



REDDING SCHOOL OF THE ARTS
WHERE EDUCATION AND THE ARTS CONNECT

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

Thursday, December 14, 2023

Open Session: 5:45 p.m.

Meeting called to order by Presiding Officer Jonathan Sheldon at 5:44 p.m.
Roll Call/Establish Quorum:

Jonathan Sheldon, President	<u> X </u>
Jean Hatch, Vice President	<u> X </u>
Sharon Hoffman - Spector, Treasurer	<u> AB </u>
Tiffany Blasingame, Secretary	<u> X </u>
David Skinner, Parent Representative	<u> X </u>
Daria O'Brien, Community Member	<u> X </u>
Antonio Cota, Community Member	<u> AB </u>

Additional Non-Voting Participants

Lane Carlson, Executive Director	<u> X </u>
Shelley Tan, Special Ed Director	<u> X </u>
Carol Wahl, Principal	<u> X </u>
Sophia Zaniroli, Vice Principal/Teacher	<u> X </u>
Robyn Stamm, Business Serv Provider	<u> X </u>
Rebecca Lahey, Staff Liaison	<u> X </u>

Board Recorder: Adel Morfin

Onsite Guests: N/A

PUBLIC FORUM for CLOSED SESSION & NON-AGENDIZED ITEMS:

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 5:45p.m.

- Conference with Legal Counsel – Anticipated Litigation; pursuant to Government Code Section 54956.9 (b)
 - Significant Exposure to Litigation: (1) Potential Cases

Resume Open Session at 6:04 p.m.

Roll Call: Carol Wahl exited and did not rejoin the meeting.

Report Out on Closed Session:

- No action was taken by the board.

DIRECTORS REPORT:

- **Lane Carlson:**
Reported on the 12/7 High School Winter Concert and 12/8 High School Winter Formal events.

He shared an RSA marketing video created by high school students in Mrs. Russo's Theater Performance Class. The video will serve as an audition entry for Harry Potter and the Cursed Child Broadway contest. Mrs. Russo's Theater Performance Class has also been awarded the Directing Change Mini Grant again this year.

Lane reported tickets are on sale for RSA's Little Mermaid JR. show taking place 1/18/24 – 1/21/24. He shared the event poster created by Mrs. Plummer's high school Media Art class. Costumes for the show were created by the high school students in the Costume Design class, led by Redding Fashion Alliance, as part of RSA's Expanded Learning Opportunities Program Plan.

Lane provided an update on the high school marketing campaign to increase enrollment. He plans to visit local area charter schools in the spring and high light RSA's high school program to potential freshman.

VICE PRINCIPAL REPORT:

- **Sophia Zaniroli:**

Reported RSA won the award for Entry of the Year at the 2023 Annual Lighted Christmas Parade. Sophia Thanked Tiffany Blasingame and parent volunteers for their work on the float.

She stated the 12/14 Informational Tour was well attended by potential kindergarten families.

Sophia reported on the K-8 grade level meetings. The K-2 group is working on the SIPPS Phonics Program. The 3rd-5th group is working on attendance incentives. Students with perfect attendance each week have a chance to be entered into a monthly drawing for prizes.

The 6th-8th grade group are adopting a section of the school to maintain and keep clean.

Sophia also reported the Middle Sch Winter Social is taking place on 12/15.

STAFF LIAISON REPORT:

- **Rebecca Lahey:**

Reported the K-8 Student Council has organized a canned food drive for The Good News Rescue Mission. Donations are welcome through 12/19.

GOVERNING BOARD REPORT:

- **Jonathan Sheldon:** Nothing to report at this time
- **Jean Hatch:** Nothing to report at this time
- **Tiffany Blasingame:** Nothing to report at this time
- **David Skinner:** Nothing to report at this time
- **Daria O'Brien:** Nothing to report at this time

GOVERNING BOARD CORRESPONDENCE:

- The board acknowledges having received and reviewed board correspondence from an RSA parent.

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 11/16/2023 Governing Board Minutes

1.2 Approve November 2023 Warrants

1.3 Approve 2023/24 RSA Board Development & Governance Handbook – 3rd Read

Tiffany Blasingame moved to approve the consent agenda as listed, seconded by David Skinner. Vote 5 Ayes: 0 Nays.

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

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

- No Comments

DISCUSSION/ACTION AGENDA:

2.1 Discussion/Action: 2022/2023 Financial Audit Report

Item discussion was tabled until next month. No action was taken.

2.2 Discussion: Finance Committee Meeting Update

Lane Carlson reported the Finance Committee met on 12/5 and reviewed the 1st Interim Budget & MYP, budget assumptions, ADA, and salary schedule increase proposals for 2023/24.

He presented a revised certificated and classified salary schedule, with manually adjusted step increases, for the committee to review. He reported the MTSS Education Specialist salary schedules would mirror RSA's certificated schedules, but would include an additional \$3k per step. All other salary schedules (Administrative, Counselors, Nurse, Speech, School Psych) would receive a 5% increase.

Lane also discussed the possibility of rolling approx. \$430k in high school building expenses into the bond. This option would increase RSA's fund balance this year, but could also have the potential to increase the bond payment over the term of the loan.

The committee recommends the board approve the proposed Certificated, Classified, and MTSS Education Specialist salary schedules as discussed, with a 5% increase to the Administrative, Counselors, Nurse, Speech & Language Pathologist, School Psych salary schedules, retro to 7/1/2023.

2.3 Discussion/Action: 2023/24 1st Interim Budget

Robyn Stamm reported on the 2023/24 1st Interim Budget and MYP.

She reviewed the budget comparison between the Adopted Budget vs. 1st Interim with the board. She reported RSA's beginning fund balance came in at 4.13 million, which was \$517k more than originally anticipated. LCFE revenue decreased by \$436k due to an overstatement in projected enrollment. ADA was adjusted down from 631.75 to 596.60 and continues to remain conservative in the coming years. She reported federal revenue increased by \$201k due to additional one-time funds set to expire on 6/30/24. Overall, she reported revenue projections decreased by \$38k when compared to the adopted budget.

Robyn reviewed expenditures and noted salary variances were due to projected vacancies at budget adoption. Books/supplies increased by \$60k due to expenditure of one-time funds. Contracted services and other operating expenditures decreased by \$14k.

Robyn reviewed the Multi-Year Projection (MYP) with the board. She stated that although the COLA for 2024/25 was projected at 3.94%, the MYP only reflected a conservative 1% COLA increase as recommended by School Services of CA. She also stated the budget did not reflect the proposed salary increases as recommended by the Finance Committee.

She reported RSA will plan to deficit spend by \$237k in 2024/25 as result of estimated ADA projections, high school building costs, bond financing, and additional staffing needs. However, RSA is projected to have an increase in fund balance of \$382k in 2025/26, and currently has 7.5% reserved for economic uncertainties.

Overall Robyn confirmed a total ending fund balance of \$4.3 million for 2023/24 and recommends the board move forward with the adoption of the 2023/24 1st Interim Budget.

Tiffany Blasingame expressed concerns over several compounding issues affecting the budget and MYP, including ADA projections, decrease in attendance/enrollment, proposed salary increases, high school construction costs, and planned deficit spending in 2024/25. She proposed being more conservative and suggested additional decreases to ADA projections over the next couple of years. Robyn stated the MYP already reflected a reduction in ADA projections, from what was originally adopted at the start of the year, and continues to remain conservative moving forward.

Daria O'Brien moved to approve 2023/24 1st Interim Budget & MYP as written, seconded by David Skinner. Vote 4 Ayes: 1 Nays.

2.4 Discussion/Action: 2023/24 Salary Schedule Proposals – 2nd Read

2.4.1 Administrative Salary Schedule

2.4.2 Certificated Salary Schedule

2.4.3 Classified Salary Schedule

2.4.4 High School Counselor Salary Schedule

2.4.5 SpEd/MTSS Education Specialist Salary Schedule

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

2.4.7 SpEd/MTSS Occupational Therapist Salary Schedule

2.4.8 SpEd/MTSS School Psychologist & Intern Salary Schedule

Lane Carlson reviewed the 2023/24 Salary Schedule Proposals with the board. The proposed increases would be retro to 7/1/2023.

He stated the certificated salary schedule was trimmed back a bit following the last meeting and includes revisions to Column A and addition of column BA+45 Column. The cost to implement the proposed Certificated schedule is approx. \$174k per year.

He reviewed the proposed changes to the classified salary schedule with the board. He stated classified columns A-C were manually adjusted to reflect more significant step increase comparable to other local examples. These columns reflect an average 8.61% increase, while columns D-F reflected a straight 5% increase. The cost to implement the proposed classified schedule is approx \$56k per year.

He reported the MTSS Education Specialist salary schedules would mirror RSA's certificated schedules, but would include an additional \$3k per step.

All other salary schedules (Administrative, Counselors, Nurse, Speech & Language Pathologist, School Psych, OT) include a proposed 5% increase, retro to 7/1/2023.

Robyn Stamm stated that the overall cost to implement the salary schedules was approx. \$270k per year, which was not currently reflected in the adopted 2023/24 1st Interim Budget & MYP. She shared a 2023/24 Preliminary MYP Budget which included the cost of the proposed salary increases. Based on the added cost, RSA would plan to deficit spend by \$66k in 2023/24 & \$524k in 2024/25. However, RSA is projected to have an increase in fund balance of \$382k in 2025/26, and currently has 7.5% reserved for economic uncertainties.

Lane reported Tiffany Blasingame had requested to see an example of the total compensation packet for a certificated and classified employee. He provided the board with a copy of an Employment Notification which breaks down an employee's base pay and district paid contributions towards health benefits, retirement, and other statutory benefits.

Tiffany Blasingame stated it was important to consider all district paid contributions when discussing potential salary increases and not just focus on base pay alone. She expressed concern with the cost of the proposed increase and its effect on the budget, as RSA was already planning to deficit spending in 2024/25.

The board acknowledged Tiffany's concerns, and after further discussion moved to vote on the proposed salary increases.

Daria O'Brien moved to approve the 2023/24 Salary Schedule Proposals as written, retro to 7/1/23. The motion was seconded by Jean Hatch. Vote 4 Ayes: 1 Nays.

2.5 Discussion/Action: 2023/24 Expanded Learning Opportunities Program Plan

Lane Carlson reported on the Expanded Learning Opportunities Program (ELOP). The program provides funding for afterschool and summer school enrichment programs for transitional kindergarten through sixth grade. Lane reported collaborating with the Shasta Family YMCA to offer afterschool and summer school enrichment programs and discuss planned expenditures for the current school year.

The approved ELOP plan will be posted on the RSA website.

Tiffany Blasingame moved to approve the 2023/24 Expanded Learning Opportunities Program Plan as presented, seconded by Daria O'Brien. Vote 5 Ayes: 0 Nays.

2.6 Discussion: High School Building Committee Update

Lane Carlson reported the high school building project has stalled for the moment, as the committee continues to work with the McConnell Foundation to address potential concerns. Lane does not anticipate entering the bond market until January and hopes to bring the bond payment structure and Preliminary Limited Offering Memorandum (PLOM) to the 1/11/24 board meeting.

2.7 Discussion/Action: Sick Leave Benefits Policy #306 – 2nd Read

Lane Carlson reported the policy was amended to reflect changes on the limits of use of paid sick leave, requirement of verification for sick leave absence, and added abuse of sick leave clause. He stated the policy changes were reviewed by CharterSafe for compliance.

He highlighted the new requirement that eligible nonexempt employees working less than 40 hours per week will accrue up to 40 hours of sick leave by their 200th day of employment. In order to accomplish this, RSA proposes to grant eligible employees 24 hours of paid sick leave benefits at the start of the calendar year, followed by a manual adjustment of an additional 16 hours of paid sick leave benefits in February, in order to meet the 200th day of sick leave employment requirement.

This change is not included in the amended draft, but will need to be reflected in the final draft before posting to the Employee Handbook.

David Skinner moved to approve the Sick Leave Benefits Policy as written, with the added changes as discussed. The motion was seconded by Daria O'Brien. Vote 5 Ayes: 0 Nays.

2.8 Discussion/Action: Executive Assistant Job Description – 2nd Read

Lane Carlson reported the Executive Assistant Job Description was forwarded to legal counsel for review following the 11/16 board meeting. Legal counsel determined the position did not meet exempt status as proposed. The position will be classified

as non-exempt and remain on the classified salary schedule.

Lane stated the position was amended further to designate duties that would qualify the position for a Governing Board Meeting Stipend. The stipend was added to the General Extra Duty Stipend Salary Schedule for board review and approval.

Daria O'Brien moved to approve the Executive Assistant Job Description as written, seconded by Jean Hatch. Vote 5 Ayes: 0 Nays.

2.9 Discussion/Action: 2023/24 General Extra Duty Stipend Salary Schedule – Amended

Lane Carlson reported amending the General Extra Duty Stipend Salary Schedule to include a \$5,000 annual Governing Board Meeting Stipend for specific Executive Assistant board related duties, as outlined in the job description. The proposed stipend amount is payable effective 1/1/2024.

Tiffany Blasingame moved to approve the amended 2023/24 General Extra Duty Stipend Salary Schedule as written, seconded by Daria O'Brien. Vote 5 Ayes: 0 Nays.

2.10 Discussion: 2023/24 Executive Assistant Calendar – 1st Read

Lane Carlson reported the Executive Assistant Calendar follows the "Business/Payroll Calendar" with the exception of additional work days in June to meet the year-end financial needs of the school. A final draft will be presented to the board for approval in January.

2.11 Discussion/Action: Personnel Updates

New Hires:

- Melyndee Dewey – 1/8/2024 High School English Teacher

Resignations:

- Carolyn Diskin – 12/8/2023 High School English Teacher

Lane Carlson reported Carolyn Diskin will be moving on to pursue employment with Tehama County Department of Education. Melyndee Dewey was hired to replace her. Faculty and students held a small reception earlier this week to welcome her to RSA.

Jean Hatch moved to approve the Personnel Updates as listed, seconded by David Skinner. Vote 5 Ayes: 0 Nays.

ADJOURNMENT:

Meeting adjourned at 7:58 p.m.

NEXT REGULAR MEETING:

Date: Tuesday, January 11, 2024
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