



REDDING SCHOOL OF THE ARTS
WHERE EDUCATION AND THE ARTS CONNECT

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

Thursday, August 10, 2023

Open Session: 5:45 p.m.

Meeting called to order by Presiding Officer Jean Hatch at 5:45 p.m.
Roll Call/Establish Quorum:

Jonathan Sheldon, President	<u>X (arrived @ 5:50 p.m.)</u>
Jean Hatch, Vice President	<u>X</u>
Sharon Hoffman - Spector, Treasurer	<u>AB</u>
Tiffany Blasingame, Secretary	<u>X</u>
David Skinner, Parent Representative	<u>X</u>
Daria O'Brien, Community Member	<u>X</u>
Antonio Cota, Community Member	<u>X</u>

Additional Non-Voting Participants

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

Board Recorder: Adel Morfin

Onsite Guests:

DIRECTORS REPORT:

- **Lane Carlson:**
Welcomed Shelley Tan as RSA's new Special Education Director. Admin and teaching staff have been participating in professional development trainings the last couple of days, including a half day school culture training hosted by SCOE. Lane reported RSA has received its initial WASC accreditation status which is good through 6/2026. This accreditation will allow RSA to provide A-G accredited courses to its high school students. RSA hosted an Art & Music Camp 7/31 – 8/4. The camp was funded using Expanded Learning Opportunity Program (ELOP) funds and available to all families. RSA also plans to partner with Shasta YMCA to continue to provide after school care for families and use ELOP funds to help support families in need. Lane reported he is working to gather documentation required by Ziegler for the bond financing of the high school expansion. He requested each board member provide a short biography of themselves and their relationship to RSA. This information will be shared with Ziegler.

PRINCIPAL REPORT:

- **Carol Wahl:**
Nothing to report at this time

VICE PRINCIPAL REPORT:

- **Sophia Zaniroli:**
Reported working on school schedules and planning for upcoming staff development training. She reported attending a school culture training on Monday and shared the information with teaching staff at Wednesdays staff development training.

STAFF LIAISON REPORT:

- **Rebecca Lahey:**
The team building training on Wednesday went well and teachers really enjoyed it. She stated teaching staff is getting ready to start the new school year.

GOVERNING BOARD REPORT:

- **Tiffany Blasingame:** Reported she is excited to volunteer her time again on the RSA Christmas parade float.
- **Jean Hatch:** Reported she is not planning to attend September's board meeting due to a planned medical procedure.
- **Jonathan Sheldon:** 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 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

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 6/20/2023 Governing Board Minutes
- 1.2 Approve June & July 2023 Warrants
- 1.3 Approve 2023-2025 McConnell Lease Amendment No 6 Rent Schedule Proposal
- 1.4 Approve 2023-2027 College & Career Access Pathways (CCAP) Agreement with Shasta-Tehama-Trinity Community College – Amended
- 1.5 Approve Annual 2023/24 TCDE Alliance for Teacher Excellence Induction Program MOU
- 1.6 Approve 2023/24 RSA/MTSS Special Education Service Agreements
 - 1.6.1 RSA/Chrysalis Charter School MOU (Nurse & Psych Services)
 - 1.6.2 RSA/Phoenix Charter Academy MOU (Nurse Services)
 - 1.6.3 *RSA/Mountain Valley JPA MOU (Occupational Therapy Services)
 - 1.6.4 RSA/Redding STEM Academy MOU (Nurse Services)
 - 1.6.5 RSA/Shasta Charter Academy MOU (SLP & Psych Services)
 - 1.6.6 *RSA/Shasta County SELP MOU (DHH Services)
- 1.7 Approve 2023/24 Spring Release Consolidated Application Report & Budget
 - 1.7.1 Certification of Assurance
 - 1.7.2 Protective Prayer Certification
 - 1.7.3 Title 1; Part A
 - 1.7.4 Title 2; Part A
 - 1.7.5 Title 4

Lane Carlson reported that Consent Agenda Item 1.6.3 RSA/Mountain Valley JPA MOU (Occupational Therapy Services) was recently canceled due to Mountain Valley JPA staffing shortage. RSA is in the process of reaching out to another outside vendor for occupational therapy services and plans to bring a new contract to the board next month for approval.

Daria O'Brien moved to approve the consent agenda as listed, with the exception of Consent Agenda Item 1.6.3. The motion was seconded by Jonathan Sheldon. Vote 6 Ayes: 0 Nays.

DISCUSSION/ACTION AGENDA:

2.1 Discussion/Action: 2023/24 Election of Governing Board Executive Officers

Lane Carlson reported that although Sharon Hoffman – Spector was not in attendance, she had previously expressed interest in serving as the Governing Board Treasurer.

The Governing Board annually elects its executive officers. Members of the Governing Board nominated themselves for available positions:

Jonathan Sheldon – Board President

Jean Hatch – Vice President

Sharon Hoffman - Spector – Treasurer

Tiffany Blasingame - Secretary

David Skinner moved to approve the 2023/24 Governing Board Executive Officers as discussed, seconded by Daria O'Brien. Vote 6 Ayes: 0 Nays.

2.2 Discussion/Action: 2023/24 Governing Board Meeting Dates

The Governing Board discussed the proposed 2023/24 board meeting dates as listed and recommended moving the proposed Tuesday, November 7th meeting to Thursday, November 16th instead.

Thursday, September 14, 2023

Thursday, October 12, 2023

Thursday, November 16, 2023

Thursday, December 14, 2023

Thursday, January 11, 2024

Thursday, February 8, 2024

Thursday, March 14, 2024

Thursday, April 11, 2024

Thursday, May 9, 2024

Thursday, June 13, 2024

*Thursday, June 20, 2024 (Special Meeting)

The dates are based on the prior year board meeting schedule and correspond with reporting deadlines.

Tiffany Blasingame moved to approve the 2023/24 Governing Board Meeting Dates as discussed, seconded by David Skinner. Vote 6 Ayes: 0 Nays.

2.3 Discussion/Action: High School Building Committee Update

2.3.1 Approval of formation of RSA Facilities, LLC, to Assist with Facilities Financing

Lane Carlson reported having spoken with legal counsel and Ziegler Bond Group and it was recommended that RSA form a single member LLC, named RSA Facilities, LLC. Under the LLC, RSA Facilities would be the high sch property owner, allowing RSA, Inc. the option to sell the property in the future. The LLC also offers limited liability protection to the school and qualifies the building for SB740 funding, which could help offset a percentage of RSA, Inc. lease and utility expenses

Lane reported there is also an annual \$800 franchise tax fee with the state.

Tiffany Blasingame moved to approve the formation of RSA Facilities, LLC, to Assist with Facilities Financing, seconded by Jonathan Sheldon. Vote 6 Ayes: 0 Nays.

2.3.2 Approval of Operating Agreement of RSA Facilities, LLC, and Designation of Executive Director as Initial Manager

Lane Carlson reported the proposed operating agreement had been drafted by legal counsel and would make RSA, Inc. the sole member of RSA Facilities, LLC and designate Executive Director, Lane Carlson, as the initial manager of the LLC.

Daria O'Brien moved to approve the Operating Agreement of RSA Facilities, LLC, and Designation of Executive Director as Initial Manager. The motion was seconded by Jonathan Sheldon. Vote 6 Ayes: 0 Nays.

2.3.3 Approve Official Intent Resolution 2023-24-01 for RSA Reimbursement of Building Related Expenditures from Bond Financing Proceeds

Lane Carlson reported the proposed resolution is similar to the one brought to the board from the original project a few years back. The purpose of the resolution is to reimburse RSA for any building expenses incurred between now and the closing of the bond agreement out of the proceeds from the bond financing. Example of expenses could include surveying costs, grading fees, etc.

Robyn Stamm stated that a budget adjustment would be made at 1st interim to reflect any of the costs and reimbursements associated with the project.

Jonathan Sheldon moved to approve the Official Intent Resolution 2023-24-01 for RSA Reimbursement of Building Related Expenditures from Bond Financing Proceeds. The motion was seconded by Tiffany Blasingame. Vote 6 Ayes: 0 Nays.

2.4 Discussion/Action: Update Authorized Signers on the RSA Umpqua Bank Accounts:

2.4.1 Remove Lisa Stewart as authorized signer on the Main Checking Account

2.4.2 Add new Board Treasurer as authorized signer on the Main Checking Account

2.4.3 Remove Lisa Stewart as authorized signer on the K-8 Student Body Account

2.4.4 Add new Board Treasurer & Sophia Zaniroli as authorized signers on the K-8 Student Body Account

RSA seeks approval in order to remove Lisa Stewart as authorized signer on the Umpqua Main Checking Account and K-8 Student Body Account. RSA will add Board Treasurer, Sharon Hoffman-Spector, as authorized signer in her place to both accounts. RSA also plans to add Sophia Zaniroli as a new authorized signer on the K-8 Student Body Account.

Existing signers will remain on the Umpqua account as listed:

Main Checking Account: Lane Carlson and Jean Hatch

K-8 Student Body Account: Jean Hatch, Lane Carlson, Carol Wahl, and Audelia Morfin

Jonathan Sheldon moved to approve the updated Authorized Signers on the RSA Umpqua Bank Accounts as listed, seconded by Tiffany Blasingame. Vote 6 Ayes: 0 Nays.

2.5 Discussion/Action: Update Authorized Signers on the RSA Tri-Counties Bank Savings Account

2.5.1 Remove Lisa Stewart as authorized signer on the Scholarship Account

2.5.2 Add new Board Treasurer as authorized signer on the Scholarship Account

RSA seeks approval in order to remove Lisa Stewart as authorized signer on the Tri Counties Scholarship Savings Account. RSA will add Board Treasurer, Sharon Hoffman-Spector, as authorized signer in her place.

Existing signers will remain on the account as listed: Lane Carlson, Jean Hatch, Audelia Morfin, and Carol Wahl.

Antonio Cota moved to approve the updated Authorized Signers on the RSA Tri-Counties Bank Savings Account as listed, seconded by David Skinner. Vote 6 Ayes: 0 Nays.

2.6 Discussion/Action: 2023/24 High School Graduation Requirements/Course Catalog

Lane Carlson reported updating the High School Graduation Requirements/Course Catalog for the 2023/24 school year and reviewed the highlighted changes with the board. He noted an error on the "Electives" subject area and stated the units should reflect 40 credits vs. 50 credits. He plans to make the change to the final document before posting it.

Jean Hatch asked if the catalog had been vetted for A-G course approval. Lane stated the catalog meets state standards.

Daria O'Brien moved to approve 2023/24 High School Graduation Requirements/Course Catalog with said changes as discussed, seconded by Antonio Cota. Vote 6 Ayes: 0 Nays.

2.7 Discussion/Action: Policy Amendments

2.7.1 Bylaws & Articles of Incorporation

Lane Carlson reported the Policy Review Committee met on 6/26 to review the policies and updated the Bylaws to reflect the current school address vs. old Eureka site.

Tiffany Blasingame moved to approve the amendments to Bylaws & Articles of Incorporation as written, seconded by Antonio Cota. Vote 6 Ayes: 0 Nays.

2.7.2 Board Duties & Responsibilities: Delegation of Powers

Tiffany Blasingame reported the Policy Review Committee met on 6/26 to review the policies, cross referenced them with other policies, and updated them based on current RSA procedural practices. The changes were reviewed with the board.

David Skinner suggested adding "including curriculum" under Role of the Governing Board: Academic Performance Monitoring & Curriculum section, bullet seven. The sentence should read as *"The Board, or committee thereof, approves a comprehensive instructional program, including curriculum, to serve the educational needs of the charter school's students."* The board agreed with the suggested change and asked that it be reflected in the final document.

Daria O'Brien moved to approve the amendments to the Board Duties & Responsibilities: Delegation of Powers Policy with said changes as discussed, seconded by David Skinner. Vote 6 Ayes: 0 Nays.

2.7.3 Code of Ethics for Board Members

Jean Hatch reported the Policy Review Committee met on 6/26 to review the policies, as it had been a while since the policy had been updated. She reviewed the proposed changes with the board and suggested adding a signature line to the last page of Code of Ethics Policy and having each board member to sign it. The signature would serve as an accountability piece and acknowledgement of what's expected by each board member.

The board agreed with the suggested change and asked that it be reflected in the final document.

David Skinner moved to approve the amendments to the Code of Ethics for Board Members Policy with said changes as discussed, seconded by Antonio Cota. Vote 6 Ayes: 0 Nays.

2.7.4 Procedure for Policy Adoption

Lane Carlson reported the Policy Review Committee met on 6/26 to review the policies, cross referenced them with other policies, and updated them based on current RSA procedural practices. The policy reflects minor changes that were reviewed with the board.

Jonathan Sheldon moved to approve the amendments to the Procedure for Policy Adoption, seconded by Tiffany Blasingame. Vote 6 Ayes: 0 Nays.

2.8 Discussion/Action: Middle Sch Musical Director & Drama Elective Instructor Job Description – 1st Read

The board reviewed the draft Middle Sch Musical Director & Drama Elective Instructor Job Description. Tiffany Blasingame suggested some additional minor changes that she would like reflected in the final draft.

A final copy of the job description will be presented on the consent agenda for final review next month.

The item was presented as informational only. No action was taken.

2.9 Discussion/Action: Establish Executive Director Evaluation Committee (Year 2)

The board discussed the upcoming evaluation of the Executive Director and agreed to keep the same evaluation committee members as last year, with the noted change of Jonathan Sheldon replacing Jean Hatch as Governing Board President this year.

2023/24 Evaluation Committee Members (Year 2 of 2)

Jonathan Sheldon – Board President

Rebecca Lahey – Teacher Representative

Tiffany Blasingame – Board Parent Representative

Daria O'Brien – Community Representative

Jean Hatch also recommended that Lane Carlson submit his goals to the board in September as part of his self-evaluation.

David Skinner moved to approve the 2023/24 Evaluation Committee Members as discussed, seconded by Antonio Cota. Vote 6 Ayes: 0 Nays.

2.10 Discussion/Action: Personnel Updates

New Hires:

- **Makayla Henderson – 8/15/2023 Paraprofessional**
- **Elizabeth Stoxen – 8/9/2023 Middle Sch Musical Director & Drama Elective Instructor**

Resignations:

- **Hillary Rogerson – 6/16/2023 Drama Elective Instructor**
- **Chelsea Steffensen – 7/27/2023 Elective Instructor**

Lane Carlson reported on the changes in personnel.

Tiffany Blasingame moved to approve the Personnel Updates as listed, seconded by Antonio Cota. Vote 6 Ayes: 0 Nays.

Final Meeting Comments:

Tiffany Blasingame reported she would not be in attendance for September's meeting.

Jean Hatch suggested calling Eric Premack of CSDC and inquire if an upcoming Governing Board Training was planned in the area.


ADJOURNMENT:

Meeting adjourned at 6:50 p.m.

NEXT REGULAR MEETING:

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

Governing Board Minutes Respectfully Submitted,



Jonathan Sheldon
RSA Governing Board President

Board Approval Date