Business Solutions, LLC	62-4310	Envelopes & Copy Paper	276.08	
				Pencil Sharpener & Tape Dispenser	44.36	320.44
9010942033	12/01/2022	Otis Elevator Company	62-5630	Maintenance Service 10/1/22 - 9/30/23		2,002.56
9010942034	12/01/2022	Rachel Dressel	62-4310	11/15 Costco Cooking Elective Groceries		76.27
9010942035	12/01/2022	Shasta Union High School Dist Business Services	62-5940	Dec 2022 Managed Cloud Services	535.00	
				Q2 Management & Tech Support	7,975.00	8,510.00
9010942036	12/01/2022	Sinclair Media VI, Inc. Sinclair Broadcast Group	62-5840	KRCR High Sch Marketing Proposal		8,250.00
9010942037	12/01/2022	Teacher Synergy, LLC	62-5801	202/23 Teacher Pay Teachers Sch License		5,125.00
9010942038	12/01/2022	U.S. Bank	62-4310	BulkBookStore - Replacemnt Books for Theme Day	271.55	
				Dollar Tree - Stickers & Craft Supp for Anxiety Workshop	5.36	
				Joann - Crafts and Fabric for Anxiety Workshop	32.15	
				KiwiCo 3M Tinker Subscription - D. Chang	100.80	
				KiwiCo 3M Tinker Subscription - J. Chang	133.65	
				Michaels - Fake Fur for Anxiety Workshop	12.84	
				Office Depot - Office Supp & Markers for Axiety Wrkshp	150.56	
				Target - Cat & Jack Books for Anxiety Workshop	14.99	
				Walmart - Alternative Clothes for High Sch Students	48.16	

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Checks Dated 12/01/2022 through 12/31/2022

Board Meeting Date January 10, 2023

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9010942038	12/01/2022	U.S. Bank	62-4330	Great Harvest Bread - Coffee & Pastry for Anxiety Wrkshp	65.10	
				Mtn Mikes Pizza - Anxiety Workshop	345.27	
				Olive Garden - Board Mtg Dinner	159.24	
				Target - Water for Anxiety Workshop	54.18	
			62-4350	Costco - Plates & Cutlery for Break Room	109.45	
				Costco - Water & Plates, Napkins for Brd Mtgs	31.79	
				Cypress Comets - Fuel for U-Haul Rental	16.81	
				Musson Theatrical - Hanging Irons for Set	58.53	
			62-4515	Costco - Dawn & Fabreeze	21.43	
				Lowe's - Magic Erasers	9.63	
				Sustainable Supply - Toilet Tissue Spindle Replacement	71.23	
			62-4540	Ace Hardware - Fastners	11.85	
				HD Supply - Fill Valve for Boys Bathroom	115.32	
				Home Depot - Bathroom Door Latch Install Supplies	30.59	
				Home Depot - Down Spout Nozzle	10.69	
				Home Depot - Repair Park Light Concrete Bases	97.47	
				Home Depot - RYB Mag Bit Holder Set	5.87	
				Lowe's - Inside Closures for Maint Shed	14.97	
				Lowe's - Lumber & Build Supplies for Maint Shed	668.23	
				Lowe's - Lumber for Maint Shed	181.25	
				Zoro - Replacement Ballast for RM 19	114.31	
			62-5200	Bureau of Ed - Nurse Strategies for Sch ER - Carcamo	279.00	
				Enterprise Car Rental - Vehicle Rental for CSDC Conf	334.37	
				Hyatt Regency - CSDC Conf Lodging & Park - Sanders	503.16	
				Hyatt Regency - CSDC Conf Lodging & Park - Wahl	503.16	
				Hyatt Regency - CSDC Conf Lodging - Carlson	453.16	
				Loves - Car Rental Fuel for CSDC Conf	84.28	

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ESCAPE ONLINE

Checks Dated 12/01/2022 through 12/31/2022

Board Meeting Date January 10, 2023

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9010942038	12/01/2022	U.S. Bank	62-5610	Tarmac E-Z Storage - High Sch Furniture Storage 10/22 - 11/	1,140.00	
				U-Haul - Transp High Sch Furniture to Storage	90.96	
			62-5801	SpEd Zoom - Standard Pro Monthly	44.97	6,396.33
9010942039	12/01/2022	WARMINGTON, ERIKA A	62-5211	Oct 2022 Mileage Reimb		11.19
9010942896	12/08/2022	Amazon, Inc	62-4310	Chinese New Year Decor	89.39	
				Wireless Numeric Keypad for Cafe Laptop	17.15	
			62-5300	2022/23 Amazon Business Prime Renewal	138.35	
				Unpaid Sales Tax	1.99-	242.90
9010942897	12/08/2022	BURKETT, THOMAS	62-4310	Duck Ears & Tutu Costume	13.92	
				Music Notes Pro Annual	14.99	28.91
9010942898	12/08/2022	California Dance Company	62-5880	Nov 2022 Aerial Skills Lessons	60.00	
				Nov 2022 Ballet Lessons	122.00	
				Nov 2022 Tumbling & Hip Hop Dance Lessons	122.00	304.00
9010942899	12/08/2022	Charter Communications	62-5910	Dec 2022 Telephone Service		2,257.28
9010942900	12/08/2022	City of Redding Utilities Acct 0210456-0	62-5517	Nov 2022 Garbage Utility Services		700.50
9010942901	12/08/2022	FAN, XIAOHE	62-4310	Class Treasure Box Toys	112.91	
				Garden Pan & Pails	62.74	
				Garden Trowel	32.10	
				Watering Can	25.68	233.43
9010942902	12/08/2022	Flinn Scientific Inc	62-4310	High Sch Science Setup/Equipment		1,252.03
9010942903	12/08/2022	iGym, Inc	62-5880	Nov 2022 Gymnastics Lessons	20.00	
				Sep - May Gymnastics Lessons	35.00	55.00
9010942904	12/08/2022	Kirsten Southwell	62-4310	Consumable Sch Supplies & Ink		67.35
9010942905	12/08/2022	Mission Linen & Uniform Serv	62-5530	2022/23 Logo Mat Laundry Service		150.38
9010942906	12/08/2022	MORFIN, AUDELIA	62-5211	Nov 2022 Mileage		44.50
9010942907	12/08/2022	NCS Pearson Inc	62-5801	CELF-5 Q-Global Scoring Subscription SLP	55.73	
				Psych Interactive Sub Tests - Oct 2022	44.68	100.41
9010942908	12/08/2022	NICHOLS, ELEANOR J	62-4310	A Single Shard Book	8.57	
				A Single Shard/Year of Panda	34.32	
				Clipboard w/ Storage	11.79	
				Flourescent Labels	18.22	
				LED Timer	32.16	
				Mad Lib Books	27.03	
				Mancala Game	125.70	
				Megaphone Speaker	19.29	

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

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Checks Dated 12/01/2022 through 12/31/2022

Board Meeting Date January 10, 2023

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9010942908	12/08/2022	NICHOLS, ELEANOR J	62-4310	World Cup Stick Flags	30.00	
				Year of the Panda Book	25.30	332.38
9010942909	12/08/2022	Ninja Coalition HQ, Inc.	62-5880	Nov 2022 Ninja Training Lessons		198.00
9010942910	12/08/2022	NorCal Trail Rides Alicia M. Ryan	62-5880	Sep - May Horseback Riding Lessons		220.00
9010942911	12/08/2022	One Mind Jiu Jitsu	62-5880	Nov 2022 Jiu-Jitsu Lessons		80.00
9010942912	12/08/2022	Prime Foundations Kaitlin Hutchins	62-5880	Nov 2022 Horseback Riding Lessons		80.00
9010942913	12/08/2022	Rachel Dressel	62-4310	11/29 Costco Cooking Elective Groceries		84.89
9010942914	12/08/2022	Redding Elementary Sch Dist Attn: Business Services Dept.	62-5200	CRLP Training - Bielecki & Dunaj		568.53
9010942915	12/08/2022	Redding Music School	62-5880	Nov 2022 Piano Lessons		75.00
9010942916	12/08/2022	SCHACK, BLAKE	62-4310	TV Mounting Hardware		32.16
9010942917	12/08/2022	SCHACK, MARILYN	62-4310	Boom Learning Subscription		20.00
9010942918	12/08/2022	SCOTT, DONNA G	62-4310	Anansi Books	19.87	
				Buttons	8.57	
				Stir Sticks	9.64	38.08
9010942919	12/08/2022	SHERIDAN, DAVID W	62-8699	Reissue Stale Dated Warrant 9010917776		25.98
9010942920	12/08/2022	Snow Mountain Natural Spring Water, Inc.	62-4510	Water Delivery for Science Portable 1	24.50	
			62-5610	Water Dispenser Rental for Science Portable 1	12.00	36.50
9010942921	12/08/2022	Sun Oaks Tennis & Fitness The Walsh Group, Inc	62-5880	Nov 2022 Gym Membership		43.00
9010942922	12/08/2022	The Brass Reed	62-4310	Inst Repair		25.00
9010942923	12/08/2022	Town of Shasta Interptv Assoc Shasta State Historic Park	62-4310	3/9/23 Home Sch Group Reservation		25.00
9010942924	12/08/2022	US OMNI & TSACG Compliance Ser	62-5860	Nov 2022 TSA Admin Compliance Services		15.00
9010942925	12/08/2022	WCP Solutions	62-4515	Floor Cleaner Spotter		367.22
9010942926	12/08/2022	Young, Minney & Corr LLP	62-5810	Nov 2022 Legal Fees		1,771.50
9010942927	12/08/2022	ZEHNLE, CARLA K	62-8699	Reissue Stale Dated Warrant 9010917781		12.96
9010944286	12/15/2022	Agile Occupational Medicine, PC	62-5800	Wegner Pre-Emp Phy		125.00
9010944287	12/15/2022	Amazon, Inc	62-4310	Library Books	154.07	
				Stella the Starlight Dragon	6.42	160.49
9010944288	12/15/2022	California Charter Schools JPA CharterSAFE	62-5400	Jan 2023 CharterSafe Premium/WC/Fire Pkg		18,560.00
9010944289	12/15/2022	California Safety Company, Inc	62-5630	Dec 2022 Alarm Monitoring Fees		200.00
9010944290	12/15/2022	Canon Financial Services, Inc.	62-5620	Jan 2023 SPED Copier Lease & Maint Serv		472.73
9010944291	12/15/2022	CARCAMO, ELSA G	62-5211	Nov 2022 Nurse Mileage		58.75
9010944292	12/15/2022	DEBREE, GAVIN M	62-5211	11/8 Mileage Reimb	3.12	
				9/23 - 9/30 Mileage Reimb	12.25	
				Oct 2022 Mileage Reimb	38.63	54.00
9010944293	12/15/2022	Department of Justice Account Office/Cashiering Unit	62-5870	Nov 2022 Livescan Fingerprinting Apps		32.00

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

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Checks Dated 12/01/2022 through 12/31/2022

Board Meeting Date January 10, 2023

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9010944294	12/15/2022	Gateway Medical Services, Inc	62-5800	Oct 2022 Pre-Emp Phy		225.00
9010944295	12/15/2022	HANAGAN, LIQIN D	62-4310	Epson ET-3850 Printer		321.53
9010944296	12/15/2022	LYNAM, MELINDA	62-4310	Colored Cardstock	17.69	
				Cups/Plates for Class Party	60.03	
				Snacks for Class Party	24.67	102.39
9010944297	12/15/2022	Mary Homicz's Equine Services	62-5880	Nov 2022 Horseback Riding Lessons		420.00
9010944298	12/15/2022	Mission Linen & Uniform Serv	62-5530	12/8 Logo Mat Laundry Service		150.38
9010944299	12/15/2022	Mountain Valley Special Ed JPA Business Department	62-5100	Nov 2022 SpEd Services		275.65
9010944300	12/15/2022	OurVolts, LLC Track It Forward	62-5801	Increase Volunteer Capacity by 100		42.00
9010944301	12/15/2022	POTTS, MARYANN W	62-5300	Reimb of 2023 ASHA Membership		225.00
9010944302	12/15/2022	Procopio, Cory, Hargreaves and Savitch LLP	62-5810	Nov 2022 Legal Services		109.50
9010944303	12/15/2022	Rachel Dressel	62-4310	12/4 99Cent Store Cooking Elective Groceries	23.75	
				12/5 US Chef Store - Cooking Elective Groceries	47.43	
				12/6 Costco - Cooking Elective Groceries	85.40	156.58
9010944304	12/15/2022	Rainbow Resource Center	62-4100	Wordly Wise Vocab Key Book 2nd - 8th		62.04
9010944305	12/15/2022	Ray Morgan Company LLC	62-5620	MTSS - SPED Copier Lease/Usage 9/1-11/30		324.59
9010944306	12/15/2022	Redding Area Bus Authority	62-5806	Nov 2022 RABA Youth Bus Passes		29.00
9010944307	12/15/2022	Save Mart Supermarket	62-4310	11/1 - 11/15 Cooking Elective Groceries		140.35
9010944308	12/15/2022	Scholastic Book Fairs-10	62-4200	2022 Scholastic Fall Book Fair 12/5 - 12/9		781.48
9010944309	12/15/2022	SCOTT, DONNA G	62-4310	Classroom Reading Books		38.63
9010944310	12/15/2022	Shasta Union High School Dist Business Services	62-5940	2022/23 Managed Cloud Services		535.00
9010944311	12/15/2022	SPINA, CAITLYN	62-5211	Nov 2022 Mileage Reimbursement		344.38
9010944312	12/15/2022	WARMINGTON, ERIKA A	62-4310	8x10 Photos	78.71	
				Ziplock Bags	26.34	
			62-5211	12/4 - 12/12 Mileage Reimb	12.31	
				Nov 2022 Mileage Reimbursement	18.88	136.24
9010944313	12/15/2022	WCP Solutions	62-4515	Peroxide Cleaner		393.39
9010944314	12/15/2022	Wilgus Fire Control Inc	62-5630	Fire Extinguisher Maint/Serv		715.15
9010944315	12/15/2022	ZEHNLE, CARLA K	62-4310	Candy for Rewards		19.82
Total Number of Checks					78	82,595.12

Fund Summary

Fund	Description	Check Count	Expensed Amount
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The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

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Checks Dated 12/01/2022 through 12/31/2022

Board Meeting Date January 10, 2023

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
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Fund Summary

<u>Fund</u>	<u>Description</u>	<u>Check Count</u>	<u>Expensed Amount</u>
62	CharterSchoolsEnterprise	78	82,597.11
	Total Number of Checks	78	82,597.11
	Less Unpaid Sales Tax Liability		1.99
	Net (Check Amount)		82,595.12

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

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

Financial Reporting

SUBJECT: Agenda Item 2.1 – 2021/22 Financial Audit Report

PREPARER: Eide Bailly LLP

RECOMMENDATION: Discussion

BACKGROUND:

The Governing Board will review the Financial Audit Report for fiscal year ending 6/30/2022.

- See Attached: Financial Audit Statement.

REFERENCE:

Governing Board Policies/Board Duties & Responsibilities/Finance & Budget



Financial Statements
June 30, 2022

Redding School of the Arts
Charter No. 1793

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Independent Auditor's Report

Governing Board
Redding School of the Arts
Redding, California

Report on the Financial Statements

Opinion

We have audited the financial statements of Redding School of the Arts (the Organization) (a California Nonprofit Public Benefit Corporation), which comprise the statement of financial position as of June 30, 2022, and the related statement of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the financial position of the Organization as of June 30, 2022, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States (*Government Auditing Standards*). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Organization and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Emphasis of Matter – Correction of an Error

As discussed in Note 9 to the financial statements, the Organization's prior year net assets has been restated as of July 1, 2021, to correct an error noted during the audit. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying supplementary information as listed in the table of contents are presented for purposes of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the other supplementary information as listed in the table of contents is fairly stated in all material respects in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 16, 2022 on our consideration of the Organization's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control over financial reporting and compliance.



Rancho Cucamonga, California
December 16, 2022

Redding School of the Arts
Statement of Financial Position
June 30, 2022

Assets	
Current assets	
Cash and cash equivalents	\$ 2,115,580
Receivables	1,372,362
Prepaid expenses	<u>26,951</u>
Total current assets	<u>3,514,893</u>
Non-current assets	
Property and equipment, net	<u>70,056</u>
Total assets	<u><u>\$ 3,584,949</u></u>
Liabilities	
Current liabilities	
Accounts payable	\$ 37,045
Refundable advance	<u>747,925</u>
Total current liabilities	<u>784,970</u>
Net Assets	
Without donor restrictions	
Designated	2,188,954
Undesignated	290,644
With donor restrictions	<u>320,381</u>
Total net assets	<u>2,799,979</u>
Total liabilities and net assets	<u><u>\$ 3,584,949</u></u>

Redding School of the Arts
Statement of Activities
Year Ended June 30, 2022

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
Support and revenues			
Local Control Funding Formula	\$ 3,902,352	\$ -	\$ 3,902,352
Federal revenue	269,283	-	269,283
Other state revenue	851,202	336,233	1,187,435
Local revenues			
Charter school's funding in-lieu property taxes	963,522	-	963,522
Other	1,109,548	-	1,109,548
Net assets released from restrictions			
Satisfaction of program restrictions	<u>209,039</u>	<u>(209,039)</u>	<u>-</u>
Total support and revenues	<u>7,304,946</u>	<u>127,194</u>	<u>7,432,140</u>
Expenses			
Program services	4,406,163	-	4,406,163
Management and general	<u>2,972,915</u>	<u>-</u>	<u>2,972,915</u>
Total expenses	<u>7,379,078</u>	<u>-</u>	<u>7,379,078</u>
Change in Net Assets	<u>(74,132)</u>	<u>127,194</u>	<u>53,062</u>
Net Assets, Beginning of Year, as restated	<u>2,553,730</u>	<u>193,187</u>	<u>2,746,917</u>
Net Assets, End of Year	<u>\$ 2,479,598</u>	<u>\$ 320,381</u>	<u>\$ 2,799,979</u>

Redding School of the Arts
Statement of Functional Expenses
Year Ended June 30, 2022

	Program Services	Management and General	Total Expenses
Teacher salaries and benefits	\$ 3,351,367	\$ -	\$ 3,351,367
Administrative salaries and benefits	-	711,099	711,099
Clerical salaries and benefits	493,601	808,587	1,302,188
Oversight and services fees	-	136,504	136,504
Occupancy	148,000	37,000	185,000
Student supplies	189,221	-	189,221
Noncapital equipment	25,978	28,698	54,676
Special education fee	29,323	-	29,323
Travel and conferences	33,834	8,138	41,972
Dues and memberships	993	3,836	4,829
Internet and telecommunication services	13,486	28,865	42,351
Student activities	-	-	-
Utilities	-	88,669	88,669
Operating expenses	115,709	961,255	1,076,964
Depreciation	4,651	1,163	5,814
Insurance	-	159,101	159,101
	<u>\$ 4,406,163</u>	<u>\$ 2,972,915</u>	<u>\$ 7,379,078</u>
Total functional expenses	<u>\$ 4,406,163</u>	<u>\$ 2,972,915</u>	<u>\$ 7,379,078</u>

Redding School of the Arts
Statement of Cash Flows
Year Ended June 30, 2022

Operating Activities	
Change in net assets	\$ 53,062
Adjustments to reconcile change in net assets to net cash from operating activities	
Depreciation expense	5,814
Changes in operating assets and liabilities	
Receivables	576,879
Prepaid expenses	82,086
Accounts payable	6,529
Deferred revenue	489,929
Refundable advance - Paycheck Protection Program (PPP)	<u>(841,472)</u>
Net Cash from Operating Activities	<u>372,827</u>
Investing Activities	
Purchases of property and equipment	<u>(46,179)</u>
Net Change in Cash and Cash Equivalents	326,648
Cash and Cash Equivalents, Beginning of Year	<u>1,788,932</u>
Cash and Cash Equivalents, End of Year	<u><u>\$ 2,115,580</u></u>

Note 1 - Principal Activity and Significant Accounting Policies

Organization

Redding School of the Arts (the Organization) is a non-profit public benefit corporation. The Organization was granted a charter renewal through Columbia Union Elementary School District, effective July 1, 2020 through June 30, 2025.

Charter School number authorized by the State: 1793

The Organization, located in Redding, California at 955 Inspiration Place, opened in August of 1999, and currently serves 540 students in grades kindergarten through eighth grade. The Organization's mission is to enable students to become literate, self-motivated, and lifelong learners who appreciate, enjoy and respect the visual and performing arts. By creating a learning environment rich in arts and culture that encourages connections in their learning environment students will learn.

Basis of Accounting

The accompanying financial statements were prepared using the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America as applicable to nonprofit organizations. Revenues are recognized as discussed below, and expenditures are recognized in the accounting period in which the liability is incurred.

Net Assets

Net assets, revenues, gains, and losses are classified based on the existence or absence of donor or grantor restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

Net Assets Without Donor Restrictions – Net assets available for use in general operations and not subject to donor restrictions. The Governing Board has designated from net assets without donor restriction net assets for payroll cash flow, capital projects, deferred maintenance, technology, program balances and an operating reserve.

Net Assets with Donor Restrictions – Net assets subject to donor (or certain grantor) restrictions. Some donor imposed (or grantor) restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. The Organization reports contributions restricted by donors as increases in net assets with donor restrictions if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends, or purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

Cash and Cash Equivalents

The Organization considers all cash including cash in county in the Shasta County Treasury Investment Pool and highly liquid financial instruments with original maturities of three months or less, and which are neither held for nor restricted by donors for long-term purposes, to be cash and cash equivalents.

Receivables and Credit Policies

Receivables consist primarily of noninterest-bearing amounts due for educational programs. Management determines the allowance for uncollectable receivables based on historical experience, an assessment of economic conditions, and a review of subsequent collections. Receivables are written off when deemed uncollectable. No allowance for doubtful accounts has been established, as the Organization deems all amounts to be fully collectible. Substantially all outstanding receivables as of June 30, 2022 are due from state and/or federal sources related to grant contributions and are expected to be collected within a period of less than one year.

Property and Equipment

Property and equipment additions over \$5,000 are recorded at cost, or if donated, at fair value on the date of donation. Depreciation and amortization are computed using the straight-line method over the estimated useful lives of the assets ranging from 3 to 30 years, or in the case of capitalized leased assets or leasehold improvements, the lesser of the useful life of the asset or the lease term. When assets are sold or otherwise disposed of, the cost and related depreciation or amortization are removed from the accounts, and any remaining gain or loss is included in the statement of activities. Cost of maintenance and repairs that do not improve or extend the useful lives of the respective assets are expensed currently.

The Organization reviews the carrying values of property and equipment for impairment whenever events or circumstances indicate that the carrying value of an asset may not be recoverable from the estimated future cash flows expected to result from its use and eventual disposition. When considered impaired, an impairment loss is recognized to the extent carrying value exceeds the fair value of the asset. There were no indicators of asset impairment during the year ended June 30, 2022.

Revenue and Revenue Recognition

Operating funds for the Organization are derived principally from state and federal sources. The Organization receives state funding based on each of the enrolled student's average daily attendance (ADA) in its school. Contributions are recognized when cash or notification of an entitlement is received.

A portion of the Organization's revenue is derived from cost-reimbursable federal and state contracts and grants, which are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the Organization has incurred expenditures in compliance with specific contract or grant provisions. Amounts received prior to incurring qualifying expenditures are reported as refundable advances in the statement of financial position. Consequently, at June 30, 2022 conditional contributions approximating \$747,925 have been reported as refundable advances in the accompanying financial statements.

Donated Services and In-Kind Contributions

Volunteers contribute significant amounts of time to program services, administration, and fundraising and development activities; however, the financial statements do not reflect the value of these contributed services because they do not meet recognition criteria prescribed by generally accepted accounting principles. Contributed goods are recorded at fair value at the date of donation. Donated professional services are recorded at the respective fair values of the services received. No significant contributions of such goods or services were received during the year ended June 30, 2022.

Functional Allocation of Expenses

The financial statements report categories of expenses that are attributed to program service activities or supporting services activities, such as management and general activities. The costs of program and supporting services activities have been summarized on a functional basis in the statement of activities. The statement of functional expenses presents the natural classification detail of expenses by function. Accordingly, certain costs have been allocated among the programs and supporting services benefited based on management's estimates. The expenses that are allocated include occupancy and depreciation, which are allocated on a square footage basis.

Income Taxes

The Organization is organized as a California nonprofit corporation and has been recognized by the Internal Revenue Service (IRS) as exempt from federal income taxes under Section 501(a) of the Internal Revenue Code as an organization described in Section 501(c)(3) and qualifies for the charitable contribution. It is also exempt from State franchise and income taxes under Section 23701(d) of the California Revenue and Taxation Code. The Organization is annually required to file a Return of Organization Exempt from Income Tax (Form 990) with the IRS. In addition, the Organization is subject to income tax on net income that is derived from business activities that are unrelated to its exempt purposes. The Organization determined that it is not subject to unrelated business income tax and has not filed an Exempt Organization Business Income Tax Return (Form 990-T) with the IRS.

Management believes that the Organization has appropriate support for any tax positions taken affecting its annual filing requirements, and as such, does not have any uncertain tax positions that are material to the financial statements. The Organization would recognize future accrued interest and penalties related to unrecognized tax benefits and liabilities in income tax expense if such interest and penalties are incurred.

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

Financial Instruments and Credit Risk

Deposit concentration risk is managed by placing cash, money market accounts, and certificates of deposit with financial institutions believed by management to be creditworthy. At times, amounts on deposit may exceed insured limits or include uninsured investments in money market mutual funds. To date, no losses have been experienced in any of these accounts. Credit risk associated with accounts receivable is considered to be limited due to high historical collection rates and because substantial portions of the outstanding amounts are due from governmental agencies supportive of the Organization’s mission.

Recent Accounting Pronouncements

In February 2016, FASB issued Accounting Standards Update (ASU) 2016-02, *Leases*. ASU 2016-02 requires a lessee to recognize a lease asset representing its right to use the underlying asset for the lease term, and a lease liability for the payments to be made to lessor, on its statement of financial position for all operating leases greater than 12 months. Although the full impact of this update on the Organization’s financial statements has not yet been determined, the future adoption of this guidance will require the Organization to record assets and liabilities on its statement of financial position relating to facility and other leases currently being accounted for as operating leases. The ASU is effective for the Organization for the year ended June 30, 2023. Management is evaluating the impact of the adoption of this standard.

Note 2 - Liquidity and Availability

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the statement of financial position date, comprise the following:

Cash and cash equivalents	\$	2,115,580
Accounts receivable		<u>1,372,362</u>
Total	\$	<u><u>3,487,942</u></u>

As part of the Organization’s liquidity management, it has a policy to structure its financial assets to be available as its general expenditures, liabilities, and other obligations become due.

Note 3 - Property and Equipment

Property and equipment consist of the following at June 30, 2022:

Building and improvements		\$	40,719
Equipment			<u>270,310</u>
Total			311,029
Less: accumulated depreciation			<u>(240,973)</u>
Total property and equipment, net			<u><u>\$ 70,056</u></u>

During the year ended June 30, 2022, \$5,814 was charged to depreciation expense.

Note 4 - Operating Lease

The Organization leases facilities and office equipment under lease agreements longer than one year. The future minimum lease payments are as follows:

Future minimum lease payments are as follows:

<u>Year Ending June 30,</u>		<u>Lease Payment</u>	
2023		\$	214,891
2024			11,253
2025			<u>199</u>
Total			<u><u>\$ 226,343</u></u>

The Organization receives no sublease rental revenues nor pays any contingent rentals associated with this lease. For the fiscal year ended June 30, 2022, operating lease expense was \$185,000.

Note 5 - Net Assets

Net assets consist of the following at June 30, 2022:

Net assets without donor restrictions	
Designated net assets	
Designated for economic uncertainties	\$ 598,731
Designated for payroll cash flow	989,307
Designated for high school building	380,000
Designated for deferred maintenance	30,000
Designated for technology	30,000
Prepaid expenditures	26,951
Program balances	63,909
Invested in capital assets, net of accumulated depreciation	70,056
Undesignated net assets	<u>290,644</u>
Total net assets without donor restrictions	<u><u>\$ 2,479,598</u></u>
Net assets with donor restrictions	
Subject to expenditure for specified purpose	
Expanded Learning Opportunities Grant	\$ 13,463
Expanded Learning Opportunities Program	86,344
Educator Effectiveness	93,519
Lottery: Instructional Materials	<u>126,875</u>
Total net assets with donor restrictions	<u><u>\$ 320,201</u></u>
Net assets released from donor restrictions by incurring expenses satisfying the restricted purpose	
Net assets released from donor restrictions	
Satisfaction of purpose restrictions	
Expanded Learning Opportunities Grant	\$ 73,254
Mental Health Related Services	18,645
In-Person Instruction Grant	93,720
Educator Effectiveness	659
Expanded Learning Opportunities Grants Paraprofessional Staff	<u>22,761</u>
Total net assets released from donor restrictions	<u><u>\$ 209,039</u></u>

Note 6 - Employee Retirement Systems

Qualified employees are covered under multiple-employer defined benefit pension plans maintained by agencies of the State of California. Academic employees are members of the California State Teachers' Retirement System (CalSTRS) and classified employees are members of the California Public Employees' Retirement System (CalPERS).

The risks of participating in these multi-employer defined benefit pension plans are different from single-employer plans because: (a) assets contributed to the multi-employer plan by one employer may be used to provide benefits to employees of other participating employers, (b) the required member, employer, and State contribution rates are set by the California Legislature, and (c) if the Organization chooses to stop participating in the multi-employer plan, it may be required to pay a withdrawal liability to the plan. The Organization has no plans to withdraw from this multi-employer plan.

The details of each plan are as follows:

California State Teachers' Retirement System (CalSTRS)

Plan Description

The Organization contributes to the State Teachers Retirement Plan (STRP) administered by the California State Teachers' Retirement System (CalSTRS). STRP is a cost-sharing multiple-employer public employee retirement system defined benefit pension plan. Benefit provisions are established by State statutes, as legislatively amended, within the State Teachers' Retirement Law.

A full description of the pension plan regarding benefit provisions, assumptions (for funding, but not accounting purposes), and membership information is listed in the June 30, 2020, annual actuarial valuation report, Defined Benefit Program Actuarial Valuation. This report and CalSTRS audited financial information are publicly available reports that can be found on the CalSTRS website under Publications at: <http://www.calstrs.com/member-publications>.

Benefits Provided

The STRP provides retirement, disability and survivor benefits to beneficiaries. Benefits are based on members' final compensation, age and years of service credit. Members hired on or before December 31, 2012, with five years of credited service are eligible for the normal retirement benefit at age 60. Members hired on or after January 1, 2013, with five years of credited service are eligible for the normal retirement benefit at age 62. The normal retirement benefit is equal to 2.0% of final compensation for each year of credited service.

The STRP is comprised of four programs: Defined Benefit Program, Defined Benefit Supplement Program, Cash Balance Benefit Program and Replacement Benefits Program. The STRP holds assets for the exclusive purpose of providing benefits to members and beneficiaries of these programs. CalSTRS also uses plan assets to defray reasonable expenses of administering the STRP. Although CalSTRS is the administrator of the STRP, the State is the sponsor of the STRP and obligor of the trust. In addition, the State is both an employer and nonemployer contributing entity to the STRP.

The Organization contributes exclusively to the STRP Defined Benefit Program; thus, disclosures are not included for the other plans.

The STRP provisions and benefits in effect at June 30, 2022, are summarized as follows:

	STRP Defined Benefit Program	
	On or before December 31, 2012	On or after January 1, 2013
Hire date	2% at 60	2% at 62
Benefit formula	5 years of service	5 years of service
Benefit vesting schedule	Monthly for life	Monthly for life
Benefit payments	60	62
Retirement age	2.0% - 2.4%	2.0% - 2.4%
Monthly benefits as a percentage of eligible compensation	10.25%	10.205%
Required employee contribution rate	16.92%	16.92%
Required employer contribution rate	10.828%	10.828%
Required state contribution rate		

Contributions

Required member, Organization, and State of California contributions rates are set by the California Legislature and Governor and detailed in Teachers' Retirement Law. The contributions rates are expressed as a level percentage of payroll using the entry age normal actuarial method. In accordance with AB 1469, employer contributions into the CalSTRS will be increasing to a total of 19.1% of applicable member earnings phased over a seven-year period. The contribution rates for each plan for the year ended June 30, 2022, are presented above and the Organization's total contributions were \$467,485.

California Public Employees Retirement System (CalPERS)

Plan Description

Qualified employees are eligible to participate in the School Employer Pool (SEP) under the California Public Employees' Retirement System (CalPERS), a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by CalPERS. Benefit provisions are established by State statutes, as legislatively amended, within the Public Employees' Retirement Law.

A full description of the pension plan regarding benefit provisions, assumptions (for funding, but not accounting purposes), and membership information is listed in the June 30, 2020, annual actuarial valuation report, Schools Pool Actuarial Valuation. This report and CalPERS audited financial information are publicly available reports that can be found on the CalPERS website under Forms and Publications at:
<https://www.calpers.ca.gov/page/forms-publications>.

Benefits Provided

CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of service credit, a benefit factor and the member's final compensation. Members hired on or before December 31, 2012, with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. Members hired on or after January 1, 2013, with five years of total service are eligible to retire at age 52 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after five years of service. The Basic Death Benefit is paid to any member's beneficiary if the member dies while actively employed. An employee's eligible survivor may receive the 1957 Survivor Benefit if the member dies while actively employed, is at least age 50 (or 52 for members hired on or after January 1, 2013), and has at least five years of credited service. The cost-of-living adjustments for each plan are applied as specified by the Public Employees' Retirement Law.

The CalPERS provisions and benefits in effect at June 30, 2022, are summarized as follows:

	School Employer Pool (CalPERS)	
	On or before December 31, 2012	On or after January 1, 2013
Hire date		
Benefit formula	2% at 55	2% at 62
Benefit vesting schedule	5 years of service	5 years of service
Benefit payments	Monthly for life	Monthly for life
Retirement age	55	62
Monthly benefits as a percentage of eligible compensation	1.1% - 2.5%	1.0% - 2.5%
Required employee contribution rate	7.00%	7.00%
Required employer contribution rate	22.910%	22.910%

Contributions

Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on July 1 following notice of a change in the rate. Total plan contributions are calculated through the CalPERS annual actuarial valuation process. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The Organization is required to contribute the difference between the actuarially determined rate and the contribution rate of employees. The contributions rates are expressed as percentage of annual payroll. The contribution rates for each plan for the year ended June 30, 2022, are presented above and the Organization's total contributions were \$105,579.

On Behalf Payments

The State of California makes contributions to CalSTRS on behalf of the Organization. These payments consist of State General Fund contributions to CalSTRS in the amount of \$341,166 (10.828% of annual payroll). Under accounting principles generally accepted in the United States of America, these amounts are to be reported as revenues and expenditures. Accordingly, these amounts have been recorded in these financial statements.

Social Security

Public sector employees who are not members of their employer's existing retirement system (CalSTRS or CalPERS) are covered by social security or an alternative plan. The Organization has elected to use the social security as its alternative plan.

Note 7 - Contingencies, Risks, and Uncertainties

The Organization has received State and Federal funds for specific purposes that are subject to review and audit by the grantor agencies. Although such audits could generate disallowances under terms of the grants, it is believed that any reimbursement, if required, would not be material.

Note 8 - Subsequent Events

The Organization's management has evaluated events or transactions that may occur for potential recognition or disclosure in the financial statements through December 16, 2022, which is the date the financial statements were available to be issued. Management has determined that there were no subsequent events or transactions that would have a material impact on the current year financial statements.

Note 9 - Correction of an Error of Prior Year Net Assets

The Organization's prior year net assets has been restated as of July 1, 2021 to correct an error reported in the prior year financial statements. The error was related to an overstatement of receivables.

Net Assets - Beginning, as previously reported June 30, 2021	\$ 2,900,101
Decrease in receivables	(153,184)
	\$ 2,746,917
Net Assets - Beginning as restated July 1, 2021	\$ 2,746,917



Supplementary Information
June 30, 2022

Redding School of the Arts

ORGANIZATION

Redding School of the Arts (the Organization) (Charter Number 1793) was granted in October 2015, by Columbia Elementary School District. The Organization operates one school, kindergarten through eighth grade. There are no boundary changes for the year.

GOVERNING BOARD

MEMBER	OFFICE	TERM EXPIRES
Jean Hatch	President/Founder	June 30, 2023
Heather Wright	Vice President	June 30, 2022
Lisa Stewart	Treasurer	June 30, 2023
Jonathan Sheldon	Secretary	June 30, 2023
Andrew McCurdy	Member	June 30, 2023
Daria O' Brien	Member	June 30, 2022

ADMINISTRATION

Margaret Johnson	Executive Director
Lane Carlson	Executive Director
Cathleen Serna	Business Service Provider
Carol Wahl	Dean of Students

Redding School of the Arts
 Schedule of Average Daily Attendance
 Year Ended June 30, 2022

	Second Period Report	Annual Report
Regular ADA		
Transitional kindergarten through third	250.36	250.45
Fourth through sixth	166.45	165.87
Seventh and eighth	98.19	98.30
Total Regular ADA	515.00	514.62
 Classroom Based ADA		
Transitional kindergarten through third	250.36	250.45
Fourth through sixth	166.45	165.87
Seventh and eighth	98.19	98.30
Total Classroom Based ADA	515.00	514.62

Redding School of the Arts
 Schedule of Instructional Time
 Year Ended June 30, 2022

Grade Level	1986-1987 Minutes Requirement	2021-2022 Actual Minutes	Number of Minutes Credited Form J-13A	Total Minutes Offered	Number of Actual Days		Number of Days Credited Form J-13A	Total Days Offered	Status
					Traditional Calendar	Multitrack Calendar			
Kindergarten	36,000	53,130	-	53,130	175	N/A	-	175	Complied
Grades 1 - 3	50,400								
Grade 1		51,820	-	51,820	175	N/A	-	175	Complied
Grade 2		51,820	-	51,820	175	N/A	-	175	Complied
Grade 3		55,760	-	55,760	175	N/A	-	175	Complied
Grades 4 - 8	54,000								
Grade 4		55,760	-	55,760	175	N/A	-	175	Complied
Grade 5		55,760	-	55,760	175	N/A	-	175	Complied
Grade 6		58,600	-	58,600	175	N/A	-	175	Complied
Grade 7		58,600	-	58,600	175	N/A	-	175	Complied
Grade 8		58,600	-	58,600	175	N/A	-	175	Complied

There were no adjustments to the Unaudited Actual Financial Report, which required reconciliation to the audited financial statements at June 30, 2022.

Note 1 - Purpose of Supplementary Schedules

Local Education Agency Organization Structure

This schedule provides information about the Organization's operations, members of the governing board, and members of the administration.

Schedule of Average Daily Attendance

Average daily attendance (ADA) is a measurement of the number of pupils attending classes of the Organization's. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of State funds are made to local education agencies. This schedule provides information regarding the attendance of students at the Organization.

Schedule of Instructional Time

This schedule presents information on the amount of instructional time offered by the Organization and whether the Organization complied with the provisions of *Education Code* Sections 47612 and 47612.5, if applicable.

The Organization must maintain their instructional minutes at the 1986-87 requires as required by *Education Code* Section 47612.5.

Reconciliation of Annual Financial Report with Audited Financial Statements

This schedule provides the information necessary to reconcile the net assets reported on the unaudited actual financial report to the audited financial statements.



Independent Auditor's Reports
June 30, 2022

Redding School of the Arts



**Independent Auditor’s Report on Internal Control over Financial Reporting and on Compliance
and Other Matters Based on an Audit of Financial Statements Performed in Accordance with
*Government Auditing Standards***

Governing Board
Redding School of the Arts
Redding, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Redding School of the Arts (the Organization), which comprise the statement of financial position as of June 30, 2022, and the related statement of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated December 16, 2022.

Emphasis of Matter – Correction of an Error

As discussed in Note 9 to the financial statements, the Organization’s prior year net assets has been restated as of July 1, 2021, to correct an error noted during the audit. Our opinion is not modified with respect to this matter.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Organization's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Organization's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. We identified a deficiency in internal control, described in the accompanying Schedule of Findings and Questioned Costs as item 2022-001 that we consider to be a material weakness.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Organization's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Redding School of the Art's Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the Organization's response to the findings identified in our audit and described in the accompanying Schedule of Findings and Questioned Costs. The Organization's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Rancho Cucamonga, California
December 16, 2022



Independent Auditor's Report on State Compliance

Governing Board
Redding School of the Arts
Redding, California

Report on Compliance

Opinion on State Compliance

We have audited Redding School of the Arts' (the Organization) compliance with the requirements specified in the *2021-2022 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, applicable to the Organization's state program requirements identified below for the year ended June 30, 2022.

In our opinion, the Organization complied, in all material respects, with the compliance requirements referred to above that are applicable to the laws and regulations of the state programs noted in the table below for the year ended June 30, 2022.

Basis for Opinion

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS), the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the *2021-2022 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Organization and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion. Our audit does not provide a legal determination of the Organization's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the Organization's state programs.

Auditor’s Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Organization’s compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the *2021-2022 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting* will always detect a material noncompliance when it exists. The risk of not detecting a material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Organization’s compliance with the requirements of the state programs as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the *2021-2022 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Organization’s compliance with the compliance requirements referred to above and performing such other procedures as we consider necessary in the circumstances.
- Obtain an understanding of the Organization’s internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the *2021-2022 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, but not for the purpose of expressing an opinion on the effectiveness of the Organization’s internal controls over compliance. Accordingly, we express no such opinion; and
- Select and test transactions and records to determine the Organization’s compliance with the state laws and regulations applicable to the following items:

2021-2022 K-12 Audit Guide Procedures	Procedures Performed
Local Education Agencies Other Than Charter Schools	
Attendance	No, see below
Teacher Certification and Misassignments	No, see below
Kindergarten Continuance	No, see below
Independent Study	No, see below
Continuation Education	No, see below
Instructional Time	No, see below
Instructional Materials	No, see below
Ratio of Administrative Employees to Teachers	No, see below
Classroom Teacher Salaries	No, see below
Early Retirement Incentive	No, see below
GANN Limit Calculation	No, see below

2021-2022 K-12 Audit Guide Procedures	Procedures Performed
School Accountability Report Card	No, see below
Juvenile Court Schools	No, see below
Middle or Early College High Schools	No, see below
K-3 Grade Span Adjustment	No, see below
Transportation Maintenance of Effort	No, see below
Apprenticeship: Related and Supplemental Instruction	No, see below
Comprehensive School Safety Plan	No, see below
District of Choice	No, see below
 School Districts, County Offices of Education, and Charter Schools	
California Clean Energy Jobs Act	No, see below
After/Before School Education and Safety Program:	No, see below
Proper Expenditure of Education Protection Account Funds	Yes
Unduplicated Local Control Funding Formula Pupil Counts	Yes
Local Control and Accountability Plan	Yes
Independent Study-Course Based	No, see below
Immunizations	No, see below
Educator Effectiveness	Yes
Expanded Learning Opportunities Grant (ELO-G)	Yes
Career Technical Education Incentive Grant	No, see below
In Person Instruction Grant	Yes
 Charter Schools	
Attendance	Yes
Mode of Instruction	Yes
Nonclassroom-Based Instruction/Independent Study	No, see below
Determination of Funding for Nonclassroom-Based Instruction	No, see below
Annual Instructional Minutes – Classroom Based	yes
Charter School Facility Grant Program	No, see below

Programs listed above for “Local Education Agencies Other Than Charter Schools” are not applicable to charter schools; therefore, we did not perform any related procedures.

We did not perform California Clean Energy Jobs Act procedures because the Organization did not receive funding for this program.

We did not perform procedures for the After/Before School Education and Safety Program because the Organization did not offer the program.

The Organization does not offer an Independent Study-Course Based Program; therefore, we did not perform any procedures related to the Independent Study-Course Based Program.

The Organization’s charter school was not listed on the immunization assessment reports; therefore, we did not perform any related procedures.

We did not perform Career Technical Education Incentive Grant procedures because the Organization did not receive funding for this grant.

We did not perform procedures for the Nonclassroom-Based Instruction/Independent Study nor the Determination of Funding for Nonclassroom-Based Instruction because the Organization was not classified as nonclassroom-based.

We did not perform procedures for the Charter School Facility Grant Program because the Organization did not receive funding for this program.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identify during the audit.

Report on Internal Control over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that a material noncompliance with a compliance requirement will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention from those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the *2021-2022 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*. Accordingly, this report is not suitable for any other purpose.



Rancho Cucamonga, California
December 16, 2022



Schedule of Findings and Questioned Costs
June 30, 2022

Redding School of the Arts

Financial Statements

Type of auditor's report issued	Unmodified
Internal control over financial reporting	
Material weaknesses identified	Yes
Significant deficiencies identified not considered to be material weaknesses	None reported
Noncompliance material to financial statements noted?	No

State Compliance

Internal control over state compliance for programs	
Material weaknesses identified	No
Significant deficiencies identified not considered to be material weaknesses	None reported
Type of auditor's report issued on compliance for programs	Unmodified

The following finding represents a material weakness related to the financial statements that is required to be reported in accordance with Government Auditing Standards. The finding has been coded as follows:

Five Digit Code	AB 3627 Finding Type
30000	Internal Control

2022-001 30000 – Restatement (Material Weakness)

Criteria or Specific Requirements

Management is responsible for the design, implementation, and maintenance of internal controls to ensure the financial statements are free from material misstatement, whether due to error or fraud. Such internal controls should include a review of all adjusting entries, reclassifying entries, and conversion entries used in the preparation of the Organization’s financial statements. The Organization should ensure that all applicable accounting principles are adhered to when preparing the financial statements.

Condition

During the course of our engagement, we identified a material misstatement of balances within the Organization’s 2021-2022 unaudited actuals financial report. Through review of supporting records, we noted that the Organization’s beginning net assets were overstated as a result of overstatement of receivable of \$153,184. The misstatement were caused by errors, which have been detailed in Note 9.

Questioned Costs

There were no questioned costs associated with this condition.

Context

The condition was identified through review of available Organization records related to the financial account balances.

Effect

Due to the condition identified, the Organization’s prior period ending net assets were overstated by \$153,184. The net effect of these errors resulted in misstatements that were not detected or prevented by the Organization’s internal accounting control and review process.

Cause

The cause of the condition identified appears to be due to late guidance issued with respect to certain categorical program revenues and the source of those revenues. Ultimately, the revenues should have been recognized in 2021-2022 instead of 2020-2021. The Organization's year-end review processes related to the preparation of the Organization's year-end financial statements did not identify the change needed prior to finalizing the closing of the books.

Repeat Finding

No

Recommendation

Prior to closing the books, the Organization should review any final guidance from the county or California Department of Education that could have an impact on the financial statements. With the various new sources of revenue that local educational agencies have received in the prior and current year, new guidance is being issued and is changing frequently.

Corrective Action Plan and Views of Responsible Officials

The Business Manager will verify that the net assets beginning balance agrees to the prior year audit report before making any additional entries or deletions. Net Assets will then be reviewed by the Director of Business Services prior to the closing of the books.

None reported.

Except as specified in previous sections of this report, summarized below is the current status of all audit findings reported in the prior year's Schedule of Findings and Questioned Costs.

Financial Statement Finding

2021-001 30000

Criteria or Specific Requirements

Management is responsible for the design, implementation, and maintenance of internal controls to ensure the financial statements are free from material misstatement, whether due to error or fraud. Such internal controls should include a review of account balances to ensure that they have been reported completely, accurately, and in accordance with applicable accounting principles.

Condition

During the course of our engagement, we identified a misstatement of balances within the Organization's 2020-2021 unaudited financial statements. The Organization did not record a \$841,472 refundable advance balance, a \$68,109 receivable balances, and a \$16,488 equipment balance, resulting in a net \$759,656 overstatement of the ending net assets balance.

Questioned Costs

There were no questioned costs associated with the condition identified.

Context

The condition was identified through inquiry with Organization personnel and through review of available Organization records related to balances reported in the Organization's 2020-2021 unaudited financial statements.

Effect

The effect of this error resulted in misstatements that were not detected or prevented by the Organization's internal accounting control and review process. As reported on 2020-2021 unaudited financial statements, the Organization's net assets balance was overstated by \$759,656.

Cause

The cause of the condition identified appears to be due to inadequate review processes related to the Organization's financial information.

Recommendation

Management should review financial account balances to ensure that they have been correctly reported. Balances should be traced to supporting records to verify the accuracy and completeness of reported information.

Repeat Finding

No.

Current Status

Implemented

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

Financial Reporting

SUBJECT: Agenda Item 2.2 – 2020/21 North State Charter JPA Fund Transfer

PREPARER: Wendy Sanders

RECOMMENDATION: Discussion/Action to Approve Budget Fund Transfer

BACKGROUND:

The North State Charter JPA dissolved 6/30/2021. It was the intention of the JPA board to disburse any remaining funds back to RSA & RSTEM, based on final ADA.

SCOE Business Services is seeking board approval to proceed with the transfer of \$75,227.89 to RSA and \$30,726.89 to RSTEM, since the JPA board is no longer active.

- See Attached: JPA Board Minutes, Final ADA, and Copy of the Remaining JPA Balance Report

REFERENCE:

North State Charter JPA Board Minutes

Fwd: North State Charter JPA - Close Out

Wendy Sanders <wsanders@rsarts.org>
To: Lane Carlson <lcarlson@rsarts.org>
Cc: Adel Morfin <amorfin@rsarts.org>

Tue, Dec 6, 2022 at 8:16 AM

FYI

----- Forwarded message -----

From: **Jean Hatch** <jhatch@rsarts.org>
Date: Mon, Dec 5, 2022 at 7:32 PM
Subject: Fwd: North State Charter JPA - Close Out
To: Jennifer Justice <jjustice@rsarts.org>, Wendy Sanders <wsanders@rsarts.org>

Hi there, I told Jessica we would put it on the January agenda. Jean

----- Forwarded message -----

From: **Jessica Bigby** <jbigby@shastacoe.org>
Date: Mon, Dec 5, 2022, 3:30 PM
Subject: North State Charter JPA - Close Out
To: <jhatch@rsarts.org>

Hi Jean -

It recently came to my attention that the closed North State Charter JPA still has funds sitting in the county treasury of \$105,954.78. I have attached the final board minutes, final ADA, and a copy of the remaining balance report. It looks like the JPA board intended to disburse the funds based on final ADA back between RSA and RSTEM, but the transaction was never executed.

As one of the JPA board members and the board president of RSA, who is really the entity the JPA was within, I would like some guidance from you as to how to move forward.

My preferred course of action would be to disburse via the original plan, but have the board of RSA approve the transaction since the JPA board is no longer viable. If we were to use the ADA and cash total attached the breakdown would be \$75,227.89 to RSA and \$30,726.89 to RSTEM. (RSA = 581.95 ADA 71% and RSTEM = 234.96 ADA 29%.)

If you agree with this course could you please place this on the next RSA board meeting agenda for action? If not, let me know what you would prefer.

Thank you,

Jessica Bigby, CPA
Executive Director of District Fiscal Services

Shasta County Office of Education
1644 Magnolia Avenue
Redding, CA 96001
O: 530-225-0209
jbigby@shastacoe.org



SORT ORDER: ACCOUNT within COST CTR

SELECT COST CENTER(5): 03001-09376

Lg COST CTR Title	Director	St Tr	FDGP	FUND	FUNCTION	ACTIVITY	MANAGER	DEPT	DIVI	FS CODE
GL 07962 NORTH STATE CHARTER		A	60	7962	00	000	030	S30	S079	00000

ACCOUNT	Date	Primary Ref.	Transaction Description	Debit	Credit	Balance
001000 CASH IN TREASURY			Prior to 10/01/22	105,694.37	0.00	105,694.37
	10/10/22	J0101098	AutoID: RJINTAPN Job: 6689574	288.98	0.00	105,983.35
	10/10/22	J0101109	AutoID: JE084885 Job: 6690161	0.00	23.96	105,959.39
	10/10/22	J0101111	AutoID: JE084887 Job: 6690163	0.00	4.61	105,954.78
		DR	* ACCOUNT Total *	105,983.35*	28.57*	105,954.78* ✓
001050 NET FAIR VALUE OF INVESTMENTS			Prior to 10/01/22	0.00	3,479.53	-3,479.53
		DR	* ACCOUNT Total *	0.00*	3,479.53*	-3,479.53*
007700 DEPOSITS FROM OTHERS			Prior to 10/01/22	7,853.53	113,547.90	105,694.37
		CR	* ACCOUNT Total *	7,853.53*	113,547.90*	105,694.37*
007798 DFO NET FAIR VALUE INVESTMENTS			Prior to 10/01/22	3,479.53	0.00	-3,479.53
		CR	* ACCOUNT Total *	3,479.53*	0.00*	-3,479.53*
034894 CHGS INVESTME	10/10/22	J0101109	QTRLY INVEST ADM EXP APPRTNMNT	23.96	0.00	23.96
		DR	* ACCOUNT Total *	23.96*	0.00*	23.96*
034895 CHGS INVESTME	10/10/22	J0101111	QTRLY INVESTMENT EXP APPRTNMNT	4.61	0.00	4.61
		DR	* ACCOUNT Total *	4.61*	0.00*	4.61*
420000 INTEREST	10/10/22	J0101098	QTRLY INTEREST APPORTIONMENT	0.00	288.98	288.98
		CR	* ACCOUNT Total *	0.00*	288.98*	288.98*
		DR-CR	** COST CTR Total **	117,344.98*	117,344.98*	0.00*

Attendance Charter School

County: Shasta

Fiscal Year: 2019-20

District: Columbia Elementary : Redding School of the Arts

P-2

CDS CODE 45 69948 0134122 1793

Certificate Number: DEDB8C30

Did the charter school cease operation during the current fiscal year? No

Is this charter school in its first year of operation? No

Enter Date (month, day, year) that instruction commenced __/__/__

Does this charter school operate multiple instructional tracks? No

Single Track Days of Operation 0

What is the site type of the charter school? Site-based

Regular ADA		TK/K-3	Grades 4-6	Grades 7-8	Grades 9-12	Total
Regular ADA	A-1	295.37	188.17	98.41	0.00	581.95
Classroom-based ADA included in A-1	A-2	240.76	168.32	92.42	0.00	501.50
Extended Year Special Education [EC 56345(b)(3)] (Divisor 175)	A-3	0.00	0.00	0.00	0.00	0.00
Classroom-based ADA included in A-3	A-4	0.00	0.00	0.00	0.00	0.00
Special Education - Nonpublic, Nonsectarian Schools [EC 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions	A-5	0.00	0.00	0.00	0.00	0.00
Classroom-based ADA included in A-5	A-6	0.00	0.00	0.00	0.00	0.00
Extended Year Special Education - Nonpublic, Nonsectarian Schools [EC 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions (Divisor 175)	A-7	0.00	0.00	0.00	0.00	0.00

Attendance Charter School

County: Shasta

Fiscal Year: 2019-20

District: Shasta Co. Office of Education : Redding STEM Academy

P-2

CDS CODE 45 10454 0132944 1770

Certificate Number: 1E52A21A

Did the charter school cease operation during the current fiscal year? No

Is this charter school in its first year of operation? No

Enter Date (month, day, year) that instruction commenced _ / _ / _

Does this charter school operate multiple instructional tracks? No

Single Track Days of Operation 0

What is the site type of the charter school? Combination

Regular ADA		TK/K-3	Grades 4-6	Grades 7-8	Grades 9-12	Total
Regular ADA	A-1	110.48	77.97	46.51	0.00	234.96
Classroom-based ADA included in A-1	A-2	109.15	76.97	46.08	0.00	232.20
Extended Year Special Education [EC 56345(b)(3)] (Divisor 175)	A-3	0.00	0.00	0.00	0.00	0.00
Classroom-based ADA included in A-3	A-4	0.00	0.00	0.00	0.00	0.00
Special Education - Nonpublic, Nonsectarian Schools [EC 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions	A-5	0.00	0.00	0.00	0.00	0.00
Classroom-based ADA included in A-5	A-6	0.00	0.00	0.00	0.00	0.00
Extended Year Special Education - Nonpublic, Nonsectarian Schools [EC 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions (Divisor 175)	A-7	0.00	0.00	0.00	0.00	0.00

NORTH STATE CHARTER JPA ADVISORY BOARD
Regular Session Meeting
June 3, 2020 – 8:30 a.m.
Meeting held via Video Conference

MEETING MINUTES

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. This meeting was accessible via:

Zoom Video Conference
Meeting ID: 893 7355 9954
Password: 331101

Link: <https://us02web.zoom.us/j/89373559954?pwd=a1J2YmZlVzg0STZCMC9RQ285OGVrZz09>

OPEN SESSION 8:30 a.m.

The meeting was called to order by Margaret Johnson at 8:37 a.m.

ROLL CALL

BOARD MEMBERS PRESENT	Margaret Johnson, Chair (Voting member for RSA) John Husome, Vice-Chair Shauna Collins, Community Representative
BOARD MEMBERS ABSENT	Jean Hatch, Community Representative
NON-VOTING PARTICIPANTS	Wendy Sanders, JPA Director
BOARD RECORDER	Jennifer Justice, JPA Administrative Assistant

PRESENTATIONS

DIRECTOR'S REPORT: Wendy Sanders, JPA Director, reported that she has been working on the transition of RSTEM's special education administrative support services. Additionally, she has been coordinating with the JPA-partner schools to fill open positions and has filled the second Speech-Language Pathologist position by partnering with Grant Elementary School District, Black Butte Elementary School District, and Chrysalis Charter School. All JPA staff evaluations and exit interviews have been completed for 2019-20.

COMMENTS FROM BOARD MEMBERS: No comments at this time.

PUBLIC FORUM:

No formal requests were made to address the board.

CONSENT AGENDA

John Husome motioned to approve all items on the consent agenda. The motion was seconded by Shauna Collins. **Motion Passed.**

CALL FOR REQUESTS FROM THE AUDIENCE

There were no 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.

DISCUSSION / ACTION AGENDA

Fiscal Reporting

2.1 DISCUSSION / ACTION: JPA Final 2019/20 Budget

The 2019-20 JPA budget listed the local contribution rate of \$515 per ADA for both RSA and RSTEM. At the close of the school year, it was found that this local contribution rate is not needed to meet the JPA expenses of special education. It was recommended that the local contribution rate be adjusted according to each member school's expenses in order to balance the JPA budget.

Margaret Johnson made a motion that the local contribution rate for RSTEM will remain at \$515 per ADA and the local contribution for RSA will be adjusted down to a rate around \$400 per ADA, based on expenses, in order to balance the JPA budget for the 2019-20 school year. John Husome seconded. **Motion Passed.**

2.2 DISCUSSION / ACTION: JPA 2020/21 Budget

The draft 2020/21 JPA budget was presented for review. This budget reflects the close-out costs for the JPA including tail insurance, audit, legal fees, tuition for the school nurse to complete credential, and for the administration wind-down. According to the JPA Agreement to Suspend Operations of the North State Charter JPA, any money remaining in the JPA budget will be dispersed between the member schools based on ADA. Mrs. Johnson stated that these are funds that will be realized in July 2021, at which time the remaining funds will be dispersed. This budget will be presented for approval at the next board meeting.

General Reporting

2.3 DISCUSSION / ACTION: Audit Letter of Engagement – Eide Bailly, LLP.

The JPA Advisory Board reviewed the Audit Letter of Engagement from Eide Bailly, LLP. John Husome motioned to accept audit letter of engagement as presented. Shauna Collins seconded. **Motion Passed.**

2.4 DISCUSSION / ACTION: RSA Agreement for Shared Services

The JPA Advisory Board reviewed the updated RSA Agreement for Shared Services as drafted by legal counsel. This agreement will be presented to the RSA Governing Board for approval at the June 16, 2020, board meeting.

2.5 DISCUSSION / ACTION: JPA Warrant Signature Card to Allow Electronic Authorization

John Husome motioned to allow electronic authorization for the JPA Warrant Signature Card at the Shasta County Treasurer's Office. Shauna Collins seconded. **Motion Passed.**

Personnel Reporting

2.6 DISCUSSION / ACTION: Personnel Updates

John Husome motioned to accept the resignation of Gina Brockman as of June 30, 2020. Shauna Collins seconded. **Motion Passed.**

Meeting adjourned at 9:24a.m.

THE FOREGOING MEETING MINUTES WERE APPROVED BY THE NORTH STATE CHARTER JPA ADVISORY BOARD ON
OCTOBER 8, 2020.

NORTH STATE CHARTER JPA ADVISORY BOARD
Regular Session Meeting
October 8, 2020 – 8:30 a.m.
Meeting held via Video Conference

MEETING MINUTES

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. This meeting was accessible via:

Zoom Video Conference

Meeting ID: 873 7873 2728 / Passcode: 440485

Link: <https://us02web.zoom.us/j/87378732728?pwd=YORKYIJXaFVqWThNUHVVERIVaT3BGZz09>

OPEN SESSION 8:30 a.m.

The meeting was called to order by Margaret Johnson at 8:38 a.m.

ROLL CALL

BOARD MEMBERS PRESENT	Margaret Johnson, Chair (Voting member for RSA) John Husome, Vice-Chair Shauna Collins, Community Representative Jean Hatch, Community Representative
NON-VOTING PARTICIPANTS	Wendy Sanders, JPA Director
BOARD RECORDER	Jennifer Justice, JPA Administrative Assistant

PRESENTATIONS

DIRECTOR'S REPORT: No comments at this time.

COMMENTS FROM BOARD MEMBERS: No comments at this time.

PUBLIC FORUM: No formal requests were made to address the board.

CONSENT AGENDA

Shauna Collins motioned to approve all items on the consent agenda. The motion was seconded by John Husome. **Motion Passed.**

CALL FOR REQUESTS FROM THE AUDIENCE

There were no 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.

DISCUSSION / ACTION AGENDA

Fiscal Reporting

2.1 DISCUSSION / ACTION: JPA Final 2019/20 Budget

The final 2019-20 JPA budget was presented for approval. John Husome motioned to approve the final 2019-20 budget. Shauna Collins seconded. **Motion Passed.**

2.2 DISCUSSION / ACTION: JPA 2020/21 Budget

The 2020/21 JPA budget was presented for approval. John Husome motioned to approve the JPA 2020/21 budget as presented. Jean Hatch seconded. **Motion Passed.** *Budget estimated the closest calc*

2.3 DISCUSSION / ACTION: Closure of Umpqua Bank Checking Account and Umpqua Bank Credit Card

John Husome motioned to approve the closure of the Umpqua Bank Checking Account (Account No. 992709048) and transfer the remaining funds to the North State Charter JPA account at the Shasta County Treasury. Jean Hatch seconded. **Motion Passed.**

John Husome motioned to close the North State Charter JPA Commercial Credit Card at Umpqua Bank. Shauna Collins seconded. **Motion Passed.**

Meeting adjourned at 9:13 a.m.

Respectfully submitted,

Jennifer Justice, Board Secretary

Board Approval Date

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

Financial Reporting

SUBJECT: Agenda Item 2.3 – Directions to the Finance Committee for Developing 2nd Interim Budget & Multi-Year Projections

PREPARER: Lane Carlson

RECOMMENDATION: Action to Approve Directions to the Finance Committee for 2nd Interim Budget as discussed

BACKGROUND:

It is the responsibility of the Governing Board to provide direction to the Finance Committee for the purpose of 2nd Interim Budget development.

To assist in providing direction to the Governing Board, Administration recommends the Governing Board direct the Finance Committee to:

- 1) Review 2nd Interim Budget using anticipated revenues based on anticipated P-2 ADA.
- 2) Expenditures should be reviewed to line up with anticipated revenue, such as materials/supplies, staffing, professional development, ESSER II & III funding, Expanded Learning Opportunities funding, Art/Music & Instructional Materials Grant, Learning Recovery Grant, Prop 28 funding, RABA Transportation, Federal and State, etc. (per year to date expenditures and costs associated with LCAP, Title 1, Title 2, Title 4) for remainder of year.
- 3) Ensure budget maintains a 20% board designated reserve over MYP.
- 4) Prepare/review MYP for fiscal solvency.

REFERENCE:

RSA Fiscal Policies & Procedures Manual/Budgeting & Cash Flow Management Policy/Interim Budgets

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

Financial Reporting

SUBJECT: Agenda Item 2.4 – Approve Purchase & Installation of Intercom/Paging/Bell/Clock System

2.4.1 World Telecom & Surveillance - Valcom System Quote
2.4.2 AMS.Net Technology Solution Provider – Singlewire InformaCast Fusion Quote

PREPARER: Lane Carlson/Blake Shack

RECOMMENDATION: Discussion/Action to Approve Quote

BACKGROUND:

RSA is seeking to upgrade the current Intercom/Paging/Bell/Clock System.

Blake Schack will provide the board with vendor quotes from World Telecom & Surveillance and AMS.Net Technology Solution Provider. The quotes include projected cost associated with the purchase of some new equipment, updated software license, installation, and tech support. Funds will be designated from unrestricted tele-communications account.

Singlewire is the current software provider for RSA’s bell system. Valcom is the current manufacturer of RSA’s clocks, bells, and speaker equipment.

The board will review the information provided and determine if they wish to continue to use the Singlewire system or transition to a Valcom system.

- See Attached: Quotes & Recommendations

REFERENCE:

RSA Policies & Procedures/Facility-Operations Policies/Capital Expenditures

Singlewire vs Valcom 2022

Solution
Pros/Cons

Singlewire	
Pros	Cons
We already use Singlewire*	Actually it would be a totally new/different version
The new version should be more user friendly	Have had trouble with Singlewire support in the past

Valcom (Recommended for Approval)

Pros	Cons
Support from SUHSD	Expensive hardware risk
Our speakers and clocks are made to use Valcom	

Costs		Singlewire	Valcom
License Annual		\$4,578.00	\$0.00
Hardware		\$989.00 1x Purchase	\$10,000.00 Expected lifespan 5 years
One Time Costs		\$750.00 1x Purchase	\$0.00
Technical Support		\$5,000.00 1x Purchase	\$0.00
Installation		\$0.00	\$8,579.00
Cost over 5 years		\$29,629.00	\$18,579.00
Cost Per Year		\$5,925.80	\$3,715.80



**WORLD
TELECOM &
SURVEILLANCE INC.**

December 13, 2022

**Redding School of the Arts
955 Inspiration Pl.
Redding CA 96003**

**RE: Purchase and Installation of Intercom/Paging/ Bell /Clock system solution for: Redding School of the Arts
955 Inspiration Pl. Redding CA 96003**

Dear Elijah Van Slyke,

As requested, this is to provide you with a cost quotation for the installation of a Valcom Class Connection paging/clock/bell, at Redding School of the Arts.

This cost quotation is based on the project scope of work, detailed by Elijah Van Slyke. This cost quotation is based on World Telecom & Surveillance, Inc. providing all labor and material required to perform the Valcom Class Connection paging/clock/bell installation as specified.

Scope of Work:

World Telecom & Surveillance will provide and install Valcom Class Connection IP system. The Valcom Class Connection will provide you with Admin Software, Communications, Safety/Security, Schedules/Clocks, Paging Intercom, and other special features. The Valcom Class Connection will also interface with any telephone system.

WT&S will upgrade existing Informacast system to new Valcom IP6000. WT&S will flash (70) Informacast devices with current Valcom software.

WT&S will program and set up new Valcom server and program classrooms, page zones, and bell schedules

District will provide PoE ports for all PoE devices as needed

World Telecom & Surveillance, Inc. will install the Valcom paging/clock/bell, for the cost of **Eighteen Thousand Five Hundred Ninety-Seven and 57/100's Dollars (\$18,597.57)**.

NOTE: THIS IS A PREVAILING WAGE PROJECT

These costs include the labor required but does not include anything not mentioned or included in this cost quotation.

Elijah, I want to thank you for this opportunity to work with you and show you the professionalism of our staff and the quality of our work. If you have any questions, or need additional information, please feel free to call.

Sincerely,

World Telecom & Surveillance, Inc.

Ryan M. Belcastro, RCDD

WARRANTY

World Telecom & Surveillance, Inc. warrants that it shall repair defects resulting from faulty materials or workmanship, for **One year** Redding School of the Arts occupies the space. After completion of the proposed project, provided that it is notified in writing of all defects in material and workmanship in a timely manner. World Telecom & Surveillance, Inc. Inc. liability shall be limited to the cost of the repairs or replacement of defective materials or correction of faulty workmanship. In no event shall World Telecom & Surveillance, Inc. Inc. be liable for lost profits; general or special damages arising out of defects in material or workmanship. The above warranties are in lieu of all other warranties and are the only warranties made by World Telecom & Surveillance Inc. All other warranties, expressed or implied, including warranties of merchantability or fitness for a particular purpose are hereby excluded.

CONTRACTOR’S INFORMATION

World Telecom & Surveillance, Inc. is a licensed California Contractor.
Contractor Classification: C7
Contractor License Number: 793485

Contractors are required by law to be licensed and regulated by the Contractor’s State License Board. Any questions concerning a contractor may be referred to the Registrar, Contractor’s State License Board, and 9835 Goethe Road, Sacramento, CA 95827. Mailing Address: P.O. Box 26000, Sacramento CA 95826.

REGULATED BY THE CONTRACTORS STATE LICENCE BOARD. ANY QUESTIONS CONCERNING THE RESPONSIBILITIES OF A CONTRACTOR MAY BE REFERRED TO THE REGISTRAR OF THE BOARD WHOSE ADDRESS IS: “CONTRACTORS STATE LICENSE BOARD”

PROJECT CONTACTS

World Telecom & Surveillance, Inc.
Ryan Belcastro, RCDD
1819 Keystone Ct
Redding, CA 96003
530-223-9753/ Fax 530-223-9186

PROJECT LOCATION

Redding School of the Arts
955 Inspiration Pl.
Redding CA 96003

BILLING ADDRESS

Redding School of the Arts
955 Inspiration Pl.
Redding CA 96003

TERMS

PHASE BILLINGS DURING COMPLETION OF PROJECT.

World Telecom & Surveillance, Inc. Inc. certifies that all statements in this proposal are true and acknowledge that if the proposal contains any false statements, Redding School of the Arts may declare any contact made as a result of the proposal to be void.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. This quote is only valid for 30 days from the date of proposal.

Date of acceptance: _____ **Signature** _____



AMS.NET
Technology Solution Provider

**SAAS SUBSCRIPTION AGREEMENT- ANNUAL:
Singlewire Fusion - 12 Months**

**Redding School of the Arts
Quote #Q-00065928**



Billing Information:

AMS.NET will invoice against the contract once Purchase order is received and processed by AMS.NET. Failure to pay invoices may lead to cancellation of manufacturer subscription and early termination penalty.

SaaS Contract Cost Summary:

Contract Term	1 Year
Billing Term	Prepaid

Estimated Annual Total	\$4,578.00
Estimated Total Contract	\$4,578.00

At the end of the initial term, current agreement/subscription can be renewed by emailing a new purchase order to Mike Bruington, at mbruington@ams.net. To cancel your subscription at the end of the initial term, please notify Mike Bruington by email, no later than 45-days prior to end-of term. If we do not hear from you by 45-days prior to end-of term, your subscription will be automatically cancelled. We are required to give the manufacturer partner a 30-day cancellation notice.

AMS.NET will invoice against the original contract once a Purchase Order is received and processed by the AMS.NET internal team. Failure to pay invoices may lead to cancellation of the manufacturer subscription and early termination penalties may apply. In order to renew the subscription, please email a purchase order for the renewal term to Mike Bruington at mbruington@ams.net, in writing 45-days prior to the end-of-term. AMS.NET will send out customer reminders notifying them of the impending renewal and the customer must provide purchase order for the renewal term to AMS.NET, Mike Bruington at mbruington@ams.net, in writing 45-days prior to the end-of-term to avoid cancellation. Customer is subject to early termination fees for the remaining value on the contract if contract is terminated before the contract end date.

Upon the expiration or termination of Customer’s subscription, Customer shall cease all use of the Service and the Singlewire Materials and delete all copies of Installed Technology in the form of software. Customer acknowledges that its ability to access or use the Service and Singlewire Materials may be automatically disabled upon the expiration or termination of Customer’s subscription.

Customer acknowledges that the Service may include technological means of determining compliance with this Agreement, and disabling the Service in the event of the breach or the termination of this Agreement. Singlewire may terminate this Agreement immediately, without judicial intervention or prior notice to Customer, if Customer fails to comply with any term of this Agreement. For clarity, the termination of this Agreement will result in the termination of any then-current subscription. Upon the expiration or termination of Customer’s subscription, Customer shall immediately uninstall and delete all copies of any Installed Technology in the form of software and stop use of all Installed Technology in the form of hardware.



Customer Price Quote

Customer

Redding School of the Arts
955 Inspiration Pl
Redding CA, 96003-8297 US
ATTN: Tracy Sawyer

Quote Description

Singlewire Fusion - 12 Months

Quote

#Q-00065928

Estimated Contract Start	12/1/2022
Estimated Contract Expiration	11/30/2023
Contract Term	1 Year
Billing Term	Prepaid
Modified	10/28/2022
Account Mgr.	Drew Stark
AM Phone	(925) 245-4771
AM Email	dstark@ams.net
Inside Account Mgr.	John Beyer
IAM Phone	(925) 245-6136
IAM Email	jbeyer@ams.net

Line	Item Description	Qty	Service Term	Monthly Unit Price	Qty Years	Extended Price
1	SSF-1YR-USR-TIER 2 InformaCast Fusion - Fusion User - 1 YR Subscription - Tier 2 (Includes a IP Phone, Desktop, Mobile User)	250	1 Year	\$1.19	1	\$3,570.00
2	SSF-1YR-EPA-TIER 2 InformaCast Fusion - IP Endpoint Add-On - 1 YR Subscription- Tier 2	100	1 Year	\$0.84	1	\$1,008.00

Order Summary

Estimated Annual Total	\$4,578.00
Estimated Contract Total	\$4,578.00



Sign and return this page to your account manager to accept this proposal for SaaS Subscription-Annual.

I, the undersigned (“Customer”), hereby accept this Proposal for SaaS Services(s) as detailed in the quote number **Q-00065928**. I also agree to the following:

Terms and Conditions

Payment Conditions	
<input type="checkbox"/>	Yes , Customer chooses to purchase SaaS services from AMS.NET. Customer understands that Customer will be responsible to pay the full costs of the services until contract has expired. Fees are non-refundable and payment obligations are non-cancelable, except as provided in your purchase terms or where prohibited by law.

Term: 1 Year

Singlewire services purchased from AMS.NET requires customer to accept the Singlewire Subscription Agreement for Informacast Fusion and Informacast Mobile SaaS. Service Terms Agreement located at: <https://www.singlewire.com/mobileagreement>. This Singlewire Subscription Agreement for Informacast Fusion and Informacast Mobile SaaS describes the rights and responsibilities related to the Cloud Service(s) You purchase from Singlewire or an Approved Source and is between You and Singlewire. Both the terms in this Agreement and the Agreement between you and Singlewire for the Cloud Services must be accepted.

Year 1 Cost - Quote Total	Qty	Service Term	Monthly Unit Price	Qty Years	Extended Price
SSF-1YR-USR-TIER 2 InformaCast Fusion - Fusion User - 1 YR Subscription - Tier 2 (Includes a IP Phone, Desktop, Mobile User)	250	1 Year	\$1.19	1	\$3,570.00
SSF-1YR-EPA-TIER 2 InformaCast Fusion - IP Endpoint Add-On - 1 YR Subscription- Tier 2	100	1 Year	\$0.84	1	\$1,008.00

Estimated Annual Total	\$4,578.00
Estimated Contract Total	\$4,578.00



This Agreement may be executed in one or more counterparts, each of which will be deemed an original but all of which together will constitute one and the same instrument. Delivery of an executed counterpart of a signature page to this Agreement by facsimile, .pdf or other electronic means will be as binding and effective as delivery of a manually executed counterpart to the Agreement.

By signing below, each of the Parties, intending to be legally bound thereby, agrees to the terms of this Agreement.

Submitted by	Acknowledged and Agreed
AMS.NET, Inc.	Redding School of the Arts
Signature	Signature
Name	Name
Title	Title
Date	Date

Payment Terms and Conditions:

1. AMS.NET will require a Purchase Order referencing this Quote # and an authorized representative must sign this proposal.
2. Payment Terms are NET 30. Payments made beyond 30 days are subject to a finance charge of 1.5% per month. Customer agrees to pay all collection costs and attorney fees or late payments if applicable. . In the event that a site's readiness is delayed by the customer, customer agrees to accept and pay invoices that reflect services already received.
3. Shipping charges and sales tax will not be added to this order as these services on non-taxable.
4. The laws of the State of California will apply to this sale.
5. The term "start date" means the first business day on which the service starts. Minor omissions or variances in performance of the System that do not materially or adversely affect the operation of the system, shall not be deemed to have postponed the start date. Seller shall use its best efforts to make timely delivery of start date. HOWEVER, ALL STATED DELIVERY AND START DATES ARE APPROXIMATE AND EXCEPT AS EXPRESSLY PROVIDED IN THIS AGREEMENT, SELLER SHALL, UNDER NO CIRCUMSTANCE, BE DEEMED TO BE IN DEFAULT HEREUNDER OR BE LIABLE FOR CONSEQUENTIAL, INCIDENTAL OR SPECIAL DAMAGES OR COMMERCIAL LOSS RESULTING FROM DELAYS IN DELIVERY OF START DATE.
6. Early Terminate Fee (ETF): Customer is subject to Early Termination fees for the remaining value on contract if contract is terminated before the contract end date. AMS will deduct contract total minus total paid by customer to calculate value of the ETF. ETF Payment terms are subject to same payment terms listed above.
7. Singlewire services purchased from AMS.NET requires customer to accept the Singlewire Subscription Agreement for Informacast Fusion and Informacast Mobile SaaS located on Singlewire's Website. This Singlewire Subscription Agreement for Informacast Fusion and Informacast Mobile SaaS describes the rights and responsibilities related to the Cloud Service(s)



AMS.NET

Technology Solution Provider

Your purchase from Singlewire or an Approved Source and is between You and Singlewire. The Singlewire Subscription Agreement for Informacast Fusion and Informacast Mobile SaaS includes the applicable Offer Description(s) located at <https://www.singlewire.com/mobileagreement>.

8. AMS.NET will invoice against the original contract once a Purchase Order is received and processed by the AMS.NET internal team. Failure to pay invoices may lead to cancellation of the manufacturer subscription and early termination penalties may apply. In order to renew the subscription, please email a purchase order for the renewal term to Mike Bruington at mbruington@ams.net, within 45-days of the end of the initial term. AMS.NET will send out customer reminders notifying them of the impending renewal and the customer must provide purchase order for the renewal term to AMS.NET, Mike Bruington at mbruington@ams.net, in writing 45-days prior to the end-of-term to avoid cancellation. Customer is subject to early termination fees for the remaining value on the contract if contract is terminated before the contract end date.

Upon the expiration or termination of Customer's subscription, Customer shall cease all use of the Service and the Singlewire Materials and delete all copies of Installed Technology in the form of software. Customer acknowledges that its ability to access or use the Service and Singlewire Materials may be automatically disabled upon the expiration or termination of Customer's subscription.

Customer acknowledges that the Service may include technological means of determining compliance with this Agreement, and disabling the Service in the event of the breach or the termination of this Agreement. Singlewire may terminate this Agreement immediately, without judicial intervention or prior notice to Customer, if Customer fails to comply with any term of this Agreement. For clarity, the termination of this Agreement will result in the termination of any then-current subscription. Upon the expiration or termination of Customer's subscription, Customer shall immediately uninstall and delete all copies of any Installed Technology in the form of software and stop use of all Installed Technology in the form of hardware.

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C7 License: 763508



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 925-245-6100 • 925-245-6150 Fax
 www.ams.net

Customer Price Quote

Customer

Redding School of the Arts
 955 Inspiration Pl
 Redding CA, 96003-8297 US
 ATTN: Tracy Sawyer

Ship To

Redding School of the Arts
 955 Inspiration Pl
 Redding, CA 96003-8297
 ATTN: Tracy Sawyer

Quote Description

Singlewire Fusion Migration - ONE-TIME COST

Quote #	#Q-00065818
Project #	98222
Modified	11/28/2022
Account Mgr.	Drew Stark
AM Phone	(925) 245-4771
AM Email	dstark@ams.net
Inside Account Mgr.	John Beyer
IAM Phone	(925) 245-6136
IAM Email	jbeyer@ams.net
Quote Exp.	12/31/2022

Line	Item Description	Manufacturer	Qty	Unit Price	Extended Price
Singlewire ONE-TIME Onboarding Fee & Fusion Appliance					
1	SS-CPF-2 One-Time Cloud Provisioning Fee - TIER 2	Singlewire	1.00	\$750.00	\$750.00
2	IPTA-IFS InformaCast Fusion Hardware Appliance	Singlewire	1.00	\$989.00	\$989.00
Shipping					
3	AMS-FREIGHT Freight and Handling	None	1.00	\$0.00	\$0.00

Order Summary

Subtotal	\$1,739.00
Adjustment	\$0.00
Estimated Taxes	\$71.70
Total	\$1,810.70

Terms and Conditions

1. AMS.NET will require a Purchase Order referencing this Quote # or if a Purchase order is not provided, an authorized representative must sign this quote.

2. Payment terms are Net 30. An interest charge of 1.5% per month will be applied to all accounts past due, plus all costs of collection and reasonable attorneys fees. AMS.NET accepts all major credit cards. A convenience fee of 3.5% will be assessed. Customer agrees to accept multiple invoices for projects that cover multiple sales. In the event that a site's readiness is delayed by the customer, customer agrees to accept and pay invoices that reflect equipment and services already received.

3. Items sold by AMS.NET, Inc. and shipped to destinations in California are subject to sales tax. If an item is subject to sales tax in the state to which the order is shipped, tax is generally calculated on the total selling price of each individual item. In accordance with state tax laws, the total selling price of an order will generally include shipping and handling charges and item-level discounts. The amount of tax charged on your order will depend upon many factors including, but not limited to, the type of item(s) purchased, and the source and destination of the shipment. Factors can change between the time you place an order and the time an invoice is sent, which could affect the calculation of sales taxes. The amount appearing on your proposal as 'Estimated Sales Tax' may differ from the sales taxes ultimately charged. Shipping charges and sales tax will be added to this order when invoiced and the customer agrees to pay these charges.

4. All companies with tax exemption must present a valid Tax Exempt form. If Customer is tax exempt or if tax exempt form is not provided then customer agrees to pay all applicable taxes.

5. All shipments are FOB Origin or Pre-paid and shipped to Dock. Any Special shipping requirements must be clearly stated on all PO's (i.e. inside delivery). If inside Delivery or Lift-gate is required it must be specified and additional fees will incur. Shipping charges that appear on this quote are an estimate, AMS.NET will invoice and the customer will pay the actual shipping charge when identified.

6. Upon delivery of equipment, customer agrees to open all shipments and visually inspect equipment for physical damages. All damages must be reported to AMS.NET within 24 hours of delivery.

7. Returns will be accepted at AMS.NET discretion and are subject to manufacturer returns policies as well. For returns to be approved all merchandise must be in an unopened box and the customer agrees to pay a restocking fee of 15% of the purchase price. Returns must be made within 15 Days of receipt. All shipments must have a valid RMA number from AMS.NET before returning. For RMA requests please contact our Customer Service Department at (800) 893-3660 Ext. 6111. Email RMA requests should be directed to service@ams.net A copy of AMS.NET's full RMA policy is available for review online at www.ams.net/services/procurement-and-financing/

8. The laws of the State of California will apply to this sale.

9. The term "installation date" means the first business day on which installation of the system is complete. Minor omissions or variances in performance of the System that do not materially or adversely affect the operation of the system, shall not be deemed to have postponed the Installation Date. Seller shall use its best efforts to make timely delivery and installation. However, all stated delivery and installation dates are approximate and except as expressly provided in this agreement, Seller shall, under no circumstance, be deemed to be in default hereunder or be liable for consequential, incidental or special damages or commercial loss resulting from delays in delivery or installation.

10. Warranties. AMS warrants to Customer that it has good title to the equipment being sold to Customer under this Agreement, and the right to sell such equipment to Customer free of liens or encumbrances. AMS further warrants to Customer that the equipment being sold to Customer hereunder shall be free from defects in workmanship for a warranty period of thirty (30) days commencing on the later date the equipment is delivered to Customer or the date upon which AMS completes performance of the services to be performed under this agreement (this warranty being hereinafter referred to as an "Installation Warranty"). Except as expressly set forth in this paragraph, AMS does not make, and hereby disclaims, any and all representations or warranties, express or implied, with respect to the equipment or services being provided under this agreement, including but not limited to any implied warranties of merchantability, fitness for a particular purpose, satisfactory quality, against infringement, or arising from a course of dealing, usage or trade practice. AMS shall reasonably cooperate and assist Customer in enforcing any manufacturer warranties with respect to the equipment being sold to Customer under this Agreement. AMS hereby advises Customer, and Customer acknowledges that in the event Customer desires to procure from AMS any warranty protection beyond the warranty of title and the Installation Warranty provided under this Paragraph, Customer may do so by entering into a separate Service Agreement with AMS.

Manufacturer's warranty that is guaranteed is whatever is published by the manufacturer at the time of purchase.

11. Cisco Cloud services purchased from AMS.NET requires customer to accept Cisco's Universal Cloud agreement located on Cisco Systems' Website. This Universal Cloud Agreement describes the rights and responsibilities related to the Cloud Service(s) you purchase from Cisco or an Approved Source and is between you and Cisco. The Universal Cloud Agreement includes the applicable Offer Description(s) located at www.cisco.com/go/cloudterms (collectively "Agreement"). By clicking 'accept,' or using the Cloud Service, you agree to the terms of this Agreement. If you do not have authority to enter into this Agreement, or if you do not agree with its terms, do not click 'accept' and do not use the Cloud Service. If you determine that you cannot comply with the terms of this Agreement after you have paid for the Cloud Service, you may terminate your



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access to the Cloud Service for a full refund provided you do so within thirty (30) days of your purchase.

AMS.NET Tax ID: 94-3291626

12. The final price of all labor in this quote is contingent upon the customer providing AMS.NET full site access, with keys or a dedicated escort, for a period of at least nine consecutive hours per working day. Any existing pathway being pulled through is assumed to be easily discoverable, and meeting BICSI standards, such as the fill ratio, lack of non-cabling material in the conduit, and appropriate number of LBs. Additionally, any interior wall penetrations are assumed to be drywall or a like material unless otherwise noted in the labor scope for this project. Any deviation from these assumptions may result in additional costs to the customer based on the time added to the project.

C7 License: 763508

Please fax signed Quotation or Purchase Order to your AMS.NET account manager or to 925.245.6150. Full terms and conditions can be viewed on our website at www.ams.net/services/procurement-and-financing/

Authorized Signature: _____ Date: _____

Print Name: _____ Print Title: _____



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Customer Price Quote

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 ATTN: Tracy Sawyer

Ship To

Redding School of the Arts
 955 Inspiration Pl
 Redding, CA 96003-8297
 ATTN: Tracy Sawyer

Quote Description

20 Hour pFLEX

Quote #	#Q-00066562
Project #	98515
Modified	11/28/2022
Account Mgr.	Drew Stark
AM Phone	(925) 245-4771
AM Email	dstark@ams.net
Inside Account Mgr.	Mike Bruington
IAM Phone	(925) 245-6165
IAM Email	mbruington@ams.net
Quote Exp.	12/31/2022

Line	Item Description	Manufacturer	Qty	Unit Price	Extended Price
1	AMS-MS-FLEX2-PRE-20 \$5,000 Block of Premium Flex Support Hours - 20 Hours	AMS.NET	1.00	\$5,000.00	\$5,000.00

Order Summary

Subtotal	\$5,000.00
Adjustment	\$0.00
Estimated Taxes	\$0.00
Total	\$5,000.00

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Authorized Signature: _____ Date: _____

Print Name: _____ Print Title: _____

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

General Reporting

SUBJECT: Agenda Item 2.5 –High School Update
2.5.1 High School Building
2.5.2 High School Recruitment & Enrollment

PREPARER: Lane Carlson

RECOMMENDATION: Discussion

BACKGROUND:

Administration will provide the board with an update on the high school & theater building plans & construction.

Lane Carlson will also provide the board with an update on his recruitment visit to Tree of Life International Charter, as part of the board’s goal to increase high school enrollment.

REFERENCE:

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

General Reporting

SUBJECT: Agenda Item 2.6 – RSA Governance & Board Development
Guidebook – 1st Read

PREPARER: Tiffany Blasingame/Lane Carlson

RECOMMENDATION: Discussion

BACKGROUND:

The RSA Governance & Board Development Guidebook will be presented for initial review and comment. The guidebook will serve as a toolkit for new board members and will be used for reference as part of the onboarding process.

- See Attached: Board of Directors Guidebook/Manual – 1st Read

REFERENCE:

Redding School of the Arts Governance and Board Development Guidebook

“Boards function most effectively when everyone feels prepared and inspired to contribute in ways that are meaningful and fulfilling.” -Boardsource

Adopted:

INTRODUCTION

Charter School History

Importance/Purpose of Charter School Boards

About RSA-

SCHOOL INFORMATION

- School charter
- Mission, vision, and values
- Short history of the school—how, why, and when it was founded; results to date; and any events of significance
- Short description of the school's program
- Description of the students served: demographic information on poverty and English Language Learners; residential information; and other descriptive information about the student population
- Summary of student performance data: high-stakes test scores over the last several years, authorizer performance reports/ratings, relevant academic reports to the board
- School's strategic plan
- Organizational chart
- Most recent annual report

BOARD MEMBERS

Key Responsibilities of the Board (from Board Source)

1. Determine the charter school's mission and purpose. It is the board's responsibility to create and periodically review the mission statement, which articulates the school's goals, means and primary constituents served. Each board member should fully understand and support the mission statement.
2. Select the charter school leader. Boards must reach consensus on the charter school leader's job description and undertake a careful search process to find the most qualified individual for the position.
3. Support the charter school leader and review performance. The board should ensure that the charter school leader has the moral and professional support needed to further the goals of the charter school and establish a periodic performance evaluation schedule, in partnership with the school leader.
4. Ensure effective organizational planning. As stewards of the charter school, the board must actively participate with the staff in an overall planning process and assist in implementing the resulting plan.
5. Ensure adequate resources. One of the board's foremost responsibilities is to secure the resources for the charter school to fulfill its mission. The board should work with the charter school leader and development staff to raise funds from the community.
6. Manage resources effectively. In order to remain accountable to its constituencies and to safeguard its tax-exempt status, the board must approve the annual budget and

ensure that proper financial controls are in place.

7. Determine and monitor the charter school's programs and services. The board's role in this area is to determine which educational programs and services are the most consistent with the charter school's mission, and monitor their effectiveness.
8. Enhance the charter school's public image. The board is a charter school's primary link to the community. Clearly articulating the school's mission, accomplishments and goals to the public, as well as garnering support from important members of the community, are important elements of a successful public relations strategy.
9. Assess its own performance. The board should evaluate, on a regular basis, its performance in fulfilling responsibilities, using resources and achieving the school's mission. By evaluating its performance, the board can recognize its achievements and reach consensus on which areas need to be improved.

Distinction Between Governance and Management

Division of Governance and Administrative Roles Table

(This chart is from the Massachusetts Charter Schools Trustees Guide by Marci Cornell-Feist)

Responsibility	Board of Directors	School Leader
Finance and Accounting	<ul style="list-style-type: none"> • Approves annual budget • Review periodic financial reports (balance sheet, income statement) • Ensure proper internal controls are in place 	<ul style="list-style-type: none"> • Prepares annual budget • Oversees preparation of periodic financial statements • Implements proper financial controls
Legal	<ul style="list-style-type: none"> • Exercises fiduciary role to ensure the charter school is properly managed. • Maintains legal status; ensures paperwork is submitted to governmental agencies • Review financial & business dealings; exercises proper judgment to avoid conflict of interest 	<ul style="list-style-type: none"> • Provides information to the board to demonstrate that the school is well managed. • Compiles information for annual filing requirements • Alerts board if conflict of interest situation is likely to occur
Planning	Establishes mission and program direction; approves goals/objectives to meet those ends • Reviews strategic plan and progress • Assesses compliance/progress in achieving educational outcomes agreed to in charter • Assesses program evaluation plan	Participates in establishing mission and program direction. • Assists board in keeping focus and momentum • Develops specific program goals & objectives based on the board's specific mission • Develops/oversees progress reports

Policy	Develops and adopts written policies • Responsible for reviewing policies periodically	Identifies need for new policies • Assures implementation of policies and assists in analyzing policy options
Personnel	Sets and reviews personnel policies • Hires school leader and evaluates their performance	Implements personnel policies • Recommends changes to personnel policies • Hires staff and evaluates performance
Resource Development	Assures long-range commitment of resources • Establishes/implements fund development plan • Reviews/approves all major grant proposals	Conducts research and maintain database • Assists in fund development efforts • Develops grant and other funding applications, plans fundraising events
Board Accountability	Establishes and communicates expectations of board membership • Assures effective board participation	Facilitates training and info exchange in preparation for board selection • Facilitates effective communication among board
Decision-making	Defines and communicates board's role • Assures appropriate board involvement in decision-making	Makes action decisions within parameters set by the board
Community Relations	Promotes school to parents and the public • Serves as emissary to broader community • Promotes activities with other charter schools, such as coalitions, shared programs, etc.	Interprets the charter school mission to the community via direct involvement, PR, personal contact, working with the media, etc. • Works closely with the board for an effective division of labor

Legal Requirements of the Board

Governance Structure

EXPECTATIONS AND JOB DESCRIPTIONS

- The full board
- Officers
- Individual board members
- Committees
- School leader and leadership team

Effective Decision Making and Meetings

-Elements of Effective decision making from Eugene Smoley author *Effective School Boards*

1. The board accesses and uses relevant information. Relevant information comes from many sources, including district staff and the community. It is accurate, balanced and presented as an efficient guide for action, and it is focused on several board concerns, such as resolving immediate crises and strengthening longer-term educational results.
2. The board discusses issues deliberately. Board discussions are systematic, objective and open. Board members consider the information in context and give the time necessary to avoid forcing decisions prematurely. Boards put aside personal differences and hidden agendas and consider the merits of a particular situation or issue without prejudice. Board members are honest and forthright in their exchange of viewpoints.
3. The board considers alternative actions. This practice shows that the board has discussed different points of view, heard from all sides and assessed the positive and negative consequences of various choices.
4. The board works toward consensus. Board members try to find areas of commonality, tolerate differences and recognize the need for compromise in reaching agreement.

- Time Management of Board Meetings
- Annual Calendar of Major board decisions
- Communication between board meetings
- Public Meetings
- Notice requirements

CALENDAR

- Board and committee meetings
- School events board members can or should attend such as performances, demonstrations, or portfolio evaluations
- Key dates and milestones of all board and committee goals

MANAGEMENT DOCUMENTS

Refer to LiveBinder with the link and location of these documents instead of adding them in the guidebook. RSA Administrative Assistant will provide link and login credentials.

- Documents that detail relationship with a charter management organization (CMO) or education management organization (EMO), if your school contracts with one
- Contracts, reports, milestones, and any other documents relevant to the CMO/EMO or significant outside vendors

LEGAL AND POLICY DOCUMENTS

- Articles of incorporation, bylaws, policies (conflict of interest, confidentiality, student discipline, etc.), and Internal Revenue Service Form 990: Return of Organization Exempt from Income Tax

-
- All legally required documents including meeting minutes.
 - Insurance information that includes a copy of the school's certificate for the Directors' and Officers' Liability insurance

GOVERNANCE RESOURCES

- Charter School Development Center- <https://www.chartercenter.org/>
- BoardSource provides myriad resources to support boards in reaching the standards that you can keep in your manual for reference- <https://boardsource.org/>
- National Charter School Resource Center - <http://www.charterschoolcenter.ed.gov/>
 - Fiscal Health Tool- [Assessing Fiscal Health: - A Financial Benchmarking Tool](#)

DRAFT

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

Personnel Reporting

SUBJECT: Agenda Item 2.7 – Personnel Updates

New Hires:

- Monique Reynolds – 1/9/2023 Special Ed/MTSS Administrative Assistant

Employment Update/Changes:

- Rosanna Redding – 12/16/2023 School Secretary

Terminations/Resignations:

- Julie David – 12/22/2022 School Secretary
- Jacob Wegner – 12/10/2022 Custodian

PREPARER: Lane Carlson

RECOMMENDATION: Discussion/Action to Approve

BACKGROUND:

It is the Governing Boards responsibility to hire and terminate, upon nomination and recommendation of the School Director, all personnel.

REFERENCE:

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