



REDDING SCHOOL of ARTS
WHERE EDUCATION AND THE ARTS CONNECT

Redding School of the Arts
California Nonprofit Benefit Corporation
Board Meeting Agenda
Posted Monday, December 11, 2023

Date: Thursday, December 14, 2023
Location: 955 Inspiration Place, Redding
Community Room
Open Session 5:45pm

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

Jonathan Sheldon, President	_____	Jean Hatch, Vice President	_____
Sharon Hoffman - Spector, Treasurer	_____	Tiffany Blasingame, Secretary	_____
Antonio Cota, Community Member	_____	David Skinner, Parent Rep Member	_____
Daria O'Brian, Community Member	_____		

Additional Non-Voting Participants:

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

Open Session: 5:45 PM

Roll Call/Establish Quorum:

Public Forum for Non-Agenized 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).

Adjourn to Close Session 5:46pm

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

Roll Call/Establish Quorum:

Report Out on Closed Session:

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 11/16/2023 Governing Board Minutes
- 1.2 Approve November 2023 Warrants
- 1.3 Approve 2023/24 RSA Board Development & Governance Handbook – 3rd Read

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/Action: 2022/2023 Financial Audit Report (10 Min)
- 2.2 Discussion: Finance Committee Meeting Update (10 Min)
- 2.3 Discussion/Action: 2023/24 1st Interim Budget (10 Min)
- 2.4 Discussion/Action: 2023/24 Salary Schedule Proposals – 2nd Read (10 Min)
 - 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
- 2.5 Discussion/Action: 2023/24 Expanded Learning Opportunities Program Plan (10 Min)

General Reporting

- 2.6 Discussion: High School Building Committee Update (10 Min)

Policy Amendments

- 2.7 Discussion/Action: Sick Benefits Leave Policy #306 – 2nd Read (10 Min)

Personnel Reporting

- 2.8 Discussion/Action: Executive Assistant Job Description – 2nd Read (10 Min)
- 2.9 Discussion/Action: 2023/24 General Extra Duty Stipend Salary Schedule – Amended (10 Min)
- 2.10 Discussion: 2023/24 Executive Assistant Calendar – 1st Read (5 Min)
- 2.11 Discussion/Action: Personnel Updates (5 Min)

New Hires:

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

Resignations:

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

Meeting Adjournment:

Next Regular Meeting:

Date: Thursday, January 11, 2024
 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 – Nov 16, 2023 Governing Board Minutes

PREPARER: Adel Morfin

RECOMMENDATION: Motion to Approve Minutes.

BACKGROUND:

REFERENCE:

See Attached: Governing Board Minutes Draft



REDDING SCHOOL of ARTS
WHERE EDUCATION AND THE ARTS CONNECT

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

Thursday, November 16, 2023

Open Session: 5:45 p.m.

Meeting called to order by Presiding Officer Jean Hatch at 5:48 p.m.

Roll Call/Establish Quorum:

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

Additional Non-Voting Participants

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

Board Recorder: Adel Morfin

Onsite Guests:

PUBLIC FORUM:

Hearing of persons desiring to address the Board on a subject NOT covered in this agenda. NOTE: 1) Individual speakers will be allowed three (3) minutes to address the Board. The Board President may further limit the speaking time allowed in order to facilitate the progress of the meeting. 2) Complaints presented to the Board must not involve specific reference to employees. Citizens should contact the Director for complaint procedures regarding employees. 3) A charter school cannot take action on a matter that has not been placed on the official agenda. (G.C. 54954.2).

- No Comments

PRESENTATIONS:

➤ **Student Academic Achievement – CAASPP/CAST/NWEA Results**

Sophia Zaniroli - Presented the NWEA and CAASPP testing results in ELA and Math for 2nd – 8th grade students. The detailed NWEA results compared the 2022 winter to 2023 winter scores for each grade level and help drive instruction. Overall, the results showed RSA students met most target growth projections in reading, but struggled to do the same in math.

She stated one of RSA's LCAP goals is to monitor learning loss mitigation to decrease the percent of students scoring in the 21st percentile or below.

High school NWEA data was also reviewed for reading and math. Results showed that 16% of 9th grade students scored below the 21th percentile in math and 8% in reading.

Carol reviewed the CAASPP State Achievement Test Results, which measure 3rd-8th grade ELA, math, and science. The 2023 test results showed that overall 51.42% of RSA students met or exceeded standards in ELA, while 39.77% met or exceeded standards in Math.

The California Science Test (CAST) results showed 30.18% of RSA students met or exceeded standards when compared to the state, county and Columbia Elementary School District.

DIRECTORS REPORT:

- Lane Carlson:

Reported the High School drama show, "Pages of Peril" would be taking place this weekend and tickets were sold out. Lane stated he was very proud of all the hard work by the students and Director, Teshya Russo.

High school students will also be holding a winter concert on 12/7.

Lane reported the Admin team attended the CSDC Conference last week. He stated the conference sessions were valuable and included information on, dual enrollment, ELOP, school communications, absenteeism, and school culture. It was a very valuable conference.

Lane reported on a grant application for Career and Technical Education Implementation, with focus on arts, music, and entertainment sector. If awarded, the grant will help fund performance theater & dance programs at RSA, staff salaries, equipment, etc.

PRINCIPAL REPORT:

- Carol Wahl:

Reported wrapping up 1st Trimester, sending out report cards, and recognizing students who made Honor Roll and Admin Honor Roll at the school assembly.

Carol reported the PTC Fox Trott was a huge success this year. PTC exceeded their fundraising goal and generated approx. \$35k in donations.

Carol shared the upcoming reporting timeline: School Dashboard in Dec, SARC Report in Jan, and Safe School Plan in Feb.

VICE PRINCIPAL REPORT:

- Sophia Zaniroli:

Nothing to report at this time

STAFF LIAISON REPORT:

- Rebecca Lahey:

Reported Mrs. Noble's Bluegrass & Orchestra students would be attending a music retreat in McCloud.

Rebecca expressed her personal goal of integrating more science into her classroom lessons plans this year. She reported on a science unit with a focus on pumpkins, as well as a marble activity that helped students learn to problem solve.

GOVERNING BOARD REPORT:

- **Jean Hatch:** Nothing to report at this time
- **Sharon Hoffman - Spector:** 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
- **Antonio Cota:** Nothing to report at this time

GOVERNING BOARD CORRESPONDENCE:

- The board acknowledges having received and reviewed two email correspondences.

CONSENT AGENDA:

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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 10/12/2023, 10/19/2023, and 11/6/2023 Governing Board Meeting Minutes

1.2 Approve October 2023 Warrants

- 1.3 Approve 2023/24 McConnell Condiotti Property Use Agreements
 - 1.3.1 RSA/McConnell Use of Condiotti Property for Outdoor Classroom
 - 1.3.2 RSA/McConnell Use of Condiotti Property for Cross Country
- 1.4 Approve Naming of Facility Policy – 2nd Read
- 1.5 Approve 2023/24 Governing Board Goals – 2nd Draft

Daria O’Brien moved to approve the consent agenda as listed, with exception of Agenda Item 1.2, the motion was seconded by Sharon Hoffman-Spector. Vote 6 Ayes: 0 Nays.

CONSENT AGENDA: Items removed from the consent agenda and approved separately

- 1.2 Approve October 2023 Warrants

Tiffany Blasingame requested additional clarification on Shasta Family YMCA’s warrant for Sep 2023 After School Care Fees. Lane Carlson stated the fees are part of RSA’s ELOP plan to help offset after school care costs for qualifying families in need.

Tiffany Blasingame moved to approve Consent Agenda Item 1.2, seconded by David Skinner. Vote 6 Ayes: 0 Nays.

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

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- No Comments

DISCUSSION/ACTION AGENDA:

2.1 Discussion: ADA & Financial Update

Lane Carlson provided the board with a comparison of projected vs. current ADA. Enrollment was budgeted based on 665 student this year, but there are only 628 students currently enrolled, which is a decrease of 35.15 ADA. The board was provided with a Preliminary Multi-Year Budget Projection, which included proposed salary increases, and updated ADA. The budget report shows RSA would be deficit spending by \$440,452 in 2023/24, and \$302,429 in 2024//25. The Finance Committee is set to review the updated ADA projections as part of 1st Interim Budget development.

2.2 Discussion: Finance Committee Meeting Update

Lane Carlson reviewed the 10/30/2023 Finance Committee Minutes with the board. He reported the State COLA was projected at 8.22% this year. He stated the committee reviewed the salary schedules and discussed a 5% salary increase, retro to 7/1/2023 (It was noted that the committee met prior to Lane drafting the ADA & Financial Update in preparation for the board meeting).

He shared the proposed changes to the Certificated Salary schedule that were presented to the committee on 10/30 and the estimated cost of implementation.

He discussed one potential proposal to the committee to regulate staff placement on the new salary schedule vs. matching cell to cell placement between both schedules. By regulating the salary placement, it would cap the increase at 5%, ensuring it was more comparable for everyone across the board, and allow for additional step growth.

After much discussion, the committee recommended the board approval of the new certificated salary schedule (Option 2), with regulated cell placement on the new salary schedule, plus a 5% increase to all other salary schedules (SpEd, Administration, and Classified). The cost to implement Option 2 is approx \$215k per year.

2.3 Discussion: 2023/24 Salary Schedule Proposals – 1st Read

- 2.3.1 Administrative Salary Schedule**
- 2.3.2 Certificated Salary Schedule**
- 2.3.3 Classified Salary Schedule**
- 2.3.4 Classified Exempt Salary Schedule**
- 2.3.5 High School Counselor Salary Schedule**
- 2.3.6 SpEd/MTSS Education Specialist Salary Schedule**
- 2.3.7 SpEd/MTSS Counselor/Nurse/Speech & Lang Pathologist Salary Schedule**
- 2.3.8 SpEd/MTSS Occupational Therapist Salary Schedule**
- 2.3.9 SpEd/MTSS School Psychologist & Intern Salary Schedule**

Lane Carlson reported that upon reviewing the updated ADA report and Preliminary Multi-Year Budget Projection, he and Robyn Stamm worked on revising the Certificated Salary Schedule, to come up with a third option that was a little more affordable and a compromise between Option 1 and Option 2 of the salary schedules presented to the Finance Committee. Option 3 of the Certificated Salary Schedule was presented to the board for review. The cost to implement Option 3, plus a 5% increase to all other salary schedules, is approx. \$291k.

The board paused further discussion on the 2023/24 Salary Schedule Proposals and directed Lane to review the revised salary schedule (Option 3) with the Finance Committee, along with the updated ADA report and 1st Interim Budget, and report the committee's recommendation to the board in December.

2.4 Discussion: High School Building Committee Update

Lane Carlson reported current building progress has stalled for a bit due to pending review and approval from McConnell on the easement agreement and renegotiated lease agreement. Lane and Daria O'Brien are scheduled to meet with McConnell on 11/28 and continue discussions.

2.5 Discussion/Action: Resolution 2023-24-02 to Approve & Authorize Property & Facilities Acquisition, Development, and Plan of Finance in Connection with the CSFA Charter School Revenue Bonds

Lane Carlson reviewed Resolution 2023-24-02 to Approve & Authorize Property & Facilities Acquisition, Development, and Plan of Finance in Connection with the CSFA Charter School Revenue Bonds with the board. He stated the resolution outlined the arrangement structure between RSA Inc, RSA Facilities LLC, The McConnell Foundation, and CSFA Charter School Revenue Bonds and was necessary in order to move forward with the bond financing.

Tiffany Blasingame moved to approve Resolution 2023-24-02 as written, seconded by David Skinner. Vote 6 Ayes: 0 Nays.

2.6 Discussion/Action: Gifts, Grants, and Bequests Policy (formally: Acceptance of Gifts Policy) – 2nd Read

Lane Carlson reported he and Tiffany Blasingame worked on additional amendments to the Gifts, Grants, and Bequests Policy, following board discussion on 10/12. Additional revisions to the policy include the addition of a conflict of interest clause, formation of a "Foundation Fund", and clarified the process and procedure for the investment of gifted funds.

Daria O'Brien moved to approve the amended Gifts, Grants, and Bequests Policy (formally: Acceptance of Gifts Policy) as written, seconded by David Skinner. Vote 6 Ayes: 0 Nays.

2.7 Discussion: Executive Assistant Job Description – 1st Read

Lane Carlson introduced the new Executive Assistant Job Description. He stated the current RSA Administrative Assistant job responsibilities have grown and morphed over the years and has resulted in a lot of overtime.

Lane stated he met with Robyn Stamm, Cathleen Serna, and Adel Morfin to discuss the change in position, as Executive Assistant, and capture what the current job responsibilities are, as well as the need for a new Classified Exempt Salary Schedule to compensate for the new position accordingly.

Lane believes the salary schedule change will provide better predictability for budget planning, while the position will help the future organizational expansion of RSA.

Tiffany Blasingame expressed concern about the proposed salary change from classified hourly to classified exempt. She stated that based on the job responsibilities of the Executive Assistant, the position did not meet the State of California's criteria for exempt employee status, and as a result RSA could be out of compliance.

She also stated that the goal to reduce overtime could still be accomplished without having to create a new Classified Exempt Salary Schedule for the Executive Assistant position.

Lane Carlson & Robyn Stamm plan to further review the State of California's criteria for exempt employee status to confirm compliance and report back their findings to the board.

2.8 Discussion: 2023/24 Executive Assistant Calendar – 1st Read
Item discussion was tabled.

2.9 Discussion/Action: Personnel Updates

New Hires:

- **Whitney Hathaway – 10/16/23 SpEd Paraprofessional – Part-Time**

Lane Carlson reported on the changes in personnel.

Tiffany Blasingame moved to approve the Personnel Updates as listed, seconded by Daria O'Brien. Vote 6 Ayes: 0 Nays.

ADJOURNMENT:

Meeting adjourned at 7:43 p.m.

NEXT REGULAR MEETING:

Date: Tuesday, December 14, 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

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

Consent Agenda

SUBJECT: Agenda Item 1.2 – November 2023 Warrants

PREPARER: Adel Morfin

RECOMMENDATION: Motion to Approve Warrants

BACKGROUND:

REFERENCE:

See Attached: Warrant Summary Report (ReqPay12C)

Checks Dated 11/01/2023 through 11/30/2023

Board Meeting Date December 14, 2023

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9010979284	11/02/2023	Acorn Media	62-5801	Adobe Pro License (Lane/Monique)		331.25
9010979285	11/02/2023	Amazon, Inc	62-4310	Battery for Lenovo ThinkPad - Stoxen	74.89	
				Cabinets & Shelving for PE Classroom	405.36	
				CREDIT Classroom Office Supplies	23.49-	
				CREDIT Library Books	87.04-	
				Library Books	648.10	
				Office Supplies	26.41	
				Ukulele Strings	42.80	
				White Rabbit Creamy Candy	24.19	
			62-4515	Extension Cord Parts	165.39	
			62-4540	Extension Cord Parts	248.08	1,524.69
9010979286	11/02/2023	Anne Jensen	62-4310	KIWI SUBSCRIPTIONS & CRATES AJENSEN		344.05
9010979287	11/02/2023	B&H Photo-Video Remittance Processing Center	62-4510	Theatre Lighting Power Parts & Mic Cables		501.57
9010979288	11/02/2023	CARLSON, LANE B	62-5200	11-7-23 CSDC LEADERSHIP CONF MEAL ADVANCE	188.00	
				11-7-23 CSDC LEADERSHIP CONF MILEAGE ADVANCE	9.83	197.83
9010979289	11/02/2023	City of Redding Utilities Acct 0206257-8	62-5516	Oct 2023 Electricity/Sewer Utilities	6,319.40	
			62-5518	Oct 2023 Electricity/Sewer Utilities	811.11	7,130.51
9010979290	11/02/2023	Consolidated Elect Distr, Inc	62-4540	LED LAMP		183.68
9010979291	11/02/2023	FAN, XIAOHE	62-4310	CLASSROOM STORAGE CONTAINERS	57.73	
				MASKS FOR CHINESE NEW YEAR PERFORMANCE	45.00	
				OCT 2023 - OCT 2024 ANNUAL SUBSCRIPTION	35.88	138.61
9010979292	11/02/2023	LYNAM, MELINDA	62-4310	OCT 20 - NOV 19 2023 ZOOM SRVC		18.48
9010979293	11/02/2023	MathCounts Foundation Attn: Billing Dept	62-5300	Oct 2023 Math Counts Registration		300.00
9010979294	11/02/2023	Mission Linen & Uniform Serv	62-5530	10-26-23 Logo Mat Laundry Service		172.02
9010979295	11/02/2023	Nichols, Melburg & Rossetto, AIA & Associates, Inc.	62-5830	Sep 2023 High Sch Design Architectural Services		29,597.13
9010979296	11/02/2023	NOBLE, SHERI R	62-4310	CELLO BOOK	7.27	
				DOM STRING	54.66	
				DOM STRINGS, TAILPIECE, ROSIN	211.52	273.45
9010979297	11/02/2023	Northwest Lift Service, Inc.	62-5630	MOVE PICNIC TABLES		210.00
9010979298	11/02/2023	POTTS, MARYANN W	62-5211	Oct 2023 MILEAGE		15.72
9010979299	11/02/2023	Shasta Family YMCA	62-5880	Sep 2023 Gym & Swim Lessons		28.35

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.

Checks Dated 11/01/2023 through 11/30/2023

Board Meeting Date December 14, 2023

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9010979300	11/02/2023	TAN, SHELLEY	62-5200	11-7-23 CSDC LEADERSHIP CONF MEAL ADVANCE	188.00	
				11-7-23 CSDC LEADERSHIP CONF MILEAGE ADVANCE	4.91	192.91
9010979301	11/02/2023	The Pitney Bowes Bank Inc. Purchase Power	62-5930	9-25-23 Sendpro pstg		500.00
9010979302	11/02/2023	WAHL, CAROL A	62-5200	11-7-23 CSDC LEADERSHIP CONF MEAL ADVANCE	188.00	
				11-7-23 CSDC LEADERSHIP CONF MILEAGE ADVANCE	9.83	197.83
9010979303	11/02/2023	Wallner Plumbing Co.	62-5630	10/25 serv call for sewer gas smell		350.00
9010979304	11/02/2023	ZANIROLI, SOPHIA A	62-5200	11-7-23 CSDC LEADERSHIP CONF MEAL ADVANCE	188.00	
				11-7-23 CSDC LEADERSHIP CONF MILEAGE ADVANCE	9.83	197.83
9010979981	11/09/2023	ACCU-Print	62-5870	OCT 2023 Fingerprint Rolling Service Fee		36.00
9010979982	11/09/2023	Amazon, Inc	62-4310	MS General Art Supplies Tape & Cardstock	137.67	
					49.05	186.72
9010979983	11/09/2023	AMS.NET, Inc. c/o Fremont Bank	62-4480	Charge Back 0067940 Cisco Network Switches	455.13	
				Charge Back 0069500 Cisco Network Switches	2,439.30	
				Charge Back 0070836 Cisco Network Switches	30.73	2,925.16
9010979984	11/09/2023	AT&T Payment Center 530-223-1951 397 4	62-5910	OCT 2023 Emergency Telephone Lines		354.30
9010979985	11/09/2023	Axiom Repertory Theater	62-4310	THE TEMPEST TICKETS 11/15/23 HIGH SCHOOL		125.00
9010979986	11/09/2023	BURKETT, THOMAS	62-4310	AMAZON F5 MALLETS	40.25	
				AMAZON FLEXITONE	27.92	
				AMAZON NOSE FLUTE	12.92	
				AMAZON ROSS V SERIES MALLETS	44.98	126.07
9010979987	11/09/2023	California Dance Company	62-5880	OCT 2023 Dance & Tumbling Lessons	97.50	
				OCT 2023 Dance Lessons	140.00	
				OCT 2023 Gymnastics Lessons	65.00	302.50
9010979988	11/09/2023	CDW-Government LLC	62-4310	Xerox B235/DNI Printer for Home School		249.67
9010979989	11/09/2023	DEBREE, GAVIN M	62-5211	OCT 2023 MILEAGE REIMB		88.29
9010979990	11/09/2023	DocuSign, Inc. Lockbox	62-5801	10-27-23 - 10-26-24 DocuSign Annual License - YR 3 of 3		11,362.00
9010979991	11/09/2023	Dreamweaver Dance Theatre	62-5880	OCT 2023 Tap Lessons		50.00
9010979992	11/09/2023	E-Rate Advisors, Inc.	62-5804	2023 E-Rate Consulting Service		500.00

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.

Checks Dated 11/01/2023 through 11/30/2023

Board Meeting Date December 14, 2023

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9010979993	11/09/2023	HANAGAN, LIQIN D	62-4310	STUDENT INCENTIVE -MATH CLASS		19.98
9010979994	11/09/2023	iGym, Inc	62-5880	OCT 2023 Gymnastic Lessons		50.00
9010979995	11/09/2023	Liminex, Inc. DBA: GoGuardian	62-5801	2023/24 GoGuardian License Renewal		4,259.29
9010979996	11/09/2023	Mendes Supply Company	62-4515	CUSTODIAL SUPPLIES		474.65
9010979997	11/09/2023	MORFIN, AUDELIA	62-5211	OCT 2023 MILEAGE REIMB		66.35
9010979998	11/09/2023	ODP Business Solutions, LLC	62-4310	Binders & Magnetic Sign	30.26	
			62-4320	AP Custom Stamp	24.66	
			62-4515	Wastebaskets for Restrooms	79.73	134.65
9010979999	11/09/2023	SCHMALL, HEIDI J	62-4310	AMAZON GLUE STICKS/PAPER		119.54
9010980000	11/09/2023	Shannon Shelburne	62-4310	Cooking Elective Grocery Reimbursement		124.68
9010980001	11/09/2023	Shasta County Office of Ed Attn: Business Office	62-5200	2023/24 Library Services Agreement		650.00
9010980002	11/09/2023	SPASCHAK, SARAH	62-4310	HS PSAT DAY SNACKS		24.52
9010980003	11/09/2023	Studies Weekly	62-4100	Science Studies Weekly Endeavor (Grades 6-8th)		120.14
9010980004	11/09/2023	UBEO West Business Services	62-5620	NOV 2023 Qtrly Copier Lease/Usage		7,991.14
9010981100	11/16/2023	Aleksandra & Israel Soler	62-4310	SCHOOL SUPPLIES L&JSOLER		126.05
9010981101	11/16/2023	Amazon, Inc	62-4310	3rd-5th Fall Theme Day Supplies	90.24	
				Classroom Office Supplies	40.11	
				Classroom Supplies	167.75	
				Jumbo Craft Sticks	87.36	
				Library Books	170.68	
			62-4510	Sensory Room Stickers/ Monitor	200.84	
			62-4515	Foaming Soap Pump Dispensers	108.72	
				Pro Hydrion QT-10 Test Strips for Cafe Cleaning	23.48	889.18
9010981102	11/16/2023	Blick Art Materials LLC	62-4310	Wonderglaze		281.88
9010981103	11/16/2023	California Safety Company, Inc	62-5630	Nov 2023 Alarm Monitoring Fees		270.00
9010981104	11/16/2023	CARCAMO, ELSA G	62-5211	OCT 2023 NURSE MILEAGE		28.03
9010981105	11/16/2023	CDW-Government LLC	62-4310	Epson Projector Replacement: Room 35	116.90	
			62-4400	Epson Projector Replacement: Room 35	3,209.99	3,326.89
9010981106	11/16/2023	Charter Communications	62-5910	Nov 2023 Telephone Service		705.51
9010981107	11/16/2023	City of Redding Utilities Acct 0210456-0	62-5517	Nov 2023 Garbage Utility Services		721.51
9010981108	11/16/2023	Dance Depot, LLC Yvonna M. Kuyper	62-5880	Oct 2023 DanceLessons		54.00
9010981109	11/16/2023	Deborah L. Salyers	62-5880	Oct 2023 Art Classes	60.00	
				OCT 2023 Clay Class	70.00	130.00
9010981110	11/16/2023	Department of Justice Account Office/Cashiering Unit	62-5870	Oct 2023 DOJ Livescan Fingerprinting Apps		64.00
9010981111	11/16/2023	Gallaway Enterprises, Inc.	62-5830	OCT 2023 PERMITTING		11,187.50
9010981112	11/16/2023	Gopher Sports	62-4310	PE Equipment & Vests		553.51

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Checks Dated 11/01/2023 through 11/30/2023

Board Meeting Date December 14, 2023

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9010981113	11/16/2023	JENNIFER HOLIEN	62-4310	BOOKS FOR LIBRARY		21.95
9010981114	11/16/2023	Jessica Zettlemoyer	62-4310	SPELLING LEVEL 2 AZETTMLOYER		74.25
9010981115	11/16/2023	MARTIN, AMY L	62-4310	BOOKS FOR CLASSROOM LIBRARY	16.06	
				PLASTIC CONTAINERS FOR THEME DAY	24.13	40.19
9010981116	11/16/2023	Mendes Supply Company	62-4515	cleanser, disinfectant	85.59	
				Hand, hair, body shampoo	287.00	
				multi fold towel	42.79	415.38
9010981117	11/16/2023	Mission Linen & Uniform Serv	62-5530	11/9 LOGO MAT LAUNDRY SERV		172.02
9010981118	11/16/2023	MORFIN, AUDELIA	62-4330	BAKERY ITEMS FOR SPEC BOARD MTG		12.08
9010981119	11/16/2023	Navigate360, LLC	62-5200	Annual AliceTraining Subscription - YR 3 of 3		1,319.93
9010981120	11/16/2023	NICHOLS, ELEANOR J	62-4310	PRIZES FOR IREADY COMPLETION		122.55
9010981121	11/16/2023	NorCal Elite Gymnastics Absolute Boss Fitstyle	62-5880	Oct 2023 Gymnastics Class		78.00
9010981122	11/16/2023	ODP Business Solutions, LLC	62-4310	Classroom Office Supplies	101.05	
				Colored Cardstock	93.85	
				Construction Paper & Supplies	44.90	
				Copy Paper for Home Sch Office	209.08	448.88
9010981123	11/16/2023	Pitney Bowes Global Financial Services LLC	62-5930	10-31-23 Postage Machine Ink Refill		183.07
9010981124	11/16/2023	POTTS, MARYANN W	62-5300	NATIONAL ANNUAL DUES - AMERICAN SPEECH LANGUAGE		253.00
9010981125	11/16/2023	Prime Foundations Kaitlin Hutchins	62-5880	Oct 2023 Horseback Riding Lessons		715.55
9010981126	11/16/2023	Redding Area Bus Authority	62-5806	Oct 2023 RABA Youth Bus Passes		58.00
9010981127	11/16/2023	Redding Elementary Sch Dist Attn: Business Services Dept.	62-5200	FALL 2023 CRLP TRAINING		811.96
9010981128	11/16/2023	SCHACK, MARILYN	62-4310	K-2 THEME DAY SUPPLIES		25.98
9010981129	11/16/2023	Shannon Shelburne	62-4310	Cooking Elective Grocery Reimbursement		62.16
9010981130	11/16/2023	Sharrah Dunlap Sawyer, Inc	62-5830	Oct 2023 High Sch Surveyor Services		750.00
9010981131	11/16/2023	Shasta Family YMCA	62-5880	Oct 2023 YMCA After School Care Fees		9,391.74
9010981132	11/16/2023	Shasta Gymnastics Academy & Sports Center LLC	62-5880	Oct 2023 Gymnastics Classes		417.00
9010981133	11/16/2023	Shasta Welding Supply, Inc.	62-4540	WELDING HELMET		200.54
9010981134	11/16/2023	Snow Mountain Natural Spring Water, Inc.	62-4510	10-3-23 Water Delivery & Rental for Science Portable 1	23.89	
				10-31-23 Water Delivery & Rental for Science Portable 1	8.96	
			62-5610	10-3-23 Water Delivery & Rental for Science Portable 1	8.11	
				10-31-23 Water Delivery & Rental for Science Portable 1	3.04	44.00

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Board Meeting Date December 14, 2023

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9010981135	11/16/2023	TAN, SHELLEY	62-5200	CSDC CONFERENCE		35.00
9010981136	11/16/2023	TEIG, DEAN E	62-4310	CLASSROOM PIZZA PARTY	42.69	
				CLASSROOM PIZZA PARTY SNACKS	112.50	155.19
9010981137	11/16/2023	TSA Consulting Group, Inc. Attn: Participant Transaction	62-5860	Oct 2023 TSA Admin Compliance Services		15.00
9010981138	11/16/2023	WARMINGTON, ERIKA A	62-5211	SEP & OCT 2023 MILEAGE		12.58
9010981139	11/16/2023	ZANIROLI, SOPHIA A	62-5200	CPACE PERFORMANCE EXAM		358.00
9010981140	11/16/2023	ZEHNLE, CARLA K	62-4310	PLAYDOUGH, HOOKS	9.48	
				PLAYDOUGH, POSTERBOARD	4.83	14.31
9010982241	11/30/2023	Amazon, Inc	62-4100	The Outsiders Classroom Novels 7th/8th Gr	320.50	
			62-4310	Classroom Supplies	63.59	
			62-4320	Padlocks for Sub Lockers	31.08	415.17
9010982242	11/30/2023	AT&T Payment Center 530-223-1951 397 4	62-5910	Nov 2023 Emergency Telephone Lines		483.43
9010982243	11/30/2023	CA Dept of Fish & Wildlife CDFW North Region	62-5830	1602 APPLICATION FEE		6,236.00
9010982244	11/30/2023	California Safety Company, Inc	62-4540	ANNUAL PORTABLES FIRE TEST SRV & BATTERIES	167.31	
				ANNUAL RSA FIRE TEST SRV & BATTERIES	429.00	
			62-5630	ANNUAL PORTABLES FIRE TEST SRV & BATTERIES	187.50	
				ANNUAL RSA FIRE TEST SRV & BATTERIES	781.25	1,565.06
9010982245	11/30/2023	City of Redding Utilities Acct 0206257-8	62-5516	Nov 2023 Electricity/Sewer Utilities	6,758.35	
			62-5518	Nov 2023 Electricity/Sewer Utilities	811.11	7,569.46
9010982246	11/30/2023	Edgeium, Inc	62-4400	Replace Network Switch - Front Office	2,095.14	
				Unpaid Sales Tax	137.39-	1,957.75
9010982247	11/30/2023	Fagen Friedman & Fulfroost LLP Accounting Dept	62-5200	F3 LAW SpEd Symposium Registration Fall 2023		1,000.00
9010982248	11/30/2023	J.W. Pepper & Son, Inc.	62-4310	CD ACCOMPANIMENT	42.85	
				Choir Music	62.98	
				MOTHER GOOSE MEETS MOZART CD	24.61	130.44
9010982249	11/30/2023	Mendes Supply Company	62-4515	BATH TISSUE		278.42
9010982250	11/30/2023	Mission Linen & Uniform Serv	62-5530	11/22 Logo Mat Laundry Service		172.02
9010982251	11/30/2023	National Art Education Assoc// (NAEA)	62-5200	2024 NAEA National Convention Reg - Warmington		327.00
9010982252	11/30/2023	ODP Business Solutions, LLC	62-4310	Classroom Supplies	119.74	
				K-2nd Fall Theme Day Supplies	22.19	
				Office Supplies	22.33	

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Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9010982252	11/30/2023	ODP Business Solutions, LLC	62-4310	Rubber Bands	15.36	
			62-4320	Highlighters	43.93	
			62-4510	SpEd Office Supplies	234.11	457.66
9010982253	11/30/2023	State Water Res Control Board Reg Board (5R) Central Valley	62-5830	401 APPLICATION FEE		2,985.00
9010982254	11/30/2023	Amazon, Inc	62-4310	4 Inch Round Labels for Lunch Tables	22.30	
				Library Books	183.60	
				Replace Samsung Chromebook Battery	282.60	488.50
9010982255	11/30/2023	Breslin Occupational Therapy Services	62-5100	AUG - SEPT 2023 Occupational Services		2,275.00
9010982256	11/30/2023	California Charter Schools JPA CharterSAFE	62-5400	Dec 2023 CharterSafe Premium/WC/Fire Pkg		20,541.00
9010982257	11/30/2023	FREEMAN, CAMBRIA A	62-4310	CARDSTOCK PAPER-CLOUD FORMATION PROJECT	27.43	
				MATERIALS FOR OSMOSIS LAB BIOLOGY	18.26	45.69
9010982258	11/30/2023	Gopher Sports	62-4310	Duffel Bag		60.55
9010982259	11/30/2023	Gray Step Software, Inc.	62-5200	ASBWorks Training Webinar		350.00
9010982260	11/30/2023	JACOBSEN, BRIDGETTE R	62-4310	EMBELLISHMENTS FOR SENSORY BAGS CRAFT	17.03	
				GEL & DUCT TAPE FOR SENSORY BAG CRAFT	7.99	
				GEL FOR SENSORY BAGS CRAFT	10.17	35.19
9010982261	11/30/2023	Mendes Supply Company	62-4515	MULTI FOLD TOWEL	261.76	
				MULTI FOLD TOWEL/BATH TISSUE	454.74	716.50
9010982262	11/30/2023	Pace Supply Corp	62-4540	KITCHEN SPRAY FAUCET REPAIR PART		53.43
				RISER PIPE		
9010982263	11/30/2023	Shannon Shelburne	62-4310	Cooking Elective Grocery Reimbursement		18.77
9010982264	11/30/2023	Shasta - Trinity Schools Insurance Group - Dental	62-3701	DEC 2023 DENTAL PREMIUMS	106.63	
			62-9551	DEC 2023 DENTAL PREMIUMS	6,291.17	6,397.80
9010982265	11/30/2023	Shasta - Trinity Schools Insurance Group - Vision	62-3701	DEC 2023 VISION PREMIUMS	22.50	
			62-9552	DEC 2023 VISION PREMIUMS	1,327.50	1,350.00
9010982266	11/30/2023	Shasta -Trinity Schools Insurance Group - Medical	62-3701	DEC 2023 MEDICAL PREMIUMS	1,072.00	
			62-9550	DEC 2023 MEDICAL PREMIUMS	54,985.00	56,057.00
9010982267	11/30/2023	Shasta Union High School Dist Business Services	62-5940	2023/24 Hosted Cloud Server Services	1,861.75	
				DECEMBER 2023 IT Management & Tech Support	9,570.00	11,431.75
9010982268	11/30/2023	Siera Howell	62-4310	ANTI DUST CHALK SIHOWELL	12.60	
				BRADS ASSORTED COLORS STHOWELL	5.78	
				CARDSTOCK STHOWELL	13.93	

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Board Meeting Date December 14, 2023

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9010982268	11/30/2023	Siera Howell	62-4310	CRAYOLA MARKERS STHOWELL	17.15	
				DRY ERASE CRAYONS SIHOWELL	21.44	
				DRY ERASE MARKERS STHOWELL	13.62	
				EDUCATIONAL POSTERS/ALPHABET LINE	41.41	
				AHOWELL/SHOWELL		
				ERASABLE MARKERS SIHOWELL	21.24	
				PAPERCLIPS STHOWELL	5.35	
				PROTECTIVE LINER STHOWELL	5.90	
				WASHABLE CRAYONS SIHOWELL	19.29	177.71
9010982269	11/30/2023	Sunblockers, Inc.	62-5630	Window Film Repair in Lower Cafe		359.00
9010982270	11/30/2023	WANG, YIXING	62-4310	DONUTS FOR CLASS PARTY		65.00
9010982271	11/30/2023	WARMINGTON, ERIKA A	62-4310	BEADS (BROWNS)/NEEDLES	85.15	
				COLOR BEADS	16.07	101.22
Total Number of Checks					117	231,394.45

Fund Summary

Fund	Description	Check Count	Expensed Amount
62	CharterSchoolsEnterprise	117	231,531.84
	Total Number of Checks	117	231,531.84
	Less Unpaid Sales Tax Liability		137.39
	Net (Check Amount)		231,394.45

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

Consent Agenda

SUBJECT: Agenda Item 1.3 – Approve 2023/24 RSA Board
Development & Governance Handbook – 3rd Read

PREPARER: Tiffany Blasingame

RECOMMENDATION: Motion to Approve Handbook

BACKGROUND:

The board will review a final draft of the RSA Board Development & Governance Handbook before taking action to approve. The handbook will serve as a toolkit for new board members and will be used for reference as part of the onboarding process.

- See Attached: Board Development & Governance Handbook Draft

REFERENCE:



BOARD MEMBER

HANDBOOK 2023

Redding School of the Arts

Adopted:



Redding School of the Arts
California Nonprofit Benefit Corporation
Board Welcome Letter

Dear RSA Board Member,

Thank you for your decision to serve as a school board member. Serving as a board member is a critical role at RSA and your willingness to be a voice for all students and families that we serve is to be commended.

Redding School of the Arts is a unique and wonderful place. WE believe that participation in the arts and cross thematic teaching are keys to student success through engagement.

The board provides critical oversight and has a responsibility to ensure that the school operates efficiently, effectively and in accordance with the school's charter, mission, vision and remains focused on increasing student achievement in accordance with California State education law. The board provides support to the administration and ensures that the school's efforts are focused, coherent, and accountable to the students we serve.

We count on our board of directors to help us stay fiscally sound, thriving and continually improving the school so that it will be around for the long term. The decisions the board makes about allocating school resources translate into assuring that each student receives the assistance and support needed to succeed while protecting precious tax payer dollars.

The information in this handbook is aimed at assisting you as you navigate issues such as the importance of ensuring transparency and accountability through the LCAP, mitigating safety hazards, promoting the charter school's mission, tracking finances and more. Our administrative and support team is here to support you and we have a wide variety of talent and support available to you . I am honored to serve as your Executive Director and I stand ready to support you in your role as a board member. On behalf of the students that will benefit from your strong and ethical leadership, "thank you!"

Sincerely,

Lane Carlson
Executive Director



Redding School of the Arts Board Development and Governance Handbook

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

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INTRODUCTION

Every child deserves to attend an excellent school. Public charter schools are governed by independent boards, and great charter schools need great boards. Serving on a charter school board is an excellent way to have a substantial, and ongoing impact on a school and in your community.

This handbook provides information for board members of Redding School of the Arts. The purpose of this handbook is to serve as an onboarding tool for new board members and as an ongoing resource for current board members. This handbook has information that may answer the following questions:

- 1) What have I gotten myself into?
- 2) How does a Charter School operate as a public school and what is the purpose and role of its board?
- 3) What are the legal responsibilities of the school and the governing board and how does the board and administration work together to ensure the schools success?
- 4) Where can I find resources that can help me learn more about RSA, charters, school finances, policies, and rules of governing board meetings?

The Legal Structure of a Charter School

The local school board operates as a component of a broader public education network in the state. This network encompasses primary and secondary schools, technical institutions, community colleges, and state universities. Furthermore, various state, county, and local entities manage and oversee these educational institutions. It's essential for school board members to understand the extent and boundaries of their role and how it interacts with other elements within the education system. The State Constitution and foundational laws mandate that public schools are instituted and regulated by the state, through the combined efforts of the State Legislature and the state's voters. For a streamlined operation of this state-wide public education system, school districts were created. These districts are overseen by local boards of trustees, a structure envisioned by the state as an effective means to manage schools. To ensure consistency and uphold minimum educational standards, the State Department of Education was granted the authority to set specific guidelines. Additionally, counties or intermediate units, which include the county board of education and the county school superintendent, were formed to ensure alignment with, supervision of, and adherence to these state standards. The primary duty of managing local schools rests with the district boards of trustees.

Charter schools are under the jurisdiction of the public school system. However, a charter school is exempt from many laws governing school districts, except where specifically noted in the law. Over the past 5-10 years, there has been increased regulation of the charter school by the California Department of Education. Current and updated Legislation impacting Charter Schools can be found on the [California Department of Education](#) website.

Under the California Department of Education, there is a charter school division which operates under the branch “Legal, Audits & Charters” which is managed by the Chief Deputy Superintendent of Public Instruction. California law requires that a public charter school be nonsectarian in its programs, admission policies, employment practices, and all other operations, and prohibits the conversion of a private school to a charter school. Public charter schools may not charge tuition and may not discriminate against any pupil on the basis of ethnicity, national origin, gender, or disability. RSA must admit all pupils who wish to attend the school and if that exceeds the capacity of enrollment, a lottery must be held to determine admittance.

California law also requires the purchase and maintenance of various insurance liability coverages that are not typical to most industries. Because charter schools operate as public employers, they must follow California labor laws as well as workplace health and safety administered by Cal OSHA and CDPH.

A Charter School Defined

Charter schools aim to elevate student outcomes by employing diverse and pioneering teaching approaches. They not only offer enhanced academic opportunities for students and parents within the public education framework but also introduce new career prospects for educators. Typically, these schools can cater to students from kindergarten up to the 12th grade. Often, the inception of a charter school stems from a collective vision of teachers, parents, or community members who are driven by the aspiration to employ unconventional methods to attain comparable or superior educational results.

A charter school is a public school governed by a contract (“charter”) between the school’s operators and a chartering authority. A school’s charter describes such things as the school’s instructional approach, employer/employee relations, and predicted student outcomes. The charter must be renewed at least every five years and can be revoked if the school fails to comply with the contract terms or to meet academic objectives. The chartering authority, also known as the authorizing local educational agency (LEA), can be a school district, county office of education, or the State Board of Education (SBE). Authorizing agencies can hold charter schools accountable for such things as student achievement, the management and financial viability of the school, and complying with state reporting requirements.

Although charter schools generally are more independent of their chartering authorities than regular public schools are of their districts, and are exempt from some of the state’s regulations, they must participate in state testing and comply with federal laws. They are also required to develop Local Control and Accountability Plans (LCAPs) that they must submit to their authorizers. But unlike school districts, which must get their LCAPs approved by their county office of education, charter schools do not need outside approval.

Funding Model

Charter schools can either be "locally funded," drawing their finances from their authorizing district or county body, or "direct-funded" where they receive funds straight from the state. RSA is direct-funded.

Through the Local Control Funding Formula (LCFF), the state has harmonized the funding for both charter schools and traditional school districts. Charter schools, like their district counterparts, get a foundational grant for each student's average daily attendance (ADA). They also receive additional grants for students who are eligible for free or reduced-price meals, are English learners, homeless, or in foster care. Moreover, if such students constitute more than 55% of the total enrollment, charter schools are entitled to an extra concentration grant. However, this grant is determined by the lesser of two metrics: (1) the charter school's actual percentage of such students or (2) the percentage of these students in the district where the charter school operates.

LCFF is funded through a combination of local property taxes and state aid funding from the State School Fund and Education Protection Account (EPA). LCFF state aid is distributed through the Principal Apportionment.

Funding entitlements under the LCFF consist of:

- Grade span-specific base grants based on ADA, that reflect adjustments for grades K-3 class sizes and grades 9-12 (school districts with qualifying schools may receive a necessary small school (NSS) allowance in lieu of the base grants);
- Supplemental grants equal to 20 percent of the adjusted base grants multiplied by the LEA's unduplicated percentage of English learners, income eligible for free or reduced-price meals, and foster youth pupils;
- Concentration grants equal to 65 percent of the adjusted base grants multiplied by an LEA's percentage of unduplicated pupils above 55 percent;
- Two add-ons equal to the amounts school districts received in 2012-13 for the Targeted Instructional Improvement Block Grant and Home-to-School Transportation programs;
- An Economic Recovery Target add-on; and
- Beginning in 2022-23, an add-on for current year Transitional Kindergarten ADA.
- Base, supplemental, and concentration grants, as well as necessary small school allowances, receive cost-of-living adjustments as provided through the annual budget. Beginning in 2023-24, transportation related add-ons and the Transitional Kindergarten add-on will also receive cost-of-living adjustments.

Under the funding framework, charter schools must adhere to enhanced transparency and accountability standards. This involves developing a Local Control Accountability Plan (LCAP)—in collaboration with parents and the community—that details how they intend to allocate the funds. Charter Schools are required to define objectives aimed at enhancing student outcomes, based on eight core priorities set by the Legislature. These key areas encompass academic performance, student participation, parental engagement, and the effective rollout of new educational standards. The [California School Dashboard](#) offers insights into the performance of schools using metrics, such as graduation rates, test performance, and overall school environment. Districts struggling with performance and not showing improvement in student outcomes will benefit from a revamped intervention system.

Importance/Purpose of Charter School Boards

Unlike traditional public schools, charter schools are governed by an *appointed*, not-for-profit board of directors, to ensure that the school operates efficiently, effectively and in accordance with the school's charter, mission, vision and contracted performance goals. Like most nonprofits, charter schools need a board of directors to help them become a fiscally sound, thriving and continually improving school that will be around for the long term. The purpose of the charter school board of directors is to:

- Provide oversight functions- The board's ability to remain objective, and not be directly involved in the school's operational activities, is critical to its effectiveness in guiding the charter school.
- Promote the charter school's mission- The board should be composed of individuals who support and promote the charter school's mission and educational philosophy.
- Planning and policy assessment- The board must assess the strategic planning process and develop policies and procedures consistent with the education laws of California Charter Schools.
- Achieve charter requirements- The board is responsible for ensuring that school's programs and operation comply with the terms of its charter, and that the school:
 - Is financially solvent
 - Complies with statutory and regulatory requirements
 - Has competent professional staff
 - Has a successful academic program, as measured by internal and external assessments

SCHOOL INFORMATION

RSA's History

Redding School of the Arts opened its doors in August of 1999. The school was created at a time when local elementary school's visual and performing art programs were in rapid decline or nonexistent. The founders believe that education in its entirety is complete when the arts are included in the academic program and when students are instructed at their academic level. From this educational platform, Redding School of the Arts was created.

Acknowledging milestones in a school's journey is crucial as it not only celebrates achievements and hard-won success, but it also provides valuable insights into the school's trajectory. Recognizing these significant moments can foster stakeholder cohesion, reinforce the school's vision, and offer a strategic roadmap for future endeavors. Various milestones that RSA has achieved include:

3rd REVIEW
DRAFT

RSA MILESTONES

1999 RSA opened its doors.	2011 Opened with one campus on Inspiration Place
2003 Feasibility to expand RSA into a permanent facility	<ul style="list-style-type: none"> • Confucius School Award for outstanding elementary Mandarin Program
2004 <ul style="list-style-type: none"> • Expanded into 2 sites - Added 3 classrooms at the Presbyterian church • Established Foundation for Promoting Arts Education as a fundraising arm for RSA • Established RSA as a 501c(3) and Incorporated • Established Special Education Consortium for shared services to 3 other charter schools. 	2012 <ul style="list-style-type: none"> • Established sister school in China Shijiazhuang Shengshichang'an Primary School • Established North State Charter JPA
2006 Received 6-year FLAP grant to start Mandarin Program	2014 <ul style="list-style-type: none"> • WASC Accreditation • Sister School visit with parents and students for 5 days
2007 <ul style="list-style-type: none"> • Changed Authorizers to Gateway Unified School District used RSA II as name of school • Began Mandarin program • Moved 2nd site to 7th Day Adventist Site with 5 classrooms. • Maintained site at SLC under SUHSD 	2016 <ul style="list-style-type: none"> • New Authorizer with Columbia Elementary School District – 5-year charter
2008 <ul style="list-style-type: none"> • Opened at Tamarack site with 2 Mandarin classrooms (K & 1) and 5 Regular classrooms • Hired Cox Realty to help with land serach for new school 	2020 <ul style="list-style-type: none"> • Renewal of Charter and began expand into High School • Executive Director Search
2009 <ul style="list-style-type: none"> • Maintained site at SLC and Tamarack • Expanded Mandarin (K,1, and 2) 	2021 New Executive Director
2010 <ul style="list-style-type: none"> • Partnered with The McConnell Foundation for creating a school campus. • Participated in design and construction of school on Inspiration Place. 	2022 Opened Highschool 2024 Completion of Highschool Campus Building



REDDING SCHOOL of the ARTS
WHERE EDUCATION AND THE ARTS CONNECT

Awards: RSA has received much academic recognition during its 22 years of educating students:

- in 2002, RSA won one of California's Creative School of Excellence awards given by the California School Recognition Program which honors exemplary arts education programs.
- 2012 RSA received WASC six year cleared accreditation
- 2010 RSA was identified as a Confucius School. This award is given by the College Board and Hanban in recognition of an outstanding elementary Mandarin program. RSA was one of five schools in the United States to receive this award.
- 2012 RSA facility received LEED Certified Green School
- Annual school musical,

In addition, RSA's students have won awards in the National Duck Stamp and Peace Poster competitions each year and have had their works of art displayed at City Hall. Our String Ensemble has taken multiple Gold and Command Performances at the state competition CMEA Sections - California Music Educators Association for every year they have participated, and since 2014 our Competition Choir has taken top awards at the state level. Students from RSA have had their art work published in the Glencoe textbooks in 2004. In 2006, students from RSA had their work displayed in the Youth Art Exhibits in the Sacramento Office of Education.

RSA's Future

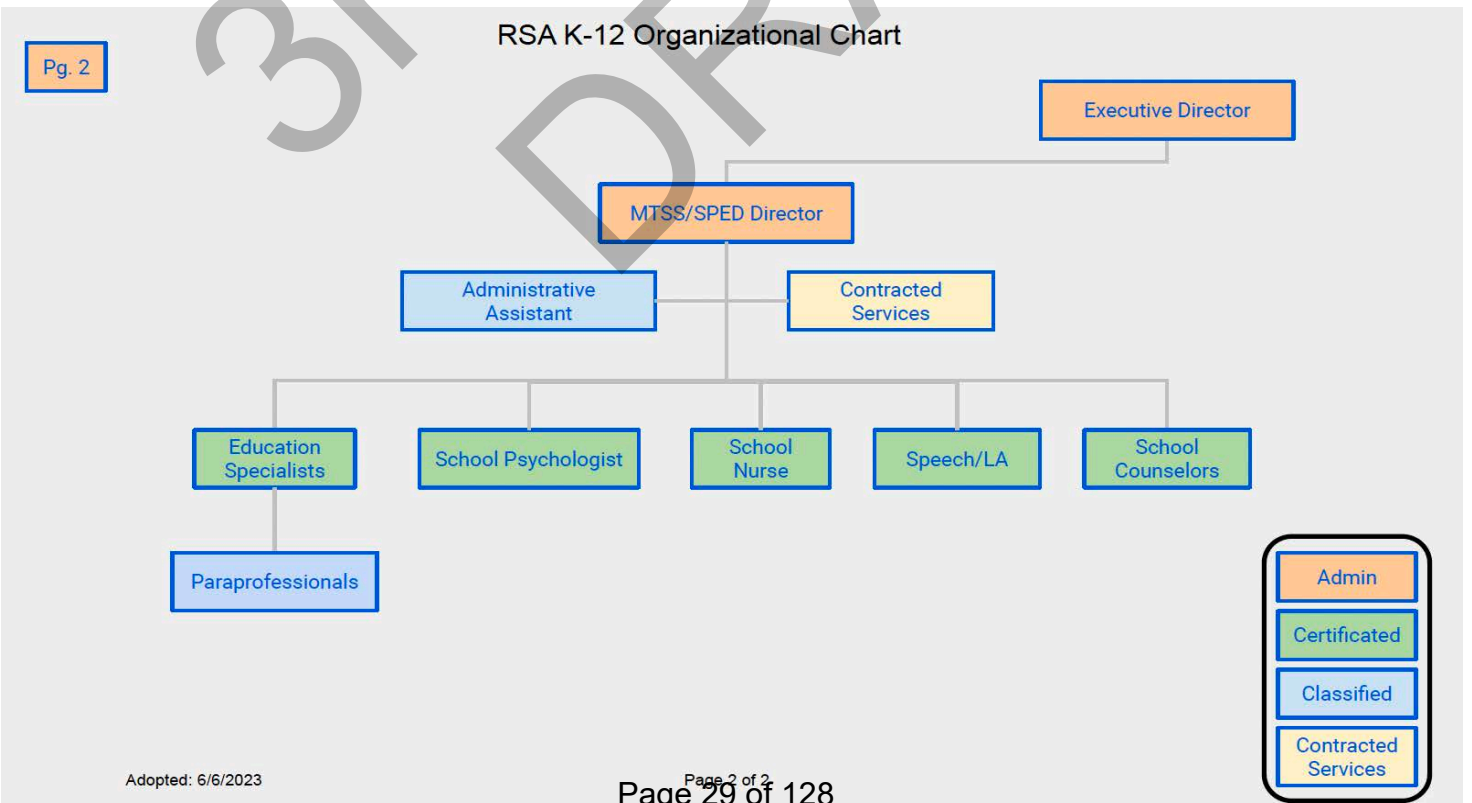
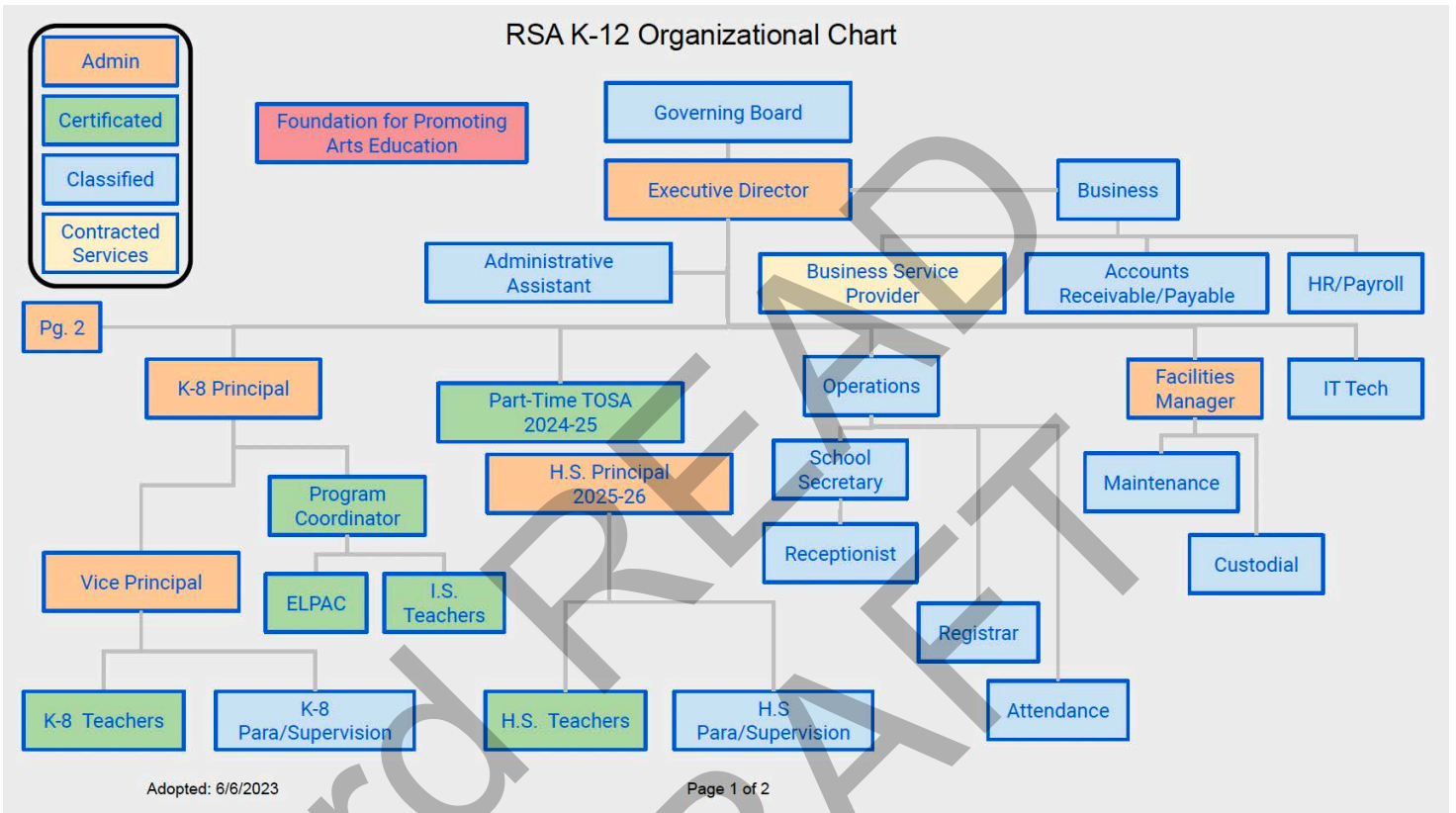
The promising future of Redding School of the Arts is expanding its reach to families in the community with the addition of a brand-new high school campus and state-of-the-art educational theater. The new campus will embody a commitment to our schools Mission, excellence in learning in the Arts, with collaborations and resources that empower students to thrive academically and personally. With a focus on education and community, the theater, equipped with the latest technology and seating for hundreds, will serve as a vibrant hub for artistic expression and cultural enrichment. This exciting expansion reflects our dedication to providing a dynamic and enriching educational experience, where students can not only excel in their studies but also explore their passions on stage, shaping the leaders and artists of tomorrow.

RSA Basic Facts

- We are a Charter school with a focus on visual and performing arts
- Mandarin Immersion Dual Language program (K-5th) Leveled Mandarin classes (6th-12th)
- Grades offered: K-12th
- Current enrollment: **600**
- Average number of students per teacher : **26**
- Student population: 79.50% White, 4% American Indian or Alaska Native, 3% Hispanic or Latino, 4.5% Asian, and 1% African American (8% declined to respond).

Organizational Chart

The Organizational Chart for Redding School of the Arts provides a clear depiction of the internal, functional structure of the school. Organizational charts make clear job duties and responsibilities, and can increase communication, collaboration and accountability.



School Charter

A charter school contract is the legally binding agreement executed by a charter school and its Authorizing agency. This agreement stipulates the terms and conditions by which the school will operate and defines the rights and responsibilities of each party, including performance expectations and conditions for renewal. A charter school contract serves as both an administrative and performance agreement. Charter agreements are renewed every 3-5 years. RSA's most recent charter agreement was renewed in 2020 and it is for a 5 year term. Recent legislation that passed (AB 130), has extended our renewal to June 30, 2027. Our current Authorizer is Columbia School District. You can locate our Charter agreement in LiveBinder under the Governing Board tab > [RSA Charter](#).

Mission, Vision, and Goals

The mission of Redding School of the Arts is to educate K-12 students who have an interest in visual and performing arts and cultivate their knowledge and skills for the betterment of their local and global community. Utilizing an interdisciplinary theme based approach, students learn to read, write, speak, problem solve, use technology and sustainable practices. RSA seeks to accomplish its goal of high academic and behavioral standards through a student centered, multicultural and multilingual environment with an emphasis on the arts. RSA will enable students to become literate, self-motivated and life-long learners who participate in the art of their community.

School Performance Data

Student performance is tracked and reported in our School Accountability Report Card (SARC). If student performance needs are to be addressed, they are included as goals in our Local Control Accountability Plan (LCAP). You can find reports on school performance with respect to six state indicators and five local indicators on [The California School Dashboard](#).

Here is a snapshot of our school performance data according to state and local indicators, for 2022.

Redding School of the Arts

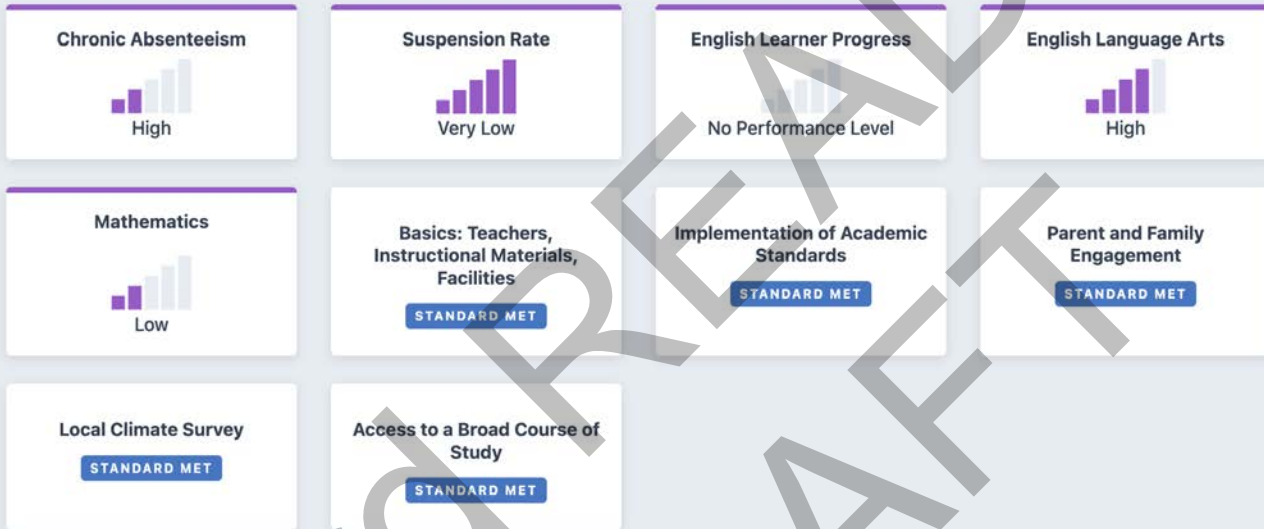
Explore the performance of Redding School of the Arts under California's Accountability System.

Generate PDF Report

View Additional Reports

2022

Due to the COVID-19 pandemic, state law allows the 2022 Dashboard to only display the most current year of data (also known as Status). For this year only, performance levels will be reported using one of five Status levels (ranging from Very High, High, Medium, Low, and Very Low) for state measures. Please note that the Status levels associated with the Chronic Absenteeism and Suspension Rate Indicators are reversed (ranging from Very Low, Low, Medium, High, and Very High). Information regarding this year's Dashboard data is available within the [Dashboard Communications Toolkit](#).



You can find our [most recent annual SARC report](#) on the RSA website or in LiveBinder under the Governing Board tab, as well as our current LCAP.

BOARD MEMBERS

Charter schools are governed by boards, not by individual board members. While understanding their separate roles, the Board of Directors and the School Director work together as a governance team in operating Redding School of the Arts. The executive director's insights and expertise are invaluable for the board's decision-making, while the board provides oversight, direction, and support to the executive director in their leadership of the school. The governance team assumes collective responsibility for building unity and creating a positive organizational culture in order to govern effectively.

Key Responsibilities of the Board

1. **Work with all stakeholders to uphold, update, and refine the charter school's mission and purpose-** It is the board's responsibility to 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 in conjunction with stakeholders-** 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 administration in an overall planning process and assist in implementing the resulting plan.
5. **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.
6. **Monitor the charter school's programs and services.** The board's role in this area is to oversee educational programs and services for consistency with the charter school's mission, and effectiveness.
7. **Enhance the charter school's public image.** The board is another link between the charter school and the community. Clearly articulating the school's mission, accomplishments and goals to the public, and garnering support, are important elements of a successful public relations strategy.
8. **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.

A detailed and specific description of the governing Board's power and duties is stated in our policy "BOARD DUTIES AND RESPONSIBILITIES; DELEGATION OF POWER" and can be found in [LiveBinder](#) under the RSA policies tab > Governing Board > Board Powers Duties. Our Board operations policy and procedures are stated in our "BOARD OPERATIONS" policy and is also located in LiveBinder under the RSA Policies tab.

Code of Ethics

Our governing board operates under agreements of high ethical conduct and behavior. A code of ethics for school board members provides a roadmap for conducting business with integrity, fairness, and transparency, ensuring that the primary focus remains on the well-being and education of all students. In order to enhance our reputation, provide consistency in decisions making, prevent exposure of the school to unnecessary and costly legal issues, improve accountability for board member actions, and promote a positive culture, we ask all board members to attest to the following:

As a member of the Board, I shall promote the best interests of the School as a whole and, to that end, shall adhere to the following ethical standards:

Equity in Attitude

- I will be fair, just, and impartial in all my decisions and actions*
- I will accord others the respect I wish for myself*
- I will encourage expressions of different opinions and listen with an open mind to others' ideas*

Trustworthiness in Stewardship

- I will be accountable to the public by representing School policies, programs, priorities, and progress accurately*
- I will be responsive to the community by seeking its involvement in School affairs and by communicating its priorities and concerns*
- I will work to ensure prudent and accountable use of School resources*
- I will make no personal promise or take private action that may compromise my performance or my responsibilities*
- I will make attendance at meetings a priority. I understand if I fail to attend enough meetings that I can be removed from the board*
- I will come prepared to all meetings by reviewing the board packets*

Honor in Conduct

- *I will tell the truth*
- *I will share my views while working for consensus*
- *I will respect the majority decision as the decision of the Board*
- *I will base my decisions on fact rather than supposition, opinion, political or public favor*

Integrity of Character

- *I will refuse to surrender judgment to any individual or group at the expense of the School as a whole*
- *I will consistently uphold all applicable laws, rules, policies, and governance procedures*

Board Policy

- *I will not disclose information that is confidential by law or that will needlessly harm the School if disclosed*

Commitment to Service

- *I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation*
- *I will diligently prepare for and attend Board meetings*
- *I will avoid personal involvement in activities the Board has delegated to the Director*
- *I will seek continuing education that will enhance my ability to fulfill my duties effectively*

Student-Centered Focus

- *I will be continuously guided by what is best for all students of the School*

Distinction Between Governance and Management

Although they are related, a clear distinction must be made between "governance" and "management" responsibilities for a charter school. Governance deals with major policy-making decisions or setting the overall direction of the school. Management deals with the allocation and deployment of the school's resources on a daily basis to achieve the school's goals, this includes curriculum decisions. The Board of Directors and the School Director work together as a governance team in operating Redding School of the Arts. The following steps can help charter schools avoid mixing board governance functions with management functions:

Division of Governance and Administrative Roles Table

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	<ul style="list-style-type: none"> • Updates/reinforces mission and program direction; approves goals/objectives to meet those ends • Reviews strategic plan and progress 	<ul style="list-style-type: none"> • Executes planning and participates in updating/reinforcing mission and program direction. • Assists board in keeping focus and momentum

	<ul style="list-style-type: none"> • Assesses compliance/progress in achieving educational outcomes agreed to in charter • Assesses program evaluation plan 	<ul style="list-style-type: none"> • Develops specific program goals & objectives based on the board's specific mission • Develops/oversees progress reports
Policy	<ul style="list-style-type: none"> • Develops and adopts written policies according the education law • Responsible for reviewing policies periodically 	<ul style="list-style-type: none"> • Identifies need for new policies • Assures implementation of policies and assists in analyzing policy options
Personnel	<ul style="list-style-type: none"> • Sets and reviews personnel policies • Hires school leader and evaluates their performance 	<ul style="list-style-type: none"> • Implements personnel policies • Recommends changes to personnel policies • Hires staff and evaluates performance
Resource Development	<ul style="list-style-type: none"> • Assures long-range commitment of resources • Establishes/implements fund development plan • Reviews/approves all major grant proposals 	<ul style="list-style-type: none"> • Conducts research and maintain database • Assists in fund development efforts • Develops grant and other funding applications, plans fundraising events
Board Accountability	<ul style="list-style-type: none"> • Establishes and communicates expectations of board membership • Assures effective board participation 	<ul style="list-style-type: none"> • Facilitates training and info exchange in preparation for board selection • Facilitates effective communication among board
Decision-making	<ul style="list-style-type: none"> • Defines and communicates board's role • Assures appropriate board involvement in decision-making 	<ul style="list-style-type: none"> • Makes action decisions within parameters set by the board

Community Relations	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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
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Legal Requirements of the Board

Beyond the guidelines set by state and federal charter school regulations, non-profit board members are also governed by fundamental legal duties often summarized as "THE THREE D's": Duty of Care, Duty of Loyalty, and Duty of Obedience.

DUTY OF CARE

Board members are expected to make decisions with diligence and prudence, using their personal judgment. They must stay informed, ask probing questions for clarity, and, when considering major actions like significant asset transactions or material contracts, they should consider seeking expert advice.

DUTY OF LOYALTY

Board members should prioritize the non-profit's interests above personal or professional ones. This duty also encompasses the safeguarding of the organization's confidential information, ensuring it isn't disclosed in ways that could disadvantage the organization.

DUTY OF OBEDIENCE

Ensuring that the organization abides by all local, state, and federal regulations falls under this duty. Additionally, board members should uphold and advocate for the organization's mission and vision.

To safeguard the organization's interests, board members should annually approve, review, and sign a conflict of interest policy and related disclosure statement. Board members should receive proper training and seek continuous professional development to ensure they have the necessary knowledge and skills to effectively govern and oversee the school's operations.

Financial Management

Charter School Budget and Finances

Analyzing a charter school's budget and finances is essential to understand its fiscal health, ensure resources are being used efficiently, and guarantee that the school is compliant with financial regulations. Here is a framework to get started:

Gather Relevant Documents: These documents are presented and discussed at meetings throughout the fiscal year. Annual budget Information is available in [LiveBinder](#) under the Governing Board tab > Budget Information.

1. Annual budget
2. Monthly or quarterly financial statements (income statement, balance sheet, cash flow statement)
3. Prior years' financial statements (for comparison)
4. Audit reports
5. Any financial forecasts or projections

Review Revenue Sources:

Understand the primary sources of income. Charter schools often receive funds based on per-pupil allocations, grants, donations, and sometimes other revenue-generating activities.

Note any significant increases or decreases compared to prior years or the budgeted amount.

Examine Expenditures:

Classify expenses (salaries and benefits, facilities, instructional materials, administration, etc.).

Compare the actual expenses to the budgeted amounts to identify overages or savings.

Compare the current year's expenses to prior years to determine trends or irregularities.

Analyze Cash Flow:

Determine if the school has sufficient cash to meet its short-term obligations.

Look at cash reserves and any potential upcoming large expenditures.

Assess Debt and Liabilities:

Review any loans or long-term debts the school has incurred.

Ensure that the school can meet its debt obligations and interest payments.

Look at other liabilities, like pensions or post-employment benefits, if applicable.

Review Capital Expenditures:

Understand the school's spending on long-term assets like buildings, equipment, or technology.

Determine if these are in line with the school's strategic plan and if they're sustainable in the long term.

Audit Reports:

Review the findings of any external audits.

Pay particular attention to any irregularities, recommendations, or findings of non-compliance.

Financial Ratios:

Calculate financial ratios to gauge fiscal health. Common ratios include the current ratio (current assets divided by current liabilities) and the debt-to-equity ratio.

Compare the school's ratios to benchmarks or averages in the education sector.

Reserves and Savings:

Determine if the school has a reserve or savings policy.

Evaluate the size of the school's reserves in relation to its operating budget.

Stakeholder Engagement:

Look at how the school engages stakeholders (parents, staff, community) in the budgeting process. Determine if there are processes for feedback or transparency initiatives.

Alignment with Mission and Strategy:

Ensure that the budget and spending align with the school's mission and long-term strategic goals.

External Factors:

Consider any external economic factors that might impact the school's finances, like changes in government funding, economic downturns, or changes in enrollment.

Internal Controls

Internal controls for school finances are essential to ensure that funds are used appropriately and to prevent fraud, mismanagement, and errors. They should have appropriate and transparent processes to protect taxpayer dollars, established organizational policies for spending, a series of questions to unearth reasons for discrepancy, delegation of tasks to reduce opportunities for fraud, and rules and regulations in place that guide the finance decision making. Here are some examples of internal controls specific to school finances:

Segregation of Duties: Ensure that no single individual has control over all aspects of any financial transaction. A person requesting a purchase shouldn't be the same person approving it. The person making bank deposits should not be reconciling bank statements.

Authorization Controls: Establish levels of authority for approving expenses.

Only specific individuals should have the authority to approve large expenditures. Budgeted and non-budgeted expenses might have different authorization levels.

Physical Safeguards: Secure cash in a locked safe. Limit access to financial records and systems to authorized personnel only. Use security cameras in areas where money is collected or stored.

Reconciliation: Regularly match transaction records to bank statements and receipts.

Monthly bank reconciliations should be conducted by someone who does not handle deposits or disbursements.

Budget Controls: Regularly compare actual expenditures to the budget. Investigate and explain significant variances.

Documentation: Maintain thorough documentation for all transactions. Require invoices, receipts, or other documentation for reimbursements. Maintain a documented audit trail for all financial activities.

Training: Ensure all personnel involved with finances are properly trained. Provide regular training on financial policies and procedures. Update training when policies or processes change.

Periodic Audits: Regularly schedule internal and external audits. Use external auditors to review financial statements and internal control processes. Implement recommendations from audit findings.

Technology Controls: Use password-protected financial software. Implement role-based access controls so users can only access the financial information necessary for their roles. Regularly back up financial data and store in a secure location.

Procurement Controls: Establish strict guidelines for vendor selection and purchasing.

Require competitive bids for significant purchases. Have a clear conflict-of-interest policy to prevent unethical collaborations with vendors.

Receipts and Disbursements: Use pre-numbered receipts for all cash collections. Require dual signatures on checks above a certain amount.

Fraud Awareness and Reporting: Develop a whistleblower policy where employees can report suspicious activities without fear of retaliation. Regularly communicate and reinforce the school's stance against fraud.

Inventory Controls: Regularly review and track school assets. Conduct periodic physical counts of inventory and equipment. Compare actual counts to financial and property records.

You can find RSA's policies and protocols for fiscal management in the LiveBinder under RSA Policies > [Fiscal/Budget](#).

Governance Structure

The governance structure of a charter school board is pivotal in determining the direction, accountability, and success of the school. RSA has key components and roles within its governance structure. .

Officers of the corporation: President/CEO, Secretary, Treasurer/CFO and we may designate a Chair according to our by-laws.

Board Composition: Charter school boards typically consist of a diverse group of individuals, including educators, parents, community leaders, and professionals from various fields. The aim is to bring a mix of expertise and perspectives to the table. The Governing Board, which consists of two parent representatives from the school elected by the Parent Teacher Council, one original founder of Redding School of the Arts, and three to five community representatives. All representatives will serve a two-year alternating term of office that coincides with the fiscal year. Representatives may serve more than one term. Selection criteria for choosing board members will include completion of an application, commitment to the school and readiness to accept Code of Ethics and responsibilities. Redding School of the Arts charter provides for one representative from the staff to serve as nonvoting liaison on the school's Governing Board. The staff representative will serve and facilitate communications and mutual understanding between Redding School of the Arts, the governing board, and the granting agency. Our board composition undergoes an annual review to ensure that our appointed board members bring both diverse skills and backgrounds to the table.

Roles within the Board for RSA:

Executive Director: Non voting member of the board that provides direction, leadership, and implements programs and policies and operational oversight. Sets the agenda, is the point of contact for communication between board meetings. Board development and recruiting. While the board makes the final decisions on many issues, these decisions are often informed by the executive director's recommendations.

President/Chair: Provides leadership, helps set the agenda, and facilitates board meetings.

Vice President/Vice-Chair: Assists the president and steps in during their absence.

Secretary: Manages minutes, records, and other essential documentation.

Treasurer: Oversees the school's financial status, budget, and related reports.

Committees: To streamline operations and allow deeper focus on specific areas, we have established committees such as:

Finance Committee: Focuses on the school's budget, financial health, and audits.

Policy Committee: plays a crucial role in the formulation, review, and revision of policies that guide the operations, standards, and strategic direction of the school or district.

Facilities and Safety Committee: Concentrates on the school's physical infrastructure, maintenance, safety and expansion if needed.

Executive Director Evaluation Committee: Assesses the performance of the Executive Director to ensure accountability areas such as leadership effectiveness, financial management, strategic planning, stakeholder engagement.

Current Board Member Composition 2023/2024

President/Chair & Community Member- Jonathan Sheldon

Vice-President- Jean Hatch, Founder

Treasurer & Community Member- Sharon Hoffman-Spector

Secretary & PTC Representative- Tiffany Blasingame

PTC Representative -David Skinner

Community Member- Daria O'Brien

Community Member- Antonio Cota

Administrative Team

Executive Director- Lane Carlson

Principal- Carol Wahl

Vice Principal- Sophia Zanioli

MTSS/Intervention Director- Shelley Tan

Business Service Provider- Robyn Stamm

Staff Liaison- Rebecca Lahey

MEETINGS

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.
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. Boards must be structured to use their time well as key decisions often require a quick turnaround and board meeting time is a limited resource.

Procedures: Boards should have established procedures that focus on making major governance decisions (such as budget approval or performance reviews) and leave administrative matters to the school's staff.

Micro-Management. The board should not micromanage or meddle in decision-making that is best done by those responsible for the school's educational programs and support services on a daily basis.

Delegation- In order to keep its focus on the big picture, the board should delegate responsibility to its committees or the charter school leader. In so doing, the board creates the space and autonomy for the school leader, the charter school staff, board committees and volunteers to better plan and implement actions in their respective areas of responsibility.

Conducting Meetings

School board meeting procedures help ensure that meetings are conducted in an organized and effective manner, respecting both the law and the rights of participants. While specific procedures can vary by district and state (or country), many follow a similar structure, often influenced by Robert's Rules of Order or a similar protocol. Here is a generalized overview:

↔

Call to Order: The board president or chairperson officially starts the meeting.

Roll Call: Attendance is taken, usually by the chair, board secretary or clerk.

Reports and Announcements: Executive Director, Principal, Vice Principal, Teacher Reports, updates on school activities, achievements, issues, etc. Any upcoming events, training, or important dates are shared.

Committee Reports: Updates from various board committees (e.g., finance, curriculum).

Public Comments: A designated time for members of the public to address the board. There might be time limits for each speaker and overall public comment duration. Some boards require speakers to sign up in advance.

Consent Agenda: A collection of routine items grouped together and approved with one motion (e.g., routine personnel actions, monthly financial reports). Members can request to remove items from the consent agenda for separate consideration.

Approval of Minutes: The minutes from the previous meeting are reviewed and approved.

Discussion/Action Items: These are topics that need board discussion and may require a formal vote. Each item is presented, discussed, and then voted upon if action is required.

Closed Session (if needed): The board may go into a closed or executive session to discuss confidential matters, such as personnel issues, litigation, or property acquisition. In many jurisdictions, specific reasons for a closed session are legally defined, and the board must cite the reason.

Reconvene in Open Session (if closed session was held): If any actions were taken during the closed session, they might need to be reported in the open session, depending on legal requirements.

Adjournment: The board president or chairperson officially closes the meeting.

There are specific rules for how board members can introduce new items, how votes are taken and recorded, and how the public can participate. These rules are outlined in our governing board policies, by-laws, and in the Brown Act. You can find these in [LiveBinder](#) under the tabs, Governing Board and RSA Policies.

Brown Act

The Brown Act, officially known as the Ralph M. Brown Act, was passed in California in 1953. Its main purpose is to guarantee the public's right to attend and participate in meetings of local legislative bodies. Here are the primary purposes of the Brown Act:

Transparency: The Act ensures that deliberations and actions of local government agencies are conducted openly and transparently, so the public can be informed about what their elected officials are doing.

Public Participation: The Act grants the public the right to attend meetings of local legislative bodies, ensuring they have a voice and can participate in the decision-making process.

Advance Notice: The Brown Act requires that an agenda be posted at least 72 hours in advance for regular meetings and 24 hours for special meetings, ensuring the public is aware of topics that will be discussed or acted upon.

Closed Sessions: While the Act emphasizes open meetings, it acknowledges that there are specific circumstances (like personnel matters, certain real estate negotiations, or pending litigation) where discussions should be confidential. However, even for these closed sessions, the Act requires specific agenda notice and post-session disclosures.

Preventing Secret Decisions: The Brown Act is designed to prevent local government bodies from making decisions or deliberating on matters behind closed doors without public scrutiny.

You can find more information about the Brown Act in LiveBinder under the RSA Policies tab > Brown Act Intro and School Board Meetings - [Brown Act Compliant](#).

Communication Between Board Meetings

Communication between board meetings is essential to ensure that board members stay informed, aligned, and ready for decision-making during formal meetings. Establishing a protocol for communication between board meetings enhances transparency and keeps the board's operations smooth.

The Executive Director and/or the Chair is the designated point of contact for communication in between meetings. They are responsible for centralizing and disseminating information to all board members. Board members may be contacted via email, in person or phone. Board members may also contact the executive director via email, in person, or phone. Reasons for communication may include, but are not limited to: updates on ongoing projects or actions decided in the previous board meeting, financial updates or key performance indicators, relevant news or changes in the external environment that may impact the organization, any upcoming events, deadlines, or important dates, or preliminary agendas for the upcoming board meeting.

While communication between meetings is essential, formal decision-making should be reserved for official board meetings to ensure transparency and adherence to governance rules. If a decision is urgent, we will consider calling a special or emergency board meeting.

Public Comment at Board Meetings

Public comments at board meetings, whether they're for school boards, city councils, or other public entities, can be challenging for several reasons. Many issues addressed during board meetings deeply affect community members or parents, leading to impassioned speeches and strong emotions with diverse opinions. Some comments may be supportive, while others might be critical or even confrontational. This can be difficult as board members if we are caught off guard and feel unprepared to respond. There are also procedural constraints such as not being able to comment to avoid inadvertent deliberation on topics not on the agenda. The structure of the public comment period does not usually allow for back-and-forth conversations. This can be frustrating for both board members, who might want to respond to or clarify certain points, and community members, who may feel their concerns aren't being immediately addressed. It's crucial for boards to approach public comment periods with a spirit of openness and a genuine desire to understand community or parent concerns. Community and parent members can benefit from understanding the constraints board members operate under and approaching comment periods with a focus on constructive feedback.

The following outlines our protocol for receiving and addressing public comment:

1. **Requests to address the Board:** Prior to the beginning of the meeting, members of the public seeking to address the Board on an item on the agenda, or during time allocated for public comment, shall complete the “Public Forum Sign-In-Sheet” located in the Board Meeting Room. The sign-in-sheet will be given to the presiding officer (e.g., the President or Vice-President) or their designee at the start of the meeting.
2. **The presiding officer** (e.g., the President or Vice-President) will remind speakers of the following:
 - Each public speaker is allocated up to (3) minutes to share their comments or 5 minutes to make a presentation to the Board. The Board President may further limit the speaking time allowed in order to facilitate the progress of the meeting.
 - Complaints presented to the Board must not involve specific reference to employees or students (Citizens should contact the Executive Director for complaint procedures regarding employees).
 - A charter school cannot take action on a matter that has not been placed on the official agenda. (G.C. 54954.2).
 - Members of the public desiring Board action on an item are required to seek placement of the issue on the Board agenda in accordance with policy rather than presenting the matter during general public comment. This will facilitate discussion and expedite resolution. Requests for items to be included on the agenda shall be submitted in writing to the Executive Director no later than seven (7) **working days prior** to the next regularly scheduled Board meeting. Members of the public who request to have a topic placed on the agenda are encouraged to submit, in writing, supporting information detailing their reason for having the topic placed on the agenda and what is being requested of the Board.
3. **Response to Public Speakers:**
 - The presiding officer (e.g., the President or Vice-President) or their designee will be the primary respondent to public speakers. At a regular meeting, however, Board members or staff may briefly respond to statements made or questions posed by persons during public comment.
 - Responses should always be respectful and constructive. We aim to listen and understand, rather than debate during the meeting.
 - If a query or concern requires further investigation, kindly inform the speaker that the board will take their comments under advisement and respond at a later time.
4. **Handling Parent Complaints:**
 - When receiving a parent complaint, the complaint should be reviewed in accordance with our established procedures, ensuring confidentiality and impartiality.
 - Please do not respond to group emails, as it constitutes a violation of the Brown Act.

- The board will formally acknowledge receipt of the complaint during the "Board Correspondence" section of the agenda.
- Depending on the nature of the complaint, the board may direct staff to place a matter of business on a future agenda or the board may forward the information to a specific committee or individual for further review.

3rd READ
DRAFT

YEAR AT A GLANCE

AUGUST

- ELECTION OF GOVERNING BOARD EXECUTIVE OFFICERS & ADOPT DATES FOR MONTHLY MEETINGS
- UPDATE AUTHORIZED SIGNERS ON BANK ACCOUNTS
- ESTABLISH COMMITTEE MEMBERS FOR SPECIAL COMMITTEES

SEPTEMBER

- PREVIOUS YEAR UNAUDITED ACTUALS
- ED GOALS
- POLICY AMENDMENTS
- SET ANNUAL BOARD GOALS MTG DATE
- APPROVE COMMITTEE'S & FPAE MEMBERS

OCTOBER

- POLICY AMENDMENTS
- REVIEW LOCAL INDICATORS, LCFF
- GOVERNING GOALS 1ST DRAFT
- DIRECTIONS TO FINANCE CMT 1ST INTERIM

NOVEMBER

- STUDENT ACADEMIC ACHEIVEMENT
- ADA & FINANCIAL UPDATES
- POLICY AMENDMENTS
- ADOPT GB GOALS
- ONGOING AGREEMENTS AND/OR MOU'S.

DECEMBER

- 1ST INTERIM BUDGET & MYP
- SALARY SCHEDULE AMENDMENTS
- POLICY AMENDMENTS

JANUARY

- REVIEW AUDITED FINANCIAL REPORT
- POLICY AMENDMENTS
- SARC REVIEW
- DIRECTIONS TO FINANCE CMT 2ND INTERIM

FEBRUARY

- REVIEW PREVIOUS YEAR SARC
- REVIEW ANNUAL SAFE SCHOOL PLAN
- PERSONNEL & INSTRUCTIONAL CALENDARS 1ST DRAFT

MARCH

- SALARY SCHEDULE AMENDMENTS
- GOVERNING BOARD APPLICATIONS
- DIRECTIONS TO FINANCE CMT ANNUAL BUDGET
- 2ND INTERIM BUDGET &MYP

APRIL

- FINANCE COMMITTEE UPDATE
- APPROVE PERSONNEL & INSTRUCTIONAL CALENDARS (NEW YEAR)
- POLICY AMEDNMENTS

MAY

- SALARY SCHEDULE & STIPEND UPDATES
- SERVICE AGREEMENTS & MOU'S
- FINANCE CMT UPDATE
- BOARD OPENINGS & RENEWAL

JUNE

- LCAP CURRENT YEAR SELF REFLECTION , REVIEW & ADOPTION
- LCFF BUDGET OVERVIEW
- ADOPT ANNUAL BUDGET & MYP, AND FINANCE COMMITTEE UPDATE
- TITLE IX REPORTING
- REVIEW GOVERNING BOARD GOALS AND APPOINT NEW MEMBERS
- REVIEW AND APPROVE UPCOMING LEASES, SERVICE AGREEMENTS AND MOU'S
- ADOPT ANNUAL FAMILY & EMPLOYEE HANDBOOKS
- ADOPT ANNUAL BOARD HANDBOOK

MANAGEMENT DOCUMENTS

For a thorough and detailed compilation of our documents and policies, refer to our digital resource, [LiveBinder](#). Every August, RSA's administrative assistant will provide you with the necessary link and password. This repository provides an organized and extensive collection, ensuring you have access to all the information you need to perform your fiduciary duties as a board member. In the repository you will find:

- Documents that detail relationship with a charter authorizer
- Contracts, reports, milestones, and any other documents relevant to the CMO
- All Legal and Policy Documents such as:
 - Articles of incorporation, bylaws, policies (conflict of interest, confidentiality, student discipline, etc.),
 - Internal Revenue Service Form 990: Return of Organization Exempt from Income Tax
 - Adopted and Working Budget
 - 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/>
- National Charter School Resource Center - <http://www.charterschoolcenter.ed.gov/>
 - Fiscal Health Tool- [Assessing Fiscal Health: - A Financial Benchmarking Tool](#)
- California Department of Education Charter Schools- <https://www.cde.ca.gov/sp/ch/index.asp>
- California School Dashboard - <https://www.caschooldashboard.org/>
- Legislation Impacting Charter Schools- <https://www.cde.ca.gov/sp/ch/csleginfo.asp>

GLOSSARY OF TERMS AND ACRONYMS

(ADA) Average Daily Attendance: This is a measure used to determine the number of students attending and participating in a school during a reporting period. It's calculated by dividing the total number of days attended, by all students, by the number of school days in that period. ADA is used by state departments of education to allocate funding to school districts, as many funding formulas are based on student attendance rather than enrollment. It represents the average number of students who attend school each day.

(ASB) Associated Student Body: An organization that represents the student population and often manages student activities, events, and finances.

(API) Academic Performance Index- A measure used to assess the academic performance and growth of schools.

Authorizer: An entity, often a school district or state board of education, that grants charters and oversees charter schools to ensure they meet the terms of their charter.

(CAASPP) California Assessment of Student Performance and Progress: A statewide assessment program in California that measures student achievement in various subjects.

California School Dashboard- An online tool that displays the performance of schools and districts based on various metrics, from test scores to school climate.

Capital Budget- Funds allocated for acquiring or maintaining fixed assets, such as buildings and equipment.

(CCAP) College & Career Access Pathways: Programs and initiatives in education designed to help students prepare for college and career opportunities.

(CDE) California Department of Education: The state agency responsible for overseeing public education in California.

(COLA) Cost-of-Living Adjustment: An increase in income or benefits to account for inflation and the rising cost of living.

Concentration Grant: A type of funding provided to schools with a high concentration of low-income students to support educational programs and services.

(CSFA) California School Finance Authority: An organization in California responsible for financing and supporting school facilities.

(CST) California Standards Tests: A set of standardized tests used in California to assess students' knowledge and skills in various subjects.

(CTE) Career Technical Education: Educational programs that focus on preparing students for specific careers and providing practical skills and knowledge.

Direct-Funded: Funding provided directly to a school or entity without intermediaries.

(EL) English Learner: A student who is learning English as a second language and may require additional support to develop proficiency in English.

(EOY) End of Year: Refers to activities or assessments conducted at the conclusion of an academic year.

(ESSA) Every Student Succeeds Act: Federal legislation in the United States that governs K-12 education and replaced the No Child Left Behind Act.

Financial Audit: An examination of an organization's financial records and practices to ensure accuracy, compliance, and transparency.

Fund Balance: The difference between an organization's assets and liabilities, often used to determine its financial health.

(IEP) Individualized Education Program: A personalized plan developed for students with disabilities to outline their educational goals and needed support services.

(LEA) Local Educational Agency: A school district or other local authority responsible for providing educational services within a specific geographic area.

(LCFF) Local Control Funding Formula: A California funding system for K-12 schools that allocates funds based on student needs and demographics.

(LCAP) Local Control Accountability Plan: A document that outlines an LEA's goals, actions, and expenditures to support student success and comply with LCFF requirements.

Locally Funded- Charter schools that acquire their funding through their district or county office.

(MOUs) Memorandum of Understanding: A formal agreement between two or more parties outlining specific terms and conditions for cooperation or collaboration.

(MTSS) Multi-Tiered System of Supports: An educational framework that provides different levels of intervention and support to students based on their needs.

(MYP) Multi-Year Projection: A financial forecast that extends beyond a single year to help plan for future financial needs and goals.

(NCLB) No Child Left Behind: A federal law in the United States that aimed to improve student achievement and accountability in K-12 education.

Operating Budget: A detailed financial plan that outlines an organization's expected income and expenses for a specific period, typically one fiscal year.

(PTC) Parent-Teacher Club or Parent-Teacher Committee: A group of parents and teachers who collaborate to support a school's activities and programs.

(PERF) Public Employees' Retirement Fund: A fund that manages retirement benefits for public employees.

(PERS) Public Employees' Retirement System: A retirement system for public employees that provides pension benefits.

Performance Contract: A legal agreement that specifies the performance standards and expectations for a service provider or contractor.

(PPF) Per-Pupil Funding: Funding allocated on a per-student basis, typically used in education to distribute resources.

(RegEd) Regular Education: The standard educational program provided to students who do not have special education needs.

(SACS) School Accountability Report Card: A report card for schools in California that provides information on school performance and accountability.

(SEL) Social Emotional Learning: The process of developing social and emotional skills, such as self-awareness, empathy, and responsible decision-making. SEL integrates skills, behaviors, and attitudes into classrooms, school-wide practices, and family and community partnerships. It's aimed at promoting mental well-being, connectedness, and improved learning outcomes for students.

(SELPA) Special Education Local Plan Area: A geographical region in California responsible for coordinating special education services for students with disabilities.

(SPED or SPEC ED) Special Education: Educational programs and services designed to meet the unique needs of students with disabilities.

(SBE) State Board of Education: A state-level governing body responsible for setting educational policies and standards.

(STRS) State Teachers' Retirement System: A retirement system for public school teachers.

(TCDE Alliance for Teacher Excellence Induction Program): A program that supports the induction and professional development of new teachers.

Title XI: A federal law in the United States that prohibits discrimination on the basis of sex in educational programs and activities.

Unaudited Actuals vs. Audited Actuals: A comparison of an organization's financial records before and after a formal financial audit.

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

Financial Reporting

SUBJECT: Agenda Item 2.1 – 2022/23 Financial Audit Report

PREPARER: Eide Bailly LLP

RECOMMENDATION: Discussion/Action to Approve Audit Report

BACKGROUND:

The Governing Board will review the Financial Audit Report for fiscal year ending 6/30/2023.

- Financial Audit Statement: To be provided under separate cover

REFERENCE:

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

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

Financial Reporting

SUBJECT: Agenda Item 2.2 – Finance Committee Meeting Update

PREPARER: Lane Carlson

RECOMMENDATION: Discussion

BACKGROUND:

The Finance Committee will report out on their 12/5/2023 meeting.

- See Attached: Committee Meeting Minutes

REFERENCE:

Finance Committee



Finance Committee Meeting Minutes December 5, 2023

In Attendance:

Lane Carlson, Executive Director	<u> X </u>	Robyn Stamm, Business Service Provider	<u> X </u>
Sharon Hoffman - Spector, Board Treasurer	<u> X </u>	Vacancy, Community Member	<u> </u>
Carla Zimmerman, Certificated Rep	<u> X </u>	Linda Schexnayder, Classified Rep	<u> X </u>

Others:

Adel Morfin, Administrative Assistant	<u> X </u>	Blake Schack, Facility Supervisor	<u> X </u>
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Meeting Facilitator: Lane Carlson

Meeting Recorder: Adel Morfin

1) Review 2023/24 1st Interim Budget & MYP

Robyn Stamm reviewed the 2023/24 1st Interim Budget & MYP with the committee. She reported a \$221k net increase in fund balance for 2023/24, which brought RSA’s total ending fund balance to \$4.3 million.

ADA projections were reviewed and the need to increase enrollment was discussed.

Robyn reported RSA will plan to deficit spend by \$237k in 2024/25.

She stated an 8.22% COLA was reflected in the budget for 2023/24. COLA projections for 2024/25 are estimated at 3.9% and 3.42% for 2025/26. However, School Services of CA is recommending schools conservatively budget for 1% COLA next year.

Robyn stated the 1st Interim Budget did not reflect any additional salary increase proposals at this time.

She reported a \$600k bond payment was included in the 2024/25 budget. Lane stated the bond market seemed to be improving, which could help reduce the bond payment.

He 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.

2) Discuss 2023/24 Salary Schedules & Proposed Increase (retro 7/1/2023)
Certificated/MTSS Salary Schedules
Classified Salary Schedules
Administrative Salary Schedule

Lane Carlson presented a revised certificated salary schedule proposal for the committee to review. He stated the salary schedule was trimmed back a bit following the last committee meeting. He stated one of the goals was to make the salary schedule uniform so a flat percentage could be applied to potential increases moving forward, while trying to stay comparable with other schools.

Robyn Stamm reported that when compared to the adopted certificated salary schedule, the average step increase on the new salary schedule was approx. 5.5%. Lane confirmed that staff placement on the new schedule would not be altered.

The cost to implement the proposed Certificated schedule is approx \$174k per year.

Lane presented a revised classified salary schedule proposal for the committee to review. He stated classified columns A-C were manually adjusted to reflect more significant step increases comparable to other local examples. These columns reflect an average 8.61%, while columns D-F reflected a straight 5% increase.

The cost to implement the proposed classified schedule is approx \$56k per year.

The committee also discussed potentially increasing the elective substitute rate from \$25 per/hour to \$30 per/hour.

Lane reported the MTSS Education Specialist salary schedules would mirror RSA's certificated schedules, but would include an additional \$3k per step, as was common with SpEd positions.

He proposed a 5% increase to the remaining salary schedules (Administrative, Counselors, Nurse, Speech, School Psych) as well.

3) Discuss financial impacts of proposed salary increases

Robyn stated the 1st Interim Budget & MYP presented did not reflect any additional salary increase proposals at this time. She reported that although RSA has a healthy budget this year, RSA will plan to deficit spend by \$237k in 2024/25.

The cost to implement the salary schedules as discussed is approx. \$270k per year.

The committee discussed the budget impact. They felt the salary proposals looked good and were moving in the right direction.

4) Prepare recommendation to the RSA Governing Board

The committee is recommending the approval of the proposed salary schedules as discussed, retro to 7/1/2023.

NEXT MEETING:

Date: Tuesday, February 27, 2023

Time: 3:30 p.m.

Location: Redding School of the Arts/Community Room
955 Inspiration Place
Redding, CA 96003

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

Financial Reporting

SUBJECT: Agenda Item 2.3 – 2023/24 1st Interim Budget

PREPARER: Robyn Stamm

RECOMMENDATION: Discussion/Action to Approve 1st Interim Budget

BACKGROUND:

The Governing Board will review and approve year-to-date financial activity through October 31, 2023. An approved First Interim Budget report is due to the state by 12/15.

- See Attached: 1st Interim Budget & Narrative Report

REFERENCE:

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



REDDING SCHOOL of the ARTS
WHERE EDUCATION AND THE ARTS CONNECT

2023-2024
FIRST INTERIM BUDGET

Presented to the Board of Trustees
December 14, 2023

**REDDING SCHOOL OF THE ARTS
2023-2024 FIRST INTERIM BUDGET
RECOMMENDED FOR BOARD APPROVAL
DECEMBER 14, 2023**

BUDGET DEVELOPMENT AND OVERVIEW

The First Interim Budget for 2023/2024 has been prepared based on estimated revenues and expenditures for the current year and two subsequent years. The budget is prepared based on the guidelines received from the State and includes the current personnel and operations of the charter.

Direction to the Finance committee following the November 16th Governance meeting were also used to complete the First Interim Budget for 2023/2024:

1. Review First Interim Budget, anticipated revenue and base changes on anticipated ADA;
2. Expenditures should be reviewed to line up with anticipated revenue, such as materials/supplies, staffing, professional development, one time monies, Federal and State, etc. for the remainder of the year;
3. Provide recommendation to the Board for approving the First Interim report
4. Review 2023/24 Salary Schedules & Proposed Increase (retro 7/1/2023)
5. Discuss financial impacts of the proposed salary increases

The school continued to operate in a conservative budget mode through the end of the 2022/2023 year which resulted in an increase of ending fund balance of approximately \$299,043.

ENROLLMENT AND ADA ASSUMPTIONS

Enrollment is projected to be 628 for 2023/2024, this is down from projected the Adopted Budget of 668. ADA remains the most significant factor for determining charter income. ADA, not enrollment, is the factor which determines the number of funding days students generate. Charter schools receive most of their income based on attendance; a charter loses money every day a student is absent. Since the State only pays the charter on actual attendance, not all the costs of setting up the instructional program are recouped, unless every student attends every day. Even small fluctuations in the charter's ADA can mean tens of thousands of dollars as a gain or loss of income. The ADA projections show an increase for 2023/2024 through 2025/2026.

2023/24:	628
2024/25:	684
2025/26:	773

Charter ADA has been estimated at approximately 95% of enrollment. This includes approximately 69 ADA in Home School for 2023/2024.

2023/24:	596.60
2024/25:	649.80
2025/26:	696.35

STAFFING ASSUMPTIONS

Certificated staffing is now at 37.53 FTE for 2023/2024 plus 4 admin and 4 special education certificated staff. Classified FTE is approximately 19.77 FTE plus 1 admin for 2023/2024. Step and column increases have been estimated for 2023/2024 and beyond at approximately 1.63% for certificated and 1.27% for classified based on projected salary schedule placements.

CONTRIBUTIONS to RESTRICTED PROGRAMS

RSA is projected to contribute \$318,010 of unrestricted funds to restricted programs, the majority of this going to special education.

OTHER ASSUMPTIONS

COLAs are as follows:

2023/24:	8.22%
2024/25:	1.00%
2025/26:	3.29%

Ongoing mandated block grant revenue of \$12,348 has been projected for the current year \$14,226 and \$17,594 for the subsequent years.

MULTI-YEAR PROJECTION AND CASH FLOW

The district's multi-year projection shows the following net increase in Fund Balance:

2023/24:	+221,090
2024/25:	-237,159
2025/26:	+382,815

The cash flow projection for 2023/2024 shows sufficient cash for the fiscal year.

CHANGES ASSUMED IN THE MYP BY THE FINANCE COMMITTEE AND ADMINISTRATION

1. Add 2.5 teachers for the high school. Add an additional 2 high school teachers the second subsequent year and a Principal.
2. Assumes two staff members to retire over the next MYP cycle and replaced with less experienced staff members.
3. Estimated costs for expanding into High School have been budgeted in all three years.

CURRENT YEAR

REVENUE SUMMARY

REVENUE LIMIT

The First Interim projected LCFF/Revenue Limit Income is \$6,775,476. This is a decrease of \$436,690 from Adopted Budget.

FEDERAL REVENUE

The Federal Revenue projection at this time is \$551,658, an increase of \$201,658 over the Adopted Budget. This is mostly due to budgeting one-time CARES Act revenue.

STATE REVENUE

State Revenue is projected to be \$1,335,044, which is \$19,272 less than the Adopted Budget.

LOCAL REVENUE

Local Revenue is projected to be \$420,867, which is \$215,637 more than the Adopted Budget.

EXPENDITURES

CERTIFICATED SALARIES

Certificated salaries are projected to be \$3,548,345 which is an increase of \$43,416 when compared to the Adopted Budget. This difference is due to actual vacancies being filled rather than budgeted.

CLASSIFIED SALARIES

Classified salaries are projected to be \$858,158 which is \$15,031 less than the Adopted Budget. This difference is due to actual vacancies being filled rather than budgeted.

EMPLOYEE BENEFITS

Employee benefits are projected to be \$1,904,199, which is a decrease of \$34,700 compared to the Adopted Budget. This difference is due to actual vacancies being filled rather than budgeted.

BOOKS AND SUPPLIES

Books and supplies are projected to be \$530,548 which is an increase of \$60,495 compared to the Adopted Budget. This is due to budgeting remaining one time funds that must be expended by the end of 2023/2024.

CONTRACTED SERVICES AND OTHER OPERATING EXPENSES

Services and other operating expenses are projected to be \$2,020,705, which is a decrease of \$14,894 over the Adopted Budget. This was due to budgeting actual cost vs budgeted expenses and a reduction in facility rent/lease.

ENDING BALANCE

The projected 2023/2024 Ending Balance includes the following:

Restricted Reserve	\$ 1,230,138
Reserve for Net Assets	57,760
7.5% Economic Uncertainties	664,647
Board Assigned	2,405,213
Total Ending Fund Balance, June 30, 2024	<u>\$4,357,758</u>

**COMPARISON OF REVENUES AND EXPENDITURES
2023-2024 FIRST INTERIM BUDGET
Redding School of the Arts**

		2023-204 ADOPTED BUDGET			2023-2024 FIRST INTERIM BUDGET					
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted Variance	Restricted Variance	Total Variance
REVENUES	Object									
LCFF Revenue Sources	8010 - 8099	7,212,166	0	7,212,166	6,775,476	0	6,775,476	(436,690)	0	(436,690)
Federal Revenues	8100 - 8299	0	350,000	350,000	0	551,658	551,658	0	201,658	201,658
Other State Revenues	8300 - 8599	113,236	1,241,080	1,354,316	113,271	1,221,773	1,335,044	35	(19,307)	(19,272)
Other Local Revenues	8600 - 8799	45,000	160,230	205,230	176,875	243,992	420,867	131,875	83,762	215,637
Interfund Transfers In	8910 - 8929	0	0	0	0	0	0	0	0	0
Other Sources	8930 - 8979	0	0	0	0	0	0	0	0	0
Contributions	8980 - 8999	(318,010)	318,010	0	(195,350)	195,350	0	122,660	(122,660)	0
TOTAL REVENUES		7,052,392	2,069,320	9,121,712	6,870,272	2,212,773	9,083,045	(182,120)	143,453	(38,667)
EXPENDITURES	Object									
Certificated Salaries	1000 - 1999	2,862,428	642,501	3,504,929	2,820,136	728,209	3,548,345	(42,292)	85,708	43,416
Classified Salaries	2000 - 2999	684,172	189,017	873,189	681,312	176,846	858,158	(2,860)	(12,171)	(15,031)
Employee Benefits	3000 - 3999	1,347,094	591,805	1,938,899	1,307,243	596,956	1,904,199	(39,851)	5,151	(34,700)
Books and Supplies	4000 - 4999	277,366	192,687	470,053	234,850	295,698	530,548	(42,516)	103,011	60,495
Services, Other Operating Expenses	5000 - 5999	1,546,575	489,024	2,035,599	1,522,207	498,498	2,020,705	(24,368)	9,474	(14,894)
Capital Outlay	6000 - 6599	0	0	0	0	0	0	0	0	0
Other Outgo	7100 - 7499	0	0	0	0	0	0	0	0	0
Direct Support / Indirect Costs	7300 - 7399	0	0	0	0	0	0	0	0	0
Interfund Transfers Out	7610 - 7629	0	0	0	0	0	0	0	0	0
Other Uses	7630 - 7699	0	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES		6,717,635	2,105,034	8,822,669	6,565,748	2,296,207	8,861,955	(151,888)	191,173	39,286
NET INCREASE/DECREASE IN FUND BALANCE		334,757	(35,714)	299,043	304,524	(83,434)	221,090	(30,232)	(47,720)	(77,952)
BEGINNING BALANCE		2,763,593	855,478	3,619,071	2,823,096	1,313,572	4,136,668	59,503	458,094	517,597
Audit Adjustment		0	0	0	0	0	0	0	0	0
ENDING BALANCE		3,098,350	819,764	3,918,114	3,127,620	1,230,138	4,357,758	29,270	410,374	439,644

Components of Ending Fund Balance

Restricted Reserve		819,764	819,764		1,230,138	1,230,138
Reserve for Net Assets	57,760		57,760	57,760	-	57,760
7.5% Economic Uncertainties	661,700		661,700	664,647	-	664,647
Board Assigned 2 Months Payroll	1,148,548		1,148,548	1,240,078		1,240,078
Board Assigned High School Building	410,114		410,114	388,378		388,378
Board Assigned Deferred Maintenance	410,114		410,114	388,378		388,378
Board Assigned Technology Replacement	410,114		410,114	388,378		388,378
Total Ending Fund Balance	3,098,350	819,764	3,918,114	3,127,620	1,230,138	4,357,758

Funded LCFF ADA

631.75

596.60

**2023-24 PRELIMINARY BUDGET
MULTI-YEAR PROJECTION
Redding School of the Arts**

		2023-24 First Interim Budget			2024-25 Projected			2025-26 Projected		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
REVENUES	Object									
LCFF Revenue Sources	8010 - 8099	6,775,476	0	6,775,476	7,524,248	0	7,524,248	8,377,819	0	8,377,819
Federal Revenues	8100 - 8299	0	551,658	551,658	0	201,724	201,724	0	201,724	201,724
Other State Revenues	8300 - 8599	113,271	1,221,773	1,335,044	115,648	1,187,394	1,303,042	128,060	1,191,225	1,319,285
Other Local Revenues	8600 - 8799	176,875	243,992	420,867	63,465	184,041	247,506	63,825	201,629	265,454
Interfund Transfers In	8910 - 8929	0	0	0	0	0	0	0	0	0
Other Sources	8930 - 8979	0	0	0	0	0	0	0	0	0
Contributions	8980 - 8999	(195,350)	195,350	0	(205,118)	205,118	0	(215,373)	215,373	0
TOTAL REVENUES		6,870,272	2,212,773	9,083,045	7,498,243	1,778,277	9,276,520	8,354,331	1,809,951	10,164,282
EXPENDITURES	Object									
Certificated Salaries	1000 - 1999	2,820,136	728,209	3,548,345	3,101,147	638,902	3,740,049	3,379,289	645,495	4,024,784
Classified Salaries	2000 - 2999	681,312	176,846	858,158	775,489	192,405	967,894	786,333	194,568	980,901
Employee Benefits	3000 - 3999	1,307,243	596,956	1,904,199	1,442,351	586,349	2,028,700	1,543,011	589,187	2,132,198
Step and Column		0	0	0	10,354	2,223	12,577	10,665	2,171	12,836
STRS		0	0	0	0	0	0	0	0	0
PERS		0	0	0	1,633	615	2,248	970	500	1,470
Books and Supplies	4000 - 4999	234,850	295,698	530,548	354,254	57,942	412,196	335,889	57,942	393,831
Services, Other Operating Expenses	5000 - 5999	1,522,207	498,498	2,020,705	1,972,181	377,834	2,350,015	1,857,614	377,834	2,235,448
Capital Outlay	6000 - 6599	0	0	0	0	0	0	0	0	0
Other Outgo	7100 - 7499	0	0	0	0	0	0	0	0	0
Direct Support / Indirect Costs	7300 - 7399	0	0	0	0	0	0	0	0	0
Interfund Transfers Out	7610 - 7629	0	0	0	0	0	0	0	0	0
Other Uses	7630 - 7699	0	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES		6,565,748	2,296,207	8,861,955	7,657,409	1,856,270	9,513,679	7,913,770	1,867,697	9,781,468
NET INCREASE/DECREASE IN FUND BALANCE		304,524	(83,434)	221,090	(159,166)	(77,993)	(237,159)	440,561	(57,746)	382,815
BEGINNING BALANCE		2,823,096	1,313,572	4,136,668	3,127,620	1,230,138	4,357,758	2,968,454	1,152,145	4,120,599
Audit Adjustment		0	0	0	0	0	0	0	0	0
ENDING BALANCE		3,127,620	1,230,138	4,357,758	2,968,454	1,152,145	4,120,599	3,409,015	1,094,399	4,503,414

Components of Ending Fund Balance

Restricted Reserve		1,230,138	1,230,138		1,152,145	1,152,145		1,094,399	1,094,399
Reserve for Net Assets	57,760		57,760	60,648	-	60,648	63,680	-	63,680
7.5% Economic Uncertainties	664,647		664,647	713,526	-	713,526	733,610	-	733,610
Board Assigned 2 Months Payroll	1,240,078		1,240,078	1,240,078		1,240,078	1,301,092		1,301,092
Board Assigned High School Building	388,378		388,378	318,067		318,067	436,878		436,878
Board Assigned Deferred Maintenance	388,378		388,378	318,067		318,067	436,878		436,878
Board Assigned Technology Replacement	388,378		388,378	318,067		318,067	436,878		436,878
Total Ending Fund Balance		3,127,620	1,230,138	4,357,758	2,968,454	1,152,145	4,120,599	3,409,015	1,094,399

Funded LCFF ADA

596.6

649.80

696.35

Description	ESTIMATED FUNDED ADA Original Budget (A)	ESTIMATED FUNDED ADA Board Approved Operating Budget (B)	ESTIMATED P-2 REPORT ADA Projected Year Totals (C)	ESTIMATED FUNDED ADA Projected Year Totals (D)	DIFFERENCE (Col. D - B) (E)	PERCENTAGE DIFFERENCE (Col. E / B) (F)
A. DISTRICT						
1. Total District Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (includes Necessary Small School ADA)					0.00	
2. Total Basic Aid Choice/Court Ordered Voluntary Pupil Transfer Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)					0.00	
3. Total Basic Aid Open Enrollment Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)					0.00	
4. Total, District Regular ADA (Sum of Lines A1 through A3)	0.00	0.00	0.00	0.00	0.00	0.0%
5. District Funded County Program ADA						
a. County Community Schools					0.00	
b. Special Education-Special Day Class					0.00	
c. Special Education-NPS/LCI					0.00	
d. Special Education Extended Year					0.00	
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools					0.00	
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]					0.00	
g. Total, District Funded County Program ADA (Sum of Lines A5a through A5f)	0.00	0.00	0.00	0.00	0.00	0.0%
6. TOTAL DISTRICT ADA (Sum of Line A4 and Line A5g)	0.00	0.00	0.00	0.00	0.00	0.0%
7. Adults in Correctional Facilities					0.00	
8. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)						

Description	ESTIMATED FUNDED ADA Original Budget (A)	ESTIMATED FUNDED ADA Board Approved Operating Budget (B)	ESTIMATED P-2 REPORT ADA Projected Year Totals (C)	ESTIMATED FUNDED ADA Projected Year Totals (D)	DIFFERENCE (Col. D - B) (E)	PERCENTAGE DIFFERENCE (Col. E / B) (F)
B. COUNTY OFFICE OF EDUCATION						
1. County Program Alternative Education Grant ADA						
a. County Group Home and Institution Pupils					0.00	
b. Juvenile Halls, Homes, and Camps					0.00	
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]					0.00	
d. Total, County Program Alternative Education ADA (Sum of Lines B1a through B1c)	0.00	0.00	0.00	0.00	0.00	0.0%
2. District Funded County Program ADA						
a. County Community Schools					0.00	
b. Special Education-Special Day Class					0.00	
c. Special Education-NPS/LCI					0.00	
d. Special Education Extended Year					0.00	
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools					0.00	
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]					0.00	
g. Total, District Funded County Program ADA (Sum of Lines B2a through B2f)	0.00	0.00	0.00	0.00	0.00	0.0%
3. TOTAL COUNTY OFFICE ADA (Sum of Lines B1d and B2g)	0.00	0.00	0.00	0.00	0.00	0.0%
4. Adults in Correctional Facilities					0.00	
5. County Operations Grant ADA					0.00	
6. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)						

Description	ESTIMATED FUNDED ADA Original Budget (A)	ESTIMATED FUNDED ADA Board Approved Operating Budget (B)	ESTIMATED P-2 REPORT ADA Projected Year Totals (C)	ESTIMATED FUNDED ADA Projected Year Totals (D)	DIFFERENCE (Col. D - B) (E)	PERCENTAGE DIFFERENCE (Col. E / B) (F)
C. CHARTER SCHOOL ADA						
Authorizing LEAs reporting charter school SACS financial data in their Fund 01, 09, or 62 use this worksheet to report ADA for those charter schools.						
Charter schools reporting SACS financial data separately from their authorizing LEAs in Fund 01 or Fund 62 use this worksheet to report their ADA.						
FUND 01: Charter School ADA corresponding to SACS financial data reported in Fund 01.						
1. Total Charter School Regular ADA	631.75	631.75	596.60	596.60	(35.15)	-6.0%
2. Charter School County Program Alternative Education ADA						
a. County Group Home and Institution Pupils					0.00	
b. Juvenile Halls, Homes, and Camps					0.00	
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]					0.00	
d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C2a through C2c)	0.00	0.00	0.00	0.00	0.00	0.0%
3. Charter School Funded County Program ADA						
a. County Community Schools					0.00	
b. Special Education-Special Day Class					0.00	
c. Special Education-NPS/LCI					0.00	
d. Special Education Extended Year					0.00	
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools					0.00	
f. Total, Charter School Funded County Program ADA (Sum of Lines C3a through C3e)	0.00	0.00	0.00	0.00	0.00	0.0%
4. TOTAL CHARTER SCHOOL ADA (Sum of Lines C1, C2d, and C3f)	631.75	631.75	596.60	596.60	(35.15)	-6.0%
FUND 09 or 62: Charter School ADA corresponding to SACS financial data reported in Fund 09 or Fund 62.						
5. Total Charter School Regular ADA					0.00	
6. Charter School County Program Alternative Education ADA						
a. County Group Home and Institution Pupils					0.00	
b. Juvenile Halls, Homes, and Camps					0.00	
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]					0.00	
d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C6a through C6c)	0.00	0.00	0.00	0.00	0.00	0.0%
7. Charter School Funded County Program ADA						
a. County Community Schools					0.00	
b. Special Education-Special Day Class					0.00	
c. Special Education-NPS/LCI					0.00	
d. Special Education Extended Year					0.00	
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools					0.00	
f. Total, Charter School Funded County Program ADA						

Description	ESTIMATED FUNDED ADA Original Budget (A)	ESTIMATED FUNDED ADA Board Approved Operating Budget (B)	ESTIMATED P-2 REPORT ADA Projected Year Totals (C)	ESTIMATED FUNDED ADA Projected Year Totals (D)	DIFFERENCE (Col. D - B) (E)	PERCENTAGE DIFFERENCE (Col. E / B) (F)
Program ADA (Sum of Lines C7a through C7e)	0.00	0.00	0.00	0.00	0.00	0.0%
8. TOTAL CHARTER SCHOOL ADA (Sum of Lines C5, C6d, and C7f)	0.00	0.00	0.00	0.00	0.00	0.0%
9. TOTAL CHARTER SCHOOL ADA Reported in Fund 01, 09, or 62 (Sum of Lines C4 and C8)	631.75	631.75	596.60	596.60	(35.15)	-6.0%

Description	Object	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
ACTUALS THROUGH THE MONTH OF (Enter Month Name):		October								
A. BEGINNING CASH			3,911,861.00	4,011,687.00	3,664,599.00	3,636,015.00	3,848,585.00	4,059,142.00	4,283,534.00	4,434,332.00
B. RECEIPTS										
LCFF/Revenue Limit Sources										
Principal Apportionment	8010-8019		270,424.00	270,424.00	515,275.00	486,765.00	517,484.00	517,484.00	517,484.00	517,484.00
Property Taxes	8020-8079									
Miscellaneous Funds	8080-8099		108,370.00	55,804.00	111,609.00	74,406.00	81,095.00	81,095.00	81,095.00	81,095.00
Federal Revenue	8100-8299		352,031.00			20,991.00		38,181.00	49,721.00	14,746.00
Other State Revenue	8300-8599		158,153.00	38,969.00	52,411.00	86,863.00	138,004.00	144,711.00	38,938.00	32,419.00
Other Local Revenue	8600-8799		190.00	107,696.00	35,765.00	52,827.00	76,579.00	22,630.00	20,750.00	21,443.00
Interfund Transfers In	8910-8929									
All Other Financing Sources	8930-8979									
TOTAL RECEIPTS			889,168.00	472,893.00	715,060.00	721,852.00	813,162.00	804,101.00	707,988.00	667,187.00
C. DISBURSEMENTS										
Certificated Salaries	1000-1999		12,107.00	346,193.00	348,146.00	350,339.00	343,352.00	339,187.00	347,315.00	380,027.00
Classified Salaries	2000-2999		4,138.00	41,357.00	91,343.00	81,276.00	89,060.00	82,324.00	61,217.00	72,219.00
Employee Benefits	3000-3999		4,041.00	142,187.00	156,105.00	160,624.00	139,453.00	135,592.00	126,395.00	139,296.00
Books and Supplies	4000-4999		99,306.00	56,417.00	66,072.00	28,797.00	14,179.00	10,645.00	9,617.00	16,748.00
Services	5000-5999		123,483.00	312,611.00	165,666.00	84,684.00	67,578.00	50,733.00	45,836.00	79,818.00
Capital Outlay	6000-6599									
Other Outgo	7000-7499									
Interfund Transfers Out	7600-7629									

Description	Object	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
All Other Financing Uses	7630-7699									
TOTAL DISBURSEMENTS			243,075.00	898,765.00	827,332.00	705,720.00	653,622.00	618,481.00	590,380.00	688,108.00
D. BALANCE SHEET ITEMS										
<u>Assets and Deferred Outflows</u>										
Cash Not In Treasury	9111-9199	211,030.00	2,565.00	1,273.00	30.00	40.00	2,611.00	(3,560.00)	21,359.00	(316.00)
Accounts Receivable	9200-9299	(930,415.00)	124,946.00	45,386.00	25,360.00	211,858.00				
Due From Other Funds	9310									
Stores	9320									
Prepaid Expenditures	9330	(71,174.00)	71,174.00							
Other Current Assets	9340	(120,489.00)								
Lease Receivable	9380									
Deferred Outflows of Resources	9490									
SUBTOTAL		(911,048.00)	198,685.00	46,659.00	25,390.00	211,898.00	2,611.00	(3,560.00)	21,359.00	(316.00)
<u>Liabilities and Deferred Inflows</u>										
Accounts Payable	9500-9599	(190,449.00)	249,164.00	(32,125.00)	(58,298.00)	15,460.00	(48,406.00)	(42,332.00)	(11,831.00)	(59,699.00)
Due To Other Funds	9610									
Current Loans	9640									
Unearned Revenues	9650	(495,788.00)	495,788.00							
Deferred Inflows of Resources	9690									
SUBTOTAL		(686,237.00)	744,952.00	(32,125.00)	(58,298.00)	15,460.00	(48,406.00)	(42,332.00)	(11,831.00)	(59,699.00)
<u>Nonoperating</u>										
Suspense Clearing	9910									
TOTAL BALANCE SHEET ITEMS		(224,811.00)	(546,267.00)	78,784.00	83,688.00	196,438.00	51,017.00	38,772.00	33,190.00	59,383.00
E. NET INCREASE/DECREASE (B - C + D)			99,826.00	(347,088.00)	(28,584.00)	212,570.00	210,557.00	224,392.00	150,798.00	38,462.00
F. ENDING CASH (A + E)			4,011,687.00	3,664,599.00	3,636,015.00	3,848,585.00	4,059,142.00	4,283,534.00	4,434,332.00	4,472,794.00
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										

Description	Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
ACTUALS THROUGH THE MONTH OF (Enter Month Name):		October							
A. BEGINNING CASH		4,472,794.00	4,572,809.00	5,232,843.00	5,122,020.00				
B. RECEIPTS									
LCFF/Revenue Limit Sources									
Principal Apportionment	8010-8019	517,584.00	517,484.00	517,484.00	584,449.00	0.00		5,749,825.00	5,749,825.00
Property Taxes	8020-8079							0.00	0.00
Miscellaneous Funds	8080-8099	140,344.00	104,070.00	89,792.00	16,876.00			1,025,651.00	1,025,651.00
Federal Revenue	8100-8299	31,657.00	5,163.00	39,168.00	0.00			551,658.00	551,658.00
Other State Revenue	8300-8599	38,734.00	428,627.00	26,702.00	150,513.00			1,335,044.00	1,335,044.00
Other Local Revenue	8600-8799	21,133.00	19,335.00	21,438.00	21,081.00			420,867.00	420,867.00
Interfund Transfers In	8910-8929							0.00	0.00
All Other Financing Sources	8930-8979							0.00	0.00
TOTAL RECEIPTS		749,452.00	1,074,679.00	694,584.00	772,919.00	0.00	0.00	9,083,045.00	9,083,045.00
C. DISBURSEMENTS									
Certificated Salaries	1000-1999	363,322.00	360,812.00	357,545.00	0.00	0.00		3,548,345.00	3,548,345.00
Classified Salaries	2000-2999	76,054.00	72,983.00	92,126.00	94,061.00			858,158.00	858,158.00
Employee Benefits	3000-3999	135,361.00	133,264.00	138,070.00	493,811.00			1,904,199.00	1,904,199.00
Books and Supplies	4000-4999	25,985.00	7,536.00	29,951.00	165,295.00			530,548.00	530,548.00
Services	5000-5999	123,845.00	35,060.00	306,985.00	353,323.00	271,083.00		2,020,705.00	2,020,705.00
Capital Outlay	6000-6599							0.00	0.00
Other Outgo	7000-7499							0.00	0.00
Interfund Transfers Out	7600-7629							0.00	0.00
All Other Financing Uses	7630-7699							0.00	0.00

Description	Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
TOTAL DISBURSEMENTS		724,567.00	609,655.00	924,677.00	1,106,490.00	271,083.00	0.00	8,861,955.00	8,861,955.00
D. BALANCE SHEET ITEMS									
<u>Assets and Deferred Outflows</u>									
Cash Not In Treasury	9111-9199	34,932.00	152,096.00					211,030.00	
Accounts Receivable	9200-9299							407,550.00	
Due From Other Funds	9310							0.00	
Stores	9320							0.00	
Prepaid Expenditures	9330							71,174.00	
Other Current Assets	9340							0.00	
Lease Receivable	9380							0.00	
Deferred Outflows of Resources	9490							0.00	
SUBTOTAL		34,932.00	152,096.00	0.00	0.00	0.00	0.00	689,754.00	
<u>Liabilities and Deferred Inflows</u>									
Accounts Payable	9500-9599	(40,198.00)	(42,914.00)	(119,270.00)			159,608.00	(30,841.00)	
Due To Other Funds	9610							0.00	
Current Loans	9640							0.00	
Unearned Revenues	9650							495,788.00	
Deferred Inflows of Resources	9690							0.00	
SUBTOTAL		(40,198.00)	(42,914.00)	(119,270.00)	0.00	0.00	159,608.00	464,947.00	
<u>Nonoperating</u>									
Suspense Clearing	9910							0.00	
TOTAL BALANCE SHEET ITEMS		75,130.00	195,010.00	119,270.00	0.00	0.00	(159,608.00)	224,807.00	
E. NET INCREASE/DECREASE (B - C + D)		100,015.00	660,034.00	(110,823.00)	(333,571.00)	(271,083.00)	(159,608.00)	445,897.00	221,090.00
F. ENDING CASH (A + E)		4,572,809.00	5,232,843.00	5,122,020.00	4,788,449.00				
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS								4,357,758.00	

Section I - Expenditures	Funds 01, 09, and 62			2023-24 Expenditures
	Goals	Functions	Objects	
A. Total state, federal, and local expenditures (all resources)	All	All	1000-7999	8,861,955.00
B. Less all federal expenditures not allowed for MOE (Resources 3000-5999, except 3385)	All	All	1000-7999	564,710.00
C. Less state and local expenditures not allowed for MOE: (All resources, except federal as identified in Line B)				
1. Community Services	All	5000-5999	1000-7999	0.00
2. Capital Outlay	All except 7100-7199	All except 5000-5999	6000-6999 except 6600, 6910	0.00
3. Debt Service	All	9100	5400-5450, 5800, 7430-7439	0.00
4. Other Transfers Out	All	9200	7200-7299	0.00
5. Interfund Transfers Out	All	9300	7600-7629	0.00
6. All Other Financing Uses	All	9100	7699	0.00
		9200	7651	
7. Nonagency	7100-7199	All except 5000-5999, 9000-9999	1000-7999	177,293.00
8. Tuition (Revenue, in lieu of expenditures, to approximate costs of services for which tuition is received)	All	All	8710	0.00

9. Supplemental expenditures made as a result of a Presidentially declared disaster	Manually entered. Must not include expenditures in lines B, C1-C8, D1, or D2.		0.00
10. Total state and local expenditures not allowed for MOE calculation (Sum lines C1 through C9)			177,293.00
D. Plus additional MOE expenditures:	All	All	1000-7143, 7300-7439 minus 8000-8699
1. Expenditures to cover deficits for food services (Funds 13 and 61) (If negative, then zero)			0.00
2. Expenditures to cover deficits for student body activities	Manually entered. Must not include expenditures in lines A or D1.		0.00
E. Total expenditures subject to MOE (Line A minus lines B and C10, plus lines D1 and D2)			8,119,952.00
Section II - Expenditures Per ADA			2023-24 Annual ADA/Exps. Per ADA
A. Average Daily Attendance (Form AI, Column C, Line C9)*			596.60
B. Expenditures per ADA (Line I.E divided by Line II.A)			13,610.38
Section III - MOE Calculation (For data collection only. Final determination will be done by CDE)	Total		Per ADA

<p>A. Base expenditures (Preloaded expenditures extracted from prior year Unaudited Actuals MOE Calculation) (Note: If the prior year MOE was not met, in its final determination, CDE will adjust the prior year base to 90 percent of the preceding prior year amount rather than the actual prior year expenditure amount.)</p>		
<p>1. Adjustment to base expenditure and expenditure per ADA amounts for LEAs failing prior year MOE calculation (From Section IV)</p>		
<p>2. Total adjusted base expenditure amounts (Line A plus Line A.1)</p>		
<p>B. Required effort (Line A.2 times 90%)</p>		
<p>C. Current year expenditures (Line I.E and Line II.B)</p>		
<p>D. MOE deficiency amount, if any (Line B minus Line C) (If negative, then zero)</p>		

<p>E. MOE determination (If one or both of the amounts in line D are zero, the MOE requirement is met; if both amounts are positive, the MOE requirement is not met. If either column in Line A.2 or Line C equals zero, the MOE calculation is incomplete.)</p>	MOE Met	
<p>F. MOE deficiency percentage, if MOE not met; otherwise, zero (Line D divided by Line B) (Funding under ESSA covered programs in FY 2025-26 may be reduced by the lower of the two percentages)</p>	0.00%	0.00%
<p>*Interim Periods - Annual ADA not available from Form AI. For your convenience, Projected Year Totals Estimated Funded ADA has been preloaded. Manual adjustment may be required to reflect estimated Annual ADA.</p>		

SECTION IV - Detail of Adjustments to Base Expenditures (used in Section III, Line A.1)		
Description of Adjustments	Total Expenditures	Expenditures Per ADA
Total adjustments to base expenditures	0.00	0.00

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	7,212,166.00	7,212,166.00	1,893,077.29	6,775,476.00	(436,690.00)	-6.1%
2) Federal Revenue		8100-8299	350,000.00	350,000.00	373,021.70	551,658.00	201,658.00	57.6%
3) Other State Revenue		8300-8599	1,354,316.00	1,354,316.00	336,395.99	1,335,044.00	(19,272.00)	-1.4%
4) Other Local Revenue		8600-8799	205,230.00	205,230.00	196,477.68	420,867.00	215,637.00	105.1%
5) TOTAL, REVENUES			9,121,712.00	9,121,712.00	2,798,972.66	9,083,045.00		
B. EXPENSES								
1) Certificated Salaries		1000-1999	3,504,929.00	3,504,929.00	1,056,785.98	3,548,345.00	(43,416.00)	-1.2%
2) Classified Salaries		2000-2999	873,189.00	873,189.00	218,112.48	858,158.00	15,031.00	1.7%
3) Employee Benefits		3000-3999	1,938,899.00	1,938,899.00	462,957.08	1,904,199.00	34,700.00	1.8%
4) Books and Supplies		4000-4999	470,053.00	470,053.00	250,591.85	530,548.00	(60,495.00)	-12.9%
5) Services and Other Operating Expenses		5000-5999	2,035,599.00	2,035,599.00	686,443.74	2,020,705.00	14,894.00	0.7%
6) Depreciation and Amortization		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299,7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENSES			8,822,669.00	8,822,669.00	2,674,891.13	8,861,955.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			299,043.00	299,043.00	124,081.53	221,090.00		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		
E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)			299,043.00	299,043.00	124,081.53	221,090.00		
F. NET POSITION								
1) Beginning Net Position								
a) As of July 1 - Unaudited		9791	3,619,071.00	3,619,071.00		4,136,668.00	517,597.00	14.3%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			3,619,071.00	3,619,071.00		4,136,668.00		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			3,619,071.00	3,619,071.00		4,136,668.00		
2) Ending Net Position, June 30 (E + F1e)			3,918,114.00	3,918,114.00		4,357,758.00		
Components of Ending Net Position								
a) Net Investment in Capital Assets		9796	0.00	0.00		0.00		
b) Restricted Net Position		9797	819,147.00	819,147.00		1,228,138.00		
c) Unrestricted Net Position		9790	3,098,967.00	3,098,967.00		3,129,620.00		
LCFF SOURCES								
Principal Apportionment								
State Aid - Current Year		8011	6,155,743.00	6,155,743.00	1,514,378.00	5,630,505.00	(525,238.00)	-8.5%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Education Protection Account State Aid - Current Year		8012	126,350.00	126,350.00	28,510.00	119,320.00	(7,030.00)	-5.6%
State Aid - Prior Years		8019	0.00	0.00	0.00	0.00	0.00	0.0%
LCFF Transfers								
Unrestricted LCFF Transfers - Current Year	0000	8091	0.00	0.00	0.00	0.00	0.00	0.0%
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	930,073.00	930,073.00	350,189.29	1,025,651.00	95,578.00	10.3%
Property Taxes Transfers		8097	0.00	0.00	0.00	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			7,212,166.00	7,212,166.00	1,893,077.29	6,775,476.00	(436,690.00)	-6.1%
FEDERAL REVENUE								
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	67,500.00	67,500.00	0.00	74,124.00	6,624.00	9.8%
Special Education Discretionary Grants		8182	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.0%
Title I, Part A, Basic	3010	8290	56,836.00	56,836.00	11,795.00	56,836.00	0.00	0.0%
Title I, Part D, Local Delinquent Programs	3025	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title II, Part A, Supporting Effective Instruction	4035	8290	11,139.00	11,139.00	2,108.99	11,139.00	0.00	0.0%
Title III, Part A, Immigrant Student Program	4201	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title III, Part A, English Learner Program	4203	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Public Charter Schools Grant Program (PCSGP)	4610	8290	0.00	0.00	0.00	0.00	0.00	0.0%
	3040, 3060, 3061, 3150, 3155, 3180, 3182, 4037, 4124, 4126, 4127, 4128, 5630	8290	10,000.00	10,000.00	2,500.00	10,000.00		0.0%
Career and Technical Education	3500-3599	8290	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	204,525.00	204,525.00	356,617.71	399,559.00	195,034.00	95.4%
TOTAL, FEDERAL REVENUE			350,000.00	350,000.00	373,021.70	551,658.00	201,658.00	57.6%
OTHER STATE REVENUE								
Other State Apportionments								
Special Education Master Plan								
Current Year	6500	8311	460,505.00	460,505.00	95,303.81	505,986.00	45,481.00	9.9%
Prior Years	6500	8319	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	14,990.00	14,990.00	0.00	12,348.00	(2,642.00)	-17.6%
Lottery - Unrestricted and Instructional Materials		8560	138,253.00	138,253.00	9,229.23	141,996.00	3,743.00	2.7%
After School Education and Safety (ASES)	6010	8590	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Charter School Facility Grant	6030	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6690, 6695	8590	0.00	0.00	0.00	0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Specialized Secondary	7370	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	740,568.00	740,568.00	231,862.95	674,714.00	(65,854.00)	-8.9%
TOTAL, OTHER STATE REVENUE			1,354,316.00	1,354,316.00	336,395.99	1,335,044.00	(19,272.00)	-1.4%
OTHER LOCAL REVENUE								
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	28,000.00	28,000.00	29,329.21	30,000.00	2,000.00	7.1%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Child Development Parent Fees		8673	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	156,010.00	156,010.00	34,047.04	166,110.00	10,100.00	6.5%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	21,220.00	21,220.00	133,101.43	224,757.00	203,537.00	959.2%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Apportionments								
Special Education SELPA Transfers								
From Districts or Charter Schools	6500	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6500	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments								
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			205,230.00	205,230.00	196,477.68	420,867.00	215,637.00	105.1%
TOTAL, REVENUES			9,121,712.00	9,121,712.00	2,798,972.66	9,083,045.00		
CERTIFICATED SALARIES								
Certificated Teachers' Salaries		1100	2,650,384.00	2,650,384.00	797,968.42	2,671,612.00	(21,228.00)	-0.8%
Certificated Pupil Support Salaries		1200	401,433.00	401,433.00	120,771.34	409,864.00	(8,431.00)	-2.1%
Certificated Supervisors' and Administrators' Salaries		1300	453,112.00	453,112.00	138,046.22	466,869.00	(13,757.00)	-3.0%
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			3,504,929.00	3,504,929.00	1,056,785.98	3,548,345.00	(43,416.00)	-1.2%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
CLASSIFIED SALARIES								
Classified Instructional Salaries		2100	194,360.00	194,360.00	38,421.02	182,566.00	11,794.00	6.1%
Classified Support Salaries		2200	214,218.00	214,218.00	48,579.73	195,064.00	19,154.00	8.9%
Classified Supervisors' and Administrators' Salaries		2300	62,095.00	62,095.00	17,367.07	63,758.00	(1,663.00)	-2.7%
Clerical, Technical and Office Salaries		2400	350,288.00	350,288.00	94,106.94	351,283.00	(995.00)	-0.3%
Other Classified Salaries		2900	52,228.00	52,228.00	19,637.72	65,487.00	(13,259.00)	-25.4%
TOTAL, CLASSIFIED SALARIES			873,189.00	873,189.00	218,112.48	858,158.00	15,031.00	1.7%
EMPLOYEE BENEFITS								
STRS		3101-3102	925,371.00	925,371.00	198,973.04	931,881.00	(6,510.00)	-0.7%
PERS		3201-3202	206,815.00	206,815.00	50,806.57	202,397.00	4,418.00	2.1%
OASDI/Medicare/Alternative		3301-3302	123,333.00	123,333.00	30,639.76	113,864.00	9,469.00	7.7%
Health and Welfare Benefits		3401-3402	639,830.00	639,830.00	171,479.40	611,961.00	27,869.00	4.4%
Unemployment Insurance		3501-3502	2,592.00	2,592.00	617.54	2,182.00	410.00	15.8%
Workers' Compensation		3601-3602	36,016.00	36,016.00	10,770.78	41,914.00	(5,898.00)	-16.4%
OPEB, Allocated		3701-3702	4,942.00	4,942.00	(330.01)	0.00	4,942.00	100.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			1,938,899.00	1,938,899.00	462,957.08	1,904,199.00	34,700.00	1.8%
BOOKS AND SUPPLIES								
Approved Textbooks and Core Curricula Materials		4100	81,112.00	81,112.00	48,935.02	73,892.00	7,220.00	8.9%
Books and Other Reference Materials		4200	1,500.00	1,500.00	0.00	1,500.00	0.00	0.0%
Materials and Supplies		4300	286,280.00	286,280.00	122,201.79	304,157.00	(17,877.00)	-6.2%
Noncapitalized Equipment		4400	101,161.00	101,161.00	79,455.04	150,999.00	(49,838.00)	-49.3%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			470,053.00	470,053.00	250,591.85	530,548.00	(60,495.00)	-12.9%
SERVICES AND OTHER OPERATING EXPENSES								
Subagreements for Services		5100	20,000.00	20,000.00	276.00	33,000.00	(13,000.00)	-65.0%
Travel and Conferences		5200	108,603.00	108,603.00	24,718.92	97,678.00	10,925.00	10.1%
Dues and Memberships		5300	5,615.00	5,615.00	3,740.00	5,915.00	(300.00)	-5.3%
Insurance		5400-5450	225,000.00	225,000.00	145,841.54	248,550.00	(23,550.00)	-10.5%
Operations and Housekeeping Services		5500	132,110.00	132,110.00	28,127.65	134,240.00	(2,130.00)	-1.6%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	326,850.00	326,850.00	200,378.17	242,825.00	84,025.00	25.7%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and								
Operating Expenditures		5800	1,106,225.00	1,106,225.00	268,836.30	1,180,439.00	(74,214.00)	-6.7%
Communications		5900	111,196.00	111,196.00	14,525.16	78,058.00	33,138.00	29.8%
TOTAL, SERVICES AND OTHER OPERATING EXPENSES			2,035,599.00	2,035,599.00	686,443.74	2,020,705.00	14,894.00	0.7%
DEPRECIATION AND AMORTIZATION								
Depreciation Expense		6900	0.00	0.00	0.00	0.00	0.00	0.0%
Amortization Expense—Lease Assets		6910	0.00	0.00	0.00	0.00	0.00	0.0%
Amortization Expense—Subscription Assets		6920	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, DEPRECIATION AND AMORTIZATION			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)								

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Tuition								
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments								
Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers Out								
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS								
Transfers of Indirect Costs		7310	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EXPENSES			8,822,669.00	8,822,669.00	2,674,891.13	8,861,955.00		
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.00	0.00		

Resource	Description	2023-24 Projected Totals
2600	Expanded Learning Opportunities Program	243,261.00
6266	Educator Effectiveness, FY 2021-22	77,805.00
6300	Lottery: Instructional Materials	206,426.00
6762	Arts, Music, and Instructional Materials Discretionary Block Grant	258,463.00
6770	Arts and Music in Schools (AMS)-Funding Guarantee and Accountability Act (Prop 28)	79,124.00
7435	Learning Recovery Emergency Block Grant	314,469.00
8210	Student Activity Funds	38,507.00
9010	Other Restricted Local	10,083.00
Total, Restricted Net Position		1,228,138.00

Part I - General Administrative Share of Plant Services Costs

California's indirect cost plan allows that the general administrative costs in the indirect cost pool may include that portion of plant services costs (maintenance and operations costs and facilities rents and leases costs) attributable to the general administrative offices. The calculation of the plant services costs attributed to general administration and included in the pool is standardized and automated using the percentage of salaries and benefits relating to general administration as proxy for the percentage of square footage occupied by general administration.

A. Salaries and Benefits - Other General Administration and Centralized Data Processing

1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)
(Functions 7200-7700, goals 0000 and 9000) 275,097.00
2. Contracted general administrative positions not paid through payroll
 - a. Enter the costs, if any, of general administrative positions performing services ON SITE but paid through a contract, rather than through payroll, in functions 7200-7700, goals 0000 and 9000, Object 5800. _____
 - b. If an amount is entered on Line A2a, provide the title, duties, and approximate FTE of each general administrative position paid through a contract. Retain supporting documentation in case of audit.

B. Salaries and Benefits - All Other Activities

1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)
(Functions 1000-6999, 7100-7180, & 8100-8400; Functions 7200-7700, all goals except 0000 & 9000) 6,035,605.00

C. Percentage of Plant Services Costs Attributable to General Administration

(Line A1 plus Line A2a, divided by Line B1; zero if negative) (See Part III, Lines A5 and A6) 4.56%

Part II - Adjustments for Employment Separation Costs

When an employee separates from service, the local educational agency (LEA) may incur costs associated with the separation in addition to the employee's regular salary and benefits for the final pay period. These additional costs can be categorized as "normal" or "abnormal or mass" separation costs.

Normal separation costs include items such as pay for accumulated unused leave or routine severance pay authorized by governing board policy. Normal separation costs are not allowable as direct costs to federal programs, but are allowable as indirect costs. State programs may have similar restrictions. Where federal or state program guidelines required that the LEA charge an employee's normal separation costs to an unrestricted resource rather than to the restricted program in which the employee worked, the LEA may identify and enter these costs on Line A for inclusion in the indirect cost pool.

Abnormal or mass separation costs are those costs resulting from actions taken by an LEA to influence employees to terminate their employment earlier than they normally would have. Abnormal or mass separation costs include retirement incentives such as a Golden Handshake or severance packages negotiated to effect termination. Abnormal or mass separation costs may not be charged to federal programs as either direct costs or indirect costs. Where an LEA paid abnormal or mass separation costs on behalf of positions in general administrative functions included in the indirect cost pool, the LEA must identify and enter these costs on Line B for exclusion from the pool.

A. Normal Separation Costs (optional)

Enter any normal separation costs paid on behalf of employees of restricted state or federal programs that were charged to an unrestricted resource (0000-1999) in funds 01, 09, and 62 with functions 1000-6999 or 8100-8400 rather than to the restricted program. These costs will be moved in Part III from base costs to the indirect cost pool. Retain supporting documentation. _____

B. Abnormal or Mass Separation Costs (required)

Enter any abnormal or mass separation costs paid on behalf of general administrative positions charged to unrestricted resources (0000-1999) in funds 01, 09, and 62 with functions 7200-7700. These costs will be moved in Part III from the indirect cost pool to base costs. If none, enter zero. 0.00

Part III - Indirect Cost Rate Calculation (Funds 01, 09, and 62, unless indicated otherwise)

A. Indirect Costs

1. Other General Administration, less portion charged to restricted resources or specific goals
(Functions 7200-7600, objects 1000-5999, minus Line B9) 623,489.00
2. Centralized Data Processing, less portion charged to restricted resources or specific goals
(Function 7700, objects 1000-5999, minus Line B10) 71,081.00

3. External Financial Audit - Single Audit (Function 7190, resources 0000-1999, goals 0000 and 9000, objects 5000 - 5999)	0.00
4. Staff Relations and Negotiations (Function 7120, resources 0000-1999, goals 0000 and 9000, objects 1000 - 5999)	0.00
5. Plant Maintenance and Operations (portion relating to general administrative offices only) (Functions 8100-8400, objects 1000-5999 except 5100, times Part I, Line C)	52,001.78
6. Facilities Rents and Leases (portion relating to general administrative offices only) (Function 8700, resources 0000-1999, objects 1000-5999 except 5100, times Part I, Line C)	8,208.00
7. Adjustment for Employment Separation Costs	
a. Plus: Normal Separation Costs (Part II, Line A)	0.00
b. Less: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
8. Total Indirect Costs (Lines A1 through A7a, minus Line A7b)	754,779.78
9. Carry-Forward Adjustment (Part IV, Line F)	0.00
10. Total Adjusted Indirect Costs (Line A8 plus Line A9)	754,779.78
B. Base Costs	
1. Instruction (Functions 1000-1999, objects 1000-5999 except 5100)	4,985,269.00
2. Instruction-Related Services (Functions 2000-2999, objects 1000-5999 except 5100)	1,078,884.00
3. Pupil Services (Functions 3000-3999, objects 1000-5999 except 4700 and 5100)	595,921.00
4. Ancillary Services (Functions 4000-4999, objects 1000-5999 except 5100)	0.00
5. Community Services (Functions 5000-5999, objects 1000-5999 except 5100)	0.00
6. Enterprise (Function 6000, objects 1000-5999 except 4700 and 5100)	0.00
7. Board and Superintendent (Functions 7100-7180, objects 1000-5999, minus Part III, Line A4)	139,803.00
8. External Financial Audit - Single Audit and Other (Functions 7190-7191, objects 5000 - 5999, minus Part III, Line A3)	12,000.00
9. Other General Administration (portion charged to restricted resources or specific goals only) (Functions 7200-7600, resources 2000-9999, objects 1000-5999; Functions 7200-7600, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	2,118.00
10. Centralized Data Processing (portion charged to restricted resources or specific goals only) (Function 7700, resources 2000-9999, objects 1000-5999; Function 7700, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	0.00
11. Plant Maintenance and Operations (all except portion relating to general administrative offices) (Functions 8100-8400, objects 1000-5999 except 5100, minus Part III, Line A5)	1,088,388.22
12. Facilities Rents and Leases (all except portion relating to general administrative offices) (Function 8700, objects 1000-5999 except 5100, minus Part III, Line A6)	171,792.00
13. Adjustment for Employment Separation Costs	
a. Less: Normal Separation Costs (Part II, Line A)	0.00
b. Plus: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
14. Student Activity (Fund 08, functions 4000-5999, objects 1000-5999 except 5100)	0.00
15. Adult Education (Fund 11, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
16. Child Development (Fund 12, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)	0.00
17. Cafeteria (Funds 13 & 61, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)	0.00
18. Foundation (Funds 19 & 57, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)	0.00
19. Total Base Costs (Lines B1 through B12 and Lines B13b through B18, minus Line B13a)	8,074,175.22
C. Straight Indirect Cost Percentage Before Carry-Forward Adjustment	
(For information only - not for use when claiming/recovering indirect costs)	
(Line A8 divided by Line B19)	9.35%
D. Preliminary Proposed Indirect Cost Rate	
(For final approved fixed-with-carry-forward rate for use in 2025-26 see www.cde.ca.gov/fg/ac/ic)	
(Line A10 divided by Line B19)	9.35%

Part IV - Carry-forward Adjustment

The carry-forward adjustment is an after-the-fact adjustment for the difference between indirect costs recoverable using the indirect cost rate approved for use in a given year, and the actual indirect costs incurred in that year. The carry-forward adjustment eliminates

the need for LEAs to file amended federal reports when their actual indirect costs vary from the estimated indirect costs on which the approved rate was based.

Where the ratio of indirect costs incurred in the current year is less than the estimated ratio of indirect costs on which the approved rate for use in the current year was based, the carry-forward adjustment is limited by using either the approved rate times current year base costs, or the highest rate actually used to recover costs from any program times current year base costs, if the highest rate used was less than the approved rate. Rates used to recover costs from programs are displayed in Exhibit A.

A. Indirect costs incurred in the current year (Part III, Line A8)	754,779.78
B. Carry-forward adjustment from prior year(s)	
1. Carry-forward adjustment from the second prior year	185,370.63
2. Carry-forward adjustment amount deferred from prior year(s), if any	0.00
C. Carry-forward adjustment for under- or over-recovery in the current year	
1. Under-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus (approved indirect cost rate (12.43%) times Part III, Line B19); zero if negative	0.00
2. Over-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus the lesser of (approved indirect cost rate (12.43%) times Part III, Line B19) or (the highest rate used to recover costs from any program (0%) times Part III, Line B19); zero if positive	0.00
D. Preliminary carry-forward adjustment (Line C1 or C2)	0.00
E. Optional allocation of negative carry-forward adjustment over more than one year	
Where a negative carry-forward adjustment causes the proposed approved rate to fall below zero or would reduce the rate at which the LEA could recover indirect costs to such an extent that it would cause the LEA significant fiscal harm, the LEA may request that the carry-forward adjustment be allocated over more than one year. Where allocation of a negative carry-forward adjustment over more than one year does not resolve a negative rate, the CDE will work with the LEA on a case-by-case basis to establish an approved rate.	
Option 1. Preliminary proposed approved rate (Part III, Line D) if entire negative carry-forward adjustment is applied to the current year calculation:	not applicable
Option 2. Preliminary proposed approved rate (Part III, Line D) if one-half of negative carry-forward adjustment is applied to the current year calculation and the remainder is deferred to one or more future years:	not applicable
Option 3. Preliminary proposed approved rate (Part III, Line D) if one-third of negative carry-forward adjustment is applied to the current year calculation and the remainder is deferred to one or more future years:	not applicable
LEA request for Option 1, Option 2, or Option 3	1
F. Carry-forward adjustment used in Part III, Line A9 (Line D minus amount deferred if Option 2 or Option 3 is selected)	0.00

Approved indirect cost rate: 12.43%
 Highest rate used in any program: 0.00%

Fund	Resource	Eligible Expenditures (Objects 1000-5999 except 4700 & 5100)	Indirect Costs Charged (Objects 7310 and 7350)	Rate Used
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First Interim
Projected Totals 2023-24
Technical Review Checks
Phase - All
Display - Exceptions Only

Redding School of the Arts

Shasta County

Following is a chart of the various types of technical review checks and related requirements:

F - Fatal (Data must be corrected; an explanation is not allowed)

W/WC - Warning/Warning with Calculation (If data are not correct, correct the data; if data are correct an explanation is required)

O - Informational (If data are not correct, correct the data; if data are correct an explanation is optional, but encouraged)

Charter Number: _____ 1793

To the chartering authority and the county superintendent of schools (or only to the county superintendent of schools if the county board of education is the chartering authority):

2023-24 CHARTER SCHOOL INTERIM REPORT: This report is hereby filed by the charter school pursuant to Education Code Section 47604.33(a).

Signed: _____

Date: _____

Charter School Official

(Original signature required)

Printed Name: Lane Carlson

Title: Executive Director

For additional information on the interim report, please contact:

Charter School Contact:

Robyn Stamm

Name

Assistant Director of Business Services

Title

(530) 223-1915

Telephone

rstamm@columbiasd.com

E-mail Address

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

Financial Reporting

SUBJECT: Agenda Item 2.4 – 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

PREPARER: Lane Carlson/Robyn Stamm

RECOMMENDATION: Discussion/Action to Approve Salary Schedule Proposals

BACKGROUND:

The Finance Committee will review the 2023/24 salary schedules with the board and proposed salary increase for all staff, retro to 7/1/2023.
The board will discuss the budget impact and decide whether or not to approve the salary recommendation.

- See Attached: 2023/24 Preliminary Budget MYP with Salary Proposal
- See Attached: 2023/24 Salary Schedule Proposals

REFERENCE:

**2023-24 PRELIMINARY BUDGET
MULTI-YEAR PROJECTION
Redding School of the Arts**

		2023-24 First Interim Budget			2024-25 Projected			2025-26 Projected		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
REVENUES	Object									
LCFF Revenue Sources	8010 - 8099	6,775,476	0	6,775,476	7,524,248	0	7,524,248	8,377,819	0	8,377,819
Federal Revenues	8100 - 8299	0	551,658	551,658	0	201,724	201,724	0	201,724	201,724
Other State Revenues	8300 - 8599	113,271	1,221,773	1,335,044	115,648	1,187,394	1,303,042	128,060	1,191,225	1,319,285
Other Local Revenues	8600 - 8799	176,875	243,992	420,867	63,465	184,041	247,506	63,825	201,629	265,454
Interfund Transfers In	8910 - 8929	0	0	0	0	0	0	0	0	0
Other Sources	8930 - 8979	0	0	0	0	0	0	0	0	0
Contributions	8980 - 8999	(195,350)	195,350	0	(205,118)	205,118	0	(215,373)	215,373	0
TOTAL REVENUES		6,870,272	2,212,773	9,083,045	7,498,243	1,778,277	9,276,520	8,354,331	1,809,951	10,164,282
EXPENDITURES	Object									
Certificated Salaries	1000 - 1999	2,820,136	728,209	3,548,345	3,101,147	638,902	3,740,049	3,379,289	645,495	4,024,784
Certificated		114,697	30,489	145,186	114,697	30,489	145,186	114,697	30,489	145,186
MTSS		16,139	4,291	20,430	16,139	4,291	20,430	16,139	4,291	20,430
Admin		20,865	5,546	26,411	20,865	5,546	26,411	20,865	5,546	26,411
Classified Salaries	2000 - 2999	681,312	176,846	858,158	775,489	192,405	967,894	786,333	194,568	980,901
Classified		36,951	9,822	46,773	36,951	9,822	46,773	36,951	9,822	46,773
Employee Benefits	3000 - 3999	1,307,243	596,956	1,904,199	1,442,351	586,349	2,028,700	1,543,011	589,187	2,132,198
Benefits		33,181	15,615	48,796	33,181	15,615	48,796	33,181	15,615	48,796
Step and Column		0	0	0	10,354	2,223	12,577	10,665	2,171	12,836
STRS		0	0	0	0	0	0	0	0	0
PERS		0	0	0	1,633	615	2,248	970	500	1,470
Books and Supplies	4000 - 4999	234,850	295,698	530,548	354,254	57,942	412,196	335,889	57,942	393,831
Services, Other Operating Expenses	5000 - 5999	1,522,207	498,498	2,020,705	1,972,181	377,834	2,350,015	1,857,614	377,834	2,235,448
Capital Outlay	6000 - 6599	0	0	0	0	0	0	0	0	0
Other Outgo	7100 - 7499	0	0	0	0	0	0	0	0	0
Direct Support / Indirect Costs	7300 - 7399	0	0	0	0	0	0	0	0	0
Interfund Transfers Out	7610 - 7629	0	0	0	0	0	0	0	0	0
Other Uses	7630 - 7699	0	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES		6,787,581	2,361,970	9,149,551	7,879,242	1,922,033	9,801,275	8,135,603	1,933,460	10,069,064
NET INCREASE/DECREASE IN FUND BALANCE		82,691	(149,197)	(66,506)	(380,999)	(143,756)	(524,755)	218,728	(123,509)	95,219
BEGINNING BALANCE		2,823,096	1,313,572	4,136,668	2,905,787	1,164,375	4,070,162	2,524,789	1,020,619	3,545,408
Audit Adjustment		0	0	0	0	0	0	0	0	0
ENDING BALANCE		2,905,787	1,164,375	4,070,162	2,524,789	1,020,619	3,545,408	2,743,517	897,110	3,640,627

Components of Ending Fund Balance

Restricted Reserve		1,164,375	1,164,375		1,020,619	1,020,619		897,110	897,110
Reserve for Net Assets	57,760		57,760	60,648	-	60,648	63,680	-	63,680
7.5% Economic Uncertainties	686,216		686,216	735,096	-	735,096	755,180	-	755,180
Board Assigned 2 Months Payroll	1,240,078		1,240,078	1,240,078		1,240,078	1,301,092		1,301,092
Board Assigned High School Building	307,244		307,244	162,989		162,989	207,855		207,855
Board Assigned Deferred Maintenance	307,244		307,244	162,989		162,989	207,855		207,855
Board Assigned Technology Replacement	307,244		307,244	162,989		162,989	207,855		207,855
Total Ending Fund Balance	2,905,787	1,164,375	4,070,162	2,524,789	1,020,619	3,545,408	2,743,517	897,110	3,640,627

Redding School of the Arts

PROPOSED

**2023/24 Administrative Salary Schedule
Effective July 1, 2023**

Steps	1	2	3	4	5-7	8-10	11-12	13-15	16-18	19-21
FACILITIES MGR 218 Work Days + 11 paid ho (10 Month) (11 Month)	\$ 58,111	\$ 63,922	\$ 65,200	\$ 66,504	\$ 67,834	\$ 69,191	\$ 70,575	\$ 71,986	\$ 73,427	\$ 74,894
VICE PRINCIPAL 195 Work Days	\$ 80,842	\$ 83,893	\$ 87,060	\$ 90,005	\$ 93,827	\$ 97,061	\$ 100,409	\$ 103,875	\$ 107,461	\$ 111,174
SPEC ED DIR 195 Work Days	\$ 88,665	\$ 91,715	\$ 94,882	\$ 97,827	\$ 101,649	\$ 104,883	\$ 108,232	\$ 111,698	\$ 115,284	\$ 119,536
DIR BUSINESS 221 Work Days + 11 paid holidays	\$ 93,109	\$ 97,186	\$ 101,463	\$ 105,910	\$ 110,562	\$ 112,746	\$ 116,086	\$ 119,527	\$ 123,071	\$ 126,721
PRINCIPAL 210 Work Days	\$ 97,850	\$ 101,582	\$ 105,467	\$ 109,515	\$ 113,731	\$ 117,661	\$ 121,731	\$ 125,942	\$ 130,302	\$ 134,813
EXECUTIVE DIRECTOR** 210 Work Days	\$ 130,747	\$ 135,273	\$ 139,956	\$ 144,153	\$ 148,352	\$ 152,550	\$ 156,452	\$ 160,945	\$ 165,774	\$ 170,746

Stipends:

Masters Stipend	\$ 1,500
Subject Specific Masters	\$ 5,000
PHD Stipend	\$ 5,000
Supplemental Aughoization/(\$ 1,000

*e.g. CPA Certificate and CBO Certificate

**The salary of this position is negotiated with the Board

Board Approved:

Redding School of the Arts

PROPOSED

CERTIFICATED SALARY SCHEDULE

2023-2024

Effective July 1, 2023

182 Work Days

Step	A BA + Cred or CTE	B BA + 45	C BA + 60	D BA + 75
1	\$ 55,467	\$ 55,467	\$ 56,299	\$ 57,143
2	\$ 56,022	\$ 56,299	\$ 57,143	\$ 58,000
3	\$ 56,582	\$ 57,143	\$ 58,001	\$ 58,870
4	\$ 57,148	\$ 58,001	\$ 58,871	\$ 59,753
5	\$ 58,005	\$ 59,161	\$ 60,342	\$ 61,247
6	\$ 58,875	\$ 60,344	\$ 61,851	\$ 62,778
7	\$ 59,758	\$ 61,551	\$ 63,397	\$ 64,348
8	\$ 60,654	\$ 62,782	\$ 64,982	\$ 65,956
9	\$ 61,564	\$ 64,037	\$ 66,607	\$ 67,605
10	\$ 62,488	\$ 65,318	\$ 68,272	\$ 69,295
11	\$ 63,113	\$ 65,971	\$ 69,637	\$ 71,201
12	\$ 63,744	\$ 66,631	\$ 71,030	\$ 73,159
13	\$ 64,381	\$ 67,297	\$ 72,451	\$ 75,171
14	\$ 65,025	\$ 67,970	\$ 73,900	\$ 77,238
15	\$ 66,000	\$ 68,650	\$ 75,378	\$ 79,362
16	\$ 66,000	\$ 68,650	\$ 76,508	\$ 80,553
17	\$ 66,000	\$ 68,650	\$ 77,656	\$ 81,761
18	\$ 66,000	\$ 68,650	\$ 78,821	\$ 82,987
19	\$ 66,000	\$ 68,650	\$ 80,003	\$ 84,232
20	\$ 66,000	\$ 68,650	\$ 81,203	\$ 85,496
21	\$ 66,000	\$ 68,650	\$ 81,203	\$ 86,778
22	\$ 66,000	\$ 68,650	\$ 81,203	\$ 88,080
23	\$ 66,000	\$ 68,650	\$ 81,203	\$ 89,401
24	\$ 66,000	\$ 68,650	\$ 81,203	\$ 90,742
25	\$ 66,000	\$ 68,650	\$ 81,203	\$ 92,103
26	\$ 66,000	\$ 68,650	\$ 81,203	\$ 93,485
27	\$ 66,000	\$ 68,650	\$ 81,203	\$ 94,887
28	\$ 66,000	\$ 68,650	\$ 81,203	\$ 96,310
29	\$ 66,000	\$ 68,650	\$ 81,203	\$ 97,755
30	\$ 66,000	\$ 68,650	\$ 81,203	\$ 99,221

\$1500 Masters/National Board Certification

\$5000 Subject Specific Masters

\$5000 PHD Stipend

Extra Duty Hourly Wage Rate: \$ 43.54

Redding School of the Arts

Classified Salary Schedule for 2023/24

PROPOSED

							Elect *
	A	B	C	D	E	F	
1	\$ 16.76	\$ 16.93	\$ 17.09	\$ 19.13	\$ 25.07	\$ 32.68	
2	\$ 17.01	\$ 17.18	\$ 17.40	\$ 19.61	\$ 25.75	\$ 38.26	
3	\$ 17.27	\$ 17.44	\$ 17.71	\$ 20.14	\$ 26.46	\$ 43.85	
4	\$ 17.53	\$ 17.70	\$ 18.03	\$ 20.67	\$ 27.20		
5	\$ 17.79	\$ 17.97	\$ 18.35	\$ 21.24	\$ 27.94		
6	\$ 17.88	\$ 18.24	\$ 18.68	\$ 21.81	\$ 28.70		
7	\$ 17.97	\$ 18.51	\$ 19.02	\$ 22.40	\$ 29.48		
8	\$ 18.06	\$ 18.79	\$ 19.45	\$ 23.01	\$ 30.31		
9	\$ 18.15	\$ 19.07	\$ 19.72	\$ 23.32	\$ 30.73		
10	\$ 18.24	\$ 19.36	\$ 20.07	\$ 23.61	\$ 31.15		
11	\$ 18.33	\$ 19.65	\$ 20.43	\$ 23.95	\$ 31.59		
12	\$ 18.42	\$ 19.94	\$ 20.80	\$ 24.28	\$ 32.01		
13	\$ 18.51	\$ 20.24	\$ 21.17	\$ 24.61	\$ 32.48		
14	\$ 18.61	\$ 20.55	\$ 21.55	\$ 24.94	\$ 32.94		
15	\$ 18.70	\$ 20.85	\$ 21.94	\$ 25.28	\$ 33.38		
16	\$ 18.79	\$ 21.17	\$ 22.33	\$ 25.60	\$ 33.87		
17	\$ 18.89	\$ 21.48	\$ 22.74	\$ 25.99	\$ 34.34		
18	\$ 18.98	\$ 21.81	\$ 23.14	\$ 26.33	\$ 34.81		
19	\$ 19.07	\$ 22.13	\$ 23.56	\$ 26.33	\$ 34.91		
20	\$ 19.17	\$ 22.47	\$ 23.99	\$ 26.33	\$ 35.03		

RSA - Categories

Grade A - After Sch Care Para 1, Classroom Para, Student Supervision Para

Grade B - After Sch Care Para II, Classroom Para II, Custodian/Maint 1, Lead Yard Supv Para, Office Clerk, Teach Assist

Grade C - After Sch Care Supervisor, Health Clerk, Library Info Specialist, Receptionist, SpEd Para

Grade D - Amphitheater Tech, Attendance Clerk, Facilities Mech Tech, School Secretary, Tech Support

Grade E - Administrative Assistant, Registrar, Executive Assistant, IT Supervisor, Payroll/HR Tech

Grade F - Speciality Elective Paraprofessionals/Instructors i.e. Mandarin, Drama, etc. applies to those working

* Elective Not Step related

* Elective Hourly Substitute Pay Rate: \$30.00

Stipends: \$250 AA Degree
\$500 BA Degree

Effective July 1, 2022, Employees will be eligible for longevity pay of 3% for 21-24 years of service and 5% for 25+ years of service. Longevity pay is to be implemented as of July 1 after the year the employee completes the required 20 or 24 years of consecutive service with RSA

Adopted: 09/14/2023

RSA High School Counselor

PROPOSED

2023-2024 Salary Schedule

Effective July 1, 2023

200 Days

Step	BA 60+	BA 75+
1	61,998	62,618
2	62,928	63,869
3	63,558	65,147
4	64,511	66,901
5	66,446	68,809
6	68,440	70,804
7	70,493	72,857
8	72,608	76,171
9	75,149	78,343
10	77,403	80,575
11	79,725	82,871
12	81,320	84,398
13	82,946	86,426
14	85,434	88,933
15	87,997	91,530
16	90,637	93,546
17	90,637	94,676
18	90,637	95,814
19	90,637	96,983
20	90,637	98,155
21	90,637	99,344
22	90,637	100,554
23	90,637	101,771
24	90,637	103,012
25	90,637	104,270
26	90,637	106,058
27	90,637	107,847
28	90,637	109,635
29	90,637	111,424
30	90,637	113,212

*Masters/National Board Certified Stipend \$1500

*Subject Specific Masters \$5000

*PHD Stipend \$5000

Extra Duty Hourly Wage Rate: \$ 44.06

Board Approved:

Redding School of the Arts

PROPOSED

SPECIAL EDUCATION/MTSS

Education Specialist

2023-2024

Effective July 1, 2023

182 Work Days

Step	A 60 Units	B 75 Units
1	\$ 59,299	\$ 60,143
2	\$ 60,143	\$ 61,000
3	\$ 61,001	\$ 61,870
4	\$ 61,871	\$ 62,753
5	\$ 63,342	\$ 64,247
6	\$ 64,851	\$ 65,778
7	\$ 66,397	\$ 67,348
8	\$ 67,982	\$ 68,956
9	\$ 69,607	\$ 70,605
10	\$ 71,272	\$ 72,295
11	\$ 72,637	\$ 74,201
12	\$ 74,030	\$ 76,159
13	\$ 75,451	\$ 78,171
14	\$ 76,900	\$ 80,238
15	\$ 78,378	\$ 82,362
16	\$ 79,508	\$ 83,553
17	\$ 80,656	\$ 84,761
18	\$ 81,821	\$ 85,987
19	\$ 83,003	\$ 87,232
20	\$ 84,203	\$ 88,496
21	\$ 84,203	\$ 89,778
22	\$ 84,203	\$ 91,080
23	\$ 84,203	\$ 92,401
24	\$ 84,203	\$ 93,742
25	\$ 84,203	\$ 95,103
26	\$ 84,203	\$ 96,485
27	\$ 84,203	\$ 97,887
28	\$ 84,203	\$ 99,310
29	\$ 84,203	\$ 100,755
30	\$ 84,203	\$ 102,221

Stipends: \$1000 Masters/National
Board Certification

Employee may be required to travel
between sites/schools.

Board Approved:

Board Amended:

**Redding School of the Arts
COUNSELOR/NURSE/SPEECH &
LANGUAGE PATHOLOGIST**

PROPOSED

2023-2024

Effective July 1, 2023

182 Days

Step	60 Units	75 Units
1	\$ 56,419	\$ 56,983
2	\$ 57,265	\$ 58,122
3	\$ 57,838	\$ 59,285
4	\$ 58,706	\$ 60,881
5	\$ 60,467	\$ 62,616
6	\$ 62,281	\$ 64,433
7	\$ 64,149	\$ 66,301
8	\$ 66,074	\$ 69,316
9	\$ 68,386	\$ 71,292
10	\$ 70,438	\$ 73,323
11	\$ 72,551	\$ 75,414
12	\$ 74,001	\$ 76,803
13	\$ 75,482	\$ 78,648
14	\$ 77,746	\$ 80,929
15	\$ 80,079	\$ 83,292
16	\$ 82,480	\$ 85,127
17	\$ 82,480	\$ 86,156
18	\$ 82,480	\$ 87,190
19	\$ 82,480	\$ 88,255
20	\$ 82,480	\$ 89,321
21	\$ 82,480	\$ 90,403
22	\$ 82,480	\$ 91,505
23	\$ 82,480	\$ 92,612
24	\$ 82,480	\$ 93,741
25	\$ 82,480	\$ 94,886
26	\$ 82,480	\$ 96,513
27	\$ 82,480	\$ 98,140
28	\$ 82,480	\$ 99,768
29	\$ 82,480	\$ 101,396
30	\$ 82,480	\$ 103,023

Masters/National Board Certified Stipend \$1500

Subject Specific Masters \$5000

PHD Stipend \$5000

Employee may be required to travel between sites/schools

Board Approved:

**RSA Special Education/MTSS Employee
Classified Occupational Therapist**

PROPOSED

2023-2024

Effective July 1, 2023

**193 Days (182 Work Days + 11 Paid
Holidays)**

Step	60 Units	75 Units
1	\$ 56,420	\$ 56,982
2	\$ 56,982	\$ 58,122
3	\$ 58,122	\$ 59,284
4	\$ 59,284	\$ 60,469
5	\$ 60,766	\$ 61,981
6	\$ 62,285	\$ 63,685
7	\$ 63,842	\$ 65,436
8	\$ 65,756	\$ 68,053
9	\$ 68,386	\$ 70,095
10	\$ 70,267	\$ 72,198
11	\$ 72,199	\$ 75,422
12	\$ 74,184	\$ 76,440
13	\$ 76,224	\$ 78,658
14	\$ 78,320	\$ 80,938
15	\$ 80,474	\$ 82,962
16	\$ 80,939	\$ 83,982
17	\$ 80,939	\$ 84,188
18	\$ 80,939	\$ 85,222
19	\$ 80,939	\$ 86,270
20	\$ 80,939	\$ 87,330
21	\$ 80,939	\$ 88,405
22	\$ 80,939	\$ 89,491
23	\$ 80,939	\$ 90,593
24	\$ 80,939	\$ 91,709
25	\$ 80,939	\$ 92,838
26	\$ 80,939	\$ 94,466
27	\$ 80,939	\$ 96,093
28	\$ 80,939	\$ 97,721
29	\$ 80,939	\$ 99,348
30	\$ 80,939	\$ 100,976

Stipends: \$1500 Masters/National Board
Certified
\$5000 Subject Specific Masters
\$5000 PHD Stipend

Employee may be required to travel between
sites/schools

Board Approved:

RSA Special Education/MTSS Employees

PROPOSED

SCHOOL PSYCHOLOGIST

2023-2024

Effective July 1, 2023

182 Work Days

Step	60 Units	Daily
1	\$ 80,202	\$ 440.66
2	\$ 80,401	\$ 441.76
3	\$ 81,768	\$ 449.27
4	\$ 82,339	\$ 452.41
5	\$ 85,675	\$ 470.74
6	\$ 87,945	\$ 483.21
7	\$ 90,231	\$ 495.77
8	\$ 92,577	\$ 508.67
9	\$ 95,031	\$ 522.15
10	\$ 96,884	\$ 532.33
16+	\$ 99,354	\$ 545.89

Board Certified Behavior Analyst - \$1,500

Marriage/Family Therapist - \$1,500

Masters Stipend - \$5,000

Subject Specific Masters - \$1500

PHD Stipend - \$5000

Employees who are working to complete the internship requirement for a PPS credential in school

Classified School Psychologist Intern: \$58,588/Year*
--

*This classified salary is based on a 193-day calendar: 182 work days + 11 paid holidays

Employee may be required to travel between sites/schools.

Board Approved:

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

Financial Reporting

SUBJECT: Agenda Item 2.5 – 2023/24 Expanded Learning Opportunities Program (ELOP) Plan

PREPARER: Lane Carlson

RECOMMENDATION: Discussion/Action to Approve ELOP Plan

BACKGROUND:

The Expanded Learning Opportunities Program (ELO-P) provides funding for afterschool and summer school enrichment programs for transitional kindergarten through sixth grade. Local educational agencies must operate the Expanded Learning Opportunities Program pursuant to the requirements in California *Education Code* Section 46120, including the development of a program plan. The program plan needs to be approved by the Local Educational Agency's (LEA) Governing Board in a public meeting and posted on the LEA's website.

- See Attached: Expanded Learning Opportunities Program (ELOP) Plan

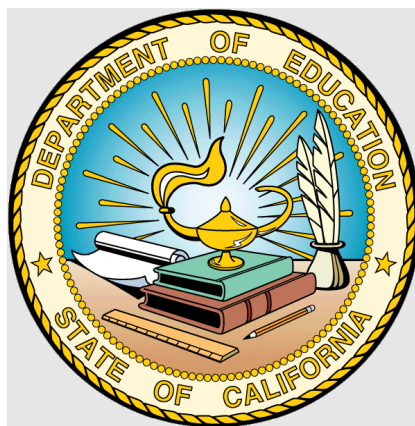
REFERENCE:
California Department of Education

**Expanded Learning Opportunities
Program Plan Guide**

**EXPANDED LEARNING OPPORTUNITIES
PROGRAM PLAN GUIDE**

Prepared by:
Expanded Learning Division

California Department of Education
1430 N Street, Suite 3400
Sacramento, CA 95814-5901
916-319-0923



This Program Plan Template Guide is required by California *Education Code (EC)* Section 46120(b)(2)

Note: This cover page is an example, programs are free to use their own logos and the name of their program.

Expanded Learning Opportunities Program Plan Guide

Name of Local Educational Agency and Expanded Learning Opportunities Program Site(s)

Local Educational Agency (LEA) Name: _____

Contact Name: _____

Contact Email: _____

Contact Phone: _____

Instructions: Please list the school sites that your LEA selected to operate the Expanded Learning Opportunities Program (ELO-P). Add additional rows as needed.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Purpose

This template will aid LEAs in the development of a program plan as required by *EC* Section 46120(b)(2). In this program plan, LEAs will describe program activities that support the whole child, and students' Social and Emotional Learning (SEL) and development.

Definitions

"Expanded learning" means before school, after school, summer, or intersession learning programs that focus on developing the academic, social, emotional, and physical needs and interests of pupils through hands-on, engaging learning

Expanded Learning Opportunities Program Plan Guide

experiences. It is the intent of the Legislature that expanded learning programs are pupil-centered, results driven, include community partners, and complement, but do not replicate, learning activities in the regular school day and school year. (*EC* Section 8482.1[a])

“Expanded learning opportunities” has the same meaning as “expanded learning” as defined in *EC* Section 8482.1. “Expanded learning opportunities” does not mean an extension of instructional time, but rather, opportunities to engage pupils in enrichment, play, nutrition, and other developmentally appropriate activities. (*EC* Section 46120[e][1])

Instructions

This Program Plan needs to be approved by the LEA’s Governing Board in a public meeting and posted on the LEA’s website.

The program plan template guide is considered a living document that is periodically reviewed and adjusted to reflect the needs of the community, updates in the law, and to provide continuous improvement in the development of an effective ELO-P.

The LEA is responsible for creating, reviewing, and updating the program plan every three years in accordance with *EC* Section 8482.3(g)(1). LEAs are encouraged to work collaboratively with partners and staff to develop and review the program plan. The LEA is responsible for the plan and the oversight of any community partners or subcontractors. The LEA should include any partners in the development and review of the plan. It is recommended that the plan be reviewed annually.

The Expanded Learning Division adopted the *Quality Standards for Expanded Learning in California* (Quality Standards) and introduced requirements for Continuous Quality Improvement (CQI) to help programs engage in reflection and be intentional about program management practices and activities delivered to students. To create the program plan, provide a narrative description in response to the prompts listed under each Quality Standard below. The LEA may customize and include additional prompts, such as describing SEL activities, or refining the plan. In addition to the narrative response, it may be useful to include tables, charts, or other visual representations that contribute to the understanding of the ELO-P. LEAs are encouraged to download and reference the Quality Standards in order to provide ongoing improvements to the program. The Quality Standards can be found on the California Department of Education’s (CDE) Quality Standards and CQI web page, located at <https://www.cde.ca.gov/ls/ex/qualstandcqi.asp>.

Expanded Learning Opportunities Program Plan Guide

1—Safe and Supportive Environment

Describe how the program will provide opportunities for students to experience a safe and supportive environment. Include if the program will be offered on the schoolsite or off campus. If not on site, describe where in the community it will be and how students will be supported to get there.

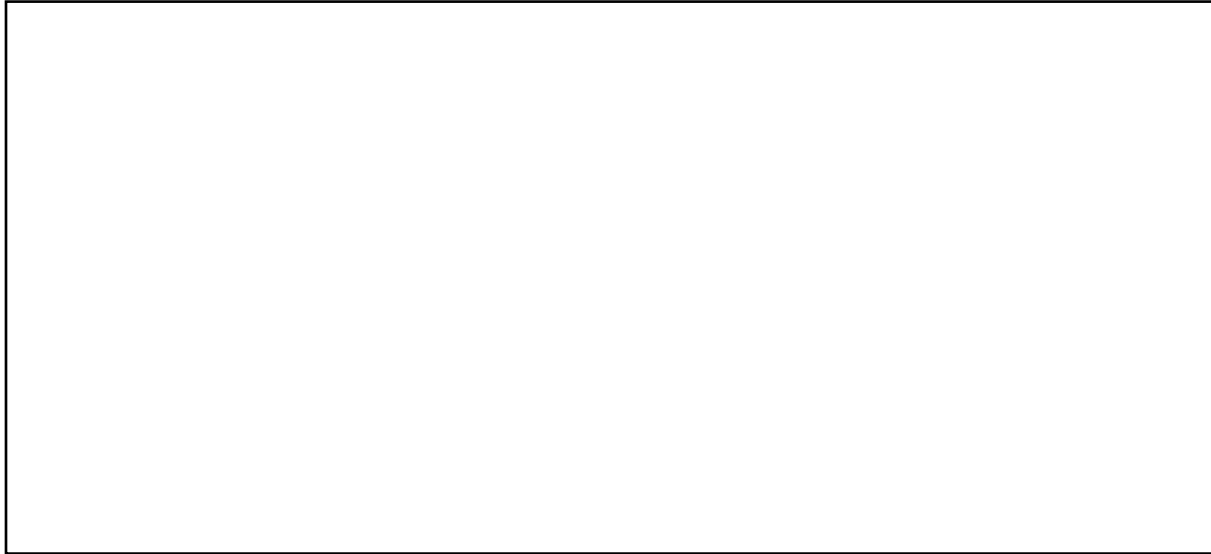
2—Active and Engaged Learning

Describe how the program will provide opportunities for students to experience active and engaged learning that either supports or supplements, but does not duplicate, the instructional day.

Expanded Learning Opportunities Program Plan Guide

3—Skill Building

Describe how the program will provide opportunities for students to experience skill building.



4—Youth Voice and Leadership

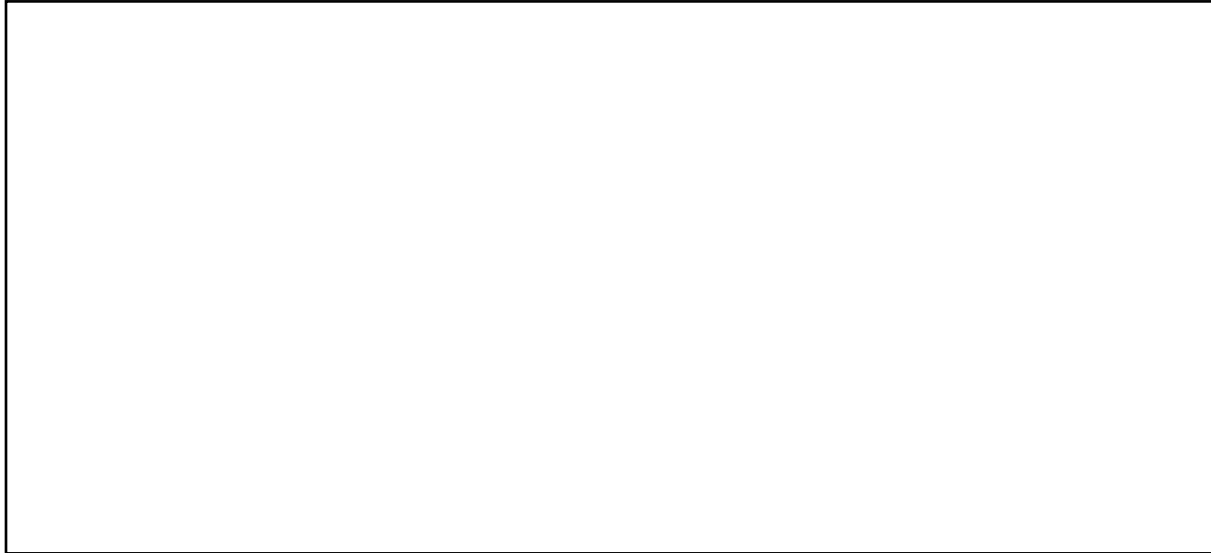
Describe how the program will provide opportunities for students to engage in youth voice and leadership.



Expanded Learning Opportunities Program Plan Guide

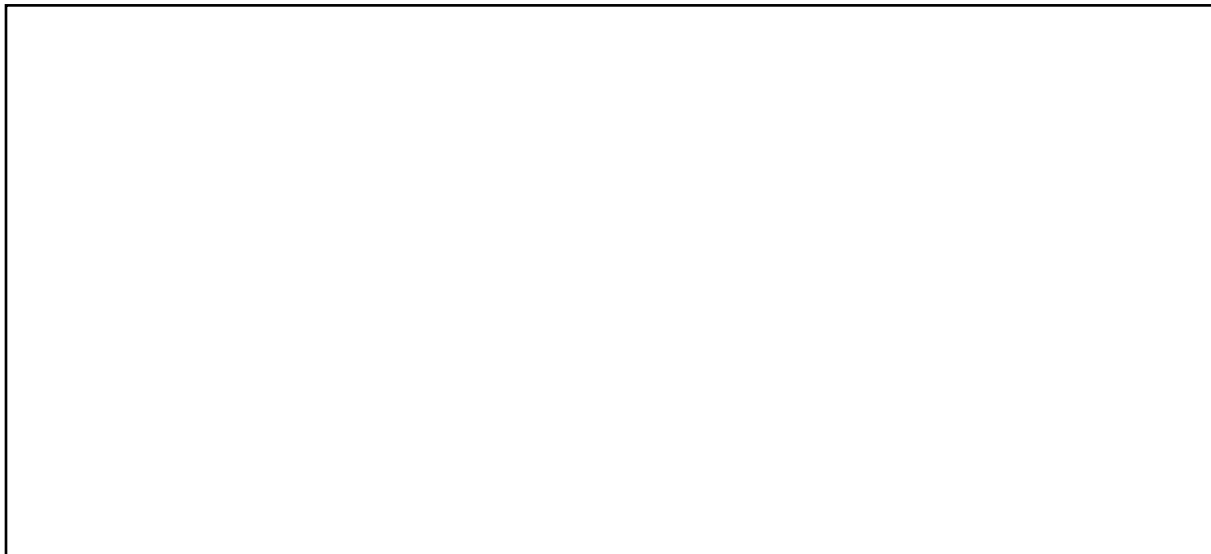
5—Healthy Choices and Behaviors

Describe how the program will provide opportunities for students to engage in healthy choices and behaviors. Describe how students will be served nutritious meals and/or snacks during the ELO-P hours of programming.



6—Diversity, Access, and Equity

Describe how the program is designed to address cultural and linguistic diversity and provide opportunities for all students to experience diversity, access, and equity. Describe how the ELO-P will provide access and opportunity for students with disabilities.



Expanded Learning Opportunities Program Plan Guide

7—Quality Staff

Describe how the program will provide opportunities for students to engage with quality staff.

8—Clear Vision, Mission, and Purpose

Describe the program's clear vision, mission, and purpose.

Expanded Learning Opportunities Program Plan Guide

9—Collaborative Partnerships

Describe the program’s collaborative partnerships. Local educational agencies are encouraged to collaborate with non-LEA entities to administer and implement ELO-P programs.

10—Continuous Quality Improvement

Describe the program’s Continuous Quality Improvement plan.

Expanded Learning Opportunities Program Plan Guide

11—Program Management

Describe the plan for program management.

General Questions

Existing After School Education and Safety (ASES) and 21st Community Learning Centers (21st CCLC) Elementary and Middle School grantees.

ASES, 21st CCLC Elementary/Middle School, and the ELO-P should be considered a single, comprehensive program. In coordinating all these funding streams to move towards a single program, the expectation is that the most stringent requirements will be adopted for program guidance. If one or both grants are held, please describe how the ELO-P funding will be used to create one comprehensive and universal Expanded Learning Program.

Expanded Learning Opportunities Program Plan Guide

Transitional Kindergarten and Kindergarten

Programs serving transitional kindergarten or kindergarten pupils shall maintain a pupil-to-staff member ratio of no more than 10 to 1. (*EC Section 46120[b][2][D]*). Please address the proposed schedule and plan for recruiting and preparing staff to work in the program, including supporting them to understand how to work with younger children. How will the lower pupil-to-staff ratio be maintained? How will the curriculum and program be developmentally-informed to address this younger age group?

Sample Program Schedule

Please submit a sample program schedule that describes how the ELO-P or other fund sources, including the California State Preschool Program for children enrolled in transitional kindergarten or kindergarten, will be combined with the instructional day to create a minimum of nine hours per day of programming (instructional day plus ELO-P or other supports). Also, submit a sample schedule for a minimum nine-hour summer or intersession day.

Expanded Learning Opportunities Program Plan Guide

Below are additional legal requirements for the ELO-P. Please ensure your Program Plan meets all of these legal requirements:

EC Section 46120(b)(2):

[LEAs] operating expanded learning opportunities programs may operate a before school component of a program, an after school component of a program, or both the before and after school components of a program, on one or multiple school sites, and shall comply with subdivisions (c), (d), and (g) of Section 8482.3, including the development of a program plan based on the following;

(2) [LEAs] operating expanded learning opportunity programs pursuant to this section may operate a before school component of a program, an after school component of a program, or both the before and after school components of a program, on one or multiple schoolsites, and shall comply with subdivisions (c), (d), and (g) of Section 8482.3, including the development of a program plan based on all of the following:

(A) The department's guidance.

(B) Section 8482.6.

(C) Paragraphs (1) to (9), inclusive, and paragraph (12) of subdivision (c) of Section 8483.3.

(D) Section 8483.4, except that programs serving transitional kindergarten or kindergarten pupils shall maintain a pupil-to-staff member ratio of no more than 10 to 1.

EC Section 46120(b)(1)(A):

On schooldays, as described in Section 46100 and Sections 46110 to 46119, inclusive, and days on which school is taught for the purpose of meeting the 175-instructional-day offering as described in Section 11960 of Title 5 of the California Code of Regulations, in-person before or after school expanded learning opportunities that, when added to daily instructional minutes, are no less than nine hours of combined instructional time and expanded learning opportunities per instructional day.

EC Section 46120(b)(1)(B):

For at least 30 nonschooldays, during intersessional periods, no less than nine hours of in-person expanded learning opportunities per day.

Expanded Learning Opportunities Program Plan Guide

EC Section 46120(b)(3):

[LEAs] shall prioritize services provided pursuant to this section at schoolsites in the lowest income communities, as determined by prior year percentages of pupils eligible for free and reduced-price meals, while maximizing the number of schools and neighborhoods with expanded learning opportunities programs across their attendance area.

EC Section 46120(b)(4):

[LEAs] may serve all pupils, including elementary, middle, and secondary school pupils, in expanded learning opportunity programs provided pursuant to this section.

EC Section 46120(b)(6):

[LEAs] are encouraged to collaborate with community-based organizations and childcare providers, especially those participating in state or federally subsidized childcare programs, to maximize the number of expanded learning opportunities programs offered across their attendance areas.

EC Section 46120(c):

A [LEA] shall be subject to the audit conducted pursuant to Section 41020 to determine compliance with subdivision (b).

EC Section 8482.3(d):

[LEAs] shall agree that snacks made available through a program shall conform to the nutrition standards in Article 2.5 (commencing with Section 49430) of Chapter 9 of Part 27 of Division 4 of Title 2.

[LEAs] shall agree that meals made available through a program shall conform to the nutrition standards of the United States Department of Agriculture's at-risk afterschool meal component of the Child and Adult Care Food Program (42 United States Code [U.S.C.] Section 1766).

EC Section 8482.6:

Every pupil attending a school operating a program . . . is eligible to participate in the program, subject to program capacity. A program established . . . may charge family fees. Programs that charge family fees shall waive the cost of these fees for pupils who are eligible for free or reduced-price meals, for a child that is a homeless youth, as defined by the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Section 11434a), or for a child who the program knows is in foster care. A program

Expanded Learning Opportunities Program Plan Guide

that charges family fees shall schedule fees on a sliding scale that considers family income and ability to pay.

EC sections 8483.4 and 46120(b)(2)(D):

The administrator of every program established pursuant to this article shall establish minimum qualifications for each staff position that, at a minimum, ensure that all staff members who directly supervise pupils meet the minimum qualifications for an instructional aide, pursuant to the policies of the school district. Selection of the program site supervisors shall be subject to the approval of the school site principal. The administrator shall also ensure that the program maintains a pupil-to-staff member ratio of no more than 20 to 1. All program staff and volunteers shall be subject to the health screening and fingerprint clearance requirements in current law and district policy for school personnel and volunteers in the school district, except that programs serving transitional kindergarten or kindergarten pupils shall maintain a pupil-to-staff member ratio of no more than 10 to 1.

EC Section 8482.3(c)(1)(A–B):

Each component of a program established pursuant to this article shall consist of the following two elements:

(A) An educational and literacy element in which tutoring or homework assistance is provided in one or more of the following areas: language arts, mathematics, history and social science, computer training, or science.

(B) An educational enrichment element that may include, but need not be limited to, fine arts, career technical education, recreation, physical fitness, and prevention activities.

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

Financial Reporting

SUBJECT: Agenda Item 2.6 –High School Building Committee Update

PREPARER: Lane Carlson

RECOMMENDATION: Discussion

BACKGROUND:

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

REFERENCE:

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

Policy Review & Amendments

SUBJECT: Agenda Item 2.7 – Sick Leave Benefits Policy #306
Amended – 2nd Read

PREPARER: Carol Wahl

RECOMMENDATION: Discussion/Action to Approve to Approve Amended Policy

BACKGROUND:

The Sick Leave Policy has been amended to reflect changes on the limits of use of paid sick leave, requirement of verification for sick leave absence, and abuse of sick leave clause.

- See Attached: Amended Sick Leave Policy

REFERENCE:
RSA Policies & Procedures/Governing Board Policies/Policy Adoption

306 Sick Leave Benefits Policy

RSA INC. provides paid sick leave (“PSL”) benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. All employees (including part-time and temporary) who work for RSA INC. for more than 30 days within a year in California are eligible to accrue PSL beginning on the first day of employment under the accrual rate and cap set forth in this policy

Accrual Rate, Cap and Carryover

Eligible exempt employees will accrue sick leave benefits at the rate of 1 day per assigned calendar work month, up to twelve (12) days per school year (8 hrs. for full time day/12 months per year), which will be allowed to accumulate and carry over with no cap. Employees working less than one FTE will accrue a prorated portion of sick leave benefits.

Eligible nonexempt employees will accrue sick leave benefits at the rate of 1 day per assigned calendar work month, up to twelve (12) days per year (8 hrs. for full time day/ 40 hours per week service); Nonexempt employees working less than 40 hours per week will accrue a prorated portion of sick leave benefits

All temporary and substitute employees will accrue sick leave at the rate of one hour for every 30 hours worked, up to a cap of 4048 hours of PSL. Once the employee’s PSL reaches the maximum, further accrual of PSL is suspended until the employee has reduced the PSL balance below this limit. In such a case, no PSL will be earned for the period in which the employee’s PSL was at the maximum. Accrued but unused PSL will carry over from year to year, subject to this maximum accrual.

Sick leave benefits are calculated on the basis of a "benefit year," the 12-month period that begins when the employee starts to earn sick leave benefits. PSL accrues on an as-worked basis and does not accrue during any non-working time or unpaid leave of absence.

Limits on Use of Paid Sick Leave

New employees may use accrued paid sick days ~~beginning on the 90th day of employment when applicable as soon as they have been accrued.~~ Employees may determine how much paid sick leave he or she needs to use; provided that any leave taken is no less than one hour. An employee who absents himself or herself from work for part or all of a workday for a reason covered by this policy, ~~will may be required to~~ use accrued PSL to make up for the absence.

Reason for Permitted Use of Paid Sick Leave

Eligible employees may use their accrued PSL to take paid time off for the diagnosis, care, or treatment of an existing health condition of (or preventive care for) the employee or the employee’s family member. For purposes of this policy, “family member” means a child, parent, spouse, registered domestic partner, grandparent, grandchild, sibling of the employee or “designated person”. “Child” means a biological child, a foster child, an adopted child, a step-child, a child of a registered domestic partner, a legal ward, or a child of a person standing in loco parentis, regardless of the age or dependency status of the child. “Parent” means a biological, foster, or

adoptive parent; a step-parent; or a legal guardian of the employee or the employee's spouse or registered domestic partner. A parent may also be someone who accepted the duties and responsibilities of raising the employee when the employee was a minor child, even if they are not the employee's legal parent. "Spouse" means a legal spouse, as defined by California law. A "designated person" is any individual the employee identifies at the time the employee requests PSL. An employee is limited to one designated person per 12-month period for purposes of PSL.

Employees who are survivors of domestic violence, stalking, or sexual assault may also use their PSL to take time off from work for reasons related to these incidents. ~~domestic violence, stalking, or sexual assault, including being a victim of crime or abuse.~~

~~Eligible employees may use their accrued PSL to take paid time off for the diagnosis, care, or treatment of an existing health condition of (or preventive care for) the employee or the employee's family member. For purposes of this policy, "family member" means a child, parent, spouse, registered domestic partner, grandparent, grandchild, or sibling of the employee. "Child" means a biological child, a foster child, an adopted child, a step-child, a child of a registered domestic partner, a legal ward, or a child of a person standing in loco parentis. "Parent" means a biological, foster, or adoptive parent, a step parent, or a legal guardian of the employee or the employee's spouse or registered domestic partner. "Spouse" means a legal spouse, as defined by California law.~~

~~Employees may also use their PSL to take time off from work for reasons related to domestic violence, stalking, or sexual assault and for the purposes described in Labor Code sections 230(e) and 230.1(a) relating to obtaining relief therefor.~~

Notification

An employee must provide reasonable advance notification to the School Secretary or direct supervisor before the scheduled start of their workday if possible, as well as submit an Absence from Duty form. Certificated staff must submit a substitute request in FrontLine or other designated platform. If the need to use PSL is not foreseeable, the employee must provide notice as soon as practicable.

If an employee is absent for ~~three-five (53)~~ or more consecutive days due to illness or injury, the employee may be asked to provide a verification from a healthcare provider, ~~or confirmation of a positive COVID-19 test, must~~ may be required provided to continue leave or to return to work. ~~Frequent requests for sick leave before or after holidays or weekends may result in a request for verification from your healthcare provider.~~

Termination

Unused sick leave benefits will not be paid out to employees while they are employed or upon termination of employment.

No Discrimination or Retaliation

Retaliation or discrimination against an employee who requests paid sick days or uses paid sick days or both is prohibited. An employee can file a complaint with the Labor Commissioner against an employer who retaliates or discriminates against the employee.

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

Personnel Reporting

SUBJECT: Agenda Item 2.8 – Executive Assistant Job Description – 2nd
Read

PREPARER: Lane Carlson

RECOMMENDATION: Motion to Approve Job Description

BACKGROUND:

The Executive Assistant job description is presented for final board review & approval. The job description was updated to reflect the growing job responsibilities of the Executive Assistant.

This is a full-time, non-exempt, classified position, that will work in conjunction with the Executive Director to meet the needs of the school.

➤ See Attached: Executive Assistant Job Description Draft

REFERENCE:

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

Job Responsibilities

EXECUTIVE ASSISTANT

POSITION PURPOSE/SUMMARY: *Under general direction of the Executive Director, serves to support the Executive Director in performing a wide variety of responsibilities and confidential work in a fast pace and multi-tasking environment; to take initiative in the organization and smooth functioning of the administrative office and related public relations. As a ~~salaried~~ hourly, 12 month, ~~classified-non-exempt~~ exempt employee of Redding School of the Arts (RSA), this employee will follow the responsibilities and procedures as outlined in the *RSA Employee Handbook*.*

PRINCIPLE RESPONSIBILITIES:

Fiscal Responsibilities

- Manage and prepare all weekly bank deposits and/or withdrawals of RSA's General Account, Scholarship Account, and Student Body Accounts
- Review & reconcile monthly bank statements for RSA's General Account, Scholarship Account, and Student Body Account
- Maintain RSA's Scholarship account, recipient list, and process scholarship payments as requested
- Coordinate update of authorized bank signers through local bank & county office as needed.
- Enter purchase requisitions, process purchase orders, and complete online order transactions as requested
- Coordinate delivery & receipt of annual school orders during the summer
- Review, code, organize weekly submission of invoices from employee reimbursements and vendors/contracted service providers, for Back Office Service Provider
- Review, reconcile, code, and upload monthly credit card statement transactions for payment processing
- Perform annual year end reconciliation for accounts payable, accounts receivables, and student body
- Attend quarterly Finance Committee Meetings
- Assists in review and update of department/program budgets for budget development. Runs account balance reports for staff following budget revisions and/or as requested
- Setup and maintain vendor records as needed for payment processing and 1099 reporting
- Oversee the setup, recertification, and approval process of home school vendors
- Review, code, and process home school Parent Vendor Request Forms for student services
- Invoice outside agencies for facilities use, contracted services, and program reimbursements
- Process staff travel arrangements; conference registration, hotel, transportation, meals, etc. as needed
- Oversee and maintain ASBWorks financial software system, as District Bookkeeper
- Review and process student council requests for payments, reimbursements, and purchase orders
- Interface with auditor and back office service providers' requests
- Assist administration with general requests as needed

Governance Responsibilities

- Assists Executive Director in monthly preparation of board agenda. Prepares board packet and necessary backup documentation as requested
- Copy and distribute documents as requested such as board minutes and agendas, parent notifications, general school information, etc.
- Monitors board email account and assists with response to written correspondence
- Maintains calendar and schedule of board meetings and secures meeting facilities
- *Attends regular and special board meetings and acts as Board Recorder
- *Prepares and circulates draft of board meeting minutes
- *Maintains records of governing board members, meetings, and updates organizational records as needed

- Uploads board packets & board approved documents via online platforms
- Assist with onboarding of new board members
- Coordinates annual board member training and professional development needs
- *Setup and breakdown of board meetings, including pickup and/or delivery of food

*These duties qualify this position for a Governing Board Meeting Stipend, as listed on the General Extra Duty Stipend Schedule.

Administrative and Office Responsibilities

- Performs duties supporting the Executive Director, by performing a wide variety of secretarial and administrative tasks including researching and compiling data and reporting on assigned tasks
- Maintains the Executive Director's calendar and scheduling
- Oversees and updates RSA LiveBinder & Contract Binder
- Maintains working knowledge of school regulations, standards and policies. Assist Executive Director in updating school policies as needed
- Schedules, attends and participates in a variety of administrative and committee meetings as assigned
- Coordinates annual shredding of confidential school documents
- Schedules delivery hold & USPS mail hold during school breaks
- Receive and provide information on the telephone and in person in a respectful and courteous manner
- Type and compose correspondence independently from rough drafts or verbal instructions; type reports, memoranda, records, orders, documents and statistical data
- Organize and set up for special events including refreshments, water, nametags, etc
- Assists front office staff in answering phones, greeting the public and other routine activities as needed
- Provides first aid and basic health care to ill and injured students; contact parents, the nurse or public safety agencies according to established guidelines; administer medications according to physician's directions; complete accident reports
- May be requested to provide student supervision
- Weekly travel for banking, postal or any other general services

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures, equipment and programs.
 Applicable sections of the State Education Code and other applicable laws.
 Correct English usage, grammar, spelling, punctuation and vocabulary.
 Oral and written communication skills.
 Record-keeping techniques.
 Understanding of school accounting.
 Interpersonal skills using tact, patience and courtesy.
 Alpha and numeric filing systems.
 Telephone techniques and etiquette.

ABILITY TO:

Maintain confidentiality
 Compose correspondence and written materials independently.
 Establish and maintain cooperative and effective working relationships with others.
 Maintain accurate records and prepare reports.
 Meet schedules and time lines.
 Plan and organize work.
 Perform job assignments with numerous interruptions and work with minimal supervision;

EXPERIENCE AND EDUCATION

Any combination equivalent to: Minimum of AA in Secretarial or Accounting or five years of administrative office experience.

LICENSE AND CERTIFICATES:

Must possess a valid California Driver's License

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to walk; sit; use hands to finger, handle or feel; and reach with hands and arms. The employee frequently is required to stand; the employee is occasionally required to stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 15 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision. The employee must be able to hear and speak to exchange information in person and on the telephone.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Adopted:

Draft - 2nd Reading

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

Personnel Reporting

SUBJECT: Agenda Item 2.9 – 2023/24 General Extra Duty Stipend
Salary Schedule - Amended

PREPARER: Lane Carlson

RECOMMENDATION: Discussion/Action to Approve Amended General Extra Duty
Stipend Salary Schedule

BACKGROUND:

RSA is 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. The proposed stipend amount is payable effective 1/1/2024.

- See Attached: General Extra Duty Stipend Salary Schedule - Amended

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

Redding School of the Arts
2023/24 General Extra Duty Stipend Schedule

STIPEND	AMOUNT
After School Care Classroom	
• Daily Use	\$500/Trimester
• Monday Use (Only)	\$100/Trimester
*Classified Paraprofessional SPED Assessment	\$50/Assessment
Fox Activities Club Team Advisor (FACT)	\$1,685/Annual
<u>Governing Board Meeting Stipend</u>	<u>\$5,000/Annual</u>
High School Advisory Teacher	\$2,500/Annual
High School Dual Enrollment Coordinator	\$5,000/Annual
Math Counts Advisor	\$1,285/Annual
Mentor/Coach/Department Chair/Lead Teacher	\$1,070/Annual
Overnight Camp Chaperone	\$107/Daily
Student Council ASB Advisor	\$1,715/Annual
Teacher on Special Assignment (TOSA)	\$5,000/Annual
Theater Manager/School Performance Advisor	\$2,140/Annual
Training Stipend	Daily Sub Rate
Yearbook Advisor	\$1,500/Annual

* Applies to Special Education Paraprofessionals with Testing Qualification Level B.

The set stipend amount has no direct correlation to the amount of time the employee contributes to the project. Stipends are paid on a monthly basis, based on the employees pay cycle, and roll forward from year to year, until the employee is terminated and/or resigns from the position.

Approved: 4/14/2020
 Amended: 4/13/2021
 Amended: 10/18/2022 (Retro 7/1/2022)
 Amended: 3/14/2023
 Amended: 5/16/2023
 Amended: 9/14/2023
Amended: 12/14/2023

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

Personnel Reporting

SUBJECT: Agenda Item 2.10 – 2023/24 Executive Assistant Calendar –
1st Read

PREPARER: Lane Carlson

RECOMMENDATION: Discussion

BACKGROUND:

The 2023/24 Executive Assistant personnel calendar is presented for board review. The calendar primarily 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.

- See Attached: Draft Executive Assistant Calendar

REFERENCE:

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

REDDING SCHOOL OF THE ARTS 2023-2024

EXECUTIVE ASSISTANT CALENDAR

16

July 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1st Trimester Ends 11/03/23 (57 Days)
 2nd Trimester Ends 02/16/24 (113 Days)
 3rd Trimester Ends: 05/30/24 (175 days)

Release Times: K - 2nd @ 2:25 PM; 3rd - 8th @ 2:45 PM

Grey Shaded = Student Attendance Days

Yellow = Non-Instructional Work Days

Holidays

Total Contract Days

175

52

13

240

23

August 2023						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

20

September 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

22

October 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

16

November 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

15

December 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

19

January 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

17

February 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

20

March 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

18

April 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

22

May 2024						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

19

June 2024						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

HOLIDAYS/RECESSES

Independence Day	July 4th
Labor Day	Sept. 4th
Veteran's Day observed	Nov. 10th
<i>(by law must be Nov 11 if a weekday)</i>	
Thanksgiving Break	Nov. 20th - 24th
Winter Break	Dec. 22nd - Jan. 8th
New Year's Holiday	Jan. 1st
Martin Luther King Day	Jan. 15th
President's Break	Feb. 19th - Feb 23rd
Spring Break	Mar 29 - April 5th
Memorial Day	May. 27th
Juneteenth	June 19th

IMPORTANT DATES

School Meet & Greet	Aug. 14th
School Starts	Aug. 16th
Back to School Night	Aug. 22nd
Moon Festival	Sep. 29th
Parent/Teacher Conferences	Oct. 16th - Oct. 20th
Veterans Assembly	Nov. 9th
Theme Days	Nov. 17th & Apr. 26th
Chinese New Year (Year of the Dragon) ..	Feb. 9th
Celebration of the Arts/Open House	TBD
8th Grade Promotion	May. 29th
School Ends	May. 30th
*Snow Day/Emergency Make-Up Day:	March 29th

Staff Professional Development Day

Federal and State Holidays

Minimum Days

RSA Board Approved:
 RSA Board Amended:

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

Personnel Reporting

SUBJECT: Agenda Item 2.11 – Personnel Updates

New Hires:

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

Resignations:

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

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