



REDDING SCHOOL OF THE ARTS
WHERE EDUCATION AND THE ARTS CONNECT

Redding School of the Arts
California Nonprofit Benefit Corporation
Board Meeting Agenda
Posted Monday, February 5, 2024

Date: Thursday, February 8, 2024
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	_____	Dean Teig, Special Ed Director	_____
Carol Wahl, Principal	_____	Sophia Zaniroli, Vice Principal	_____
Rebecca Lahey, Staff Liaison	_____	Robyn Stamm, Business Service Provider	_____

Public Forum:

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

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 1/11/2024 Governing Board Minutes
- 1.2 Approve January 2024 Warrants
- 1.3 Approve Expanded Learning Opportunities Program (ELOP) Coordinator Job Description – 2nd Read
- 1.4 Approve Expanded Learning Opportunities Program (ELOP) Coordinator Calendar – 2nd Read
- 1.5 Approve Integrated Pest Management Plan – Annual Review
- 1.6 Approve Disposal of Outdated Technology Equipment
- 1.7 Approve Art Education Month Resolution – March 2024
- 1.8 Approve 2023/24 Winter Release Consolidated Application Report & Budget
 - 1.8.1 Certification of Assurance
 - 1.8.2 Protective Prayer Certification
 - 1.8.3 Title 1; Part A & D
 - 1.8.4 Title 2; Part A

- 1.8.5 Title 3
- 1.8.6 Title 4, Part A
- 1.8.7 Consolidation of Administrative Funds

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

General Reporting

- 2.1 Discussion: School Site Safety Committee Meeting Update (10 Min)
- 2.2 Discussion/Action: 2024 Readiness & Emergency Management System (REMS) Plan (15 Min)
- 2.3 Discussion: 2024/25 Elementary & High School Instructional Calendars – 1st Read (5 Min)
- 2.4 Discussion/Action: Establish School Mission Committee Members (5 Min)
- 2.5 Discussion/Action: Governing Board Application – Amended (10 Min)

Policy Review & Amendments

- 2.6 Discussion/Action: Injury & Illness Prevention Plan – Amended (10 Min)

Personnel Reporting

- 2.7 Discussion/Action: Personnel Updates (5 Min)
 - New Hires:
 - o Michelle Hightower – 2/13/24 SpEd/MTSS Education Specialist

Meeting Adjournment:

Next Regular Meeting:

Date: Thursday, March 14, 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 – January 11, 2024 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, January 11, 2024

Open Session: 5:45 p.m.

Meeting called to order by Presiding Officer Jonathan Sheldon at 5:47 p.m.

Roll Call/Establish Quorum:

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

Additional Non-Voting Participants

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

Board Recorder: Adel Morfin

Onsite Guests: N/A

PUBLIC FORUM:

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:

- **2022/23 School Accountability Report Card (SARC)**
Carol Wahl – Reviewed the 2022/23 School Accountability Report Card (SARC) with the board. She stated the report was 85%-90% complete due to minor pending data from Columbia ESD. She believes the data should be available later this month and will be included in the final SARC report.
The SARC Report is a snapshot of the school year including: RSA’s school mission, basic facts, school wide goals, major achievements, student learning objectives, school climate, and testing results.
A final copy of the report will be shared with Columbia ESD and posted on RSA’s website as a resource for families and community members who want to learn more about RSA.

DIRECTORS REPORT:

- **Lane Carlson:**
Reported on Shelley Tan’s resignation as SpEd/MTSS Director. He welcomed and introduced Dean Teig as Shelley’s replacement.

PRINCIPAL REPORT:

- **Carol Wahl:**

Updated the board on new January 2024 laws that have gone into effect.

She stated the state has released new COVID-19 guidelines that allow individuals to follow a more symptom-based approach, as they usually do for other illnesses, allowing them to return to school if their symptoms are mild and improving and they have had no fever for 24 hours.

Also, there is a new law signed by Gov. Gavin Newsom requiring California schools to teach cursive handwriting to elementary students in the first- through sixth-grades, beginning this month.

VICE PRINCIPAL REPORT:

- **Sophia Zaniroli:**

Reported on the upcoming Little Mermaid Jr. play. Tickets are on sale now for 1/18 – 1/21 performances and she encouraged all to attend. The play will be held at the Cascade Theater in Redding.

STAFF LIAISON REPORT:

- **Rebecca Lahey:**

Nothing to report at this time

GOVERNING BOARD REPORT:

- **Jonathan Sheldon:** 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:

- No correspondence at this time.

PUBLIC HEARING AGENDA ITEM

2024 LCAP Mid-Year Monitoring Report for the 2023-24 LCAP

Lane Carlson reviewed the goals, actions, and resources related to the 2023/24 LCAP. He reported on the mid-year data outcomes and budgeted expenditures to date.

- No comments from the general public were made.

CONSENT AGENDA:

Items listed under the Consent Agenda are considered to be routine and are acted on by the Governing Board in one motion. There is no discussion of these items before the Board vote unless a member of the Board, staff, or public requests specific items be discussed and/or removed from the Consent Agenda.

It is understood that the Administration recommends approval of all Consent Agenda items as listed. Each item on the Consent Agenda approved by the Board shall be deemed to have been considered in full and adopted as recommended.

- 1.1 Approve 12/14/2023 Governing Board Minutes**
- 1.2 Approve December 2023 Warrants**
- 1.3 Approve 2023/24 Executive Assistant Calendar – 2nd Read**

David Skinner moved to approve the consent agenda as listed, seconded by Sharon Hoffman-Spector. Vote 6 Ayes: 0 Nays.

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

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

- No Comments

DISCUSSION/ACTION AGENDA:

2.1 Discussion/Action: 2022/2023 Financial Audit Report

Robyn Stamm reviewed the 2022/23 Audit Report with the board and stated no audit findings were reported. Tiffany Blasingame expressed concern over a significant risk listed in the audit report related to revenue recognition of \$495k in refundable advances and asked for clarification. Robyn stated the funds are related to deferred revenue from state or federal grants and not necessarily considered a risk. Amounts received prior to incurring qualifying expenditures are reported as refundable advances. Robyn stated this was a common practice and not sure why it was reported as a significant risk. Antonio Cota stated he believed the auditor has a duty to report all potential risks, but he didn't believe the refundable advance revenue was cause for concern.

Daria O'Brien moved to approve the 2022/2023 Financial Audit Report as written, seconded by Tiffany Blasingame. Vote 6 Ayes: 0 Nays.

2.2 Discussion/Action: Directions to Finance Committee for 2nd Interim Budget Development & MYP

Lane Carlson reviewed the proposed directions to the Finance Committee for developing 2nd Interim Budget & Multi-Year projections:

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

Daria O'Brien moved to approve Directions to Finance Committee for 2nd Interim Budget Development & MYP as listed, seconded by David Skinner. Vote 6 Ayes: 0 Nays.

2.3 Discussion: 2023/24 Review of Governing Board Goals

The board reviewed and discussed the ongoing progress of the goals set for the current school year and adjusted some of the deadline dates.

Financial Goal: Daria O'Brien suggested giving away RSA swag to potential students during outreach presentations at various school sites.

Governance Goal: The Executive Director Evaluation Committee plans to meet in the next couple months to begin Year 2 of the Executive Director's evaluation.

Organizational Goal: Sharon Hoffman-Spector and David Skinner expressed interest in serving on the committee to review and revise the school mission statement. Lane Carlson plans to reach out to other stakeholders and see if they are interested in serving on the committee.

2.4 Discussion: Expanded Learning Opportunities Program (ELOP) Coordinator Job Description – 1st Read

Lane Carlson reported the ELOP Coordinator position would serve to support the school's vision to provide expanded learning opportunities programs at RSA using ELOP funds. The candidate could be a certificated or classified employee, depending on experience, who will work closely with vendors and families to coordinate services.

Tiffany Blasingame suggested breaking out education vs. experience in the job description and expanding a bit more on the requirements for each section.

A final draft will be presented next month for final board approval.

2.5 Discussion: Expanded Learning Opportunities Program (ELOP) Coordinator Calendar – 1st Read
Lane Carlson reviewed the ELOP Coordinator calendar draft with the board. The calendar primarily follows the K-8 Instructional Calendar with the exception of additional work days in August & June to meet the extended & intersessional learning needs of the school.
A final draft will be presented next month for final board approval.

- 2.6 Discussion/Action: Personnel Updates**
- New Hires:**
 - **Dean Teig – 1/8/2024 SpEd/MTSS Director**
 - **Victoria Cox – 1/8/2024 Weekend Custodian**

 - Resignations:**
 - **Shelley Tan – 12/22/2023 SpEd/MTSS Director**

Lane Carlson reported the changes in personnel.

Tiffany Blasingame moved to approve the personnel updates as listed, seconded by David Skinner. Vote 6 Ayes: 0 Nays.

ADJOURNMENT:

Meeting adjourned at 7:28 p.m.

NEXT REGULAR MEETING:

Date: Tuesday, March 14, 2024
Time: 5:45 p.m.
Location: Redding School of the Arts/Community Room
955 Inspiration Place
Redding, CA 96003

Governing Board Minutes Respectfully Submitted,

Tiffany Blasingame
RSA Governing Board Secretary

Board Approval Date

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

Consent Agenda

SUBJECT: Agenda Item 1.2 – January 2024 Warrants

PREPARER: Adel Morfin

RECOMMENDATION: Motion to Approve Warrants

BACKGROUND:

REFERENCE:

See Attached: Warrant Summary Report (ReqPay12C)

Checks Dated 01/01/2024 through 01/31/2024

Board Meeting Date February 8, 2024

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9010986242	01/09/2024	Amazon, Inc	62-4310	CREDIT CABLE TIES	14.99-	
				Markers, Silk Fans, Cable Ties	119.86	104.87
9010986243	01/09/2024	AT&T Payment Center 530-223-1951 397 4	62-5910	DEC 2023 Emergency Telephone Lines		477.39
9010986244	01/09/2024	Batteries Plus Bulbs	62-4515	Batteries for Soap Dispensers		53.67
9010986245	01/09/2024	California Safety Company, Inc	62-5630	JAN 2024 Alarm Monitoring Fees		270.00
9010986246	01/09/2024	Charter Communications	62-5910	JAN 2024 Telephone Service		701.71
9010986247	01/09/2024	City of Redding Utilities Acct 0210456-0	62-5517	JAN 2024 Garbage Utility Services		721.51
9010986248	01/09/2024	City of Redding Utilities Acct 0206257-8	62-5516	DEC 2023 Electricity/Sewer Utilities	9,967.03	
			62-5518	DEC 2023 Electricity/Sewer Utilities	811.11	10,778.14
9010986249	01/09/2024	Columbia Elem School District	62-5825	Q2 2023/24 Business Services Agreement		26,144.50
9010986250	01/09/2024	Deborah L. Salyers	62-5880	DEC 2023 Art Classes	45.00	
				DEC 2023 Clay Class	35.00	80.00
9010986251	01/09/2024	Dreamweaver Dance Theatre	62-5880	DEC 2023 Tap Lessons		25.00
9010986252	01/09/2024	Gateway Medical Services, Inc	62-5800	DEC 2023 Pre-Employment Physicals		290.00
9010986253	01/09/2024	iGym, Inc	62-5880	DEC 2023 Gymnastic Lessons		50.00
9010986254	01/09/2024	Mission Linen & Uniform Serv	62-5530	12/21/23 Logo Mat Laundry Service		172.02
9010986255	01/09/2024	MORFIN, AUDELIA	62-5200	ASBWORKS CONF MEALS & MILEAGE		435.72
9010986256	01/09/2024	ODP Business Solutions, LLC	62-4310	Construction Paper	32.79	
				Copy Paper & Toner for Home Sch Office	313.12	
			62-4320	First Aid/Office Supplies	41.83	
			62-4510	First Aid/Office Supplies	217.41	
				Olympus Digital Voice Recorder	32.97	
			62-4515	Custodial Supplies-MICROFIBER CLOTHS	31.75	
				Custodial Supplies-MICROFIBER PAD, CLEANSER, DETERGENT	496.85	
				Custodial Supplies-MICROFIBER WIPES	97.70	1,264.42
9010986257	01/09/2024	One Mind Combate Mendes Jiu Jitsu	62-5880	DEC 2023 Martial Arts Lessons		200.00
9010986258	01/09/2024	Pitney Bowes Global Financial Services LLC	62-5620	JAN - APR 2024 Postage Machine Lease		90.88
9010986259	01/09/2024	Raptor Technologies Dept. 141,	62-4510	RTN CREDIT 550 BADGE PRINTR P7823-00394	171.60-	
				VISITOR BADGES P7823-00394	386.10	
			62-5801	Raptor Visitor Mgmt System - Renewal Yr 2 of 3 2023/24	959.00	
				RTN CREDIT 450 BADGE PRINTR P7823-00317	171.60-	1,001.90
9010986260	01/09/2024	SCHEXNAYDER, LINDA M	62-5200	ASBWORKS CONF MEALS		224.00
9010986261	01/09/2024	Shasta Gymnastics Academy & Sports Center LLC	62-5880	DEC 2023 Gymnastics Classes		367.00
9010986262	01/09/2024	Sun Oaks Tennis & Fitness The Walsh Group, Inc	62-5880	DEC 2023 GYM MEMBERSHIP		50.00

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 01/01/2024 through 01/31/2024

Board Meeting Date February 8, 2024

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9010986263	01/09/2024	The Pitney Bowes Bank Inc. Purchase Power	62-5930	DEC 2023 Postage OVERAGE FEE		3.50
9010986264	01/09/2024	U.S. Bank Corporate Payment Systems	62-4310	BestBuy - Wireless Mic for Drama Elect Video	160.86	
			62-4330	Manhasset Symphony Music Stand	170.53	
				Costco - Snacks for Dewey Welcome Reception	36.02	
				Costco - Supplies for 1/8 All Staff Mtg	93.18	
				Las Dos Marias - 12/14 Board Mtg Dinner	100.00	
			62-4350	Costco: Plastic Folding Tables	317.44	
				Home Depot - Pressure Washer for Ceramic Lab	213.43	
			62-4510	Highway Specialty - Botts' Dots Pavement Markers	183.40	
				Highway Specialty - Pavement Marker Buttons	16.09	
				Pro- Ed - Psychological Assessment Forms	542.79	
			62-4515	Home Depot - Laundry Detergent & Refresh	36.37	
				Home Depot - Zip Ties	59.50	
			62-4540	Home Depot - Gate Latch for Restrooms	36.34	
				Home Depot - Hacksaw & Rnd Grate for Deck	38.26	
				Home Depot - Outdoor lights for Portables 1&2	22.46	
				Home Depot - Sealant for AC Office Siding Repair	18.19	
				Home Depot - Tools	177.78	
				Home Depot - Web Milwaukee Impact Driver & Battery	191.98	
				Lowe's - Ceiling Tiles Repair Portable 3	26.13	
				SwingSetMall.Com - Climbing Rock Holds for Playgrnd	128.18	
			62-5200	Sheraton - Aeries Conf Lodge for Hazeleur	659.17	
			62-5300	NorCal Odyssey of the Mind Membership	80.00	
			62-5610	Tarmac EZ Storage - Nov 2023 High Sch Storage	115.00	
			62-5801	Digiarty - WinX HD Video Converter Software	35.95	3,459.05

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 01/01/2024 through 01/31/2024

Board Meeting Date February 8, 2024

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9010986265	01/09/2024	US OMNI & TSACG Compliance Ser	62-5860	DEC 2023 TSA Admin Compliance Services		15.00
9010987260	01/18/2024	Amazon, Inc	62-4310	Middle Sch Elective Art Supplies		51.44
9010987261	01/18/2024	BURKETT, THOMAS	62-4310	LITTLE MERMAID EXPENSES AIR SWIMMERS	53.61	
				LITTLE MERMAID EXPENSES BALOONS	80.41	134.02
9010987262	01/18/2024	California Charter Schools JPA CharterSAFE	62-5400	FEB 2024 CharterSafe Premium/WC/Fire Pkg + High Sch Build		41,286.00
9010987263	01/18/2024	California Dance Company, Inc	62-5880	DEC 23 Dance & Tumbling Lessons	130.00	
				DEC 23 Dance Lessons	140.00	
				DEC 23 Gymnastics Lessons	130.00	400.00
9010987264	01/18/2024	Columbia Elem School District	62-5850	Q2 2023-2024 OVERSIGHT FEE		14,191.42
9010987265	01/18/2024	Dance Depot, LLC Yvonna M. Kuyper	62-5880	DEC 23 Dance Lessons		54.00
9010987266	01/18/2024	DEBREE, GAVIN M	62-5211	DEC 2023 MILEAGE		35.04
9010987267	01/18/2024	Dept of Industrial Relations Payment Processing Center	62-5630	STATE ELEVATOR INSPECTION		225.00
9010987268	01/18/2024	FAN, XIAOHE	62-4310	SNACKS FOR WINTER CLASS PARTY	11.96	
				STORAGE & ORGANIZERS FOR CLASS	62.91	74.87
9010987269	01/18/2024	Gallaway Enterprises, Inc.	62-5810	CULTURAL RESOURCE ASSESSMENT		2,834.74
9010987270	01/18/2024	Gray Step Software, Inc.	62-5801	2023/24 ASBWorks Accounting Software License		399.00
9010987271	01/18/2024	MORFIN, AUDELIA	62-5211	DEC 2023 MILEAGE		60.92
9010987272	01/18/2024	Raptor Technologies Dept. 141,	62-4320	Raptor Visitor Badge Labels		214.50
9010987273	01/18/2024	Results Radio LLC	62-5840	Radio Ad 12/18/23 - 12/31/23		1,470.00
9010987274	01/18/2024	Shannon Shelburne	62-4310	Cooking Elective Grocery Reimbursement		102.54
9010987275	01/18/2024	Shasta Family YMCA	62-5880	DEC 2023 YMCA After School Care Fees		10,384.74
9010987276	01/18/2024	Snow Mountain Natural Spring Water, Inc.	62-5610	Water Dispenser Rental for Science Portable 1		12.00
9010987277	01/18/2024	Wilgus Fire Control Inc	62-5630	FIRE EXTINGUISHER SERVICE		2,227.72
9010988731	01/30/2024	Aleksandra & Israel Soler	62-4310	SCHOOL SUPPLIES J&L SOLER		120.73
9010988732	01/30/2024	Amazon, Inc	62-4310	Classroom Supplies	60.71	
				Middle School General Art	221.23	
				Sensory Room Headphones/ Color Chart Nurse	85.79	
				Wireless Computer Mouse	50.25	
			62-4320	Touch Screen Monitor & Stand for Raptor	273.11	
			62-4510	Sensory Room Headphones/ Color Chart Nurse	13.93	
			62-4540	Maintenance Service Cart	246.66	951.68

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 01/01/2024 through 01/31/2024

Board Meeting Date February 8, 2024

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9010988733	01/30/2024	Cal Dept of Tax & Fee Admin	62-4510	OCT-DEC 2023 USE TAX	.34	
			62-9503	OCT-DEC 2023 USE TAX	151.66	152.00
9010988734	01/30/2024	Danielle & Brad Rullman	62-5880	DANCE CLASS REGISTRATION FEES - GRULLMAN		25.00
9010988735	01/30/2024	Department of Justice Account Office/Cashiering Unit	62-5870	JAN 24 DOJ Livescan Fingerprinting Apps		32.00
9010988736	01/30/2024	Eide Bailly LLP	62-5820	FINAL BILLING AUDIT YEAR ENDED 6/30/23		6,200.00
9010988737	01/30/2024	Evapco, Inc.	62-5890	JAN 24 Evapco Cooling Tower Service (YR 2 of 3)		921.75
9010988738	01/30/2024	Grainger, Inc.	62-4540	ELC INFRD TBLR ELMNT		699.43
9010988739	01/30/2024	Hannah Martinez	62-4310	PRINTER INK KDRISKILL		58.98
9010988740	01/30/2024	Mendes Supply Company	62-4480	Floor Scrubber	12,328.03	
			62-4515	BATH TISSUE	348.03	
				BLACK LINERS	529.77	
				GLOVES, BATH TISSUE	53.52	
				GLOVES, MULTI FOLD TOWEL, BATH TISSUE	486.45	
				SUPERSORB SPILL ABSORBANT	176.39	13,922.19
9010988741	01/30/2024	Mission Linen & Uniform Serv	62-5530	01-18-24 Logo Mat Laundry Service		189.49
9010988742	01/30/2024	NCS Pearson Inc	62-5801	SpEd Psych Online Assessments		105.00
9010988743	01/30/2024	Noteflight, a division of Hal Leonard, LLC	62-5801	JAN 24 Noteflight Learn Subscription (1 YR)		129.00
9010988744	01/30/2024	Procopio, Cory, Hargreaves and Savitch LLP	62-5810	2023 BOND FINANCING - PROF SVCS 12/31/23		6,270.00
9010988745	01/30/2024	Rainbow Resource Center	62-4100	ELA Workbooks		770.68
9010988746	01/30/2024	Redding Area Bus Authority	62-5806	Funding Agreement for Route 17		15,000.00
9010988747	01/30/2024	Redding Performing Arts Center Kenneth B. Baumann	62-5880	DEC 2023 Piano Classes	61.00	
				DEC 2023 Theater & Dance Lessons	275.00	
				DEC 23 Piano Classes	54.00	
				DEC 23 Theater & Dance Lessons	140.00	
				DEC 23 Violin Lessons	105.00	635.00
9010988748	01/30/2024	RSA Theater Booster Club Attn: Treasurer	62-5840	1/2 PAGE PROGRAM AD		70.00
9010988749	01/30/2024	Save Mart Supermarket	62-4310	SaveMart Cooking Elective Groceries		190.53
9010988750	01/30/2024	SCHACK, BLAKE	62-4540	TOOL CHEST COMBOS FOR MAINT SHOP & OFFICE		1,282.71
9010988751	01/30/2024	Shannon Shelburne	62-4310	Cooking Elective Grocery Reimbursement		21.07
9010988752	01/30/2024	Shasta - Trinity Schools Insurance Group - Dental	62-3701	FEB 2024 DENTAL PREMIUMS	106.63	
			62-9551	FEB 2024 DENTAL PREMIUMS	5,864.65	5,971.28
9010988753	01/30/2024	Shasta - Trinity Schools Insurance Group - Vision	62-3701	FEB 2024 VISION PREMIUMS	22.50	

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 01/01/2024 through 01/31/2024

Board Meeting Date February 8, 2024

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9010988753	01/30/2024	Shasta - Trinity Schools Insurance Group - Vision	62-9552	FEB 2024 VISION PREMIUMS	1,237.50	1,260.00
9010988754	01/30/2024	Shasta -Trinity Schools Insurance Group - Medical	62-3701	FEB 2024 MEDICAL PREMIUMS	1,072.00	
			62-9550	FEB 2024 MEDICAL PREMIUMS	52,159.00	53,231.00
9010988755	01/30/2024	Shasta Family YMCA	62-5880	DEC 23 DUES & Swim Lessons		94.50
9010988756	01/30/2024	Tony's Refrigeration, Inc.	62-5630	ICE MACHINE FLOAT REPAIR		747.81
9010988757	01/30/2024	ZANIROLI, SOPHIA A	62-4310	CONTAINERS TO COLLECT CERTIFICATES		16.09
Total Number of Checks					69	230,206.15

Fund Summary

Fund	Description	Check Count	Expensed Amount
62	CharterSchoolsEnterprise	69	230,206.15
	Total Number of Checks	69	230,206.15
	Less Unpaid Sales Tax Liability		.00
	Net (Check Amount)		230,206.15

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.

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

Consent Agenda

SUBJECT: Agenda Item 1.3 – Expanded Learning Opportunities Program (ELOP) Coordinator Job Description – 2nd Read

PREPARER: Lane Carlson

RECOMMENDATION: Motion to Approve Job Description

BACKGROUND:

The Expanded Learning Opportunities Program (ELOP) Coordinator job description is presented for final board review. The position will support a variety of extended learning opportunities and coordinate with after school care programs at RSA. This is a part-time position funded through ELOP grant funds.

- See Attached: Expanded Learning Opportunities Program (ELOP) Coordinator Job Description Draft

REFERENCE:

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

Job Responsibilities

EXTENDED LEARNING OPPORTUNITIES PROGRAM (ELOP) COORDINATOR

GENERAL FUNCTIONS

The ELOP Coordinator, under the supervision of the Executive Director, coordinates the development, implementation and monitoring of extended learning (during the traditional school year), expanded learning (intersession and summer programs), and before and after school intervention and enrichment programs. This involves coordination of all aspects of the Expanded Learning Opportunities Program (ELOP) including budget and program development, outreach to targeted students/families, and collaboration with and the coordination of extended/enrichment care providers and vendors. ~~As an employee of Redding School of the Arts (RSA), this~~ The employee will follow the responsibilities and procedures as delineated in the RSA Personnel Handbook.

COORDINATOR ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serve as the School coordinator for Expanded Learning Opportunities Program, including planning, implementation, and evaluation of enrichment and learning activities
- Coordinate program components, support needs, and materials for the purpose of delivering services which conform to established guidelines and collaborate with school personnel and peers in other schools for the purpose of implementing and maintaining services and/or programs
- Coordinate tutoring and homework support programs for unduplicated students
- Coordinate academic and enrichment summer programming
- Communicate with administration regarding parent/student concerns
- Oversee daily program operations, which may include attendance, parent communication, collaboration with and supervision of ELOP staff
- Maintain records of attendance, sign-in/out sheets, medical forms, emergency sheets, Accident/Incident Investigation reports, and equipment inventory
- Assist administration in hiring/evaluating ELOP staff
- Exercise discretion in discussing students with non-parental adults, including staff members
- Serve as School liaison with community and governmental agencies; works with community partners and organizations to build collaborative, mutually beneficial relationships, including monitoring contracts with outside vendors and community partners
- Oversee budget requirements for expanded learning programs. Maintain records of income and expenditures within program budget categories; reconcile program budget reports with program documents
- Develop marketing and outreach materials, surveys, and handbooks related to expanded learning programs, including assessing needs of the student and parent population as a means of developing effective programs
- Assist with yearly set up of the program site
- Attend staff meetings as required

- Other duties may be assigned as deemed necessary for the success of students

QUALIFICATIONS

Ability to:

- Establish and maintain cooperative working relationships
- Interpret and apply legal mandates, policies and regulations pertaining to a school operation and playground safety
- Maintain confidentiality
- Understand and carry out oral and written instructions
- Communicate effectively in oral and written form
- Establish and maintain accurate files and records
- Work with students (kindergarten through eighth grades)

Knowledge:

- Current General first aid /CPR training
- General knowledge of Child development ages 5 - 13
- Operate computers and utilize application software, as well as provide training to other personnel

EXPERIENCE AND EDUCATION

Any combination of experience and training that provides the required knowledge and skills will be considered.

- At least two years of previous experience working in coordinating after-school learning and recreational activities for children is preferred.
- Experience working with school-aged children in an organized setting, preferable.
- Experience assisting the implementation of children and/or youth programs and activities, desirable.

EDUCATION

Must possess a high school diploma or equivalent

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 and stand; sit; use hands and/or fingers to handle or feel; and reach with hands and arms; the employee is occasionally required to stoop, kneel, crouch or crawl. The employee ~~must~~ may frequently lift and/or move up to 25 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. Specific hearing abilities are required by this job.

- Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions

Adopted

DRAFT - 2nd READ

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

Consent Agenda

SUBJECT: Agenda Item 1.4 – 2023/24 Expanded Learning Opportunities Program (ELOP) Coordinator Calendar – 2nd Read

PREPARER: Lane Carlson

RECOMMENDATION: Motion to Approve Calendar

BACKGROUND:

The 2023/24 Expanded Learning Opportunities Program (ELOP) Coordinator personnel calendar is presented for final board approval. The calendar primarily follows the “K-8 Instructional Calendar” with the exception of additional work days in August & June to meet the extended & intersessional learning needs of the school.

- See Attached: Expanded Learning Opportunities Program (ELOP) Coordinator Calendar

REFERENCE:

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

REDDING SCHOOL OF THE ARTS 2023-2024

EXTENDED LEARNING OPPORTUNITIES PROGRAM COORDINATOR

0

23

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 175
Yellow = Non-Instructional Work Days 32
Holidays 0
Total Contract Days 207

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

22

16

15

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

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				

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		

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						

17

16

20

17

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			

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		

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						

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

22




19

17

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	

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	
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

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	April 17th
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**

Consent Agenda

SUBJECT: Agenda Item 1.5 – Integrated Pest Management Plan –
Annual Review

PREPARER: Lane Carlson

RECOMMENDATION: Motion to Approve Integrated Pest Management Plan

BACKGROUND:

The Integrated Pest Management Plan is presented for annual review.

- See Attached: Integrated Pest Management Plan

REFERENCE:

RSA Policies & Procedures/Governing Board Policies/Policy Adoption

School District Integrated Pest Management Plan

When completed, this template meets the Healthy Schools Act requirement for an integrated pest management (IPM) plan.
An IPM plan is required if a school district uses pesticides¹

Contacts

Redding School of the Arts	955 Inspiration place	
School District Name	Address	
Blake Schack	(530) 247-6933	bschack@rsarts.org
District IPM Coordinator	IPM Coordinator's Phone Number	Email Address

IPM statement

It is the goal of Redding School of the Arts to implement IPM by focusing on long-term prevention or suppression of pests through accurate pest identification, by frequent monitoring for pest presence, by applying appropriate action levels, and by making the habitat less conducive to pests using sanitation and mechanical and physical controls. Pesticides that are effective will be used in a manner that minimizes risks to people, property, and the environment, and only after other options have been shown ineffective.

Our pest management objectives are to: *(Example: Focus on long-term pest prevention)*

To prevent rodents and insects from inhabiting the building.

IPM team

In addition to the IPM Coordinator, other individuals who are involved in purchasing, making IPM decisions, applying pesticides, and complying with the Healthy Schools Act requirements, include:

Name and/or Title	Role in IPM program
Lane Carlson / Executive Director	Oversite
Black Schack / Facilities Supervisor	Coordinator & Oversee (IPMP)
Gavin deBree / Facilities Maintenance	Maintain and Spray Chemicals

Pest management contracting

- Pest management services are contracted to a licensed pest control business.
Pest Control Business name(s): Marksmen Pest Control
- Prior to entering into a contract, the school district has confirmed that the pest control business understands the training requirement and other requirements of the Healthy Schools Act.

Pest identification, monitoring and inspection

Pest Identification is done by: School Staff and Maintenance / Custodian Staff
(Example: College/University staff, Pest Control Business, etc.)

Monitoring and inspecting for pests and conditions that lead to pest problems are done regularly by Maintenance & School Staff and results are communicated to the IPM Coordinator.
(Example: District staff title, e.g. Maintenance staff)

Specific information about monitoring and inspecting for pests, such as locations, times, or techniques include:
(Example: Sticky monitoring boards are placed in the kitchen and are checked weekly by custodial staff.)

Scheduled inspection of facility grounds, staff emails letting us know of any issues, kitchen staff monitoring cooking facility and reporting potential concerns to maintenance staff, maintenance staff inspecting HVAC overhead space when performing filter changes.

Pests and non-chemical management practices

This school district has identified the following pests and routinely uses the following non-chemical practices to prevent pests from reaching the action level:

Pest	Remove food	Fix leaks	Seal cracks	Install barriers	Physical removal	Traps	Manage irrigation	Other
Insects	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Rodents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Bats	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wasps	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Spectracide Pro
Nesting Birds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Chemical pest management practices

If non-chemical methods are ineffective, the school district will consider pesticides only after careful monitoring indicates that they are needed according to pre-established action levels and will use pesticides that pose the least possible hazard and are effective in a manner that minimizes risks to people, property and the environment.

This school district expects the following pesticides (pesticide products and active ingredients) to be applied during the year. (This list includes pesticides that will be applied by school district staff or licensed pest control businesses.):

Spectracide Pro- Active Ingredients: Tetramethrin 0.10%, Permethrin 0.25%, Piperonyl Butoxide 0.50%

Healthy Schools Act

- This school district complies with the notification, posting, recordkeeping, and all other requirements of the Healthy Schools Act. (Education Code Sections 17608 - 17613, 48980.3; Food & Agricultural Code Sections 13180 - 13188)

Training

Every year school district employees who make pesticide applications receive the following training prior to pesticide use:

- Pesticide specific safety training (Title 3 California Code of Regulations 6724)
- School IPM training course approved by the Department of Pesticide Regulation (Education Code Section 16714; Food & Agricultural Code Section 13186.5).

Submittal of pesticide use reports

- Reports of all pesticides applied by school district staff during the calendar year, except pesticides exempt¹ from HSA recordkeeping, are submitted to the Department of Pesticide Regulation at least annually, by January 30 of the following year, using the form provided at www.cdpr.ca.gov/schoolipm. (Education Code Section 16711)

Notification

This school district has made this IPM plan publicly available by the following methods (check at least one):

- This IPM plan can be found online at the following web address: www.rsarts.org
- This IPM plan is sent out to all parents, guardians and staff annually.

Review

- This IPM plan will be reviewed (and revised, if needed) at least annually to ensure that the information provided is still true and correct.

Date of next review: February 4th 2025

I acknowledge that I have reviewed this school district's IPM Plan and it is true and correct.

Signature: Blake Schuck Date: 1/30/24

¹ These pesticides are exempt from all Healthy Schools Act requirements, except the training requirement: 1) products used in self-contained baits or traps, 2) gels or pastes used as crack and crevice treatments, 3) antimicrobials, and 4) pesticides exempt from U.S. EPA registration. (Education Code Section 17610.5)

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

Consent Agenda

SUBJECT: Agenda Item 1.6 – Approve Disposal of Outdated
Technology Equipment

PREPARER: Tracy Sawyer

RECOMMENDATION: Motion to Approve

BACKGROUND:

RSA is seeking to dispose of assorted HP Chromebooks that no longer update to the newest operating system and are no longer in use. The Chromebooks have all been deprovisioned and are no longer associated with RSA.

The items will be donated to interested RSA families & staff members before being disposed of.

- See Attached: List of Chromebooks for Disposal

REFERENCE:

Sale & Disposal of Books, Equipment, and Supplies Policy

**Chromebook List for Disposal
2-8-2024 Board Meeting**

Title/Equipment	Materials/Supplies	Tag/ID #	Quantity
Chromebook XE500c13	Chromebook	1335	1
Chromebook XE500c13	Chromebook	1359	1
Chromebook XE500c13 8-2019	Chromebook	1414	1
Chromebook XE500c13 8-2019	Chromebook	1416	1
Chromebook XE500c13 8-2019	Chromebook	1417	1
Chromebook XE500c13 8-2019	Chromebook	1419	1
Chromebook XE500c13 8-2019	Chromebook	1420	1
Chromebook XE500c13 8-2019	Chromebook	1421	1
Chromebook XE500c13 8-2019	Chromebook	1422	1
Chromebook XE500c13 8-2019	Chromebook	1423	1
Chromebook XE500c13 8-2019	Chromebook	1424	1
Chromebook XE500c13 8-2019	Chromebook	1425	1
Chromebook XE500c13 8-2019	Chromebook	1426	1
Chromebook XE500c13 8-2019	Chromebook	1427	1
Chromebook XE500c13 8-2019	Chromebook	1428	1
Chromebook XE500c13 8-2019	Chromebook	1429	1
Chromebook XE500c13 8-2019	Chromebook	1430	1
Chromebook XE500c13 8-2019	Chromebook	1431	1
Chromebook XE500c13 8-2019	Chromebook	1432	1
Chromebook XE500c13 8-2019	Chromebook	1433	1
Chromebook XE500c13 8-2019	Chromebook	1434	1
Chromebook XE500c13 8-2019	Chromebook	1435	1
Chromebook XE500c13 8-2019	Chromebook	1436	1
Chromebook XE500c13 8-2019	Chromebook	1437	1
Chromebook XE500c13 8-2019	Chromebook	1438	1
Chromebook XE500c13 8-2019	Chromebook	1439	1
Chromebook XE500c13 8-2019	Chromebook	1240	1
Chromebook XE500c13 8-2019	Chromebook	1463	1
Chromebook XE500c13 8-2019	Chromebook	1464	1

**Chromebook List for Disposal
2-8-2024 Board Meeting**

Title/Equipment	Materials/Supplies	Tag/ID #	Quantity
Chromebook XE500c13 8-2019	Chromebook	1465	1
Chromebook XE500c13 8-2019	Chromebook	1466	1
Chromebook XE500c13 8-2019	Chromebook	1467	1
Chromebook XE500c13 8-2019	Chromebook	1468	1
Chromebook XE500c13 8-2019	Chromebook	1488	1
Chromebook XE500c13 8-2019	Chromebook	1470	1
Chromebook XE500c13 8-2019	Chromebook	1471	1
Chromebook XE500c13 8-2019	Chromebook	1230	1
Chromebook XE500c13 8-2019	Chromebook	1473	1
Chromebook XE500c13 8-2019	Chromebook	1474	1
Chromebook XE500c13 8-2019	Chromebook	1396	1
Chromebook XE500c13 8-2019	Chromebook	1476	1
Chromebook XE500c13 8-2019	Chromebook	1477	1
Chromebook XE500c13 8-2019	Chromebook	1487	1
Chromebook XE500c13 8-2019	Chromebook	1406	1
Chromebook XE500c13 8-2019	Chromebook	1480	1
Chromebook XE500c13 8-2019	Chromebook	1481	1
Chromebook XE500c13 8-2019	Chromebook	1482	1
Chromebook XE500c13 8-2019	Chromebook	1458	1
Chromebook XE500c13 8-2019	Chromebook	1330	1
Chromebook XE500c13 8-2019	Chromebook	1331	1
Chromebook XE500c13 8-2019	Chromebook	1332	1
Chromebook XE500c13 8-2019	Chromebook	1333	1
Chromebook XE500c13 8-2019	Chromebook	1334	1
Chromebook XE500c13 8-2019	Chromebook	1336	1
Chromebook XE500c13 8-2019	Chromebook	1337	1
Chromebook XE500c13 8-2019	Chromebook	1338	1
Chromebook XE500c13 8-2019	Chromebook	1339	1
Chromebook XE500c13 8-2019	Chromebook	1340	1

**Chromebook List for Disposal
2-8-2024 Board Meeting**

Title/Equipment	Materials/Supplies	Tag/ID #	Quantity
Chromebook XE500c13 8-2019	Chromebook	1341	1
Chromebook XE500c13 8-2019	Chromebook	1342	1
Chromebook XE500c13 8-2019	Chromebook	1343	1
Chromebook XE500c13 8-2019	Chromebook	1344	1
Chromebook XE500c13 8-2019	Chromebook	1346	1
Chromebook XE500c13 8-2019	Chromebook	1347	1
Chromebook XE500c13 8-2019	Chromebook	1348	1
Chromebook XE500c13 8-2019	Chromebook	1349	1
Chromebook XE500c13 8-2019	Chromebook	1350	1
Chromebook XE500c13 8-2019	Chromebook	1351	1
Chromebook XE500c13 8-2019	Chromebook	1352	1
Chromebook XE500c13 8-2019	Chromebook	1353	1
Chromebook XE500c13 8-2019	Chromebook	1354	1
Chromebook XE500c13 8-2019	Chromebook	1356	1
Chromebook XE500c13 8-2019	Chromebook	1407	1
Chromebook XE500c13 8-2019	Chromebook	1224	1
Chromebook XE500c13 8-2019	Chromebook	1229	1
Chromebook XE500c13 8-2019	Chromebook	1239	1
Chromebook XE500c13 8-2019	Chromebook	1241	1
Chromebook XE500c13 8-2019	Chromebook	1243	1
Chromebook XE500c13 8-2019	Chromebook	1362	1
Chromebook XE500c13 8-2019	Chromebook	1363	1
Chromebook XE500c13 8-2019	Chromebook	1365	1
Chromebook XE500c13 8-2019	Chromebook	1367	1
Chromebook XE500c13 8-2019	Chromebook	1370	1
Chromebook XE500c13 8-2019	Chromebook	1373	1
Chromebook XE500c13 8-2019	Chromebook	1375	1
Chromebook XE500c13 8-2019	Chromebook	1378	1
Chromebook XE500c13 8-2019	Chromebook	1380	1

**Chromebook List for Disposal
2-8-2024 Board Meeting**

Title/Equipment	Materials/Supplies	Tag/ID #	Quantity
Chromebook XE500c13 8-2019	Chromebook	1381	1
Chromebook XE500c13 8-2019	Chromebook	1386	1
Chromebook XE500c13 8-2019	Chromebook	1389	1
Chromebook XE500c13 8-2019	Chromebook	1392	1
Chromebook XE500c13 8-2019	Chromebook	1397	1
Chromebook XE500c13 8-2019	Chromebook	1402	1
Chromebook XE500c13 8-2019	Chromebook	1445	1
Chromebook XE500c13 8-2019	Chromebook	1449	1
Chromebook XE500c13 8-2019	Chromebook	1451	1
Chromebook XE500c13 8-2019	Chromebook	1453	1
Chromebook XE500c13 8-2019	Chromebook	1475	1
Chromebook XE500c13 8-2019	Chromebook	1478	1
Chromebook XE500c13 8-2019	Chromebook	1479	1
Chromebook XE500c13 8-2019	Chromebook	1404	1
Chromebook XE500c13 8-2019	Chromebook	1410	1
Chromebook XE500c13 8-2019	Chromebook	1440	1
Chromebook XE500c13 8-2019	Chromebook	1441	1
Chromebook XE500c13 8-2019	Chromebook	1442	1
Chromebook XE500c13 8-2019	Chromebook	1443	1
Chromebook XE500c13 8-2019	Chromebook	1457	1
Chromebook XE500c13 8-2019	Chromebook	1485	1
Chromebook XE500c13 8-2019	Chromebook	1486	1
Chromebook XE500c13 8-2019	Chromebook	1490	1
Chromebook XE500c13 8-2019	Chromebook	1491	1
Chromebook XE500c13 8-2019	Chromebook	1492	1
Chromebook XE500c13 8-2019	Chromebook	1493	1
Chromebook XE500c13 8-2019	Chromebook	1494	1
Chromebook XE500c13 8-2019	Chromebook	1495	1
Chromebook XE500c13 8-2019	Chromebook	1496	1

**Chromebook List for Disposal
2-8-2024 Board Meeting**

Title/Equipment	Materials/Supplies	Tag/ID #	Quantity
Chromebook XE500c13 8-2019	Chromebook	1497	1
Chromebook XE500c13 8-2019	Chromebook	1498	1
Chromebook XE500c13 8-2019	Chromebook	1499	1
Chromebook XE500c13 8-2019	Chromebook	1501	1
Chromebook XE500c13 8-2019	Chromebook	1503	1
Chromebook XE500c13 8-2019	Chromebook	1504	1
Chromebook XE500c13 8-2019	Chromebook	1505	1
Chromebook XE500c13 8-2019	Chromebook	1506	1
Chromebook XE500c13 8-2019	Chromebook	1507	1
Chromebook XE500c13 8-2019	Chromebook	1509	1
Chromebook XE500c13 8-2019	Chromebook	1235	1
Chromebook XE500c13 8-2019	Chromebook	1311	1
Chromebook XE500c13 8-2019	Chromebook	1312	1
Chromebook XE500c13 8-2019	Chromebook	1314	1
Chromebook XE500c13 8-2019	Chromebook	1315	1
Chromebook XE500c13 8-2019	Chromebook	1316	1
Chromebook XE500c13 8-2019	Chromebook	1358	1
Chromebook XE500c13 8-2019	Chromebook	1361	1
Chromebook XE500c13 8-2019	Chromebook	1364	1
Chromebook XE500c13 8-2019	Chromebook	1366	1
Chromebook XE500c13 8-2019	Chromebook	1371	1
Chromebook XE500c13 8-2019	Chromebook	1372	1
Chromebook XE500c13 8-2019	Chromebook	1374	1
Chromebook XE500c13 8-2019	Chromebook	1377	1
Chromebook XE500c13 8-2019	Chromebook	1379	1
Chromebook XE500c13 8-2019	Chromebook	1383	1
Chromebook XE500c13 8-2019	Chromebook	1384	1
Chromebook XE500c13 8-2019	Chromebook	1385	1
Chromebook XE500c13 8-2019	Chromebook	1387	1

**Chromebook List for Disposal
2-8-2024 Board Meeting**

Title/Equipment	Materials/Supplies	Tag/ID #	Quantity
Chromebook XE500c13 8-2019	Chromebook	1388	1
Chromebook XE500c13 8-2019	Chromebook	1390	1
Chromebook XE500c13 8-2019	Chromebook	1391	1
Chromebook XE500c13 8-2019	Chromebook	1398	1
Chromebook XE500c13 8-2019	Chromebook	1399	1
Chromebook XE500c13 8-2019	Chromebook	1444	1
Chromebook XE500c13 8-2019	Chromebook	1446	1
Chromebook XE500c13 8-2019	Chromebook	1500	1
Total			<u><u>153</u></u>

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

Consent Agenda

SUBJECT: Agenda Item 1.7 – Arts Education Month – March 2024

PREPARER: Lane Carlson

RECOMMENDATION: Motion to Approve Arts Education Month Resolution

BACKGROUND:

The Governing Board of Redding School of the Arts declares March 2024 ARTS EDUCATION MONTH and encourages appropriate educational activities to commemorate this occasion

- See Attached: Arts Education Month Resolution

REFERENCE:

Governing Board Policies/Board Duties & Responsibilities/Role of the Governing Board/Vision and Strategic Plan

REDDING SCHOOL OF THE ARTS

ARTS EDUCATION MONTH

MARCH 2024

WHEREAS, Arts Education, which includes dance, music, theater and the visual arts, is an essential part of basic education for all students, kindergarten through grade eight to provide for balanced learning and to develop the full potential of their minds; and

WHEREAS, through well-planned instruction and activities in the arts, children develop initiative, creative ability, self-expression, self-reflection, thinking skills discipline, a heightened appreciation of beauty and cross-cultural understanding; and

WHEREAS, experience in the arts develops insights and abilities central to the experience of life, and are collectively most important repositories of culture; and

WHEREAS, many national and state professional arts education associations hold celebrations in March focused on students' participation in the arts; and

WHEREAS, these celebrations give California schools a unique opportunity to focus on the value of the arts for all students, to foster cross-cultural understanding, to give recognition to the state's outstanding young artists, and to enhance public support for this important part of our curriculum; and

NOW THEREFORE BE IT RESOLVED that the Governing Board of Redding School of the Arts declares **March 2024 ARTS EDUCATION MONTH** and encourages appropriate educational activities to commemorate this occasion.

JONATHAN SHELDON,
RSA GOVERNING BOARD PRESIDENT

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

Consent Agenda

SUBJECT: Agenda Item 1.8 – 2023/24 Winter Release Consolidated Application Report & Budget

- 1.8.1 Certification of Assurance
- 1.8.2 Protective Prayer Certification
- 1.8.3 Title 1; Part A & D
- 1.8.4 Title 2; Part A
- 1.8.5 Title 3
- 1.8.6 Title 4, Part A
- 1.8.7 Consolidation of Administrative Funds

PREPARER: Robyn Stamm

RECOMMENDATION: Motion to Approve the Consolidated Application

BACKGROUND:

The Consolidated Application (ConApp) is used by the California Department of Education (CDE) to distribute categorical funds from various federal programs to county offices, school districts, and direct-funded charter schools throughout California.

RSA is proposing to submit a Consolidated Application in order to apply for Title 1, Title 2, & Title 4 federal funding monies for the school year.

- See Attached: Consolidated Report & Budget

REFERENCE:

<https://www.cde.ca.gov/fg/aa/co/>

2021–22 Title II, Part A Fiscal Year Expenditure Report, Closeout 27 Months

A report of year-to-date expenditures by activity. Activity period covered is July 1, 2021 through September 30, 2023.

CDE Program Contact:

Alice Ng (Fiscal), Division Support Office, ANg@cde.ca.gov, 916-323-4636
 Lisa Fassett (Program), Professional Learning Support & Monitoring Office, LFassett@cde.ca.gov, 916-323-4963

2021–22 Title II, Part A allocation	\$12,390
2021–22 Title II, Part A total apportionment issued	\$12,390
Transferred–in amount	\$0
Transferred–out amount	\$0
2021–22 Total allocation	\$12,390

Professional Development Expenditures

Professional development for teachers	\$10,322
Professional development for administrators	\$0
Consulting/Professional services	\$0
Induction programs	\$0
Books and other supplies	\$0
Dues and membership	\$0
Travel and conferences	\$0

Personnel and Other Authorized Activities

Certificated personnel salaries	\$645
Classified personnel salaries	\$0
Employee benefits	\$128
Developing or improving an evaluation system	\$0
Recruitment activities	\$0
Retention activities	\$0
Class size reduction	\$0

Program Expenditures

Direct administrative costs	\$0
Indirect costs	\$787
Equitable services for nonprofit private schools	\$0
Total expenditures	\$11,882
2021–22 Unspent funds	\$508

*****Warning*****

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2021–22 Title II, Part A Fiscal Year Expenditure Report, Closeout 27 Months

A report of year-to-date expenditures by activity. Activity period covered is July 1, 2021 through September 30, 2023.

CDE Program Contact:

Alice Ng (Fiscal), Division Support Office, ANg@cde.ca.gov, 916-323-4636

Lisa Fassett (Program), Professional Learning Support & Monitoring Office, LFassett@cde.ca.gov, 916-323-4963

Note: CDE will invoice the LEA for the unspent 2021–22 total allocation

*****Warning*****

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2021–22 Title IV, Part A LEA Closeout Report

The purpose of this data collection is to report final expenditures, by activity, and calculate Title IV, Part A unspent funds.

CDE Program Contact:

Kevin Donnelly, Rural Education and Student Support Office , TitleIV@cde.ca.gov, 916-319-0942

2021–22 Title IV, Part A LEA allocation	\$10,000
Transferred-in amount	\$0
Transferred-out amount	\$0
2021–22 Title IV, Part A LEA available allocation	\$10,000

Final Expenditures

Administrative and indirect costs	\$0
Well-Rounded Educational Opportunities activities	\$8,000
Safe and Healthy Students activities	\$2,000
Effective Use of Technology activities	\$0
Technology Infrastructure	\$0
Total expenditures	\$10,000
Amount of unspent funds	\$0
Note: CDE will invoice the LEA for the unspent funds	

*****Warning*****

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2022–23 Title I, Part A LEA Carryover

Report only expenditures and obligations made through September 30 for fiscal year 2022–23 allocation to determine funds to be carried over.

CDE Program Contact:

Rina DeRose, Title I Policy, Program, and Support Office, RDeRose@cde.ca.gov, 916-323-0472

Carryover Calculation

2022–23 Title I, Part A LEA allocation	\$57,128
Transferred-in amount	\$0
2022–23 Title I, Part A LEA available allocation	\$57,128
Expenditures and obligations through September 30, 2023	\$57,128
Carryover as of September 30, 2023	\$0
Carryover percent as of September 30, 2023	0.00%

*****Warning*****

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2022–23 Title IV, Part A LEA Use of Funds and Carryover

The purpose of this data collection is to report year-to-date expenditures, by activity, and calculate Title IV, Part A carryover funds.

CDE Program Contact:

Kevin Donnelly, Rural Education and Student Support Office , TitleIV@cde.ca.gov, 916-319-0942

2022–23 Title IV, Part A LEA allocation	\$10,000
Transferred-in amount	\$0
Transferred-out amount	\$0
2022–23 Title IV, Part A LEA available allocation	\$10,000

Expenditures

Administrative and indirect costs	\$0
Well-Rounded Educational Opportunities activities	\$10,000
Safe and Healthy Students activities	\$0
Effective Use of Technology activities	\$0
Technology Infrastructure	\$0
Total expenditures	\$10,000
Carryover as of September 30, 2023	\$0

*****Warning*****

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2023–24 Federal Transferability

Federal transferability of funds is governed by Title V in ESSA Section 5102. An LEA may transfer Title II, Part A and/or Title IV, Part A program funds to other allowable programs. This transferability is not the same as Title V, Part B Alternative Fund Use Authority (AFUA) governed by ESEA Section 5211.

Note: Funds utilized under Title V, Part B AFUA are not to be included on this form.

CDE Program Contact:

Lisa Fassett, Professional Learning Support & Monitoring Office, LFassett@cde.ca.gov, 916-323-4963
 Kevin Donnelly, Rural Education and Student Support Office, TitleIV@cde.ca.gov, 916-319-0942

Title II, Part A Transfers

2023–24 Title II, Part A allocation	\$11,381
Transferred to Title I, Part A	\$0
Transferred to Title I, Part C	\$0
Transferred to Title I, Part D	\$0
Transferred to Title III English Learner	\$0
Transferred to Title III Immigrant	\$0
Transferred to Title IV, Part A	\$0
Transferred to Title V, Part B, Subpart 1 Small, Rural School Achievement Grant	\$0
Transferred to Title V, Part B, Subpart 2 Rural and Low-Income Grant	\$0
Total amount of Title II, Part A funds transferred out	\$0
2023–24 Title II, Part A allocation after transfers out	\$11,381

Title IV, Part A Transfers

2023–24 Title IV, Part A allocation	\$10,000
Transferred to Title I, Part A	\$0
Transferred to Title I, Part C	\$0
Transferred to Title I, Part D	\$0
Transferred to Title II, Part A	\$0
Transferred to Title III English Learner	\$0
Transferred to Title III Immigrant	\$0
Transferred to Title V, Part B Subpart 1 Small, Rural School Achievement Grant	\$0
Transferred to Title V, Part B Subpart 2 Rural and Low-Income Grant	\$0
Total amount of Title IV, Part A funds transferred out	\$0
2023–24 Title IV, Part A allocation after transfers out	\$10,000

*****Warning*****

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2023–24 Title I, Part A LEA Allocation and Reservations

To report LEA required and authorized reservations before distributing funds to schools.

CDE Program Contact:

Sylvia Hanna, Title I Policy, Program, and Support Office, SHanna@cde.ca.gov, 916-319-0948
 Rina DeRose, Title I Policy, Program, and Support Office, RDeRose@cde.ca.gov, 916-323-0472

2023–24 Title I, Part A LEA allocation (+)	\$56,665
Transferred-in amount (+)	\$0
Nonprofit private school equitable services proportional share amount (-)	\$0
2023–24 Title I, Part A LEA available allocation	\$56,665

Required Reservations

Parent and family engagement (If the allocation is greater than \$500,000, then parent and family engagement equals 1% of the allocation minus the nonprofit private school equitable services proportional share amount.)	\$0
School parent and family engagement	\$0
LEA parent and family engagement	\$0
Local neglected institutions Does the LEA have local institutions for neglected children?	
Local neglected institutions reservation	
Local delinquent institutions Does the LEA have local institutions for delinquent children?	
Local delinquent institutions reservation	
Direct or indirect services to homeless children, regardless of their school of attendance	\$566

Authorized Reservations

Public school Choice transportation	\$0
Other authorized activities	\$0
2023–24 Approved indirect cost rate	12.43%
Indirect cost reservation	\$6,265
Administrative reservation	\$2,235

Reservation Summary

Total LEA required and authorized reservations	\$9,066
School parent and family engagement reservation	\$0
Amount available for Title I, Part A school allocations	\$47,599

*****Warning*****

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2023–24 Title II, Part A LEA Allocations

The purpose of this data collection is to calculate the total allocation amount available to the local educational agency (LEA) for Title II, Part A Supporting Effective Instruction.

CDE Program Contact:

Alice Ng (Fiscal), Division Support Office, ANg@cde.ca.gov, 916-323-4636

Lisa Fassett (Program), Professional Learning Support & Monitoring Office, LFassett@cde.ca.gov, 916-323-4963

2023–24 Title II, Part A allocation	\$11,381
Transferred-in amount	\$0
Total funds transferred out of Title II, Part A	\$0
2023–24 Total allocation	\$11,381
Administrative and indirect costs	\$1,182
Reservation for equitable services for nonprofit private schools	\$0
2023–24 Title II, Part A adjusted allocation	\$10,199

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2023–24 Title IV, Part A LEA Allocations

The purpose of this data collection is to calculate the allocation available to the local educational agency (LEA) and report reservations of Title IV, Part funds.

CDE Program Contact:

Kevin Donnelly, Rural Education and Student Support Office , TitleIV@cde.ca.gov, 916-319-0942

2023–24 Title IV, Part A LEA allocation	\$10,000
Funds transferred-in amount	\$0
Funds transferred-out amount	\$0
2023–24 Title IV, Part A LEA available allocation	\$10,000

Reservations

Indirect cost reservation	\$1,039
Administrative reservation	\$0
Equitable services for nonprofit private schools	\$0
2023–24 Title IV, Part A LEA adjusted allocation	\$8,961

*****Warning*****

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2023–24 Consolidation of Administrative Funds

A request by the local educational agency (LEA) to consolidate administrative funds for specific programs.

CDE Program Contact:

Hilary Thomson, Fiscal Oversight and Support Office, HThomson@cde.ca.gov, 916-323-0765

Title I, Part A Basic SACS Code 3010	No
Title I, Part C Migrant Education SACS Code 3060	No
Title I, Part D Delinquent SACS Code 3025	No
Title II, Part A Supporting Effective Instruction SACS Code 4035	No
Title III English Learner Students - 2% maximum SACS Code 4203	No
Title III Immigrant Students SACS Code 4201	No
Title IV, Part A Student Support - 2% maximum SACS Code 4127	No
Title IV, Part B 21st Century Community Learning Centers SACS Code 4124	No

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

General Reporting

SUBJECT: Agenda Item 2.1 – School Site Safety Committee Meeting

PREPARER: Blake Schack

RECOMMENDATION: Discussion

BACKGROUND:

The board will review and discuss the School Site Safety Committee meeting minutes from 1/16/2024.

REFERENCE:

School Site Safety Committee Minutes

School Site Safety Committee Minutes

Redding School of the Arts
January 16, 2024, 2023 8:30am
RSA Community Room



REDDING SCHOOL of the ARTS

Attendees

Lane Carlson, Blake Schack, Carol Wahl, Candice Percia, Sophia Zaniroli, Jon Sheldon, Gavin deBree,

Minutes

Old Business

1. At the January Staff Meeting we received a training from RPD.
 - a. Lane and John will reach out to Simpson University to ask about sharing a school resource officer.
 - b. Parents were informed about Emergency Response Protocols in the January Newsletter.
 - c. On February 28th we will have a drill with the students.
 1. Teachers will be briefed on the drill at the January 22 teacher meeting
2. Rosanna is now receiving Shascom notifications.
3. Signage and traffic control devices (this project is in progress)
 - a. Add five permanent signs
 - b. Add dots or reflectors to the bend in the driveway
 - c. Purchase more cones
4. Signs
 - a. Lane and Candice have quotes for getting signs made to post in various areas throughout the school.
 - b. The graphics need to be changed. Wonderland Signs can change the graphics or we can choose different ones.
5. Trash cans have been placed in the restrooms
6. Fencing
 - a. Blake has quotes for chain link fencing around the North and East sides of the playground.
 - b. Blake will get a quote for the Northwest fence/gate and a chain link gate on the East side.
7. Narcan
 - a. Sophia has received 20 doses of Narcan
8. Security Cameras
 - a. The broken camera was fixed
 - b. Additional Camera Coverage Discussion

New Business

1. Comprehensive School Site Safety Plan

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

General Reporting

SUBJECT: Agenda Item 2.2 – 2024 Readiness & Emergency Management System (REMS)

PREPARER: Administration

RECOMMENDATION: Discussion/Action to Approve the REMS Safe School Plan

BACKGROUND:

Administration will present the board with an updated Readiness & Emergency Management System (REMS) Plan. The Governing Board will review the changes/updates to plan before taking action to approve.

**A hard copy of the Readiness & Emergency Management System (REMS) Plan will be made available at the Governing Board Meeting.*

This document is available for public inspection during regular business hours.

NOTE: Tactical information is excluded from the public inspection document.

REFERENCE:

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

General Reporting

SUBJECT: Agenda Item 2.3 – 2024/25 Elementary & High School
Instructional Calendars – 1st Read

PREPARER: Lane Carlson

RECOMMENDATION: Discussion

BACKGROUND:

The Governing Board will review/discuss the proposed 2024/25 Instructional Calendars for Elementary and High School. Final drafts will be presented for board approval in March.

- See Attached: 2024-25 K-8 Instructional Calendar Draft
- See Attached: 2024-25 High School Instructional Calendar Draft

REFERENCE:

RSA Policies & Procedures Manual/Curriculum & Instructional Policies/School Calendar Policy

REDDING SCHOOL OF THE ARTS 2024-2025 K-8 INSTRUCTIONAL CALENDAR

0

13

July 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			

1st Trimester Ends 11/01/24 (57 Days)
2nd Trimester Ends 02/14/25 (113 Days)
3rd Trimester Ends: 05/29/25 (175 days)

Grey/Green Shaded = Student Attendance Days **175**
School Starts @ 8:00 AM
Release Times: K - 2nd @ 2:25 PM; 3rd - 8th @ 2:45 PM
Minimum Day Release K - 2nd @ 12:55 PM; 3rd - 8th @ 1:15 PM

August 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

20

23

15

14

September 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					

October 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		

November 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

December 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

15

21

16

January 2025						
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	

February 2025						
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	

March 2025						
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					

April 2025						
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			

20

20

0

May 2025						
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




June 2025						
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

Labor Day	Sept. 2nd
Veteran's Day observed	Nov. 11th
<i>(by law must be Nov 11 if a weekday)</i>	
Thanksgiving Break	Nov. 25th - 29th
Winter Break	Dec. 20th - Jan. 6th
New Year's Holiday	Jan. 1st
Martin Luther King Day	Jan. 20th
President's Break	Feb. 17th - Feb 21st
Spring Break	April 14th - April 18th
Memorial Day	May. 26th

IMPORTANT DATES

School Meet & Greet	Aug. 12th
School Starts	Aug. 14th
Back to School Night	Aug. 27th
Moon Festival	Sep. 20th
Parent/Teacher Conferences	Oct. 14th - Oct. 18th
Veterans Assembly	Nov. 8th
Theme Days	Nov. 22nd & Apr. 10th
Chinese New Year (Year of the Dragon) ..	Jan. 31st
Celebration of the Arts/Open House	TBD
8th Grade Promotion	May. 28th
School Ends	May. 29th
*Snow Day/Emergency Make-Up Day:	April 11th

Staff Professional Development Day 
Federal and State Holidays 
Minimum Days 

RSA Board Approved:
RSA Board Amended:

REDDING SCHOOL OF THE ARTS 2024-2025 HIGH SCHOOL INSTRUCTIONAL CALENDAR

0

13

July 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			

1st Quarter Ends: 10/11/2024 (42 days)
 2nd Quarter Ends: 12/19/2024 (85 days)
 3rd Quarter Ends: 3/21/2025 (133 days)
 4th Quarter Ends: 5/29/2025 (175 days)

Grey/Green Shaded = Student Attendance Days **175**

School Starts @ 8:00 AM (0 Period) 9:00 AM (1st Period)

Release Times: 9-12 (6th Period) @ 2:30 PM; (7th Period) @ 3:35 PM

Min. Day Release: 9-12 (6th Period) @1:45 PM; (7th Period) @ 2:30 PM

August 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
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HOLIDAYS/RECESSES	
Labor Day	Sept. 2nd
Veteran's Day observed	Nov. 11th
<i>(by law must be Nov 11 if a weekday)</i>	
Thanksgiving Break	Nov. 18th - 22nd
Winter Break	Dec. 20th - Jan. 6th
New Year's Holiday	Jan. 1st
Martin Luther King Day	Jan. 20th
President's Break	Feb. 17th - Feb 21st
Spring Break	April 14th - April 18th
Memorial Day	May. 26th

IMPORTANT DATES	
School Meet & Greet	Aug. 12th
School Starts	Aug. 14th
Back to School Night	Aug. 27th
Veterans Assembly	Nov. 8th
Fall Semester Finals	Dec. 16th - 19th
Spring Semester Finals	May. 27th - 29th
School Ends	May. 29th
Graduation	May 30th
*Snow Day/Emergency Make-Up Day:	April 11th
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**

General Reporting

SUBJECT: Agenda Item 2.4 – Establish School Mission Committee Members

PREPARER: Lane Carlson

RECOMMENDATION: Discussion/Approve Committee Members

BACKGROUND:

The Governing Board will establish a School Mission Committee for the purpose of reviewing and revising the school mission statement as part of the board's organization goal. The slate of recommended members are as follows:

Lane Carlson – RSA Executive Director,
Sharon Hoffman Spector – RSA Board Representative
David Skinner – RSA Board Representative
Curtis Banner – PTC Representative
Rosanna Redding – TBC Representative
Mike Dressel – Certificated (K-2nd) Representative
Carla Zimmerman – Certificated (3rd-5th) Representative
Chrissy Bryant – Certificated (6th-8th) Representative
Josh Freeman – Certificated (9th-11th) Representative
Silvia Holstein – Classified Employee Representative

REFERENCE:

RSA Policies & Procedures/Governing Board Policies/Board Operations

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

General Reporting

SUBJECT: Agenda Item 2.5 –Governing Board Application - Amended

PREPARER: Lane Carlson/Tiffany Blasingame/David Skinner

RECOMMENDATION: Discussion/Action to Approve Amended Application

BACKGROUND:

The board will discuss the proposed amendment to the current Governing Board Application before taking action to approve.

- See Attached: Governing Board Application

REFERENCE:

RSA, Inc. Governing Board Application

Board of Directors

The RSA Governing Board is composed of seven to nine members: a founding member, two parents of the charter school and 3 – 5 community members with a variety of expertise which serve the issues facing charter schools in general and issues concerning RSA. Board members will serve two-year alternating terms of office that coincides with the fiscal year. Members may serve more than one term. The Governing Board has primary authority to conduct or oversee all RSA activities and affairs. When appropriate, the Board may delegate some of these responsibilities to one or more committees or individuals. The Board's responsibilities include, among other items:

- Management and oversight of budget and fiscal operations
- Determining overall strategic direction for the organization
- Making final decisions on policy and advocacy activities
- Oversight of the Administration

Nominee Qualifications/Eligibility

RSA is dedicated to furthering the interests of the school community. To this end, individuals with leadership, governance and policy-making responsibilities for RSA should be committed to act in the best interests of the school.

To be eligible for appointment on the board of directors as a community member, the requirements are:

- Submit a governing board application
- Have no determined conflict of interest

To be eligible for appointment to the board of directors as a PTC representative the requirements are ~~and~~ (-within the school year of application submission):

- Attended at least 2 PTC meetings AND
- Volunteered for at least 1 PTC activity AND
- Attended at least 1 Governing Board Meeting AND
- Complete and submit a governing board application
- Have no determined conflict of interest
- Elected at PTC election meeting

All individuals with leadership, governance and policy-making responsibilities ~~for RSA should who~~ effectively and dutifully serve on the Governing Board, ~~and~~ shall:

- Acknowledge the serious responsibility that accompanies participation on the RSA Governing Board of Directors.
- Agree to complete the California Form 700: Statement of Economic Interests
- Agree to sign the RSA Conflict of Interest Disclosure statement.
- Agree to be bound by the RSA Governing Board Code of Conduct and Ethics.
- Not serve in a leadership or policy-making role in an organization whose mission is in conflict with the mission of RSA.

RSA, Inc. Governing Board Application

~~Announcing the nomination of members to the Governing Board of Redding School of the Arts. Board members will serve two-year alternating terms of office that coincides with the fiscal year. Members may serve more than one term.~~

Those interested in serving on the Governing Board or nominating another to serve, should:

1. Submit a current Resume or Curriculum Vitae

2. Submit a short written statement that addresses the questions below.

- ~~1. If you are associated with RSA or another charter school, please describe your relationship~~
- ~~2. If you are associated with a district authorizer, please tell us briefly about the school(s) you sponsor.~~
3. Highlight your specific education, training, expertise or skills and explain how they will contribute to the position. What specific experience(s) or knowledge will you bring to the Governing Board?
4. Why do you want to serve on the Governing Board?
5. What do you hope to accomplish as a Governing Board member?

~~2. Submit a current Resume or CV.~~

3. Provide a brief response to the following questions.

- Trust is a core value for board members. What will you do to promote an increase in trust between students, teachers, staff, administrators, the community and the governing board?
- RSA invites feedback from its stakeholders and partners. As a board member, how would you ensure a fair and honest discussion of all perspectives?
- RSA has learned to be proactive in determining actual or perceived conflicts of interest that may arise before appointing board members. Are you aware of any actual or perceived conflicts of interest that may impact your position as a board member?

~~The RSA's Executive Director Administration will review the applications to ensure that all nominees meet the minimum nominee qualifications. Candidate recommendations will be submitted to RSA's Governing Board for final approval in June.~~

Nominations and accompanying statements must be received by 5:00PM on May 1st and should be sent to:

-Redding School of the Arts

-955 Inspiration Place,

Redding CA, 96003 or

faxed to Fax: 530-243-4318, by 5 pm on May 1st.

Board of Directors

RSA, Inc. Governing Board Application

The RSA Governing Board is comprised of between seven and nine persons: founding member, two parents of the charter school, staff representative and 3—5 community members with a variety of expertise which serve the issues facing charter schools in general and issues concerning RSA only. The Governing Board has primary authority to conduct or oversee all RSA activities and affairs. When appropriate, the Board may delegate some of these responsibilities to one or more committees or individuals. The Board's responsibilities include, among other items:

- Management and oversight of budget and fiscal operations
- Determining overall strategic direction for the organization
- Making final decisions on policy and advocacy activities
- Oversight of the Administration

Nominee Qualifications/Eligibility

RSA is dedicated to furthering the interests of the school community. To this end, individuals with leadership, governance and policy-making responsibilities for RSA should be committed to act on the best interests of the school. To effectively and dutifully serve on the Governing Board, each candidate:

To be eligible for appointment on the board of directors as a community member, the requirements are:

- Submit a governing board application
- Have no determined conflict of interest

To be eligible for appointment to the board of directors as a PTC representative the requirements are and within the year of application:

- Attended at least 2 PTC meetings AND
- Volunteered for at least 1 PTC activity AND
- Attended at least 1 Governing Board Meeting AND
- Complete and submit a governing board application
- Have no determined conflict of interest
- Elected at PTC election meeting

RSA is dedicated to furthering the interests of the school community. To this end, individuals with leadership, governance and policy-making responsibilities for RSA should be committed to act on the best interests of the school. To effectively and dutifully serve on the Governing Board, each candidate:

- Shall acknowledge the serious responsibility that accompanies participation on the RSA Governing Board of Directors.
- Shall agree to sign the RSA Conflict of Interest Disclosure statement.
- Shall agree to be bound by the RSA Governing Board Code of Conduct and Ethics.
- Shall not serve in a leadership or policy-making role in an organization whose mission is in conflict with the mission of RSA.

RSA, Inc. Governing Board Application

If you have questions regarding the RSA Governing Board of Directors, or the nomination process, please feel free to contact RSA Executive Director at 530-247-6933.

Amended Draft

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

Policy Review & Amendments

SUBJECT: Agenda Item 2.6 – Injury & Illness Prevention Plan - Amended

PREPARER: Carol Wahl

RECOMMENDATION: Discussion/Action to Approve Amended Injury & Illness Prevention Plan

BACKGROUND:

The Injury & Illness Prevention Plan has been updated to reflect new Covid-19 regulations as outlined by CDPH & OSHA.

- See Attached: Amended Injury & Illness Prevention Plan

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



INJURY AND ILLNESS PREVENTION PLAN

**CALIFORNIA CHARTER SCHOOL ASSOCIATION
JOINT POWERS AUTHORITY**

Developed under the guidance of
Poms & Associates Insurance Brokers, Inc.

Adopted June 2011
Amended: April 4, 2023
Amended: February 8, 2024

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Amended Draft

Purpose - Introduction

The goal of this Injury and Illness Prevention Program (IIPP) is to provide a safe and healthy workplace for all employees and to reduce the risk of occupational injuries and illnesses. To achieve this, Redding School of the Arts, herein after referred to as “RSA ”, has developed and implemented an Injury and Illness Prevention Program (IIPP) as required under the California Code of Regulations, Title 8, Chapter 4, Subchapter 7, Section 3203.

The purpose of this manual is to provide a systematic and accessible informational source to communicate the Employee Safety and Health Program and procedures to implement it. Statements contained in this manual are intended to provide for consistent implementation of these procedures. All employees of the RSA are governed by the procedures set forth, unless otherwise stipulated by a specific policy or written statement.

Redding School of the Arts (IIPP) also includes our school site-specific COVID-19 Prevention Procedures designed to control employees’ exposure to the SARS-CoV-2 virus that causes COVID-19 that may occur in our workplace. In addition, it outlines how RSA will respond to COVID-19 in the workplace - isolated cases, close contacts, and workplace outbreaks.

Procedures contained in this manual shall rescind any previous publications governing the same or similar matters. Any questions concerning the currency, interpretation or application of any Employee Safety and Health procedures shall be referred to RSA management.

RSA Safety Policy

It is the RSA policy to promote good health, wellbeing, and occupational safety for its employees, clients, and visitors. This policy endorses programs which:

1. Provide safe and healthful conditions and reduce injuries and illnesses to the lowest possible level. No task is so important and no service so urgent that it cannot be done safely.
2. Assure compliance with federal, state, and local regulations providing for environmental health and occupational safety.
3. Provide information, training, and safeguards to employees regarding health and safety hazards, and to the surrounding community regarding environmental health hazards arising from our operations and events.
4. Install and maintain facilities and equipment in accordance with recognized and accepted standards essential to reduce or prevent exposure to hazards by employees, clients, and visitors.
5. Provide appropriate personal protective equipment to all employees at the RSA's expense when engineering controls are not adequate to minimize exposure.
6. Provide medical services as required by law and as may be dictated by existing circumstances or programs.
7. The RSA has developed and implemented a comprehensive safety program. These programs comply with all federal, state, and municipal laws, codes, acts, regulations and standards relating to health, safety and the environment.

Responsibilities for Safety

Every employee shares an equal responsibility for safety. As such, specific responsibilities for safety are indicated below. Every employee must recognize and enthusiastically fulfill their respective responsibilities for safety. However, responsibility and authority for the implementation and maintenance of the IIPP has been separated by Division according to the following:

RSA Administration, Management & Supervisors - are responsible for the implementation of specific elements of the IIPP and related programs as outlined in this document.

TITLE: Facility Supervisor
ADMINISTRATOR: Blake Schack

TITLE: Executive Director
ADMINISTRATOR: Lane Carlson

ADMINISTRATION

Administration will effectively execute their safety responsibilities by the following methods:

- Familiarize themselves with the safety program and insure its effective implementation
- Give maximum support to all programs and committees whose function is to promote safety and health.
- Actively participate in Safety Committees
- Be aware of all safety considerations when introducing new procedures, tools or materials to the workplace.

MANAGEMENT AND SUPERVISORS

It is the responsibility of managers and supervisors to develop procedures which ensure effective compliance with the IIP Program. Managers and Supervisors are responsible for setting acceptable safety policies and procedures for each employee to follow and ensuring employees receive general and specific training. In addition, supervision carries the responsibility for

knowing how to safely accomplish the tasks assigned to each employee, for purchasing appropriate personal protective equipment, and for evaluating employee compliance. In effectively executing their safety responsibilities, managers will specifically:

- Be familiar with the Safety Program and insure its effective implementation.
- Enforce recommended safe work conditions and employee actions.
- Provide complete and specific safety training to all employees for the tasks that they perform.
- Provide Personal Protective equipment as required.
- Consistently and fairly enforce all safety rules and OSHA standards.
- Investigate all accidents and near-miss injuries to determine cause, then take appropriate action to prevent repetition.
- Maintain equipment in safe operating condition.
- Inspect work areas often to identify unsafe conditions and work practices. At a minimum, Supervisors and Managers shall utilize self-inspection checklists on a consistent basis.

Employees - will adhere to the RSA's policies and procedures as directed by management. Any employee who fails to adhere to job safety and health rules, RSA policies and procedures, or places others in danger of injury may be subject to disciplinary action as directed by RSA policy. Employee responsibilities include, but are not limited to:

- 1) Adherence to all safety rules and standard operating procedures.
- 2) The appropriate use of personal protective equipment including all safeguards and procedures.
- 3) The prompt reporting of all known and suspected work-related injuries and illnesses, no matter how minor they appear. The report should be made to the employee's supervisor or other appropriate available persons.

- 4) The reporting of all observed unsafe behaviors and conditions. The report should be made to the employee's supervisor or other appropriate available person as soon as the condition is discovered.
- 5) Attend or participate in provided training and retraining programs.

Employee Rights

Employee rights are identified for clarification. Any employee who has questions regarding their rights should discuss their concerns with their supervisor or RSA management.

1. The right to a safe and healthful working environment.
2. The right to receive training in general safe work practices and specific training with regard to hazards unique to any job assignment.
3. The right to be given information and training about potential health hazards of materials and chemicals, and access to Material Safety Data Sheets.
4. The right to refuse work that would violate a health and/or safety standard or order where such violation would pose a real and apparent hazard to his/her safety or health, or the safety or health of others.
5. The right to observe RSA personnel or consultants when harmful substances, subject to CAL-OSHA standards, are monitored and measured in the workplace.
6. The right to be told by the RSA if he/she is being, or has been, exposed to concentrations of harmful substances at levels higher than the exposure limits allowed by CAL-OSHA standards.
7. The right to see and obtain copies of records of exposure to toxic substances, harmful physical agents and medical records maintained by the RSA and the records of exposure to toxic substances and harmful physical agents of employees with similar past or present jobs or working conditions.
8. The right to request an inspection of the work site by making a complaint about unsafe or unhealthful working conditions to CAL-OSHA, which will keep the name of the person who makes the complaint confidential.

9. The employee has the right to an employee representative accompanying RSA or RSA's representative and a CAL-OSHA representative on an inspection, and to talk privately to the CAL-OSHA representative during an inspection.
10. The employee has the right to see any citation the RSA receives posted at or near the place where the violation occurred.

Identifying and Evaluating Unsafe Conditions and Behaviors

Purpose:

Management has the responsibility to identify unsafe conditions and behaviors and to take steps to eliminate hazards and reduce the potential for injuries and illnesses. To ensure that hazards are identified and safety standards are met, assessments of the workplace are to be performed.

When & How:

Safety and health inspections shall be conducted using an inspection checklist. The inspections shall include the facilities and equipment at each RSA site. Inspections shall be conducted:

1. At least quarterly
2. Whenever any new procedure/ equipment is introduced into the workplace.
3. When injuries are investigated.
4. Whenever management is made aware of a new or unrecognized hazard.

The person or persons conducting the inspection shall maintain a copy of the inspections and their recommended corrective action. A copy of the inspection and any associated work requests or other documents associated with correcting an unsafe condition or behavior shall be forwarded to the designated individual. Completed inspection checklists shall be maintained for at least one year. All unsafe conditions and work practices to be corrected shall be listed on the RSA inspection form, and shall include a timetable for the corrections to be completed. The list shall include the nature of the unsafe condition, its location, the date it was identified, and if possible, the person identifying it, the corrective action to be taken (including its start and estimated completion dates) and the date it was actually corrected. Once the corrections are completed, the program coordinator shall notify the employee and department supervisor and post the notice in the assigned location.

In addition to the official site inspections, employees who may observe unsafe conditions or work practices can report such concerns on the "Report and Correction of Unsafe Conditions or Work Practices" form (Appendix C). Notice of this form's availability shall be made to all employees during training and will include information as to where the forms may be obtained. Employees shall be informed that they may fill out the form anonymously if they prefer and that no reprisal can or will be taken against them for unsafe conditions or work practices they may report. In addition, employees shall be informed that they may telephone Cal-OSHA to verbally report unsafe conditions or work practices if they so choose. All received notices (either verbal or on the reporting form) shall be investigated within a reasonable time.

RSA may choose to use other resources and expertise outside of the RSA to evaluate the sites for general or specific safety, health or environmental protection concerns. The findings of these inspections will be documented in writing and provided to the Governing Board. RSA will follow up on the recommendations made by the outside resources in the same manner as the internally conducted inspections.

Correction of Unsafe Conditions and Behaviors

When a hazardous situation is identified during a safety inspection or otherwise becomes known to the department supervisor or any other member of management, RSA shall take immediate corrective action. When an imminent hazard exists, which cannot be readily corrected without endangering employees, visitors, and/or property, all employees and visitors shall be removed from the work area except those persons required to correct the hazardous condition. RSA Administration shall be immediately notified upon recognition of an imminent hazard situation in their area.

Injury and Illness Reporting and Investigation

It is the responsibility of RSA's management to investigate all injuries, illnesses or near misses and to report them on the RSA's "Incident Investigation Form," ([Appendix B](#)). RSA management will submit the form to Director of Business as well as retain a copy.

The procedure for reporting and investigating all injuries is as follows:

Injury & Illness Reporting:

- a. Injured employee reports any known or suspected injury to RSA management, including near misses. Near miss incidents are defined as incidents that did not lead to an actual injury, but which could have and which may or may not have caused property damage.
- b. RSA management will review all reports and take action as deemed necessary. Injuries will be reported to RSA Administration in a timely manner, and if required, recorded on the OSHA 300 form.
- c. The injury will be reported to CAL-OSHA when and how required. A report of any serious injury, illness or death must be made to CAL-OSHA immediately. Immediately means as soon as practically possible but not longer than eight hours after the RSA knows or with diligent inquiry would have known of the death or serious injury or illness. The contact number for California is (415)-703-5100. Serious injury or illness means any injury or illness which:
 - i. Occurs in a place of employment or in connection with any employment which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation.
 - ii. An employee suffers a loss of any member of the body or serious degree of permanent disfigurement, but does not include any injury or illness or death caused by the commission of a penal code violation, except the violation of section 385 of the penal code, or an accident on a public street or highway.

If RSA can demonstrate that urgent circumstances exist, the time frame for the report may be made no longer than 24 hours after the incident. When making such a report, the following information, if available, will be provided:

- i. Time, date and location of the incident.
- ii. RSA's name, address and telephone number.
- iii. Name and job title of the person reporting the incident.
- iv. Name of person to contact at the site of the incident.
- v. Name and address of injured/ill employee(s).
- vi. Nature of the injury or illness.
- vii. Location where injured employee(s) were moved to.
- viii. List of other law enforcement agencies present at the site of the incident.

- ix. Description of incident and whether the incident scene or equipment involved has been altered.

Injury & Illness Investigation:

The initial investigation and report preparation for all claims is the responsibility of RSA management. All investigations will be documented using the RSA's "Incident Investigation Form" (Appendix B). RSA management will participate in the investigation of all serious or potentially fraudulent claims. The investigation form is used for the following purposes:

1. Interviewing injured workers and witnesses immediately
2. Examining the workplace for factors associated with the accident/exposure
3. Determine the cause of the accident/exposure
4. Taking corrective action to prevent the accident/exposure from reoccurring
5. Recording the findings and actions taken on the appropriate form.

Good preparation by department managers and supervisors is necessary. This includes a careful review of witnesses' statements. Interview the witness separately, and let them describe the incident in their own words. Ask the witnesses and victims to share their thoughts regarding the means to prevent a recurrence. After investigating the incident, RSA management should have the answers to the following:

- a. A description of what happened.
- b. A description of when and where the incident occurred.
- c. Who was affected?
- d. Why did it happen and what can be done to prevent a similar incident?

Follow-up Action:

Once corrective action is developed, the department manager or supervisor is responsible for ensuring the actions are implemented. The corrective actions should be reviewed to determine if they are effective.

OSHA Form 300:

The Occupational Safety and Health (OSH) Act of 1970 requires certain employers to prepare and maintain records of work-related injuries and illnesses. Use OSHA form 300 to record the type and severity of each work-related injury/illness. Recording criteria for work-related injuries and illnesses can be found in 29 CFR Part 1904-Recording and Reporting Occupational Injuries and Illnesses. Certain employers are not required to keep OSHA injury and illness records if they are classified in specific Standard Industrial Classification Codes (SIC).

Schools do not have to use Cal/OSHA Form 300. Schools, however, must report to Cal/OSHA any workplace incident that results in a serious injury or illness, or death. Also, schools may be asked to participate in an annual OSHA survey or to provide data to the Bureau of Labor Statistics.

Communication with Employees

The safety program requires that adequate communication exists for all safety issues of concern to the RSA and its employees. RSA management must be sure that every employee is able to freely communicate any concerns they have regarding safety, and that the RSA will respond and resolve any safety issues that arise.

Methods of Communication:

Employee Meetings - Safety topics will be discussed at various employee meetings. Written safety, health and environmental protection information, as well as RSA policies and procedures, may be distributed at employee meetings.

Anonymous Notifications and Suggestions - The RSA encourages the anonymous notification of hazards by employees.

Printed Materials - Written safety, health and environmental protection information will be provided to employees via handouts, posters, and other informational sources.

Posting of OSHA Form 300A -RSA, if required, will annually post the OSHA Form 300A– Summary of Work Related Injuries and Illnesses.

Employee Training and Education

Purpose:

The goal of our safety training program is to develop safe work habits and attitudes. It is critical that new workers understand RSA rules and procedures prior to being assigned a job. RSA management is required to provide each employee with the appropriate safety training necessary to ensure they understand how to complete their work tasks correctly and safely. Safety training activities shall be documented and maintained by RSA management.

Types of Training:

New Employee Orientation – This training should include, but may be limited to, employee responsibilities for working safely and general safety rules. New employees shall be provided

with the RSA's health and safety rules upon hire. Training courses may include but are not limited to the following:

1. General Safety Orientation
2. Workplace Injury/Illness Prevention Training
3. Hazard Communication
4. Back Injury and Lifting
5. COVID-19 Prevention: What You Need to Know
6. Drug Free Workplace
7. First Aid
8. Mandated Reporter: Child Abuse and Neglect
9. Playground Supervision
10. Sexual Harassment Prevention
11. Workplace Bullying: Awareness and Prevention
12. Emergency Preparedness
13. Bloodborne Pathogens
14. Custodial/Maintenance Prevention Procedures

1. Position Safety Orientation – Regardless of years of service, when employees move to new positions, they should receive position safety training. This training should include, but not be limited to, information they need to know to perform their new position safely, such as general hazards, clean-up duties, housekeeping responsibilities and job specific safety procedures.
2. Planned Safety Talks – Job safety training is a continuous effort. Planned safety talks are conducted on a regular basis, and topics include but are not limited to: new substances; any new processes, procedure or equipment introduced into the workplace; changes made to an existing process, procedure or equipment; and incident reviews.
3. Correctional Safety Talks – These talks occur when an employee is observed working unsafely. The department manager or supervisor will counsel the employee to correct their behavior.
4. Refresher Training – Many safety, health and environmental protection standards require specific employee training during the initial and annually scheduled training. This training will be conducted in accordance with California regulations and RSA policies and procedures.
5. Introduction of New Processes - Whenever a new substance, process, and/or procedure are introduced; the employer must provide adequate training to reflect the change and possible hazards.

Recordkeeping

Documentation of the activities associated with the implementation of and adherence to the RSA's IIPP is maintained in order to provide proof of those activities to administrating agencies and to provide various measurements that reflect the effectiveness of the program.

Mandatory records include, but may not be limited to:

1. Workplace Inspections
2. Employee Training
3. Occupational Injuries and Illnesses
4. Quarterly Safety Team Meetings Agendas and Minutes

Covid-19 Prevention Procedures

COVID-19 is a recognized hazard in our workplace that is addressed through our IIPP, which will be effectively implemented and maintained to ensure the following:

1. When determining and reviewing measures to prevent COVID-19 transmission and identifying and correcting COVID-19 hazards in our workplace.
 - a. All persons on campus are identified as potentially infectious.
 - b. COVID-19 is treated as an airborne infectious disease. RSA will follow all required State of California or CDPH orders and guidance will be reviewed when determining measures to prevent transmission and identifying and correcting COVID-19 hazards. COVID prevention controls include:
 - i. Use of Facemasks as required by CDPH
 1. As noted in [CDPH Guidance for the Use of Face Masks](#), "no person can be prevented from wearing a mask as a condition of participation in an activity or entry into a venue or business (including schools or childcare), unless wearing a mask would pose a safety hazard" [e.g., watersports].
 2. As noted in [Cal/OSHA COVID-19 Prevention Non-Emergency Regulations](#), "Employers shall provide face coverings and ensure they are worn by employees when required by a CDPH regulation or order."
 - ii. RSA will ensure access to Covid-19 Antigen tests. Checking with local public health for availability and resources offered by the [California COVID-19 Testing Task Force](#).

- iii. Optimizing Indoor Air Quality-effectively maintaining our LEAD certified ventilation systems Provide access to Covid-19 Antigen tests for school community
- iv. Teach and reinforce the proper hand hygiene for students and staff as well as teach and reinforce etiquette for covering coughs and sneezes to stop spread of infectious diseases.

Covid-19 Reporting and Managing Cases to prevent further spread

All responses to Covid-19 will be compliant with State of California, CDPH guidance for schools and OSHA regulations.

1. Google document: ~~s (required: Staff Absent-Covid-19 & recommended: Student Covid-19 Record Sheet)~~ managed by administration will be used to keep a record of and track all [staff](#) COVID-19 cases. These records will be retained for two years beyond the period in which it is necessary to meet the requirements of CCR, Title 8, sections 3205, 3205.1, 3205.2, and 3205.3. The notices required by subsection 3205(e) will be kept in accordance with Labor Code section 6409.6 or any successor law.
2. All personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee required medical records will be kept confidential unless disclosure is required or permitted by law. Unredacted information on COVID-19 cases will be provided to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH) immediately upon request, and when required by law.
3. Staff and students will be encouraged to stay home when ill. Anyone who develops new, unexplained symptoms should not return to campus until it is clear that symptoms are mild and improving or are due to a non-infectious cause (e.g., allergies). This includes waiting until 24 hours have passed since resolution of fever without the use of fever-reducing medications.
 - a. If symptoms are concerning for COVID-19, RSA will ~~strongly encourage that~~ [provide staff with free Antigen tests for anyone requesting](#) ~~individuals get tested immediately.~~ Staff and students ~~should also~~ [shall be informed of follow](#) CDPH recommendations for retesting and/or isolating if results are positive.
4. [RSA will notify all employees, independent contractors, and employers with an employee who had close contact with a COVID-19 case.](#)
- 4.5. [Responding to Individuals who have tested Positive for Covid-19: Effective procedures for both students and staff will incorporate the latest CDPH guidance and State of California or OSHA requirements and include:](#)

- a. Immediately excluding COVID-19 positive cases (including employees excluded under CCR, Title 8, section 3205.1) according to the following requirements:
 - ~~i. COVID-19 cases who do not develop COVID-19 symptoms will not return to work during the infectious period.~~
 - ~~i.~~
 - ii. COVID-19 cases who develop COVID-19 symptoms will not return to work during the Infectious Period. The infectious period is defined as:
 - 1. For COVID-19 cases with symptoms, it is a minimum of 24 hours from the day of symptom onset:
 - a. COVID-19 cases may return if 24 hours have passed with no fever, without the use of ever-reducing medications,
AND;
 - b. Their symptoms are mild and improving.
 - ii. shorter of either of the following:
 - 1. ~~Infectious Period (2 days prior to symptoms or positive test until day 5)~~
 - 2. For COVID-19 cases with no symptoms, there is no infectious period for the purpose of isolation or exclusion. If symptoms develop, the criteria above will apply through 10 days after the onset of symptoms and at least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medication
 - iii. Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case must wear a face covering in the workplace until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test.
 - ~~iv. Elements i. and ii. apply regardless of whether an employee has been previously excluded or other precautions were taken in response to an employee's close contact or membership in an exposed group.~~

~~5-6.~~ Covid-19 Outbreaks- see Appendix E for additional considerations in cases of identified Covid-19 Outbreaks as defined by local Public Health or CDPH.

- a. Reviewing current California Department of Public Health (CDPH) guidance for persons who had close contacts, including any guidance regarding quarantine or other measures to reduce transmission.

- b. Students diagnosed with COVID-19 will be provided information on recommendations listed in [Table 1 \(Persons with COVID-19\)](#) of CDPH's guidance for the general public.
- c. If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted.
- d. Upon excluding an employee from the workplace based on COVID-19 or a close contact, Redding School of the Arts will provide excluded employees information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under legally mandated sick leave, workers' compensation law, local governmental requirements, and Redding School of the Arts leave policies and leave guaranteed by contract.
- e. Administration will notify staff if a Covid-19 positive case occurs on campus and recommend testing if employee develops symptoms.

Appendix A- Code of Safe Working Practices

1. All persons shall follow these safe practice rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the supervisor or Executive Director.
2. Management shall insist upon employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work, and shall take such action as is necessary to obtain observance.
3. All employees shall be given annual accident prevention instructions. Anyone known to be under the influence of drugs or intoxicating substances that impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition.
4. Horseplay, scuffling, and other acts that tend to have an adverse influence on the safety or well-being of the employees shall be prohibited.
5. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.
6. All hazardous chemicals will be identified properly with a label and Material Safety Data Sheet. All Material Safety Data Sheets will be posted in a well visible area and made available upon request.
7. No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury.

8. Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation, unless it has been determined that it is safe to enter.
9. Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the supervisor.
10. Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their supervisor.
11. All injuries shall be reported promptly to the supervisor/ Administrator supervisors that arrangements can be made for medical or first aid treatment.
12. When lifting heavy objects, use the large muscles of the leg, instead of the smaller muscles of the back shall be used.
13. Inappropriate footwear or shoes with thin or badly worn soles shall not be worn.
14. Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.

A record of safety meetings is available upon request and in the front office.

Amended Draft

Appendix B - Incident Investigation Form

Store Location-	Department-	
Location of Incident (Be specific – eg. aisle 10)	Date of incident or onset _____	Date reported accident/incident
	Time _____ am/pm	
Name of employee involved (last name first – please print) _____ Age: _____ Sex: M / F		
Date of employment: _____ Occupation/Position: _____		
Experience (time) in job: _____ Employee works Full/ Part time (circle one)		
Supervisor’s name: _____ Supervisor’s Contact number: _____		
Object/equipment/substance inflicting damage/injury: _____		
Nature of injury (eg. Cut, slip and fall) _____ Body part(s) affected: _____		
Was the employee acting in the normal course of employment? Yes/No		
Did the employee go for medical treatment? Yes/No If yes, where? _____		
Did the employee decline medical treatment? Yes/No		
Was anyone else involved in the incident? Yes/No Who? _____		
Were there any witnesses? Yes/No Witness(s) name _____		

Describe the event and how it occurred:

Supervisor’s Signature: _____ Date: _____

Signed by Person Involved: _____

Appendix C - Report of Unsafe Conditions or Work Practices

Name of individual reporting the condition (optional): _____

Job Title: _____ Condition Date: _____

Summary: *Reporting individual to fill out. (Use separate sheet if needed)*

Location: *Reporting Individual to fill out.*

Causes of Condition: *To be completed by the individual investigating the condition*

What action, if any, has been taken to reduce or eliminate hazard/ exposure?

Condition investigated by: _____ Date: _____

Signature: _____

Appendix D - Evacuation Locations

All evacuation exits are posted within the facility at various locations near the exit doors.

Appendix E – Covid-19 Outbreaks: Additional Considerations

This addendum will be considered if three or more employee COVID-19 cases within an exposed group visited the workplace during their infectious period at any time during a 14-day period, unless a CDPH regulation or order defines outbreak using a different number of COVID-19 cases and/or a different time period. Reference CCR, Title 8 section 3205.1 for details.

This addendum will stay in effect until there are one or fewer new COVID-19 cases detected in the exposed group for a 14-day period.

COVID-19 testing

We immediately provide COVID-19 testing available at no cost to our employees within the exposed group, regardless of vaccination status, during employees' paid time, except for returned cases and employees who were not present at the workplace during the relevant 14-day period(s).

Additional testing is made available on a weekly basis to all employees in the exposed group who remain at the workplace.

Employees who had close contacts will have a negative COVID-19 test taken within three to five days after the close contact or will be excluded and follow our return-to-work requirements starting from the date of the last known close contact.

Face Coverings

Employees in the exposed group, regardless of vaccination status, will wear face coverings when indoors, or when outdoors and less than six feet from another person, unless one of the exceptions in our CPP applies.

Respirators

Employees will be notified of their right to request and receive a respirator for voluntary use, as stipulated in our CPP.

COVID-19 investigation, review, and hazard correction

[Name of company or workplace] will perform a review of potentially relevant COVID-19 policies, procedures and controls, and implement changes as needed to prevent further spread of COVID-19 when this addendum initially applies and periodically thereafter. The investigation, review, and changes will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
 - Our COVID-19 testing policies.
 - Insufficient supply of outdoor air to indoor workplaces.
 - Insufficient air filtration.
 - Insufficient physical distancing.
- Review updated every 30 days that CCR, Title 8 section 3205.1 continues to apply:
 - In response to new information or to new or previously unrecognized COVID-19 hazards.
 - When otherwise necessary.
- Any changes implemented to reduce the transmission of COVID-19 based on the investigation and review, which may include:
 - Moving indoor tasks outdoors or having them performed remotely.
 - Increasing the outdoor air supply when work is done indoors.
 - Improving air filtration.
 - Increasing physical distancing to the extent feasible.
 - Requiring respiratory protection in compliance with CCR, Title 8 section 5144.
 - Other applicable controls.

Ventilation

Buildings or structures with mechanical ventilation will have recirculated air filtered with Minimum Efficiency Reporting Value (MERV)-13 or higher efficiency filters, if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, filters with the highest compatible filtering efficiency will be used. High Efficiency Particulate Air (HEPA) air filtration units will be used in accordance with manufacturers' recommendations in indoor areas occupied by employees for extended periods, where ventilation is inadequate to reduce the risk of COVID-19 transmission.

These ventilation requirements will continue to be implemented after the outbreak has passed and CCR, Title 8 section 3205.1 is no longer applicable.

Major Outbreaks

The following will be done while CCR, Title 8 section 3205.1 applies if 20 or more employee COVID-19 cases in an exposed group visited the worksite during their infectious period within a 30-day period:

- The COVID-19 testing will be required of all employees in the exposed group, regardless of vaccination status, twice a week or more frequently if recommended by **[enter name of local health department]**. Employees in the exposed group will be tested or excluded and follow our CPP return to work requirements. The twice a week testing requirement ends when there are fewer than three new COVID-19 cases in the exposed group for a 14-day period. We will

then follow weekly testing requirement until there are one or fewer new COVID-19 cases in the exposed group for a 14-day period.

- Report the outbreak to Cal/OSHA.
- Provide respirators for voluntary use to employees in the exposed group, encourage their use, and train employees according to CCR, Title 8 section 5144(c)(2) requirements.
- Any employees in the exposed group who are not wearing respirators as required will be separated from other persons by at least six feet, except where it can be demonstrated that at least six feet of separation is not feasible, and except for momentary exposure while persons are in movement. Methods of physical distancing include:
 - Telework or other remote work arrangements.
 - Reducing the number of persons in an area at one time, including visitors.
 - Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel
 - Staggered arrival, departure, work, and break times.
 - Adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees.

When it is not feasible to maintain a distance of at least six feet, individuals will be as far apart as feasible.

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

Personnel Reporting

SUBJECT: Agenda Item 2.7 – Personnel Updates

New Hires:

- Michelle Hightower – 2/13/24 SpEd/MTSS Education Specialist

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