



REDDING SCHOOL OF THE ARTS  
WHERE EDUCATION AND THE ARTS CONNECT

Redding School of the Arts  
California Nonprofit Benefit Corporation  
Board Meeting Agenda  
Posted Friday, August 12, 2022

**Date:** Tuesday, August 18, 2022  
**Location:** 955 Inspiration Place, Redding, CA  
**Community Room**  
**Open Session 5:45pm**

**ZOOM Information**

**Meeting ID:** 828 7375 9504

**Passcode:** 47Efu6

**Zoom Link:** <https://us02web.zoom.us/j/82873759504?pwd=QUY4Z05pbGdwRVNESUNhZm5FSDNhZDZ09>

**Dial by your location**

- +1 408 638 0968 US (San Jose)
- +1 669 900 6833 US (San Jose)
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 646 876 9923 US (New York)
- +1 301 715 8592 US (Washington DC)
- +1 312 626 6799 US (Chicago)

**Meeting ID:** 828 7375 9504

**Passcode:** 685560

**To join the Zoom meeting, from your computer, follow this link or type this into your browser:**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/82873759504?pwd=QUY4Z05pbGdwRVNESUNhZm5FSDNhZDZ09>

**Follow all prompts to run the Zoom software. We recommend you begin this process at least 15 minutes prior to the start of the Board meeting. Once you have successfully joined the meeting, you will be in the waiting room until the meeting begins.**

**The Rules for Conduct remain intact. If, after reviewing the agenda, you have any questions or comments, you may email your questions/concerns to [rsartsboardmembers@gmail.com](mailto:rsartsboardmembers@gmail.com). Your email will be reviewed by the Governing Board as part of the board correspondence.**

**If during the meeting you wish to comment, you will need to raise your hand and wait to be recognized. At that time, your microphone will be unmuted and you will be permitted to address the Board.**

Meeting called to order by Presiding Officer

Roll Call/Establish Quorum:

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

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**Additional Non-Voting Participants:**

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

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)

**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).

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 6/21/22 Board Minutes
- 1.2 Approve June & July 2022 Warrants
- 1.3 Approve Annual 2022/23 TCDE Alliance for Teacher Excellence Induction Program MOU
- 1.4 Approve 2022-23 RSA/Mountain Valley SpEd JPA MOU (Occupational Therapy Services) - Amended
- 1.5 Approve Donations: Josh Barker Real Estate – YiXing Wang Classroom/Mandarin Prg Donation

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/Action: 2022/23 Election of Governing Board Executive Officers (10 Min)
- 2.2 Discussion/Action: 2022/23 Governing Board Meeting Dates (5 Min)
- 2.3 Discussion: 2020/21 School Accountability Report Card (SARC) Update (10 Min)
- 2.4 Discussion/Action: 2022/23 High School Graduation Requirements/Course Catalog (10 Min)
- 2.5 Discussion/Action: 2022/23 In-Person Learning Plan & Guidance Update (10 Min)

Policy Review & Amendments

- 2.6 Discussion/Action: COVID-19 Vaccination & Testing Policy - Amended (10 Min)
- 2.7 Discussion/Action: Extreme Temperatures and Air Quality Management - Amended (5 Min)
- 2.8 Discussion/Action: Cell Phone Stipend Policy - Amended (5 Min)
- 2.9 Discussion/Action: Employee Handbook: Paid Time Off Policy #303 – Amended (5 Min)

Financial Reporting

- 2.10 Discussion/Action: 2022/23 45 Day Annual Budget Revision (10 Min)
- 2.11 Discussion/Action: High School Building Update (10 Min)

Personnel Reporting

- 2.12 Discussion/Action: Establish Executive Director Evaluation Committee (10 Min)
- 2.13 Discussion/Action: RSA School Secretary Job Description – Amended (5 Min)
- 2.14 Discussion/Action: Personnel Updates (10 Min)

New Hires:

- Corinne Borne – 8/11/2022 High School French Teacher (Part-Time)
- Megan Bielecki – 8/10/2022 MTSS Education Specialist Teacher
- Carolyn Diskin – 8/11/2022 High School English Teacher
- Cambria Freeman – 8/11/2022 High School Science Teacher (Part-Time)
- Joshua Freeman – 8/11/2022 Middle School & High School Math Teacher
- Sarah Spaschak – 8/1/2022 High School Counselor
- Caitlyn Spina – 8/10/2022 School Psychologist
- Alex Thiemann – 8/11/2022 High School History Teacher (Part-Time)
- Vanēssa Thomas – 8/11/2022 Middle School Social Studies Teacher

Re-Instate:

- Huang Li – 8/16/2022 Mandarin Paraprofessional

Employment Update:

- Rachel Dressel – 8/17/2022 Cooking Elective Teacher
- Bridgette Jacobsen- 8/11/2022 Home School Teacher (part-time)

Resignations:

- Katie Vernon – 8/4/2022 School Secretary

Retirement:

- Lissa Uhleman – 12/28/2022 Student Information System Admin Technician (School Registrar)

**Meeting Adjournment:**

**Next Regular Meeting:**

Date: Tuesday, September 13, 2022  
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 – June 21, 2022 Minutes

PREPARER: Adel Morfin

RECOMMENDATION: Motion to Approve Minutes.

BACKGROUND:

See Attached Minutes

REFERENCE:



REDDING SCHOOL of ARTS  
WHERE EDUCATION AND THE ARTS CONNECT

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

**Tuesday, June 21, 2022**

**Open Session: 5:45 p.m.**

Meeting called to order by Presiding Officer Jean Hatch at 5:45 p.m.

Roll Call/Establish Quorum:

Jean Hatch, President	<u>          X          </u>
Heather Wright, Vice President	<u>          X (arrived at 5:55 p.m.)          </u>
Lisa Stewart, Treasurer	<u>          X          </u>
Jonathan Sheldon, Secretary	<u>          X          </u>
Andrew McCurdy, Community Member	<u>          X          </u>
Daria O'Brien, Community Member	<u>          X          </u>

Additional Non-Voting Participants

Lane Carlson, Executive Director	<u>          X          </u>
Margaret Johnson, Outgoing Exec Director	<u>          X          </u>
Wendy Sanders, Special Ed Director	<u>          X          </u>
Carol Wahl, Principal	<u>          X          </u>
Robyn Stamm, Business Serv Provider	<u>          X          </u>
Sophia Zaniroli, Staff Liaison	<u>          X          </u>

Board Recorder: Margaret Johnson

Onsite Guests: Tiffany Blasingame

**DIRECTORS REPORT:**

- **Lane Carlson:** Reported that portables and school schedules are moving forward.

**PRINCIPAL REPORT:**

- **Carol Wahl:** Nothing to report

**STAFF LIAISON REPORT:**

- **Sophia Zaniroli:** Nothing to report at this time

**GOVERNING BOARD REPORT:**

- **Daria O'Brien:** Nothing to report at this time
- **Heather Wright:** Nothing to report at this time
- **Jonathan Sheldon:** Nothing to report at this time
- **Andrew McCurdy:** Nothing to report at this time
- **Jean Hatch:** Nothing to report at this time
- **Lisa Stewart:** Nothing to report at this time

**GOVERNING BOARD CORRESPONDANCE:**

- 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 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 6/7/2022 Board Minutes
- 1.2 Approve Annual Family Handbooks
  - 1.2.1 2022/23 K-8 Family Handbook - Student Policy
  - 1.2.2 2022/23 High School Family Handbook – 2<sup>nd</sup> Read
  - 1.2.3 2022/23 Home School Family Handbook – Student Policy
- 1.3 Approve 2022/23 RSA/MTSS Special Education Service Agreements
  - 1.3.1 RSA/Black Butte Union Elementary School District MOU (Psych Services)
  - 1.3.2 RSA/Chrysalis Charter School MOU (Nurse Services)
  - 1.3.3 \*RSA/Growing Healthy Children Therapy Services MOU July – Dec 2022 (OT & Speech Lang Services)
  - 1.3.4 RSA/Kinetic Academy MOU 2022/23 (Admin/Clerical Services)
  - 1.3.5 \*RSA/Mountain Valley SpEd JPA MOU Jan 2023 (Occupational Therapy Services)
  - 1.3.6 RSA/Pacheco Union School District MOU (Nurse Services)
  - 1.3.7 RSA/Redding STEM Academy MOU (Nurse Services)
  - 1.3.8 RSA/Shasta Charter Academy MOU (Speech & Language Services)

Daria O’Brien moved to approve items on the consent agenda as listed, Jonathan Sheldon seconded. 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: 2022/23 Annual Budget & MYP**

This is a second review of the 2022/23 Annual Budget and MYP. Lane Carlson presented an overview of anticipated revenue and expenses as presented at the June 7th meeting. The financial reports as presented in the packet includes a conservative number of student enrollment by grade levels, an increased anticipated cost for the high school, and planned staffing, including salary changes for next year and two additional years. RSA will be implementing planned deficit spending for the next two years.

Jonathan Sheldon moved to approve the annual Budget and MYP as presented, seconded by Andrew McCurdy. Vote 6 Ayes: 0 Nays.

**2.2 Discussion: High School Building Update**

Lane Carlson reported the current plan to move the portables with set up in place is moving forward. Actions currently taking place for receiving the four portables: 1. Estimates for the power and electrical hook-ups. 2. The cement work for sidewalk requirements are underway. 3. World Telecom is looking at set up for WIFI and phones to the portables. Lane is confident that everything is moving forward and will be ready for August. Additionally, Lane met with Shannon Phillips from McConnell to review the placements of the portables and they are pleased with actions going forward with the school. No action taken.

**2.3 Discussion/Action: Local Control Accountability Plans 2<sup>nd</sup> read**

**2.3.1 2022/2023 Local Control & Accountability Plan Federal Addendum**

**2.3.2 2022/2023 Local Control & Accountability Plan**

Lisa Stewart moved to approve the 2022/ 23 Local Control and Accountability Plan Federal Addendum as presented, seconded by Jonathan Sheldon. Vote 6 Ayes: 0 Nays.

Daria O'Brien moved to approve the 2022/ 23 Local Control and Accountability Plan as presented, seconded by H. Wright. Vote 6 Ayes: 0 Nays.

**2.4 Discussion: School Site Safety Committee Update**

Lane Carlson reported the committee met to discuss safety concerns and future concerns. He shared the minutes from the meeting with the Board. Items included in the minutes were storage closets around the school and that it is important that staff not have food in these closets, drop-off and pick-up procedures with the addition of high school and flow of traffic, surveillance systems and camera placements due to trees blocking line of sight for the cameras and with the additional portables beside the school, recommendation of adding perimeter barriers for the playground/ building that would ensure vehicles cannot enter the playground. Costs and further discussion will be at a later time.

Andrew McCurdy reminded the board that the school had tinted all the windows making it difficult to see into the classrooms from outside ground floor as a safety precaution. Margaret Johnson reminded the board that a chain had been added across the back of the school as a visual barrier to block vehicles from entering the back area and the school has not had anyone enter with a vehicle since then.

**2.5 Discussion/Action: 2022/23 New Governing Board Member Elections motion to approve new board members**

Lane Carlson reported Tiffany Blasingame, Anthony Cota, and Daria O'Brien are recommended board members for two years.

Andrew McCurdy moved to approve new officers: Tiffany Blasingame (Parent Rep), Anthony Cota (Community Member) and Daria O'Brien (Community Member) as board members for two years. Motion seconded by Jonathan Sheldon– motion passed Vote 6 Ayes: 0 Nays.

**2.6 Discussion/Action: Policy Amendments**

**2.6.1 2022/23 Employee Handbook - Personnel Policy**

The personnel handbook was reviewed by legal counsel. Suggestion was made to change title from "Personnel" to "Employee" handbook. A discussion was held regarding the various leaves offered at the school and how the Paid Time Off (PTO) works. A major change was not allowing PTO for the first two weeks and last two weeks of the school year. The board discussed the hardline of "shall be denied" to be included in the policy.

Daria O'Brien moved to approve the changes to the Employee Handbook and PTO policy as presented. Lisa Stewart seconded the motion. Vote 6 Ayes: 0 Nays.

**2.7 Discussion/Action: Teacher Consent Form – Liqin Hangan**

Lane Carlson reported the school is needing an additional 3<sup>rd</sup> grade math teacher. Liqin Hangan, who currently teaches the 3<sup>rd</sup> graders in Mandarin, has the math units that allow her to teach the 3<sup>rd</sup> grade math. The board determined that it is reasonable for her to teach outside of her credentialed area.

Heather Wright moved to approve Liqin Hangan teaching 3<sup>rd</sup> grade math for the next coming school year. Lisa Stewart seconded the motion. Vote 6 Ayes: 0 Nays.

**2.8 Discussion/Action: Certificated/Classified At-Will Employment Agreements - Amended**

Lane Carlson presented the At-Will Employment Agreements changes for certificated and classified staff. The classified agreement will need to be amended to include the classified personnel semi-monthly payment schedule in both sections.

Andrew McCurdy moved to approve the At-Will agreements for Certificated and Classified, which includes the statement of being paid twice a month in the classified At-Will Employee agreement, seconded by Heather Wright. Vote 6 Ayes: 0 Nays.

**2.9 Discussion/Action: Personnel Updates**

**New Hires:**

- o **Julia Maire – Student Supervision Paraprofessional**
- o **Claudia Hazeleur – School Registrar**
- o **Julie Kinder – SpEd Paraprofessional**
- o **Jesse Pyron – Student Supervision Paraprofessional**
- o **Rosanna Redding – SpEd Paraprofessional**
- o **Diana Ruvacalba – Student Supervision Paraprofessional**

**Employment Updates/Changes:**

- o **Sophia Zaniroli – Vice Principal/Home School Teacher**

Lane Carlson reported on the new employees that were hired to help with paraprofessional positions for the 2022/23 school year.

Lisa Stewart moved to approve the newly hired employees and updated positions, Daria Obrien seconded the motion. Motion passes. Vote 5 Ayes: 1 Nays.

**2.10 Discussion/Action: 2022/23 RSA Personnel Staffing List**

Lane Carlson presented the list of employees for the 2022/23 school year.

Lisa Stewart moved to approve the Personnel Staffing List and their corresponding FTE for next school year. Daria Obrien seconded the motion. Motion passes. Vote 6 Ayes: 0 Nays.

**Final Meeting Comments:**

The Administration and the Governing Board presented Heather Wright with a certificate of appreciation for the dedication to serving on the RSA Governing Board for the past four years.

**ADJOURNMENT:**

Meeting adjourned at 6:45p.m.

**NEXT REGULAR MEETING:**

Date: Tuesday, August 18, 2022  
Time: 5:45 p.m.  
Location: Redding School of the Arts/Community Room  
955 Inspiration Place  
Redding, CA 96003

Governing Board Minutes Respectfully Submitted,

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Jonathan Sheldon  
RSA Governing Board Secretary

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Board Approval Date



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

**Consent Agenda**

SUBJECT: Agenda Item 1.2 – June & July 2022 Warrants

PREPARER: Adel Morfin

RECOMMENDATION: Motion to Approve Warrants

BACKGROUND:

REFERENCE:  
See Attached Warrant Summary Report (ReqPay12C)

Checks Dated 06/01/2022 through 06/30/2022

Board Meeting Date August 18, 2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9010922423	06/02/2022	California Charter Schools JPA CharterSAFE	62-5400	Apr 2022 CharterSafe Premium/WC/Fire Pkg		16,599.00
9010922424	06/02/2022	City of Redding Utilities Acct 0206257-8	62-5516	4/19-5/19 Electricity/Sewer Utilities	6,534.44	
			62-5518	4/19-5/19 Electricity/Sewer Utilities	666.36	7,200.80
9010922425	06/02/2022	Frontline Technologies Grp LLC	62-5200	Escape AP Certification Training		695.00
9010922426	06/02/2022	iGym, Inc	62-5880	May 2022 Gymnastics Lessons		50.00
9010922427	06/02/2022	Jocelyn C. Olson Studio 1 on 1	62-5880	May 2022 Piano Lessons		100.00
9010922428	06/02/2022	Larrabee Albi Coker LLP	62-5810	YWang - PERM Labor Certification Part 2		2,000.00
9010922429	06/02/2022	MARTIN, AMY L	62-4310	Office Supplies		33.23
9010922430	06/02/2022	NCS Pearson Inc	62-5801	Apr 2022 Online Psych Assessments for Coding		17.50
9010922431	06/02/2022	NorCal Elite Gymnastics	62-5880	Apr 2022 Gymnastics Lessons		331.00
9010922432	06/02/2022	Prime Foundations Kaitlin Groennings	62-5880	May 2022 Horseback Riding Lessons		680.00
9010922433	06/02/2022	Riverside Insights	62-4510	SPED ASSSSMENT		129.77
9010922434	06/02/2022	RUSSO, TESHYA M	62-4310	Felt for Recital Costumes	28.47	
				Superhero Mask for Recital	9.65	38.12
9010922435	06/02/2022	SCHMALL, HEIDI J	62-4310	Glue Sticks		78.48
9010922436	06/02/2022	SCOTT, DONNA G	62-4310	Classroom Candy		8.69
9010922437	06/02/2022	Shasta Union High School Dist Business Services	62-5940	2021/22 Managed Cloud Services	462.50	
				2021/22 Management & Tech Support	7,225.00	7,687.50
9010922438	06/02/2022	The Pitney Bowes Bank Inc. Purchase Power	62-5930	5/13 Postage Refill		500.00
9010922439	06/02/2022	U.S. Bank	62-4310	Class of 2022 - 5/19 Costco Groceries for Picnic	185.90	
				Class of 2022 - 5/20 Lake Siskiyou Camp Entrance	109.91	
				Class of 2022 - 5/20 Lake Street Station Fuel	91.06	
				Home Depot - Casters for Dragon Boats	39.66	
				Home Depot - Steer Manuer for Class Plants	10.62	
			62-4330	Round Table Pizza - 5/10 Board Mtg	90.40	
			62-5801	SpEd Zoom - 5/19-6/18 Standard Pro Monthly	59.96	
				The Digital SLP Annual Subscription	249.00	
			62-5870	Accu Print - Carlson Rolling Fee Cust of Rec	18.00	
			62-5200	Prevent Blindness Reg - Carcamo	175.00	
			62-5610	Class of 2022 - 5/20 Enterprise Car Rental for Picnic	193.19	

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

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Checks Dated 06/01/2022 through 06/30/2022

Board Meeting Date August 18, 2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9010922439	06/02/2022	U.S. Bank	62-5610	Class of 2022 - 5/20 Enterprise Car Rental Fuel	143.07	
			62-5801	NCS Pearson - Online Psych Assessments	12.50	
				PAR - Champ Score Rpt for Psych	21.50	
				SpEd Zoom - 4/25-5/18 Standard Pro Monthly	11.99	
			62-4350	Safeway - Brown Flowers	40.72	
			62-4400	Apple - W1021090970 iPad Air 256G, Blue x2	1,614.61	
			62-4510	Home Depot - Theater Lighting Hardware	92.44	
				Musson - Lighting Gel	68.73	
				Russ - Stage Lighting Cables	328.45	
			62-4515	Home Depot - Hardware for Zamboni	16.84	
				Unpaid Sales Tax	1.06-	3,572.49
9010922440	06/02/2022	ZANIROLI, SOPHIA A	62-4310	Bubble Wands & Notebook Planner		61.57
9010923353	06/09/2022	California Dance Company	62-5880	Apr Dance Lesson (Encanto)	20.00	
				May Dance Lessons	218.30	238.30
9010923354	06/09/2022	California Safety Company, Inc	62-5630	2021/22 Alarm Monitoring Fees		135.00
9010923355	06/09/2022	CARCAMO, ELSA G	62-5211	May 2022 Sch Nurse Mileage Reimb		40.25
9010923356	06/09/2022	City of Redding Utilities Acct 0210456-0	62-5517	May 2022 Garbage Utility Services		517.86
9010923357	06/09/2022	Gifford Construction, Inc.	62-5830	High School Design Work		407,210.00
9010923358	06/09/2022	Grainger, Inc.	62-4515	Grease Aerosol & Vacuum Filter		54.20
9010923359	06/09/2022	Kenji Kato Drum & Piano Studio Kenji Kato	62-5880	May Piano Lessons		120.00
9010923360	06/09/2022	Mary Homicz's Equine Services	62-5880	May Horseback Riding Lessons		340.00
9010923361	06/09/2022	MORFIN, AUDELIA	62-5211	May 2022 Monthly Mileage		33.93
9010923362	06/09/2022	Ninja Coalition HQ, Inc.	62-5880	May Ninja Training Lessons		178.00
9010923363	06/09/2022	POTTS, MARYANN W	62-4510	Class Party Treats		26.00
9010923364	06/09/2022	Ray Morgan Company LLC	62-4310	Teacher Copy Machine Staples	126.56	
			62-5620	3/1/22 - 5/31/22 Copier Usage	291.95	418.51
9010923365	06/09/2022	Redding Dance Centre, Inc	62-5880	May 2022 Ballet Lessons		140.00
9010923366	06/09/2022	Shar Music Shar Products Company	62-4310	Viola & Violin Bows	892.35	
			62-4350	Viola & Violin Bows	580.24	1,472.59
9010923367	06/09/2022	Trinity Dance & Fitness Studio Timbre Beck	62-5880	May Dance & Karate Lessons		72.00
9010923368	06/09/2022	TSA Consulting Group, Inc. Attn: Participant Transaction	62-5860	May 2022 Plan Admin & Compliance Fee		15.00
9010923369	06/09/2022	Young, Minney & Corr LLP	62-5810	May Legal Fees		475.00
9010923370	06/09/2022	Aaron Hatch	62-8699	ESD Sch Lunch Refund		7.00
9010923371	06/09/2022	Abby Clester	62-8699	ESD Sch Lunch Refund		31.00
9010923372	06/09/2022	Allison Cox	62-8699	ESD Sch Lunch Refund		192.00

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.

ESCAPE ONLINE

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Checks Dated 06/01/2022 through 06/30/2022

Board Meeting Date August 18, 2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9010923373	06/09/2022	Angela Pazos-Villarreal	62-8699	ESD Sch Lunch Refund		20.00
9010923374	06/09/2022	Anna Grady	62-8699	ESD Sch Lunch Refund		47.00
9010923375	06/09/2022	Anya Polen	62-8699	ESD Sch Lunch Refund		42.00
9010923376	06/09/2022	April Jurisich	62-8699	ESD Sch Lunch Refund		45.25
9010923377	06/09/2022	April Carmelo	62-8699	ESD Sch Lunch Refund		29.00
9010923378	06/09/2022	Ashley Miley	62-8699	ESD Sch Lunch Refund		107.00
9010923379	06/09/2022	Ashley Yugawa-Ndyanabo	62-8699	ESD Sch Lunch Refund		36.00
9010923380	06/09/2022	Bambi Sanders	62-8699	ESD Sch Lunch Refund		39.00
9010923381	06/09/2022	Beverly Lindstrom	62-8699	ESD Sch Lunch Refund		17.00
9010923382	06/09/2022	Bo Wu	62-8699	ESD Sch Lunch Refund		51.00
9010923383	06/09/2022	Bonnie Johnston	62-8699	ESD Sch Lunch Refund		5.00
9010923384	06/09/2022	Brian Mogensen	62-8699	ESD Sch Lunch Refund		32.00
9010923385	06/09/2022	Brittanie Baker	62-8699	ESD Sch Lunch Refund		120.00
9010923386	06/09/2022	Candice Gaedert	62-8699	ESD Sch Lunch Refund		13.00
9010923387	06/09/2022	Cassandra Alderman	62-8699	ESD Sch Lunch Refund		37.00
9010923388	06/09/2022	Cassandra Plummer	62-8699	ESD Sch Lunch Refund		8.00
9010923389	06/09/2022	Chelle Sugimoto	62-8699	ESD Sch Lunch Refund		15.00
9010923390	06/09/2022	Chloe Lucas	62-8699	ESD Sch Lunch Refund		67.00
9010923391	06/09/2022	Christi Dodson	62-8699	ESD Sch Lunch Refund		82.00
9010923392	06/09/2022	Christina Rossiter	62-8699	ESD Sch Lunch Refund		80.00
9010923393	06/09/2022	Cori Hunt	62-8699	ESD Sch Lunch Refund		7.00
9010923394	06/09/2022	Cory Pavone	62-8699	ESD Sch Lunch Refund		21.00
9010923395	06/09/2022	Cristal Reed	62-8699	ESD Sch Lunch Refund		51.00
9010923396	06/09/2022	Crystal Hilton	62-8699	ESD Sch Lunch Refund		5.00
9010923397	06/09/2022	Danielle Irwin	62-8699	ESD Sch Lunch Refund		46.00
9010923398	06/09/2022	David West	62-8699	ESD Sch Lunch Refund		200.00
9010923399	06/09/2022	Dawn Horwath	62-8699	ESD Sch Lunch Refund		28.75
9010923400	06/09/2022	DeeDee Thorpe	62-8699	ESD Sch Lunch Refund		5.00
9010923401	06/09/2022	Donnae Grover	62-8699	ESD Sch Lunch Refund		89.75
9010923402	06/09/2022	Elizabeth Stoxen	62-8699	ESD Sch Lunch Refund		77.00
9010923403	06/09/2022	Erica Camacho	62-8699	ESD Sch Lunch Refund		26.00
9010923404	06/09/2022	Erin Richart	62-8699	ESD Sch Lunch Refund		36.00
9010923405	06/09/2022	Franziska Patterson	62-8699	ESD Sch Lunch Refund		16.00
9010923406	06/09/2022	Garrett Glanzer	62-8699	ESD Sch Lunch Refund		13.00
9010923407	06/09/2022	Gina Bahten	62-8699	ESD Sch Lunch Refund		24.00
9010923408	06/09/2022	Haydee Chang	62-8699	ESD Sch Lunch Refund		66.00
9010923409	06/09/2022	Heidi Hartigan	62-8699	ESD Sch Lunch Refund		35.00

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Checks Dated 06/01/2022 through 06/30/2022

Board Meeting Date August 18, 2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9010923410	06/09/2022	Iantha Barber	62-8699	ESD Sch Lunch Refund		8.00
9010923411	06/09/2022	Jaclyn Ohlin	62-8699	ESD Sch Lunch Refund		9.00
9010923412	06/09/2022	James Lewis	62-8699	ESD Sch Lunch Refund		8.00
9010923413	06/09/2022	Jeanie Carlon	62-8699	ESD Sch Lunch Refund		29.00
9010923414	06/09/2022	Jenna Zint	62-8699	ESD Sch Lunch Refund		9.00
9010923415	06/09/2022	Jennifer Haslerud	62-8699	ESD Sch Lunch Refund		75.00
9010923416	06/09/2022	Jennifer Hullinger	62-8699	ESD Sch Lunch Refund		62.00
9010923417	06/09/2022	Jennifer Kang	62-8699	ESD Sch Lunch Refund		30.00
9010923418	06/09/2022	Jennifer Kang	62-8699	ESD Sch Lunch Refund		63.00
9010923419	06/09/2022	Jennifer Nelson	62-8699	ESD Sch Lunch Refund		26.00
9010923420	06/09/2022	Jenny Cash	62-8699	ESD Sch Lunch Refund		6.00
9010923421	06/09/2022	Jessica Christian	62-8699	ESD Sch Lunch Refund		10.00
9010923422	06/09/2022	Jessica Davis	62-8699	ESD Sch Lunch Refund		71.00
9010923423	06/09/2022	Jill Villalobos	62-8699	ESD Sch Lunch Refund		23.00
9010923424	06/09/2022	Jody Thornock	62-8699	ESD Sch Lunch Refund		61.00
9010923425	06/09/2022	John Tucker	62-8699	ESD Sch Lunch Refund		51.00
9010923426	06/09/2022	Jolene Kingsley	62-8699	ESD Sch Lunch Refund		9.25
9010923427	06/09/2022	Jonathan Schoon	62-8699	ESD Sch Lunch Refund		17.00
9010923428	06/09/2022	Joshua Wells	62-8699	ESD Sch Lunch Refund		12.10
9010923429	06/09/2022	Josselyn Carter	62-8699	ESD Sch Lunch Refund		75.00
9010923430	06/09/2022	Julie Kinder	62-8699	ESD Sch Lunch Refund		36.00
9010923431	06/09/2022	Juliet King	62-8699	ESD Sch Lunch Refund		5.00
9010923432	06/09/2022	Kalia Palko	62-8699	ESD Sch Lunch Refund		21.00
9010923433	06/09/2022	Karen Nicolay	62-8699	ESD Sch Lunch Refund		65.00
9010923434	06/09/2022	Kathryn Swartz	62-8699	ESD Sch Lunch Refund		8.00
9010923435	06/09/2022	Katy Lowes	62-8699	ESD Sch Lunch Refund		38.00
9010923436	06/09/2022	Kelly Campbell	62-8699	ESD Sch Lunch Refund		41.00
9010923437	06/09/2022	Khin Khin Phyu	62-8699	ESD Sch Lunch Refund		265.00
9010923438	06/09/2022	Kristina Johnson	62-8699	ESD Sch Lunch Refund		12.00
9010923439	06/09/2022	Laura Parker	62-8699	ESD Sch Lunch Refund		13.00
9010923440	06/09/2022	Laura Woodley	62-8699	ESD Sch Lunch Refund		91.00
9010923441	06/09/2022	Lawrence Chang	62-8699	ESD Sch Lunch Refund		45.00
9010923442	06/09/2022	Linda Schexnyder	62-8699	ESD Sch Lunch Refund		16.00
9010923443	06/09/2022	LisaKennedy	62-8699	ESD Sch Lunch Refund		17.00
9010923444	06/09/2022	Lorraine Day	62-8699	ESD Sch Lunch Refund		22.00
9010923445	06/09/2022	Maile Carroll	62-8699	ESD Sch Lunch Refund		60.00
9010923446	06/09/2022	Maria Ayala	62-8699	ESD Sch Lunch Refund		20.00

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Checks Dated 06/01/2022 through 06/30/2022

Board Meeting Date August 18, 2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9010923447	06/09/2022	Marissa Palma	62-8699	ESD Sch Lunch Refund		45.00
9010923448	06/09/2022	Marla Tracy	62-8699	ESD Sch Lunch Refund		123.00
9010923449	06/09/2022	Mei Zhen Liu	62-8699	ESD Sch Lunch Refund		300.00
9010923450	06/09/2022	Melinda Lynam	62-8699	ESD Sch Lunch Refund		9.00
9010923451	06/09/2022	Melissa Delorey	62-8699	ESD Sch Lunch Refund		9.00
9010923452	06/09/2022	Mitch Bottema	62-8699	ESD Sch Lunch Refund		159.00
9010923453	06/09/2022	Monique Archuleta	62-8699	ESD Sch Lunch Refund		56.00
9010923454	06/09/2022	Mosette Knight	62-8699	ESD Sch Lunch Refund		7.00
9010923455	06/09/2022	Natalia Tjandra	62-8699	ESD Sch Lunch Refund		69.00
9010923456	06/09/2022	Nicole Bonkrude	62-8699	ESD Sch Lunch Refund		13.00
9010923457	06/09/2022	Nicole Vultaggio	62-8699	ESD Sch Lunch Refund		20.00
9010923458	06/09/2022	Pamela Ottinger	62-8699	ESD Sch Lunch Refund		12.00
9010923459	06/09/2022	Rebecca Lahey	62-8699	ESD Sch Lunch Refund		30.00
9010923460	06/09/2022	Rebeccah Watson	62-8699	ESD Sch Lunch Refund		14.00
9010923461	06/09/2022	Renee Barragan	62-8699	ESD Sch Lunch Refund		29.00
9010923462	06/09/2022	Richard Martin	62-8699	ESD Sch Lunch Refund		13.00
9010923463	06/09/2022	Rosanna Redding	62-8699	ESD Sch Lunch Refund		25.00
9010923464	06/09/2022	Samantha Ogston	62-8699	ESD Sch Lunch Refund		25.00
9010923465	06/09/2022	Sandy Davis	62-8699	ESD Sch Lunch Refund		72.00
9010923466	06/09/2022	Sarah Markle	62-8699	ESD Sch Lunch Refund		12.00
9010923467	06/09/2022	Sarah Wallace	62-8699	ESD Sch Lunch Refund		6.00
9010923468	06/09/2022	Shane Ballensky	62-8699	ESD Sch Lunch Refund		29.00
9010923469	06/09/2022	Sharina Maloney	62-8699	ESD Sch Lunch Refund		69.00
9010923470	06/09/2022	Sharri Tenette	62-8699	ESD Sch Lunch Refund		12.00
9010923471	06/09/2022	Shawna Smith	62-8699	ESD Sch Lunch Refund		13.00
9010923472	06/09/2022	Sheba Saelee	62-8699	ESD Sch Lunch Refund		18.00
9010923473	06/09/2022	Stacy Sanders	62-8699	ESD Sch Lunch Refund		7.00
9010923474	06/09/2022	Sumer Falls	62-8699	ESD Sch Lunch Refund		71.80
9010923475	06/09/2022	Susan Annette West	62-8699	ESD Sch Lunch Refund		24.00
9010923476	06/09/2022	Tenacee Halter	62-8699	ESD Sch Lunch Refund		10.00
9010923477	06/09/2022	Tessa Braden	62-8699	ESD Sch Lunch Refund		8.00
9010923478	06/09/2022	Theresa Downs Weaver	62-8699	ESD Sch Lunch Refund		8.00
9010923479	06/09/2022	Tiffany Blasingame	62-8699	ESD Sch Lunch Refund		141.00
9010923480	06/09/2022	Trevor Blosser	62-8699	ESD Sch Lunch Refund		9.00
9010923481	06/09/2022	Troy Tieden	62-8699	ESD Sch Lunch Refund		30.00
9010923482	06/09/2022	Vanessa Hogan	62-8699	ESD Sch Lunch Refund		5.00
9010923483	06/09/2022	Vanessa Matthews	62-8699	ESD Sch Lunch Refund		94.00

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Checks Dated 06/01/2022 through 06/30/2022

Board Meeting Date August 18, 2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9010923484	06/09/2022	Wen-Chi Fan	62-8699	ESD Sch Lunch Refund		14.00
9010923485	06/09/2022	Wendy Lazo	62-8699	ESD Sch Lunch Refund		14.00
9010924340	06/16/2022	Calif Assn of Sch Bus Official Attn: Accounting Department	62-5300	2022/23 CASBO Organization Renewal		1,750.00
9010924341	06/16/2022	Canon Financial Services, Inc.	62-5620	July 2022 SPED Copier Lease & Maint Serv		472.73
9010924342	06/16/2022	Charter Schools Development Ce	62-5200	2022 Leadership Intensive Registration		4,000.00
9010924343	06/16/2022	Costco Membership Member: 000111794592906	62-5300	2022/23 Costco Membership Renewal		180.00
9010924344	06/16/2022	Curriculum Associates	62-5200	2022/23 i-Ready Math/Reading Assesment Licenses	3,500.00	
			62-5801	2022/23 i-Ready Math/Reading Assesment Licenses	6,600.00	10,100.00
9010924345	06/16/2022	Mandarin Matrix, Inc.	62-5801	2022/23 Mandarin Maxtrix Teacher Licences		1,980.00
9010924346	06/16/2022	MobyMax Education, LLC	62-5801	2022/23 MobyMax School Site Licence		3,495.00
9010924347	06/16/2022	Mystery Science Inc c/o Discovery Education, Inc	62-5801	2022-2025 Mystery Science License Renewal		3,975.00
9010924348	06/16/2022	Redding Chamber of Commerce	62-5300	2022/23 Membership Dues		500.00
9010924349	06/16/2022	Renaissance Learning Inc	62-5801	2022/23 Accelerated Reader License		3,454.80
9010924350	06/16/2022	Calif State University Chico Cashiering Office	62-5200	Spring 2022 Paid Intern Fees - Pavone		1,500.00
9010924351	06/16/2022	CARCAMO, ELSA G	62-5211	Jun 2022 Sch Nurse Mileage Reimb		49.49
9010924352	06/16/2022	Carolyn A. Germano	62-5830	Oct-Jan 2022 High School Planning/Consulting		3,000.00
9010924353	06/16/2022	Columbia Elem School District	62-5825	Q4 Business Services Agreement		21,212.25
9010924354	06/16/2022	DALY, CATHERINE	62-5211	Jun 2022 SLP Mileage Reimb	133.97	
				May 2022 SLP Mileage Reimb	221.72	355.69
9010924355	06/16/2022	Department of Justice Account Office/Cashiering Unit	62-5870	May 2022 Livescan Fingerprinting Apps		79.00
9010924356	06/16/2022	Edwards, Stevens & Tucker LLP	62-5810	May 2022 Legal Fees		1,915.65
9010924357	06/16/2022	NCS Pearson Inc	62-5801	May 2022 Online Psych Assessments for Coding		17.50
9010924358	06/16/2022	NorCal Elite Gymnastics	62-5880	May 2022 Gymnastics Lessons		331.00
9010924359	06/16/2022	Redding Performing Arts Center Kenneth B. Baumann	62-5880	May 2022 Piano Lessons		155.00
9010924360	06/16/2022	Save Mart Supermarket	62-4310	5/4 Cooking Elective Groceries		61.20
9010924361	06/16/2022	Shasta County Office of Ed Attn: Business Office	62-5100	Q1/2 VI Services 9/13/21-12/22/21		4,167.84
9010924362	06/16/2022	Shasta Family YMCA	62-5880	Apr 2022 Swim Lessons	39.00	
				Mar 2022 Swim Lessons	39.00	
				May 2022 Swim Lessons	39.00	117.00
9010924363	06/16/2022	Shasta Gymnastics Academy	62-5880	May 2022 Trampoline Classes		185.00
9010924889	06/23/2022	Charter Communications	62-5920	Jun 2022 Telephone/Internet Charges		2,191.29
9010924890	06/23/2022	E3 Diagnostics Inc. Attn: Accounts Receivable	62-5630	Audiometer Service/Calibration		205.98

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Checks Dated 06/01/2022 through 06/30/2022

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Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9010924891	06/23/2022	Eide Bailly LLP	62-5820	6/30/21 Financial Statement Audit		960.00
9010924892	06/23/2022	Growing Healthy Children Therapy Services, Inc.	62-5100	May 2022 OT Services		1,107.25
9010924893	06/23/2022	OurVolts, LLC Track It Forward	62-5801	2022/23 Track It Forward License		288.00
9010924894	06/23/2022	Redding Area Bus Authority	62-5806	May 2022 Youth Bus Passes		29.00
9010924895	06/23/2022	WCP Solutions	62-4515	20" Polish Pads	98.03	
				Green Earth Peroxide	563.06	661.09
<b>Total Number of Checks</b>					<b>182</b>	<b>524,689.45</b>

**Fund Summary**

Fund	Description	Check Count	Expensed Amount
62	CharterSchoolsEnterprise	182	524,690.51
	Total Number of Checks	<b>182</b>	524,690.51
	Less Unpaid Sales Tax Liability		1.06
	<b>Net (Check Amount)</b>		<b>524,689.45</b>

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Checks Dated 07/01/2022 through 07/31/2022

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Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9010926164	07/07/2022	ACCU-Print	62-5870	June 2022 Rolling Service Fees		144.00
9010926165	07/07/2022	AT&T Payment Center 530-223-1951 397 4	62-5910	6/17/22 - 7/16/22 Telephone Serv		3,495.89
9010926166	07/07/2022	Cal Dept of Tax & Fee Admin	62-4510	APR-JUN 2022 USE TAX	.61-	
			62-9503	APR-JUN 2022 USE TAX	8.61	8.00
9010926167	07/07/2022	CARLSON, LANE B	62-5200	CSDC Leadership Intensive Meals/Mileage		345.13
9010926168	07/07/2022	City of Redding Utilities Acct 0206257-8	62-5516	Jun 2022 Electricity/Sewer Utilities	4,613.65	
			62-5518	Jun 2022 Electricity/Sewer Utilities	666.36	5,280.01
9010926169	07/07/2022	Columbia Elem School District	62-5830	OPSC App Schreder & Assoc Fees		6,798.75
9010926170	07/07/2022	Frontline Technologies Grp LLC	62-5801	2022/23 FrontLine AESOP Renewal		1,489.20
9010926171	07/07/2022	Hemsted's Record Mgmt & Shred	62-5801	RSA Confidential Records Shredding Service	123.50	
				SpEd Confidential Records Shredding Service	75.50	199.00
9010926172	07/07/2022	Lain's Carpet Care	62-5630	Carpet & Upholstery Cleaning		1,370.00
9010926173	07/07/2022	MORFIN, AUDELIA	62-5211	Jun 2022 Monthly Mileage		36.33
9010926174	07/07/2022	NWEA	62-5801	2022/23 NWEA License Renewal		7,812.50
9010926175	07/07/2022	Shara Presidio	62-5804	Jun 2022 High Sch Aeries Consulting Service		1,500.00
9010926176	07/07/2022	U.S. Bank	62-4310	Home Depot - Wire Shelf Unit	276.71	
			62-4330	Fresh Fire Grill - 6/7 Board Mtg	146.59	
				Holiday Mkt - 6/21 Board Mtg	55.28	
				Round Table Pizza - 5/31Finance Mtg	92.40	
			62-4350	Chevron - Fuel for Pressure Wash	30.06	
			62-4510	Russ - Stage Lighting Cables Refund	328.45-	
			62-5200	Jon K Taxi - Sanders SELPA Mtg	16.00	
				Marion's Eatery - Sanders SELPA Mtg	17.50	
				Redding Airport Parking - Sanders SELPA Mtg	18.00	
				SouthWest Air - 7/26 Sparks PE Inst Sheridan	107.95	
			62-4540	Home Depot - Home Defense	17.66	
				Home Depot - Maint Supplies	109.59	
				Home Depot - Paint Supplies & Wood	125.80	
			62-5200	Amoura Caf? Sanders SELPA Mtg	20.16	
				Hilton Garden Inn - Sanders SELPA Mtg	258.08	
				Influx Cafe- Sanders SELPA Mtg	12.59	
			62-4510	Safeway - Deli Tray Staff Luncheon	109.98	
				Safeway - Supplies for Staff Luncheon	42.50	

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Checks Dated 07/01/2022 through 07/31/2022

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Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9010926176	07/07/2022	U.S. Bank	62-4515	Home Depot - Custodial Supplies	84.98	
				Home Depot - Masking Tape & Paper	59.06	
			62-4540	Harbor Frieght - C Clamps	49.76	
				Harbor Frieght - Wood Dolly	60.00	1,382.20
9010926177	07/07/2022	Voyager Sopris Learning	62-5200	Step Up To Writing Virtual Training		1,800.00
9010926178	07/07/2022	Shasta -Trinity Schools Insurance Group - Medical	62-3702	June 2022 Medical Premiums	113.21	
			62-9551	June 2022 Medical Premiums	5,666.62	5,779.83
9010926179	07/07/2022	Shasta -Trinity Schools Insurance Group - Medical	62-3702	July 2022 Medical Preimiums	994.00	
			62-9550	July 2022 Medical Preimiums	42,025.00	43,019.00
9010926180	07/07/2022	Shasta -Trinity Schools Insurance Group - Medical	62-3702	July 2022 Vision Premiums	22.50	
			62-9552	July 2022 Vision Premiums	1,125.00	1,147.50
9010926716	07/14/2022	California Charter Schools JPA CharterSAFE	62-5400	2022/23 CharterSafe Premium Deposit		46,706.00
9010926717	07/14/2022	California Safety Company, Inc	62-5630	Jul 2022 Alarm Monitoring Fees		135.00
9010926718	07/14/2022	Charter Communications	62-5920	Jul 2022 Telephone/Internet Charges		2,321.65
9010926719	07/14/2022	City of Redding Utilities Acct 0210456-0	62-5517	June 2022 Garbage Utility Services		518.69
9010926720	07/14/2022	Columbia Elem School District	62-5100	2021/22 Adaptive PE - Columbia		2,552.22
9010926721	07/14/2022	CSDC Conference Registration	62-5200	CSDC's 2022 Leadership Update Conference		1,916.00
9010926722	07/14/2022	Department of Justice Account Office/Cashiering Unit	62-5870	June 2022 Livescan Fingerprinting Apps		256.00
9010926723	07/14/2022	Dept of Industrial Relations Payment Processing Center	62-5860	6/13 Elevator Inspection		225.00
9010926724	07/14/2022	Gopher Sports	62-5200	SPARK High School PE Institute		230.00
9010926725	07/14/2022	MEB EEI Holdings, Inc. OnlineEEI	62-4540	Canvas Carry Bag for Drape Hardware Set		42.85
9010926726	07/14/2022	Pitney Bowes Global Financial Services LLC	62-5620	Jul-Oct 2022 Postage Machine Lease		90.88
9010926727	07/14/2022	Platinum Construction & Concrete, Inc.	62-5830	Sidewalk Excavation for Portables		1,200.00
9010926728	07/14/2022	Redding Occupational Medical Center, Inc	62-5800	June 2022 Pre-Emp Physicals		640.00
9010926729	07/14/2022	SHERIDAN, DAVID W	62-5200	7/26 Spark PE Inst. Meals & Mileage		319.33
9010926730	07/14/2022	US OMNI & TSACG Compliance Ser	62-5860	Jun 2022 Plan Admin & Compliance Fee		15.00
9010927367	07/21/2022	California Heritage YouthBuild Academy	62-4310	Carlson Credit Card Expense Reimbursement	165.09	
			62-5517	Carlson Credit Card Expense Reimbursement	80.75	
			62-5830	Carlson Credit Card Expense Reimbursement	591.25	837.09
9010927368	07/21/2022	Canon Financial Services, Inc.	62-5620	Aug 2022 SPED Copier Lease & Maint Serv		472.73
9010927369	07/21/2022	Consolidated Elect Distr, Inc	62-4540	Freight Charges for Inv 6084-1029211		20.17
9010927370	07/21/2022	Gopher Sports	62-5200	SPARK PE Institute Curriculum		419.21
9010927371	07/21/2022	Intrado Interactive Serv Corp.	62-5801	2022/23 School Messenger Website Renewal		1,440.00

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.

ESCAPE ONLINE

Page 2 of 4

Checks Dated 07/01/2022 through 07/31/2022

Board Meeting Date August 18, 2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9010927372	07/21/2022	North State Parent Magazine	62-5840	Jun 2022 Charter Advertisement		260.00
9010927373	07/21/2022	Shasta - Trinity Schools Insurance Group - Dental	62-3702	Aug 2022 Dental Preimiums		5,553.17
9010927374	07/21/2022	Shasta - Trinity Schools Insurance Group - Vision	62-3702	Aug 2022 Vision Preimiums		1,102.50
9010927375	07/21/2022	Shasta -Trinity Schools Insurance Group - Medical	62-3702	Aug 2022 Medical Preimiums		40,540.00
9010927376	07/21/2022	Shasta Union High School Dist Business Services	62-5940	Jul 2022 Managed Cloud Services		535.00
9010928082	07/28/2022	All About Learning Press, Inc	62-4100	All About Reading Consumables		1,088.50
9010928083	07/28/2022	Amazon, Inc	62-4100	Earth Science StudentTextbooks	1,351.00	
				High Sch English Reading Books	2,713.90	
			62-4310	Academic Planner/Art Paper	102.21	
				Character Award Prizes	550.70	
				Classroom Sensory Tools/Supplies	694.55	
				Classroom Tech/Office Supplies	598.83	
			62-4320	File Folders	192.49	
			62-4510	Facial Tissues Nurse/First-Aid Supplies	100.28	
			62-4310	Dot Stickers & Markers	17.02	
				Elective Art Supplies	259.02	
				General Art Supplies	620.42	
				Paper Lanterns for Moon Festival	48.20	
				Sharpie Metallic Markers	111.98	
			62-4320	Classroom Tech/Office Supplies	136.80	7,497.40
9010928084	07/28/2022	Columbia Elem School District	62-4460	High School Portable Classroom Units		15,000.00
9010928085	07/28/2022	CPM Educational Program	62-4100	CPM Math License/Student Editions		13,192.24
9010928086	07/28/2022	Curriculum Associates	62-4310	Everyday Writers Student Book (yellow book)		132.45
9010928087	07/28/2022	Insight Public Sector, Inc.	62-4310	High Sch Staff/Reg LCD Monitors	1,074.10	
			62-4400	Elem Office/Reg HP ProDesks	3,056.63	4,130.73
9010928088	07/28/2022	Platinum Construction & Concrete, Inc.	62-5830	Concrete Sidewalk for Portables		6,465.00
9010928089	07/28/2022	Rainbow Resource Center	62-4100	Math & ELA Curriculum/Consumables		12,458.22
9010928090	07/28/2022	SmartSign Xpressmyself.com LLC	62-4310	Asset Tags		451.22
9010928091	07/28/2022	Studies Weekly	62-4310	K-8th Studies Weekly Social Study/Science		1,040.82
9010928092	07/28/2022	U.S. Bank	62-4310	Character Counts Classroom Binders	239.81	
				Target - Pacon Heavyweight Tagboard	57.88	
			62-5830	City of Redding - Portables Building Use Permit Amendment	2,214.45	2,512.14
<b>Total Number of Checks</b>					<b>53</b>	<b>253,924.55</b>

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

ESCAPE ONLINE

Page 3 of 4

Checks Dated 07/01/2022 through 07/31/2022

Board Meeting Date August 18, 2022

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

<u>Fund</u>	<u>Description</u>	<u>Check Count</u>	<u>Expensed Amount</u>
62	CharterSchoolsEnterprise	53	253,924.55
	Total Number of Checks	<b>53</b>	253,924.55
	Less Unpaid Sales Tax Liability		.00
	<b>Net (Check Amount)</b>		<b>253,924.55</b>

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

ESCAPE ONLINE

Page 4 of 4

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

**Consent Agenda**

**SUBJECT:** Agenda Item 1.3 – 2022/23 TCDE Alliance for Teacher Excellence Induction Program MOU

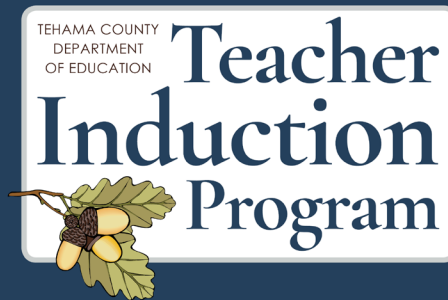
**PREPARER:** Lane Carlson

**RECOMMENDATION:** Motion to Approve Annual MOU w/ TCDE

**BACKGROUND:**

The Governing Board will annually review the Memorandum of Understanding (MOU) between RSA and Tehama County Department of Education. The MOU outlines the services provided by the Alliance for Teacher Excellence Induction Program for the purpose of providing professional development services to new teachers and their mentors. This training is required for teachers to complete their preliminary credential as required by the California Commission on Teacher Credentialing.

**REFERENCE:**  
Tehama County Department of Education MOU



General Education

Career Technical Education Preliminary and Clear

Education Specialist

April 29, 2022

Dear Administrator,

Thank you for partnering with the Tehama County Department of Education Teacher Induction Program and for collaborating with us to establish a network of support for your teacher(s) and their mentor(s). Our goal is to support early-career teachers during their most challenging years of teaching, advance their professional practice through high-quality mentoring, and meet their credentialing needs.

Enclosed you will find our 2022-2023 Memorandum of Understanding. The California Teacher Induction standards call for a coherent overall system of support through collaboration, communication, and coordination between candidates, mentors, school and district administrators, and all members of the Induction system. Our intent with this MOU is to foster collaboration, communication, and coordination with partnering districts to establish a system of mentoring, support, and professional learning in service of early career teachers and their students. Please note that the MOU includes a request for the designation of a District Coordinator to act as a liaison between your district and our program, promote communication, and strengthen our partnership.

Please return the signed MOU (p.7), along with the District Coordinator's signature on [Attachment 1](#), to the following address or scan and email it to [induction@tehamaschools.org](mailto:induction@tehamaschools.org) :

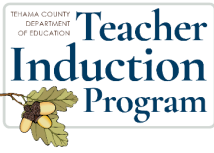
Tehama County Department of Education  
Attn: Teacher Induction Program  
1135 Lincoln Street Red Bluff, CA 96080

If you have any questions regarding the MOU or the enrollment process, please contact me via email at [induction@tehamaschools.org](mailto:induction@tehamaschools.org) or by calling 530-528-7311. We look forward to collaborating with you in support of teacher growth and development.

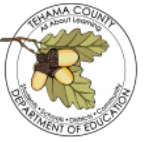
Thank you,

A handwritten signature in blue ink that reads "Maria Elena Diaz".

Maria Elena Diaz  
Administrator, Tehama Teacher Induction Program



Tehama Teacher Induction Program



Memorandum of Understanding between Tehama County Superintendent of Schools

and

Participating County Offices of Education and School Districts, or Employing Agencies

I. General

This Memorandum of Understanding (MOU) is between the Tehama County Superintendent of Schools, serving as the Local Education Agency ("LEA") for the Tehama County Department of Education Teacher Induction Program ("PROGRAM"), and the county office of education, district, employing agency, or independent charter school ("DISTRICT") signing below. Throughout the MOU, new teachers are referred to as "Candidates" and veteran teachers are referred to as "Mentors." The term of this MOU commences on July 1, 2022, and terminates on June 30, 2023.

II. Purpose

The purpose of the MOU is to establish a formal working relationship between the DISTRICT, LEA, and the PROGRAM; set forth conditions, roles, and responsibilities that will govern this relationship; set forth the terms and conditions upon which the parties shall cooperate and share responsibility for performance of this Agreement. The PROGRAM will provide and coordinate services and support to guide Candidates in meeting California credential requirements through a two year, individualized, job-embedded system of mentoring, support, and professional learning that begins in the teacher's first year for the state-accredited General Education Clear Credential Program, Education Specialist Clear Credential Program, and the Designated Subjects Career Technical Education Preliminary and Clear Credential Programs.

III. Eligibility

Eligible Candidates are those hired within the PROGRAM "Consortium" defined as the following counties: Butte, Glenn, Lassen, Modoc, Plumas, Shasta, Siskiyou, Tehama, and Trinity Counties. The following credential programs are available to Candidates: Preliminary Credential Program - for Candidates who meet the industry experience and prerequisite CCTC requirements for Designated Subjects Career Technical Education Credential and Clear Credential Program - for Candidates holding a Preliminary Multiple Subject, Single Subject, Education Specialist, or Designated Subjects Career Technical Education Credential(s), and out of state and out of country trained teachers. Candidates who hold a second Preliminary Credential and need to obtain a second Clear Credential; or who already hold one Clear Credential and need to obtain a second Clear Credential and are eligible to participate in the PROGRAM on a fee-for-service basis (Table A: 2022-2023 Fee Schedule). Refer to Attachment 5 as a guide in determining a Candidate's eligibility for enrollment in an Induction Program. The PROGRAM Credentials Technician will use the credential status information provided by the California Commission on Teacher Credentialing to verify their eligibility to enroll in a California Teacher Induction Program. Once a Candidate is accepted in the PROGRAM, TCDE offers the PROGRAM to the Candidate, meeting the adopted program standards, until the Candidate:

- a. completes the program;
- b. withdraws from the program;
- c. is dropped from the program based on established criteria; or
- d. is admitted to another program to complete the requirements, with minimal disruption, for the authorization

In the event of program closure, TCDE will offer a teach-out plan (Attachment 6), which includes individual transition plans for each Candidate, as well as a plan for Candidates to access their student records (Attachment 7).

(Tehama County Department of Education Teacher Induction Program)

**A. Accreditation:**

1. Establish a program model in alignment with California Teacher Induction Standards to ensure PROGRAM accreditation status through the California Commission on Teacher Credentialing (CCTC) Accreditation System.
2. Submit accreditation reports and fees as required by CCTC.

**B. Personnel:**

1. Employ a PROGRAM Administrator whose primary duty is to administer the PROGRAM.
2. Employ Support Staff whose primary duty is to support the administration of the PROGRAM.
3. Employ Coaches whose primary duty is to support Mentors and Candidates in meeting PROGRAM requirements.

**C. Internal Resources:**

1. Provide sufficient and appropriate workspace for the PROGRAM Administrator and PROGRAM Support Staff.
2. Provide office support services for the PROGRAM, including, but not limited to, mail service, phone, fax, internet services, technology support, and meeting space for PROGRAM activities.
3. Provide business and legal services required for PROGRAM implementation.

**D. Services Provided:**

1. Provide a process for equitable distribution of support, formative assessment, and credential services to Candidates and Mentors in all participating DISTRICTS within the region.
2. Develop and provide ongoing training and support for Mentors that includes, but is not limited to coaching and mentoring, goal setting, use of appropriate mentoring instruments, best practices in adult learning, support for individual mentoring challenges, reflection on mentoring practice, and opportunities to engage in professional learning networks, etc.
3. Provide Mentors and Candidates with guidance and clear expectations for the mentoring experience based on the PROGRAM's design.
4. Advise Candidates of an Early Completion Option for "experienced and exceptional" Candidates.
5. Arrange for and monitor California State University, Chico, and Simpson University Continuing Education Units for Candidates and Mentors.
6. Provide professional development for Site Administrators (topics may include Induction program preconditions and standards, their role in the Induction program, mentor selection, mentoring skills to support the Individualized Learning Plan, the importance of new teacher professional development, and the working conditions that optimize a Candidate's success).
7. Maintain a database for tracking each Candidate's progress toward completion of PROGRAM requirements.
8. Submit Clear Credential recommendations to the CCTC for Candidates who have successfully completed the requirements of the PROGRAM.



### **E. Communication:**

1. Inform Candidates of the completion of requirements for the Clear General Education Credentials (Multiple and/or Single Subject), Preliminary and Clear Designated Subjects Career Technical Education Credentials, and/or Clear Education Specialist Credentials.
2. Inform the DISTRICT of the Candidate's and Mentor's progress toward completion of PROGRAM requirements.

### **F. Stakeholder Engagement:**

1. Convene PROGRAM Regional Advisory Council meetings a minimum of two times per year and Leadership Team meetings a minimum of two times per year to engage stakeholders in the decision making process and to support the continuous improvement of services provided to Mentors and Candidates.
2. Administer Mid-Year and End-of-Year surveys to Site Administrators, Mentors, and Candidates for the purpose of PROGRAM evaluation.

### **G. Financial:**

1. Develop, establish, and process payment for contracts with Mentors (see Table A: 2022-2023 Fee Schedule) to participate in the PROGRAM Mentor trainings (coaching and mentoring skills, goal setting, use of appropriate mentoring instruments, and best practices in adult learning), reflect on their mentoring practice, engage with mentoring peers in professional learning networks, and meet weekly for an average of not less than one hour per week with each Candidate (35 hours total).
2. Establish and fulfill contracts with outside vendors for professional services as needed and/or required.
3. Assume overall fiscal responsibility for the administration of the PROGRAM budget, including submission of year-end expenditure reports and any other documentation required by CCTC and/or California Department of Education (CDE).

## **V. DISTRICT Responsibilities**

### **A. Personnel**

1. Appoint a DISTRICT Coordinator ([Attachment 1](#)) whose assignment includes dedicated time to fulfill the DISTRICT Coordinator's roles and responsibilities (may include Human Resource personnel, Site Administrator, Instructional Coach, or Curriculum and Instruction Administrator/Coordinator, etc.).

### **B. Enrollment and Mentor Selection**

1. Upon hire, identify all Candidates who are eligible for PROGRAM services, as described by state guidelines (Eligibility for Induction Guide - [Attachment 5](#)).
2. Notify each new Candidate of his or her responsibility to enroll in an Induction program in order to clear his or her Preliminary General Education, Education Specialist, and/or Designated Subjects Career Technical Education teaching credential and provide Candidates access to the PROGRAM enrollment web-page.
3. Enroll Year 2 Candidates by June 30, 2022, Year 1 Candidates by July 30, 2022 and late hires by August 31, 2022 to allow the PROGRAM support staff sufficient time to confirm their eligibility and provide timely notifications before the start of the academic year. Teachers hired after the August 31, 2022 deadline will be considered on a case by case basis.

4. Assign a qualified Mentor, who meets CCTC identified criteria, to each eligible Candidate within 30 days of the Candidate's enrollment in the PROGRAM. Qualifications for Mentors must include, but are not limited to:
  - a) Mentors must hold a Clear Credential which is a match to that of the Credential Candidate (exceptions may be made for Career Technical Education).
  - b) Mentors must have 3 or more years of effective teaching experience.
  - c) Mentors must have knowledge of the context and content of the Candidate's teaching assignment.
  - d) Mentors must demonstrate commitment to professional learning and collaboration.
  - e) Mentors must have the ability, willingness, and flexibility to meet the Candidate's needs for support.
  - f) Mentors must have the availability to attend the professional learning required.
  - g) Mentors must possess basic computer skills (e.g. word processing, Web navigation, email, and file downloads/uploads).
5. Assure the PROGRAM that the Mentor assigned to the candidate does not have any supervisory role or responsibilities over the Candidate they are assigned to mentor.
6. Notify the PROGRAM of the Mentor selection via the district enrollment form and provide Mentors access to the PROGRAM enrollment web page.

**C. Services Provided**

1. Provide Candidates and Mentors release time for formal and informal observations (a minimum of 2 per year for the Mentor and 2 per year for the Candidate).
2. Ensure each Mentor and Candidate has access to a personal or district-issued computer and an internet connection to participate in professional learning via the PROGRAM designated web-conference platform and to complete program requirements.
3. Make every effort to assign Candidates to classrooms appropriate to their novice status, avoiding whenever possible, combination classrooms, secondary assignments with multiple preps, teaching assignments at multiple sites, and multiple adjunct duties. For Candidates assigned a "challenging" setting, the DISTRICT will mitigate working conditions by appropriating support services.
4. Conduct an initial orientation for Candidates that includes an introduction to the school's staff in order to build a learning community climate within the school.
5. Ensure that each Candidate receives an average of not less than one hour per week of individualized support and mentoring (a total of 35 hours or 2100 minutes).
6. Provide Candidates the opportunity to participate in professional learning that correlates with and supports their Individualized Learning Plan (ILP) professional growth goals.
7. Ensure that district and school site administrative staff support the confidential nature of the Candidate-Mentor relationship. The ILP is designed and implemented solely for the professional growth and development of the Candidate and not for evaluation for employment purposes. PROGRAM assessments and activities shall not be considered in the Candidate's school and/or district evaluation.
8. Assist the PROGRAM in ensuring that all Mentors and Candidates attend required training and complete PROGRAM requirements, including providing release time as necessary.

**D. Communication**

1. The District Coordinator will communicate PROGRAM requirements and Expectations of Site Administrators ([Attachment 2](#)) to site administrators with candidates enrolled in the PROGRAM.
2. Notify PROGRAM staff within 10 business days of any changes in the employment status, leaves of absence, or changes in teaching assignment of the enrolled Candidate(s) and Mentor(s).
3. Notify PROGRAM staff of a need for a Mentor reassignment.
4. Notify PROGRAM staff of any Candidate who discontinues PROGRAM participation (Table B: 2022-2023 Refund Schedule).

**E. Input**

1. Participate in PROGRAM evaluation by providing feedback via the Site Administrator Mid-Year and End-of-Year surveys.
2. Participate in the CCTC Accreditation Cycle (Site Review interviews, etc.) as needed.
3. DISTRICT appoints a minimum of one liaison to serve on the PROGRAM'S Regional Advisory Council. The liaison(s) should be a designee authorized by the DISTRICT to fulfill the roles and responsibilities assigned to him or her. The liaison supports the PROGRAM by providing ongoing updates, communication, and information to and from the DISTRICT.

**F. Financial**

1. The DISTRICT will assume financial responsibility of all PROGRAM Fees for each Candidate enrolled in the PROGRAM. Refer to Table A: 2022-2023 Fee Schedule.
  - a) The PROGRAM may provide a refund to the DISTRICT in the event that a Candidate discontinues PROGRAM participation. Refer to Table B: 2022-2023 Refund Schedule.
2. Provide Candidates and Mentors release time for formal and informal observations (a minimum of 2 per year per Mentor and 2 per year per Candidate).
3. Provide Candidates and Mentors release time, as needed, to participate in the PROGRAM'S professional development.

**G. Expectations**

1. **Expectations of Site Administrator:** The DISTRICT shall ensure that each district employee who is designated as a Site Administrator understands that the knowledge, attitudes, and actions of the Site Administrator are critical to the success of the Induction Program. The DISTRICT shall provide each Site Administrator with a copy of the responsibilities set forth in Expectations of Site Administrators - [Attachment 2](#).
2. **Expectations of District Coordinator:** The DISTRICT shall ensure that each district employee who is designated as a District Coordinator for the Induction Program has certain responsibilities, including but not limited to those set forth in [Attachment 1](#). The DISTRICT shall provide the District Coordinator with a copy of the responsibilities set forth in Expectations of District Coordinators - [Attachment 1](#).
3. **Expectations of Mentor:** The DISTRICT shall ensure that each Mentor, whom the district/school assigns to provide support services to a Candidate, complies with the terms and conditions set forth in Expectations of Mentors - [Attachment 3](#).
4. **Expectations of Candidate:** The DISTRICT shall ensure that each Candidate who participates in one or more Induction Programs complies with the terms and conditions set forth in Expectations of Candidates - [Attachment 4](#).



Tehama Teacher Induction Program



VI. Compliance with CTC Requirements

Pursuant to Education Code Section 4427(a) both parties agree to adhere to the General and Program Preconditions established by the CTC, which are linked to this MOU as Attachments 9-11 and incorporated into the MOU.

VI. Non-Discrimination Clause

Any service provided by either party pursuant to this agreement shall be without discrimination based on the actual or perceived race, religious creed, color, national origin, nationality, ethnicity, ethnic group identification, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, gender, gender identity, gender expression, sex, or sexual orientation, in accordance with all applicable Federal and State laws and regulations. TCDE and DISTRICT agree to make all personnel decisions without unlawful discrimination, including decisions regarding the admission, retention or graduation of students, and decisions regarding the employment, retention or promotion of employees.

Each party hereto agrees to hold harmless and to indemnify the other party, its officers and employees, against liability for damages for death or bodily injury to persons, injury to property, or any other loss, damage, or expense arising from the negligence, willful misconduct or omission of the party which committed the act, and while acting under the terms and conditions of the Agreement. Should any action be brought to enforce any of the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees. Both parties as certified by the signatures below agree to the provisions of this agreement:

Richard DuVarney  
Richard DuVarney, Superintendent

[Signature]  
Signature - Superintendent/Authorized Agent

Tehama County Department of Education  
District Name

Lane Carlson  
Print Name

5/23/22  
Date

Redding School of the Arts  
District Name

8/9/22  
Date

**Table A: 2022-2023 Fee Schedule**

Clear Credential Program	Fee
<ul style="list-style-type: none"> <li>includes enrollment of one Candidate in one or more of the following programs: Clear Multiple Subject Credential, Clear Single Subject Credential, and Clear Education Specialist Credential, or</li> <li>includes enrollment of one Candidate in the Clear Designated Subjects (CTE) credential program</li> <li><i>includes a Mentor Stipend Fee of \$1,700</i></li> </ul>	Enrollment fee before 9-2-22: \$4,200  Enrollment fee after 9-5-22: \$4,400
<b>Dual Credential Program</b> <ul style="list-style-type: none"> <li>includes enrollment of one Candidate in one or more of the following programs: Clear Multiple Subject Credential, Clear Single Subject Credential, or Clear Education Specialist Credential, <b>and</b> a concurrent enrollment in a <b>Clear Designated Subjects (CTE) credential program</b></li> <li><i>includes a Mentor Stipend Fee of \$1,700</i></li> </ul>	\$4,450 per year
<b>Early Completion Option Program</b> <ul style="list-style-type: none"> <li>includes enrollment of one Candidate in an accelerated program for one of the following credentials: Clear Multiple Subject Credential, Clear Single Subject Credential, or Clear Education Specialist Credential</li> <li>the Candidate must be an experienced and exceptional teacher, and must meet the program criteria to gain admission in the Early Completion Option (ECO) Program</li> </ul>	\$4,450 one-time fee
<b>Second Clear Credential Program - Education Specialist (Level I)</b> <ul style="list-style-type: none"> <li>includes enrollment of one Candidate in a self-paced independent study Education Specialist Program to meet PROGRAM requirements</li> <li>the Candidate must have completed teacher induction for a previous credential or received their first clear credential before 2002</li> </ul>	\$500 one-time fee
<b>Preliminary Credential Program - Designated Subjects (CTE)</b> <ul style="list-style-type: none"> <li>includes support with the completion and submission of form 41-4</li> <li>includes appraisal of requirements for the preliminary and clear credentials</li> </ul>	\$250 one-time fee
<b>Second Clear Credential Program - Designated Subjects (CTE)</b> <ul style="list-style-type: none"> <li>includes enrollment of one Candidate in a self-paced independent study Designated Subjects (CTE) Program</li> <li>the Candidate must have completed teacher induction for a previous credential or received their first clear credential before 2002</li> <li>the Candidate must hold a Clear General Education or Clear Education Specialist Credential</li> </ul>	\$500 one-time fee
<b>Extended Year Credential Program</b> If the Candidate goes beyond the two-year program due to lack of progress or missing requirements, an additional fee of \$1000 per year, per Candidate will be applied. Additional yearly fees may apply if a Mentor is assigned to support the Candidate beyond the two-year program. Additional fees will be based on the length of mentoring recommended to support program completion.	<b>Program Fee:</b> \$1000 per year  <b>Mentor Stipend Fee:</b> \$1,700 per year

<b>Table B: 2022-2023 Refund Schedule</b>	
Date PROGRAM receives written notice from DISTRICT that a Candidate and Mentor will not be participating in the Program	<b>Amount of Refund</b>
April 15-July 31	100% of Credential Program Fee
August 1 - August 31	80% of Credential Program Fee
September 1 - September 30	70% of the Credential Program Fee
October 1 – October 31	50% of the Credential Program Fee
November 1 – November 30	25% of the Credential Program Fee
December 1 - June 30	No refund

- [Expectations of District Coordinators-Attachment 1](#)
- [Expectations of Site Administrators-Attachment 2](#)
- [Expectations of Mentors-Attachment 3](#)
- [Expectations of Candidates-Attachment 4](#)
- [Eligibility for Induction Guide - Attachment 5](#)
- [Teach Out Plan-Attachment 6](#)
- [Request Records Form-Attachment 7](#)
- [Grievance Process-Attachment 8A & Attachment 8B](#)
- [General Institutional Preconditions-Attachment 9](#)
- [Induction Program Preconditions-Attachment 10](#)
- [Designated Subjects Preconditions-Attachment 11](#)



## Tehama Teacher Induction Program

### Attachment 1

#### Expectations of District Coordinators



#### Enrolling Candidates and Mentors

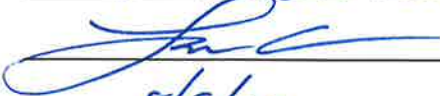
1. Identify all candidates who are eligible for Induction, as described by state guidelines (see [Attachment 5](#)).
2. Assist the district and/or site administrator(s) in assigning a qualified mentor, who meets CCTC [identified criteria](#), to each eligible candidate within 30 days of enrollment in the program.
  - a. To the extent possible, match candidates with mentors according to the school site of the teaching assignment, credential(s) held, and subject matter/grade level taught.
3. Follow the enrollment process and timeline in order to provide candidates and mentors timely support and training as the 2022-23 academic year begins.
  - a. Complete the district enrollment according to the deadlines: Year 2 by June 30<sup>th</sup>, Year 1 by July 30<sup>th</sup>, and late hires by August 31<sup>st</sup>.
  - b. Inform mentors and candidates of the enrollment process and provide them the link so that they may enroll as early as possible.
4. Confirm with your IT department that teachers will be able to join the Induction program's Google Classroom using their school account. If you have any questions about security or the process of allowing your teachers to join outside of your district domain, please contact the TCDE IT department at (530) 528-7247. If teachers from your district are not allowed to use their school email address to join our Google Classroom, please notify the program as soon as possible via phone (530-529-7311) or email ([induction@tehamaschools.org](mailto:induction@tehamaschools.org)).

#### Communicating with Candidates, Mentors, Site Administrators, and Program Staff

1. Share your district's commitment to teacher development and teacher leadership with the mentor(s) and candidate(s) to set a positive tone for the induction experience.
2. Monitor and be responsive to program staff communication regarding your mentors' and candidates' progress and needs for support.
3. Complete program surveys.
4. Notify program staff, within 10 business days, of any changes in the employment status or teaching assignment of candidate(s) and mentor(s) enrolled in the Induction program, including leaves of absence.
5. Notify program staff as soon as possible of any candidate or mentor who discontinues program participation.
6. Notify program staff of a grievance ([Attachment 8A](#) & [Attachment 8B](#)) or potential need for mentor reassignment.
7. Share program expectations with site administrators ([Attachment 2](#)), including offering release time for participants to attend scheduled training and conduct required observations, and providing input in the development of the candidate's Individualized Learning Plan (ILP) goals within the first 60-days of enrollment.
  - a. The ILP must be designed and implemented solely for the professional growth and development of the candidate and not for evaluation for employment purposes.

#### Supporting Program Completion

1. Assist the program in ensuring that all mentors and candidates complete program requirements.
2. Provide candidates and mentors release time for ongoing observations (a minimum of two per year for each mentor and each candidate).

District: Redding School of the Arts  
District Coordinator: Lane Carlson  
Email Address: lcarlson@rsarts.org  
Signature:   
Date: 8/9/22



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

**Consent Agenda**

**SUBJECT:** Agenda Item 1.4 – 2022-23 RSA/Mountain Valley SpEd JPA  
MOU (Occupational Therapy Services) - Amended

**PREPARER:** Wendy Sanders

**RECOMMENDATION:** Motion to Approve Amended MOU

**BACKGROUND:**

RSA/MTSS is seeking to amend the original contract with Mountain Valley SpEd JPA, previously approved by the board on 6/21/22. The contract term has been amended to begin July 2022 vs. January 2023, due to occupational service needs of a student.

**REFERENCE:**

RSA/Mountain Valley SpEd JPA MOU

**Agreement Between the Redding School of the Arts and  
the Mountain Valley Special Education JPA**

**2022-2023**

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This agreement (“Agreement”) is entered into for the 2022-2023 school year between Redding School of the Arts (referred hereafter as DISTRICT) and the Mountain Valley Special Education JPA (referred hereafter as MVJPA).

**Background Information:** Section 56369 of California Education Code provides that a public school district may contract with another public agency to fulfill its obligation to provide special education or related services to individuals with exceptional needs. Thus, MVJPA agrees to provide the special education ancillary services as described herein on behalf of DISTRICT for the 2022-2023 school year.

**SPECIAL EDUCATION SERVICES PROVIDED BY THE MVJPA: Occupational Therapist (“Employee”)**

1. Attend Individualized Education Program (IEP) team meetings, as appropriate.
2. Provide assessments for the purposes of: (1) determining initial eligibility for special education and related services, (2) satisfying triennial assessment requirements, and (3) gaining additional information regarding already-eligible students’ educational needs.
3. Provide school-related services to special education students whose Individual Education Programs (specify educational need for this service.
4. Advise school staff regarding the implementation of special education programs in compliance with state, federal, and local requirements, including:
  - a. Free and Appropriate Public Education (FAPE) determination, documentation, and implementation for the related service
  - b. Academic instructional programs and interventions that could be used in providing resource program IEP services and Response to Intervention Tier 2 and 3 student support services for the related service
5. Attend pre-evaluation meetings to determine which tests will be used for evaluation on eligibility for special education identification for related service.
6. The parties agree that DISTRICT may request that certain personnel conduct the assessments or provide the services set forth in this Agreement. MVJPA shall, to the fullest extent possible, attempt to secure the requested person to conduct the assessment and/or provide the services as requested by DISTRICT. If the requested person is unavailable, MVJPA shall work with DISTRICT to determine a mutually agreeable replacement. If the parties are unable to mutually agree upon another person, then DISTRICT may use another company or agency to provide said assessment(s) or service(s).

**Obligations:**

1. **The MVJPA shall:**

- a. Hire, supervise, train, and evaluate qualified and competent personnel to render the services identified herein;
- b. Provide services on a designated day each week, except where that day falls on a holiday/non-school day.
- c. Bill DISTRICT monthly for the cost of services identified herein;
- d. Not change, add to, or reduce the services agreed upon herein without the approval of an appropriate DISTRICT designee;
- e. Provide all standard tests and associated protocols necessary to perform appropriate school academic assessments;
- f. Ensure that all employees or agents providing services or otherwise having any contact with DISTRICT students under this Agreement have been cleared for employment through the Department of Justice in compliance with applicable law; have not been convicted of a serious or violent felony (as defined by Penal Code §§ 667.5 and 1192.7); and have passed a tuberculosis risk assessment and/or examination in accordance with Education Code section 49406.
- g. Remain the sole and exclusive employer of those performing services under this Agreement;
- h. MVJPA shall have full and sole legal control over and responsibility for payment of all compensation and benefits to its employees, including retirement benefit system contributions (e.g., STRS, as applicable), as well as the full and sole responsibility for ensuring compliance with any and all applicable state and federal income tax withholding, state and federal unemployment and disability insurance withholding and contributions, wage and hour obligations, social security tax withholding and contributions, and other applicable employment law requirements;
- i. MVJPA is responsible for compliance with workers' compensation coverage obligations, wage and hour obligations, and any other applicable federal or state employment laws. Pursuant to Labor Code section 3602, MVJPA agrees to retain workers' compensation coverage for all of its employees working under this MOU.
- j. MVJPA is responsible for providing human resource services, other employment-related services, and maintaining employee files for the personnel that are the subject of this Agreement, including timesheets and payroll.
- k. With respect to this Agreement, MVJPA will maintain insurance as described below:
  - 1) Throughout the term of this Agreement, MVJPA at its own cost shall maintain in full force and effect, Workers' Compensation Insurance with Statutory limits for the State of California and Employer's Liability Insurance for any and all persons employed directly or indirectly. The Employer's Liability Insurance must be provided with limits of not less than one million dollars (\$1,000,000.00) per accident.
  - 2) Throughout the term of this Agreement, MVJPA at its own cost shall maintain in full force and effect Comprehensive General Liability Insurance or Commercial General Liability Insurance covering bodily injury, personal injury, and property damage, with limits in an amount not less than one million dollars (\$1,000,000.00)

per occurrence, professional liability coverage with limits in an amount not less than one million dollars (\$1,000,000.00) per occurrence, automobile liability insurance with limits in an amount not less than one million dollars (\$1,000,000.00) per occurrence, and improper sexual conduct coverage with limits in an amount not less than one million dollars (\$1,000,000.00) per occurrence.

- 3) MVJPA shall provide DISTRICT with a Certificate of Insurance and an endorsement naming DISTRICT, its officers, employees, and agents as an additional insured with regard to MVJPA's activities carried out under the terms of this Agreement. The Certificate of Liability Insurance shall be submitted to DISTRICT by July 1 of each year. The policy shall not be cancelled, or coverage reduced without thirty (30) days prior written notice of such to DISTRICT. The policy shall be endorsed as primary, and no insurance held or owned by DISTRICT shall be called upon to contribute to a loss.

**2. DISTRICT shall:**

- a. Reimburse MVJPA for services identified herein during the period of this agreement;
- b. Provide MVJPA personnel with appropriate, designated workspace for the delivery of services within DISTRICT buildings as assigned;
- c. Provide internet data connections in workspaces designated for MVJPA personnel at the DISTRICT site;
- d. Store confidential files at DISTRICT site;
- e. Ensure appropriate confidentiality by DISTRICT staff members regarding information related to students with an IEP;
- f. Schedule all IEP team meetings and student study team meetings that MVJPA personnel need to attend.
- g. Ensure the attendance of the DISTRICT personnel that are required to attend IEP team meetings, including DISTRICT administrator or designee and general education teacher(s);
- h. Implement all general education accommodations, modifications, and services specified in students' IEPs;
- i. Assume sole responsibility for complying with Section 504 of the Rehabilitation Act and provision of related services and accommodation plans;
- j. Atypical protocols or test materials needed only for assessing DISTRICT students will be purchased by DISTRICT and remain the property of DISTRICT. All equipment, materials, and programs used only by DISTRICT students will be purchased by DISTRICT and remain property of DISTRICT.
- k. Provide to MVJPA written notification of District's intent to either renew or not renew this contract for the 2022-2023 school year by March 1, 2022;
- l. Request MVJPA to consider potential disciplinary action against or reassignment of MVJPA employees performing services under this Agreement, to the extent DISTRICT is concerned about the employee's performance under this Agreement.

- m. Upon request, review employee's timesheets for work done for the DISTRICT to confirm the accuracy thereof.

### 3. **Mutual agreements**

- a. **Purpose:** This Agreement is being entered into for the purpose of providing required special education ancillary services to DISTRICT students.
- b. **Entire Agreement Amendment:** This Agreement constitutes the entire understanding between parties and supersedes any prior or concurrent Agreement, oral or written, of MVJPA and DISTRICT concerning its subject matter. Any modification to this Agreement shall be effective only if in writing and signed by both parties.
- c. **Partial Invalidity:** Should any term of this Agreement be held to be invalid or unenforceable, the remaining provisions of this Agreement shall remain in full force and shall stand as if the unenforceable provision did not exist.
- d. **Dispute Resolution:** In the event that either party disputes the meaning of the terms of this Agreement and/or whether it has been breached, both parties shall attempt to resolve the dispute in good faith, first through a joint meeting of a representative or representatives from DISTRICT and MVJPA. If an agreement cannot be reached, either party may seek remedy through the El Dorado Charter SELPA using the SELPA Director as mediator, and then in the appropriate court of law if an agreement cannot be reached.
- e. **Compliance with Law:** MVJPA and DISTRICT agree they will comply with all federal, state, and local law applicable to them in the performance of this Agreement.
- f. **Due Process and/or Litigation:** DISTRICT, as the responsible LEA, will assume full responsibility for the provision of special education services to DISTRICT students. DISTRICT has sole responsibility for any expenses that might accrue as a result of special education due process proceedings or litigation related to the provision of special education and related services or failure to provide special education and related services.
- g. **Indemnification:** Each party shall, to the fullest extent permitted by law, indemnify, defend, and hold harmless the other party, its officers, directors, employees, attorneys, agents, representatives, volunteers, and successors and assigns from and against any and all actions, suits, claims, demands, losses, costs, penalties, obligations, errors, omissions, or liabilities, including legal costs, attorney's fees, and expert witness fees, whether or not suit is actually filed, and/or any judgment rendered against the other party that may be asserted or claimed by any person, firm, entity arising out of or in connection with the indemnifying party's performance under this agreement or any acts or errors or omissions by indemnifying party, its governing body, its administrators, employers, agents, representatives, volunteers, subcontractors, invitees, successors, and/or assignees. Notwithstanding anything to the contrary contained in this Agreement, no indemnification shall be provided under this Agreement from the indemnifying party to the other party based on, arising out of, or relating to any of the following:
  - 1. Any liability expressly assumed by the other party in writing expressly referencing this indemnity provision;
  - 2. Any negligent or intentional misconduct of the other party's officer, director, employee, agent, attorney, representative, volunteer, successor or assignee; or

3. Any violation by the other party, its officers, directors, employees, agents, attorneys, representatives, volunteers, successors, or assignees of any applicable laws of the United States or any state of the United States, including, without limitation, the California Charter Schools Act.

Acceptance of insurance, if required by this Agreement, does not relieve a party from liability under this provision. This provision shall apply to all claims for damages related to the actions or conduct of a party pursuant to the terms and conditions of this Agreement, regardless of the applicability of any insurance. The insurance policy limits set forth herein shall not act as a limitation upon the amount of indemnification or defense to be provided by a party hereunder.

- h. **Headings:** The headings used in this Agreement are for reference purposes only and shall not be considered a substantive part of this Agreement.
- i. **Agreement Term:** The term of this agreement shall commence when DISTRICT school year starts on July 1, 2022, or when this Agreement is ratified by both parties, whichever is later and terminate on June 30, 2023, provided that the obligations of the Parties under paragraph 3(g) shall survive the expiration of this Agreement. If either party desires to cancel this Agreement, the cancelling party shall give the other party ninety (90) days written notice of that party's intent to terminate this Agreement. This Agreement shall terminate ninety (90) days after such notice is given unless the parties mutually agree otherwise. Prior to termination of this Agreement, the parties will meet to discuss areas of disagreement in an effort to avoid the termination of this Agreement.
- j. **Notices.** Any and all notices permitted or required by this Agreement shall be in writing and shall be deemed to have been duly given (a) on the date personally delivered; (b) five business days after being mailed by United States post, certified and return receipt requested; or (c) one business day after being sent by nationally recognized overnight courier, properly addressed as follows or such other address as may later be designated by the party:

**DISTRICT:**  
Redding School of the Arts  
955 Inspiration Place  
Redding, CA 96003  
Attention: Executive Director

**MVJPA:**  
Mountain Valley Special Education JPA  
10140 Old Oregon Trail  
Redding, CA 96003  
Attn: Director

- k. **Additional Terms:** Each party shall notify the other party immediately and no later than within 24 hours should it receive a complaint concerning the other party, its staff, and/or students. The parties agree to work together as necessary to resolve any complaints. It is expressly agreed that neither party shall have authority to make any contract or binding promise of any nature on behalf of the other party, whether oral or written, without the

express written consent of both parties. Both parties agree to take their best efforts to ensure that students' records will not in any way be shared or available to unauthorized persons, in compliance with California Education Code's Pupil Records Act and the Federal Educational Records Privacy Act ("FERPA").

4. Fees

- a. Occupational Therapy services for [REDACTED] per his IEP starting August 29, 2022
- b. One 7.5-hour-day per week, for the 2022/2023 school year starting January 1, 2023 Rates for a. and b. above based on the following:
  1. Occupational Therapy identified in the IEP \$82.64/hour
  2. A 7.01% indirect cost will be added to all services invoiced
- c. Monthly billing for these services will commence September 1, 2022.
- d. Fees shown above include all employer indirect costs.
- e. Notwithstanding subparagraph (a) and (b) above, MVJPA shall also bill DISTRICT monthly for all travel mileage costs involved in commuting round trip between MVJPA and DISTRICT sites at the current rate of \$0.58.5 per mile. Should this mileage rate change per Internal Revenue Service adjustments, DISTRICT shall reimburse MVJPA at the adjusted rate.
- f. MVJPA shall invoice DISTRICT monthly for the cost of services provided through the date of invoice. DISTRICT agrees to pay all invoices within 30 days of receipt.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date and year first above written. Each person executing this Agreement represents and warrants that he or she is duly authorized and has legal authority to execute and deliver this Agreement, including Board approval, where required. Each party represents and warrants to the other that the execution and delivery of this Agreement and the performance of such party's obligations hereunder have been duly authorized.

**On Behalf of the Redding School of the Arts:**

  
\_\_\_\_\_  
Lane Carlson, Executive Director

8/9/22  
\_\_\_\_\_  
Date

**On Behalf of Mountain Valley Special Education JPA:**

  
\_\_\_\_\_  
Ray Witte, Director

8-8-2022  
\_\_\_\_\_  
Date

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

**Consent Agenda**

SUBJECT: Agenda Item 1.5 – Approve RSA Donations

PREPARER: Lane Carlson

RECOMMENDATION: Motion to Approve RSA Donations as Listed

BACKGROUND:

RSA would like to thank the following community member for their generous donations to RSA.

- Josh Barker Real Estate – \$2,000/Yixing Wang & Mandarin Program

REFERENCE:

Governing Board Policies/Acceptance of Gifts





**JOSH BARKER**  
— REAL ESTATE —

7/13/2022

Dear Adel,

Please find enclosed a donation on behalf of Josh Barker Real Estate to Redding School of The Arts in the amount of \$2,000. This donation is specifically for the 4/5 combo class of Yixing Wang to use for the student's continued education. The donation may be used at the teacher's discretion.

Please let us know if you have any questions.

Sincerely,

Toni Andrade, Branch Manager

Josh Barker real Estate

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

**General Reporting**

SUBJECT: Agenda Item 2.1 – 2022/23 Election of Governing Board  
Executive Officers

PREPARER: Lane Carlson

RECOMMENDATION: Action to Approve Governing Board  
Executive Officers for 2022/23

BACKGROUND:

The Governing Board will annually elect the President, Vice President, Treasurer, and Secretary as Executive Officers for the new school year.

2021/22 Executive Officers:

Jean Hatch, President

Heather Wright, Vice President

Lisa Stewart, Treasurer

Jonathan Sheldon, Secretary

REFERENCE:

Governing Board Policies/Board Duties & Responsibilities/Board Internal Business  
RSA, Inc. Bylaws

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

**General Reporting**

SUBJECT: Agenda Item 2.2 – 2022/23 Governing Board Meeting Dates

PREPARER: Lane Carlson

RECOMMENDATION: Discussion/Action to Approve Meeting Dates as Listed

BACKGROUND:

The Governing Board will annually approve the list of board meeting dates for the current school year. The proposed monthly meeting dates are as follows:

Tuesday, September 13, 2022  
Tuesday, October 11, 2022  
Tuesday, November 8, 2022  
Tuesday, December 13, 2022  
Tuesday, January 10, 2023  
Tuesday, February 14, 2023  
Tuesday, March 14, 2023  
Tuesday, April 4, 2023  
Tuesday, May 9, 2023  
Tuesday, June 13, 2023

Dates are subject to change. An additional June meeting may be necessary for budget adoption purposes. If needed, the board will set and approve that date at a later meeting.

REFERENCE:

Governing Board Policies/Board Duties & Responsibilities/Board Internal Business

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

**General Reporting**

SUBJECT: Agenda Item 2.3 – 2020/21 School Accountability Report Card (SARC) Update

PREPARER: Carol Wahl

RECOMMENDATION: Discussion

BACKGROUND:

Administration will provide an update to the board on the 2020/21 SARC Report, “Conditions of Learning” section. The initial report was only partially completed due to a delay in data from DataQuest and CALPADS.

- See Attached: 2020/21 School Accountability Report Card (SARC)

REFERENCE:

## A. Conditions of Learning

### State Priority: Basic

The SARC provides the following information relevant to the State priority: Basic (Priority 1):

- Degree to which teachers are appropriately assigned and fully credentialed in the subject area and for the pupils they are teaching;
- Pupils have access to standards-aligned instructional materials; and
- School facilities are maintained in good repair

Note: For more information refer to the Updated Teacher Equity Definitions web page at <https://www.cde.ca.gov/pd/ee/teacherequitydefinitions.asp>

### 2020-21 Teacher Preparation and Placement

Authorization/Assignment	School Number	School Percent	District Number	District Percent	State Number	State Percent
<b>Fully (Preliminary or Clear) Credentialed for Subject and Student Placement (properly assigned)</b>	19.5	81.6	59.0	71.7	228366.1	83.1
<b>Intern Credential Holders Properly Assigned</b>	0.0	0.0	0.0	0.0	4205.9	1.5
<b>Teachers Without Credentials and Misassignments (“ineffective” under ESSA)</b>	0.9	3.9	1.9	2.3	11216.7	4.1
<b>Credentialed Teachers Assigned Out-of-Field (“out-of-field” under ESSA)</b>	1.1	4.8	16.2	19.8	12115.8	4.4
<b>Unknown</b>	2.3	9.7	5.0	6.1	18854.3	6.9
<b>Total Teaching Positions</b>	24.0	100.0	82.3	100.0	274759.1	100.0

Note: The data in this table is based on Full Time Equivalent (FTE) status. One FTE equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time. Additionally, an assignment is defined as a position that an educator is assigned to based on setting, subject, and grade level. An authorization is defined as the services that an educator is authorized to provide to students.

### 2020-21 Teachers Without Credentials and Misassignments (considered “ineffective” under ESSA)

Authorization/Assignment	2020-21
<b>Permits and Waivers</b>	0.6
<b>Misassignments</b>	0.3
<b>Vacant Positions</b>	0.0
<b>Total Teachers Without Credentials and Misassignments</b>	0.9

## 2020-21 Credentialed Teachers Assigned Out-of-Field (considered “out-of-field” under ESSA)

Indicator	2020-21
<b>Credentialed Teachers Authorized on a Permit or Waiver</b>	0.0
<b>Local Assignment Options</b>	1.1
<b>Total Out-of-Field Teachers</b>	1.1

## 2020-21 Class Assignments

Indicator	2020-21
<b>Misassignments for English Learners</b> (a percentage of all the classes with English learners taught by teachers that are misassigned)	0.0
<b>No credential, permit or authorization to teach</b> (a percentage of all the classes taught by teachers with no record of an authorization to teach)	0.6

## 2021-22 Quality, Currency, Availability of Textbooks and Other Instructional Materials

RSA uses a variety of instructional materials and resources to meet the academic needs of our students. In Mathematics we use Envision Math (K-5th) - adopted in 2012 and College Preparatory Math (CPM) - adopted in 2014 for Middle School. For Language Arts, RSA used the newly adopted curriculum of Wonders (K-1st), and National Geographic’s (2nd -5th). In (6th-8th) we use novels, Scholastic magazine, Newsela, Smithsonian and National Geographic if articles apply to our theme. In History we use Houghton-Mifflin History-Social Science and Glencoe Discovering Our Past. In Science we use Full Option Science System, and Prentice Hall California Science Explorer and a variety of NGSS aligned curriculum where available including Mystery Science. In addition, Interacts/ Simulations/Experiments are used across the curriculum. One hundred percent of students have access to the most recently adopted textbook and supplemental materials. In 2019-2020 RSA prepared for an adoption of and piloted a new K-5th math curriculum, Go Math. Adoption and implementation of Go Math in grades K-5 will proceed in the 2020-2021 school year.

**Year and month in which the data were collected**

2020, June

Subject	Textbooks and Other Instructional Materials/year of Adoption	From Most Recent Adoption ?	Percent Students Lacking Own Assigned Copy
<b>Reading/Language Arts</b>	Wonders (K-1st), and National Geographic’s (2nd -5th) adopted in 2016	Yes	0
<b>Mathematics</b>	Go Math (K-5th) - adopted in 2020 and College Preparatory Math (CPM) - adopted in 2014	Yes	0
<b>Science</b>	A variety of NGSS aligned online curriculum/materials were adopted by the board, including mystery science/ Safari Montage, GEMS- adopted in 2020	No	0
<b>History-Social Science</b>	Houghton-Mifflin History-Social Science and Glencoe Discovering Our Past- adopted in 1999, Supplemented with online programs, DBQs, Scholastic, Studies Weekly, and National Geographic.- 2020	No	0
<b>Foreign Language</b>	Mandarin Matrix- Adopted 2019	Yes	0

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

**General Reporting**

SUBJECT: Agenda Item 2.4 – 2022/23 High School Graduation Requirements/Course Catalog

PREPARER: Lane Carlson

RECOMMENDATION: Discussion/Action to Approve

BACKGROUND:

The Governing Board will discuss and review the proposed High School Course Catalog before taking action to approve. The catalog outlines the coursework and graduation requirements for high school students.

- See Attached: 2022/23 High School Graduation Requirements/Course Catalog

REFERENCE:



REDDING SCHOOL of the ARTS

WHERE EDUCATION AND THE ARTS CONNECT

雷丁艺术学校  
教育与艺术融合的舞台/殿堂

# High School Course Catalog 2022-2023

Adopted:

**Redding School of the Arts**  
955 Inspiration Place – Redding CA 96003 Phone: (530)  
247-6933 / FAX (530) 243-4318

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

Redding School of the Arts (“RSA” or “the School”) does not discriminate against any student or employee based on actual or perceived characteristics of nationality, race, ethnicity, religion, sex, gender, ethnic group identification, age, national origin, ancestry, immigration status, genetic characteristics, mental or physical disability, marital status, sexual orientation, gender identity, gender expression or association with a person or group with one or more of these actual or perceived characteristics or other category protected by law.



## Redding School of the Arts High School Graduation Requirements and Comparison

High School Subject Area	RSA	State Mandated Requirements	UC Requirements for Freshman Admissions	CSU Requirements for Freshman Admissions	SUHSD	AUHSD
English	Four Years (40 Credits)	Three Years	Four years of approved courses	Four years of approved courses	Four Years (40 Credits)	Four Years (40 Credits)
Mathematics	Three Years (30 Credits)	Two years, including Algebra I, beginning in 2003–04. (EC Section 51224.5)	Three years, including algebra, geometry, and intermediate algebra. Four years recommended.	Three years, including algebra, intermediate algebra, and geometry.	Three Years (30 Credits)	Four Years (40 Credits)
Social Studies/Science	Three Years	Three years of history/social studies	Two years of history/social science	Two years	Four Years (40 Credits)	Four Years (40 Credits)
Science	Three Years (30 Credits)	Two years, including biological and physical sciences.	Two years with lab required, chosen from biology, chemistry, and physics. Three years recommended.	Two years, including one year of biological and one year of physical science with lab.	Three Years (lab) (30 Credits)	Two Years (20 Credits)
Foreign Language	Two Years (20 Credits)	One year of either visual and performing arts, foreign language, or career technical education**.	Two years in same language required. Three years recommended.	Two years in same language required.	Two Years (20 Credits)	Two Years (20 Credits)
Visual and Performing and/or Vocational Arts	Two Years (One year VAPA + One year VAPA or Vocational (20 Credits)	One year of either visual and performing arts, foreign language, or career technical education**.	One year of visual and performing arts chosen from the following: dance, drama/theater, music, or visual art.	One year of visual and performing arts chosen from the following: dance, drama/theater, music, or visual art.	One Year Visual/Performing + One Year Practical/Vocational (20 Credits)	One Year Visual/Performing or Foreign Lang. + One Year Vocational (20 Credits)
Physical Education	Two Years (20 Credits)	Two years	Not Applicable	Not Applicable	Two Years (20 Credits)	Two Years (20 Credits)
Electives	50 Credits including VAPA	Not Applicable	One year***	One year***	50 Credits	50 Credits
Total	230 Credits	13 Courses	15 Courses (7 in the last two years of high school)	15 Courses	230 Credits	230 Credits

## 2022-2023 Coursework

### 9th Grade Standard Courses:

#### **CP ENGLISH 9**

Students develop appropriate grade level literacy readiness for college, career, and civic life; attain the capacities of literate individuals; become broadly literate; and acquire the literacy skills for living and learning in the 21<sup>st</sup> Century. Students will read and analyze grade level fiction and non-fiction; write in the narrative, argumentative, and informational modes; and conduct short as well as extended research. Curriculum is focused on the following five themes: meaning making, language development, effective expression, content knowledge, and foundational skills. Reading increasingly complex texts as well as using textual evidence in arguments are emphasized habits of mind.

*Meets UC/CSU "b" requirement*

#### **Career and Personal Development**

CAPD is a 9th grade course designed to help students develop a forward thinking mindset and experience their first college coursework in a low stakes, fully supported environment. Over the course of the year, students will work through a combination of facilitated Shasta College online courses and California's High School Health Education Framework.

- **STU-90- Career Choice (1 Credit):** A course designed for students who are undecided about their educational and/or career goals. Through a series of group exercises, and career development testing, students learn to identify personal values, interests, skills, aversions, and personality patterns and understand how they relate to choices in the world of work. Students learn to access occupational information, develop decision-making skills and set career goals.
- **STU-1 College Success (3 Credits):** This course is designed to help students increase their academic potential and begin learning and applying strategies for success in college and life-long learning. Topics include discovering personal and academic goals, self-discovery, study strategies, critical thinking, communication skills, and college resources and policies. This course may be offered in a distance education format.
- **Health Education:** This course covers the following topics: Nutrition and Physical Activity, Growth, Development, and Sexual Health (curriculum will be made available for preview and opt-out optional prior to unit), Injury Prevention and Safety, Alcohol, Tobacco, and Other Drugs, Mental, Emotional, and Social Health, and Personal and Community Health.

#### **Earth and Space Science**

Earth Science and Space Science is a laboratory course that will explore the natural world and its processes. Utilizing inquiry-based performance tasks, labs, performance tasks and activities students will be exposed to a broad curriculum demonstrating the interactions between the major systems of Earth, how the Earth is dynamic and the processes that cause change, how to conserve and utilize the natural resources that shape our world, the roles that humans play in altering our planet, and where we fit in the universe. This course will cover the Next Generation Science Standards for Earth and Space Sciences while incorporating Scientific and Engineering Practices, with each unit asking students to develop models, carry out investigations, communicate information, and design solutions to various problems/challenges. Students taking this class will fulfill their physical science graduation requirements. This course is the first course in the college preparatory pathway. An overview of Physics and Chemistry will be added to the curriculum as necessary.

*Meets UC/CSU "d" requirement.*

#### **CP Math 1**

The fundamental purpose of CP Math 1 is to formalize and extend students' understanding of linear functions and their applications. The critical topics of study deepen and extend understanding of linear relationships, in

part by contrasting them with exponential phenomena and in part by applying linear models to data that exhibit a linear trend. CP Math 1 uses properties and theorems involving congruent figures to deepen and extend understanding of geometric knowledge from prior grades. CP Math 1 builds on prior experiences with data, developing a more formal means of assessing how a model fits the data.

*Meets UC/CSU "c" requirement.*

### **PE Course 1**

Course 1 is an integral part of the educational program for all students. *NOTE: All Freshmen must take P.E. unless there is a medical waiver.* **9th grade students will participate in the California Physical Fitness Test.**

### **10th Grade Standard Courses:**

#### **CP ENGLISH 10**

Students develop appropriate grade level literacy readiness for college, career, and civic life; attain the capacities of literate individuals; become broadly literate; and acquire the literacy skills for living and learning in the 21<sup>st</sup> Century. Students will read and analyze grade level fiction and non-fiction; write in the narrative, argumentative, and informational modes; and conduct short as well as extended research. Curriculum is focused on the following five themes: meaning making, language development, effective expression, content knowledge, and foundational skills. Reading increasingly complex texts as well as using textual evidence in arguments are emphasized habits of mind.

*Meets UC/CSU "b" requirement*

#### **World Civilizations**

Students will study the history of world civilizations through a combination of facilitated Shasta College online courses and will be guided by an RSA credentialed Social Studies Teacher.

- **HIST-2 World Civilization to 1500 CE (3 Credits)** This course is a comparative survey of the major ancient world civilizations which developed between 3500 B.C.E. and 1500 C.E. It examines political institutions, religious ideologies, the rise and fall of empires, and the major cultural innovations of each of the major world civilizations.
- **HIST-3 World Civilization/1500-Present (3 Credits)** This course offers a survey of the development of the major civilizations of the world from 1500 to the present. The focus is on the political, economic, social, intellectual, and religious forces in Africa, the Americas, Asia, and Europe from 1500 to the present day. This course offers multiple perspectives of the dynamic interaction of peoples and cultures that shaped this era of world history.

*Meets UC/CSU "a" requirement*

#### **Biology**

Biology is a lab-based, conceptually taught coordinated science class. It emphasizes the science of ecology and the environment, cells, genetics and evolution, and human systems. Students enrolled in the CP English II class should take CP Biology.

*Meets UC/CSU "d" requirement.*

#### **CP Math 2**

The focus of CP Math 2 is on quadratic expressions, equations, and functions, and comparing their characteristics and behavior to those of linear and exponential relationships from CP Math 1. The need for extending the set of rational numbers arises and real and complex numbers are introduced. The link between probability and data is explored through conditional probability and counting methods, including their use in making and evaluating decisions. The study of similarity leads to an understanding of right triangle trigonometry and connects to quadratics through Pythagorean relationships. Circles, with their quadratic

algebraic representations, round out the course.

*Meets UC/CSU "c" requirement.*

## **2022-23 Elective Course Offerings**

### **Art I**

Art I is the study of the basic elements and principles of art. During the first semester, students explore these elements through a variety of two-dimensional media. Students apply these skills and concepts to three-dimensional media during the second semester. Students are expected to keep a notebook, complete writing and sketchbook assignments, maintain a portfolio and to attempt all assigned art projects. This course prepares students for classes that require drawing ability. Mid-year transfers require some previous art experience, such as enrollment in an art course, teacher approval based upon examination or drawing evaluation.

*Meets UC/CSU "f" requirement.* **Prerequisites: None - Open to all grades**

### **Band I**

This course is offered to students who have had some beginning or intermediate instrumental training. Instruction involves group practice and individual lessons. Emphasis is also placed on fundamentals and instrumental techniques. Students are required to be at several performances.

*Meets UC/CSU "f" requirement.* **Prerequisites: Admission by consent of the instructor - Open to all grades**

### **Drama I**

This course consists of work in physical acting, vocal acting and oral interpretation. Students will also study theatre history, stage spaces, and analyze a dramatic production.

*Meets UC/CSU "f" requirement.* **\*Block Schedule - Periods 6 and 7 Tues/Thur**

### **French I**

French I is designed to develop proficiency in understanding spoken and written French. Comprehensible Input techniques permit acquisition of the highest frequency language structures, enabling communication of high level concepts using simple language. Students begin to gain insight into the culture of francophone countries of the world. Materials and methods used in this course meet the ACTFL standards.

*Meets UC/CSU "e" requirement.* **\*Block Schedule - Periods 6 and 7 Wed/Fri**

### **Mandarin I**

Mandarin I is designed for beginners of Chinese language who desire to acquire the basics of the language for functional and practical proficiency. This course integrates the four basic language skills of listening, speaking, reading, and writing through various means of practice in the use of the target language. It will familiarize students with basic oral communication skills with an emphasis on idiomatic expressions, basic grammar and vocabulary to develop functional language skills. Course activities include class participation, discussions, drills and games, reading and writing practice, group and paired activities, videos, and music. Facts about history, culture and customs of China will also be presented to help students understand a nation that is culturally distinct from their own. Materials and methods used in this course meet the ACTFL standards for Foreign Language Learning.

*Meets UC/CSU "e" requirement.* **Prerequisites: None**

## **PE Course 2**

To fulfill the requirement for high school graduation, students must pass two years of physical education in high school. All students are required to complete a second year of P.E.

**Prerequisites:** PE Course 1- Open to 10th graders

**Open to 10th graders (All 9th graders must take PE, and all students must fulfill a second year of PE prior to graduation)**

## **Robotics**

This CTE course explores the interaction of science and technology and is designed to interest students in the field of robotics and motivate them to pursue advanced education in science and engineering. Students will apply the scientific method and build on physics and mathematics concepts. Students will work in small groups to research, design, program, and construct robotic devices.

*Meets UC/CSU "d" requirement.* **Prerequisites: None \*Block Schedule - Periods 6 and 7 Tues/Thur**

## **Study Hall**

Students receive elective credit for Study Hall.

**Prerequisites:** Open to grades 9-10 if schedule allows

## **Teacher Assistant**

Students receive elective credit for assisting teachers or school staff on days when their block class is not in session. Credit will be prorated based on the number of days/week.

**Prerequisites:** Open to grades 9-10 for students taking "Block" electives

## **Journalism/Yearbook**

Students in this course will create multiple publications including the yearbook. The course involves selling advertisements, taking pictures, copywriting, and preparing layout for documents. A high degree of responsibility and commitment is required of staff members. The course may require time spent after school. This course fulfills the Practical/Vocational Arts graduation requirement. Students may repeat this course for elective credit.

*Meets UC/CSU "g" requirement.* **Prerequisites: None**

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

**General Reporting**

**SUBJECT:** Agenda Item 2.5 – 2022/23 In-Person Learning Plan & Guidance Update

**PREPARER:** Lane Carlson

**RECOMMENDATION:** Discussion/Action to Approve

**BACKGROUND:**

Administration will provide the board with updated information related to COVID-19 In-Person Learning Plan and how RSA is meeting state and local guidelines, while addressing student educational needs.

Administration will adopt the school's 2022/23 In-Person Learning Plan to comply with updated guidelines and review these changes with the board.

- See Attached: 2022/23 In-Person Learning Plan & Guidance Update

**REFERENCE:**

Shasta Ready/ California State Public Health Department



REDDING SCHOOL of the ARTS

WHERE EDUCATION AND THE ARTS CONNECT

雷丁艺术学校

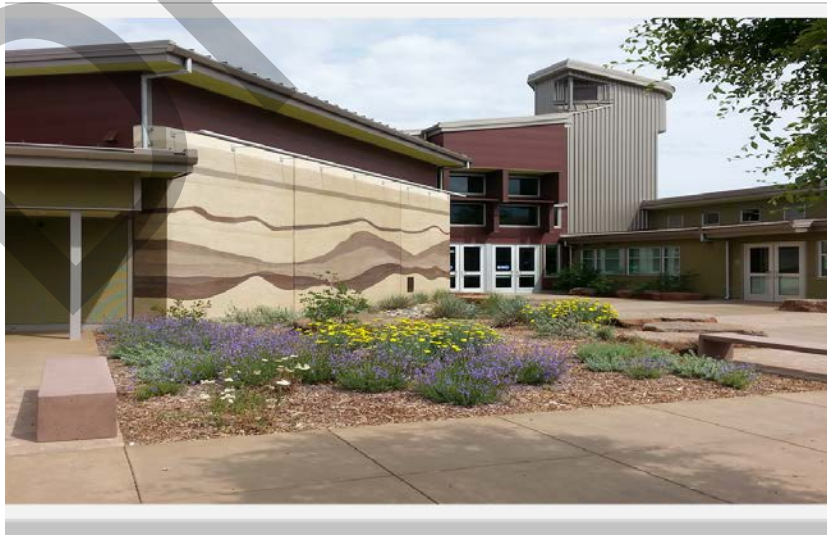
教育与艺术融合的舞台/殿堂

## Redding School of the Arts

Draft SCHOOL IN-PERSON PLAN 202~~1~~-202~~3~~

Addressing the Challenges of COVID-19

For Adoption Amended ~~March 8~~ August 18, 2022



Board Approval 8/10/21 Revised 12/14/21 Revised 3/8/2022 Revised 8/19/22

# INTRODUCTION

At Redding School of the Arts, our highest priority is the health and safety of our students and staff. Following that, it is our goal to provide high-quality instruction with the highest degree of face-to-face interaction possible while adhering to state and local public health directives. This guide will serve as a supplement to the Family Handbook for the 2021/22 school year and supersedes any conflicting information in the handbook.

The foundational principle of this guidance is that all students must have access to safe and full in-person instruction and to as much instructional time as possible. In California, the surest path to safe and full in-person instruction at the outset of the school year, as well as minimizing missed school days on an ongoing basis, is a strong emphasis on the following:

- Encouraging vaccination for all eligible individuals;
- Allowing all students access to full in-person learning;
- Implementing targeted quarantine practices which keeps students in school; and
- Providing access to [a robust COVID-19 testing program for families and staff.](#)

As a result of these guidelines, RSA has developed best practices for safety and health based on California and Local Public Health's most recent guidance. High standards for cleaning are included for your review. The best ways to protect oneself from infection includes the layered approach of: frequent handwashing, proper ventilation in the building, optional face coverings, encouraging vaccinations and contact tracing. As a result, these will be practiced on campus for as long as they are required and/ or recommended.



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# INSTRUCTION

## All Students In-Person Every Day

RSA will be providing in-person instruction daily for all students adhering to the CDPH Guidelines subject to change as state and/or local public health recommendations and requirements are modified. All instructional programs will include classroom instruction that aligns with the mission of the school.

## Independent Study Program

- RSA’s independent Study Program, families meet regularly with a designated teacher to provide the best learning platform for the families tailored to the interests and needs of the students. This program is available for families who choose the program for other health and/or educational reasons.

# SAFETY MEASURES

In an effort to streamline and tailor this decision-making process for the California context, guidance regarding each of the measures that can be used in a layered prevention strategy is provided below.

## FACE COVERINGS

Per [CDPH Guidance for the Use of Face Coverings](#):

~~Masks, particularly high-quality and well-fitting masks (PDF), remain highly effective, inexpensive, and dynamic tools to protect oneself and mitigate transmission of COVID-19 and other respiratory pathogens. After March 11, 2022, the universal masking requirement for K-12 and Childcare settings will terminate. CDPH recommends that individuals in these settings continue to mask in indoor settings, but after March 11, Whether or not a student or staff member wears a mask will~~ is become a family/personal decision. RSA will have face masks available and will endeavor to provide an inclusive and respectful environment where no child or staff member is made to feel uncomfortable due to that choice.

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# PHYSICAL DISTANCING

Recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies are implemented. This is consistent with [CDC K-12 School Guidance](#).

# VENTILATION RECOMMENDATIONS

For indoor spaces, ventilation should be optimized, which can be done by following CDPH Guidance on Ventilation of Indoor Environments and Ventilation and Filtration to Reduce Long-Range Airborne Transmission of COVID-19 and Other Respiratory Infections: Considerations for Reopened Schools.

# ARRIVAL

- Designated entry routes for students.
- Teachers may conduct a visual wellness check as students enter class and will refer any students who report not feeling well, or appear as though they may be ill, to the health office for a temperature check. Teachers may take students' temperatures as they enter the classroom.
- Parents are allowed to check in through the office prior to walking their child to the entry door of their classes (to minimize distributions in the classrooms see family handbook for details).

# DISMISSAL

- School dismissal times will be as posted on the School website unless we are required to change educational delivery models. See dismissal times as listed in the Family Handbook.
- Establish one-way exit routes and keep gates open.
- Students whose parents did not arrive on time will be taken to the office to contact their parents/guardian.
- Radios will be used to facilitate pick-up.

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# PICK-UP DURING SCHOOL HOURS

- Parents may call ahead to the office (530-247-6933) identifying themselves and the student they are picking up or come into the office to request their child.
- Office will contact the students.
- Parents will need to sign the student out from the school office.

## CLASSROOM

- Face covering for staff and students are optional in accordance with CDPH guidelines. RSA will endeavor to provide an inclusive and respectful environment where no child or staff member is made to feel uncomfortable due to their choice.
- Use of soap and water is preferred. If hand sanitizer is used, it must be unscented and at least 60% alcohol.
- Electives will be used to provide additional academic support time to help mitigate learning loss. Elective schedules can be modified to provide for student interest.

## SOCIAL EMOTIONAL SUPPORT

*All* students deserve an equal opportunity to succeed at school in a safe and healthy atmosphere of supportive, caring relationships. Social-emotional needs are met through embedded practices within the school day, instruction in interpersonal skills and self-management, and with support services for students with greater needs.

- All staff will focus on supporting a positive climate and culture that practices Six Pillars of Character; Trauma Informed Practices; Kelso's Choices, etc.
- Teachers will strive to foster a sense of belonging in the classroom.
- Students will have access to ongoing social-emotional lessons.
- School counselors are accessible for students in need of additional support. Counselors may meet with individuals or small groups virtually or in person as needed. Parent consent is required for ongoing support.
- Classrooms will practice predictable and consistent routines.
- All staff will strive to model calm, healthy responses, acknowledge feelings, and act consistently.

# INTERVENTION SERVICES

- Intervention groups may include students from various classrooms.
- Intervention groups may be held virtually.

# VULNERABLE POPULATIONS

## **(English Language Learners, Students with Disabilities, Foster Youth, Homeless)**

ELL students will continue to receive integrated ELD services either in-person or virtually. Family liaison available to assist families with translation. Special education services will be provided in accordance with each student's IEP. Services will support students' progress in their general education class. Other service providers may deliver services in-person or virtually. Technology devices and internet access will be provided to students who need them so that they can participate equitably in remote learning while at home. Foster youth and homeless students may attend more in-person instruction as needed during at-home learning days.



# RECESS

- Students will play in designated areas.
- No personal equipment brought from home may be shared.
- ~~Use water bottles or water bottle filling stations instead of drinking fountains.~~

# FOOD SERVICES

- RSA is participating in the free lunch program for the ~~2021~~2022-22-23 school year.
- Use outside cafeteria for mealtime seating.
- Clean frequently touched surfaces. Surfaces that come in contact with food should be washed, rinsed, and sanitized before and after meals.
- Given very low risk of transmission from surfaces and shared objects, there is no need to limit food service approaches to single use items and packaged meals.
- Food service workers and cafeteria support staff will wear gloves.

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# FRONT OFFICE & STAFF ROOMS

- For general health barriers, Plexiglas barriers will be in place as needed.

## HEALTH ISSUES

- Isolation areas will be provided for students with symptoms until picked up.
- Fever above 100.4 is a criterion for sending a student home.
- Masks are recommended for students visiting the office for applicable health reasons.
- Students will be referred to the office/health office for a temperature check if the student reports not feeling well or appears to not be feeling well.
- Parents must pick sick students up promptly (15-25 min.).

## STAYING HOME WHEN SICK

Recommendations for staying home when sick and getting tested:

[A student 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. Additionally, if symptoms are concerning for COVID-19, it is strongly recommended that students wear a mask and get tested immediately. Students should also follow CDPH recommendations for retesting and/or isolating if results are positive.](#)

[a. Follow the strategy for Staying Home when Sick and Getting Tested from the CDC.](#)

[b. Getting tested for COVID-19 when symptoms are consistent with COVID-19 will help with rapid contact tracing and prevent possible spread at schools.](#)

[c. Advise staff members and students with symptoms of COVID-19 infection not to return for in-person instruction until they have met CDPH criteria to return to school for those with symptoms:](#)

[i. At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and](#)

[ii. Other symptoms have improved; and](#)

[iii. They have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition \(e.g., allergies or asthma\) OR a healthcare provider has confirmed an alternative named](#)

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~~diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR at least 10 days have passed since symptom-onset.~~

# HEALTH/NOTIFICATION PROTOCOLS

RSA will continue to collaborate with state and local health departments, to the extent allowable by privacy laws and other applicable laws, to confidentially provide information about people diagnosed with or exposed to COVID-19. This allows identifying which students, teachers, and staff with positive COVID-19 test results should isolate, and which close contacts should quarantine.

Students diagnosed with COVID-19 should follow recommendations listed in Table 1 (Persons with COVID-19) of CDPH's guidance for the general public, including staying home for at least 5 days and wearing a well-fitting mask around others for a total of 10 days, especially in indoor settings.

Families should notify the school if their child has COVID-19 and was on school grounds during their infectious period. RSA will in turn notify students who spent more than a cumulative total of 15 minutes (within a 24-hour time period) in a shared indoor airspace (e.g., classroom) with someone with COVID-19 during their infectious period.

All students with known exposure to persons with COVID-19 should follow recommendations listed in Table 2 (Asymptomatic Persons Who are Exposed to Someone with COVID-19) of CDPH's guidance for the general public. If they remain without symptoms, students may continue to take part in all aspects of K-12 schooling including sports and extracurricular activities. As recommended in Table 2, they should wear a well-fitting mask around others for a total of 10 days and get tested 3-5 days after last exposure.

~~Quarantine recommendations for vaccinated close contacts:~~

~~A. For those who are vaccinated, follow the CDPH Fully Vaccinated People Guidance regarding quarantine.~~

~~B. Quarantine recommendations for unvaccinated students for exposures when both parties were wearing a mask, as required in K-12 indoor settings. These are adapted from the CDC K-12 guidance and CDC definition of a close contact. See the K-12 Schools Guidance 2021-2022 Questions & Answers for additional recommendations to focus on high-value contact tracing to protect students and staff.~~

~~a. When both parties were wearing a mask in any school setting in which students are supervised by school staff (including indoor or outdoor school settings and school buses, including on buses operated by public and private school systems), unvaccinated students who are close contacts (more than 15 minutes over a 24-hour period within 0-6 feet) may undergo a modified quarantine as follows. They may continue to attend school for in-person instruction if they:~~

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- i. Are asymptomatic;
- ii. Continue to appropriately mask, as required;
- iii. Undergo at least twice weekly testing during quarantine; and
- iv. Continue to quarantine for all extracurricular activities at school, including sports, and activities within the community setting.

Quarantine duration recommendations for unvaccinated close contacts in:

- Standard quarantine (i.e., students who were not wearing masks or for whom the infected individual was not wearing a mask during the exposure); OR
- Modified quarantine (i.e., students as described in #8 above).

a. These contacts, if they remain asymptomatic (meaning they have NOT had any symptoms), may discontinue self-quarantine under the following conditions:

- i. Quarantine can end after Day 10 from the date of last exposure without testing; OR
- ii. Quarantine can end after Day 7 if a test specimen (i.e., antigen diagnostic test, PCR/molecular diagnostic test, or pooled PCR/molecular test) is collected on or after Day 5 from the date of last exposure and tests negative.

b. To discontinue quarantine before 14 days following last known exposure, asymptomatic close contacts should:

- i. Continue daily self-monitoring for symptoms through Day 14 from last known exposure; AND
- ii. Follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds) through Day 14 from last known exposure.

c. If any symptoms develop during this 14-day period, the exposed person must immediately isolate, get tested and contact their healthcare provider with any questions regarding their care.

Isolation recommendations

- a. For both vaccinated and unvaccinated persons, follow the CDPH Isolation Guidance for those diagnosed with COVID-19.

Quarantine recommendations for: vaccinated and unvaccinated close contacts who were not wearing masks or for whom the infected individual was not wearing a mask during the indoor exposure; or unvaccinated students as described with more details available at Shasta Ready-

Vaccination verification: To inform implementation of prevention strategies that vary by vaccination status (testing, contact tracing efforts, and quarantine and isolation practices), refer to the [CDPH vaccine verification recommendations](#).

## **Staff testing protocols and recommended frequency**

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The guidance also outlines the need for “periodic” testing of all staff prior to returning to in-person instruction. ~~For up-to-date testing information go to: [www.shastaready.org](http://www.shastaready.org). — including an increased level of testing in areas with rising community transmission, as lab testing capacity allows. Biocept will be administered by the trained school nurse.~~ RSA will also offer Rapid antigen testing which is self-administered. Although staff members may opt for other testing sites as listed on Shasta Ready. For up-to-date testing information go to: [www.shastaready.org](http://www.shastaready.org).

- CDPH requires all paid and unpaid employees (includes regular volunteers such as board members, outside agencies) to self – verify for vaccination status and provide proof of vaccination or
- The school requires all employees to test weekly.

## CLEANING

Cleaning that involves water and soap or a detergent significantly decreases germs on surfaces and decreases infectious risks.

### 1. Cleaning recommendations

a. In general, cleaning once a day is usually enough to sufficiently remove potential virus that may be on surfaces. Disinfecting specific areas in the school such as bathrooms or eating areas (using disinfectants on the [U.S. Environmental Protection Agency COVID-19](#) list) removes any remaining germs on surfaces, which further reduces any risk of spreading infection.

b. For more information on cleaning a facility regularly, when to clean more frequently or disinfect, cleaning a facility when someone is sick, safe storage of cleaning and disinfecting products, and considerations for protecting workers who clean facilities, see [Cleaning and Disinfecting Your Facility](#).

c. If a facility has had a sick person with COVID-19 within the last 24 hours, clean AND disinfect the spaces occupied by that person during that time.

## AFTER-SCHOOL PROGRAM

The YMCA will be following their protocols that have been approved by the County Health Dept.

## ~~OUTSIDE INTERESTS/CLUBS/SPORTS~~

~~*This section will be modified based on further guidance from CDPH. The requirements and recommendations in this guidance apply to all extracurricular activities that are operated or*~~

~~Board Approval 8/10/21 Revised 12/14/21 Revised 3/8/2022 Revised 8/19/22~~

*supervised by schools, and all activities that occur on a school site, whether or not they occur during school hours, including, but not limited to, sports, band, chorus, and clubs.*

# SCHOOL CLOSURE AND SUBSEQUENT REOPENING

The Executive Director in consultation with Shasta County Public Health, will determine if a school needs to close in-person school in response to COVID-19 cases.

## ~~SCHOOL PROCESS WHEN COVID-19 CASE IS IDENTIFIED~~

~~Will be updated as Shasta Public Health completes their contract tracing requirements.~~

- ~~1. If a school becomes aware of a COVID-19 positive case (“confirmed case”), send home immediately.~~
- ~~2. Notifications to the local health department by the COVID-19 School Liaison~~
- ~~3. All personal identifying information of COVID-19 cases or symptoms will be kept confidential.~~
- ~~4. The COVID-19 School Liaison determines the infectious period of the confirmed case with consultation from public health.~~
- ~~5. The COVID-19 School Liaison will identify and document all school-related individuals that were potentially exposed to the confirmed case based on the infectious period.~~

## ADDENDUMS

### **Recommendation for Fully Vaccinated**

[COVID-19 Public Health Recommendations for Fully Vaccinated People](#)

**COVID – 19 Public Health Guidance for K-12 School in CA 2021-22 School year Jan. 12, 2022**

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/K-12-Guidance-2021-22-School-Year.aspx>

~~Board Approval 8/10/21 Revised 12/14/21 Revised 3/8/2022 Revised 8/19/22~~

**Guidance for the Use of Face Masks**

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx>

DRAFT

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# CORONAVIRUS

## SYMPTOMS

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.



SYMPTOMS MAY APPEAR 2-14 DAYS AFTER EXPOSURE TO THE VIRUS. PEOPLE WITH THESE SYMPTOMS MAY HAVE COVID-19:



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# STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.



## WASH

Wash your hands with soap and water often, and for at least 20 seconds.



## COVER

Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.



## DO NOT TOUCH

Do not touch your eyes, nose, or mouth.



## SOCIAL DISTANCE

Stay at least 6 feet (about 2 arm's length) from other people.

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

**Policy Review & Amendments**

SUBJECT: Agenda Item 2.6 – COVID-19 Vaccination Verification & Testing Requirements

PREPARER: Lane Carlson

RECOMMENDATION: Discussion/Action to Approve

BACKGROUND:

Administration plans to revisit the COVID-19 Vaccination Verification & Testing Requirements policy, that was previously adopted on 11/9/2021, and discuss possible changes. The policy states “*All Employees, regardless of their vaccination status, must submit to COVID-19 testing at least once per week as a condition of entering school property or performing job duties in-person*”.

- See Attached: COVID-19 Vaccination & Testing Policy
- See Attached: COVID-19 Vaccination & Testing Policy FAQ

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



## REDDING SCHOOL OF THE ARTS

### COVID-19 Vaccination Verification and Testing Policy

#### I. Purpose

Redding School of the Arts (“School”) adopts this COVID-19 Vaccination Verification and Testing Policy for Employees (“Policy”) in accordance with the state’s requirements to verify employee vaccination status. Specifically, on August 11, 2021, the California Department of Public Health (“CDPH”) issued an order mandating that all public and private schools serving students in transitional kindergarten through grade 12 verify the vaccination status of school employees and establish diagnostic screening testing of unvaccinated employees to minimize the risk that they will transmit COVID-19 while on school campuses (“CDPH Order”).

This Policy provides the School community with information on the School’s policies and procedures as it relates to verifying employee vaccination status and conducting periodic COVID-19 testing. This Policy shall be implemented in a manner that is consistent with applicable federal, state, and local laws, as well as applicable public health guidance, including, but not limited to, those from the Centers for Disease Control and Prevention (“CDC”), the California Department of Fair Employment and Housing (“DFEH”), the California Division of Occupational Safety and Health (“Cal/OSHA”), and the California Department of Public Health (“CDPH”).

The School is committed to ~~a safe and meaningful return to~~ full in-person learning and work environment for our students, staff, and School community. In addition to this Policy, the School has implemented various health and safety protocols, ~~including universal masking requirement,~~ to support successful return to full in-person instruction. The School community shall continue to comply with the School’s existing policies. This Policy is intended to supplement those policies, procedures, and protocols.

#### II. Scope

This Policy applies to all School employees who enter school property for any period of time, or have contact with any staff, students, or other School members, including parents and contractors, for any reason, including extracurricular activities and school sponsored events that occur off school property.

This Policy applies to COVID-19 vaccines that are currently available to the public and approved by the U.S. Food and Drug Administration (“FDA”), including the FDA approved Pfizer-BioNTech vaccine and vaccines that have been issued Emergency Use Authorization.

### **III. Definitions**

“COVID-19 vaccine” means a vaccine approved by the FDA as safe and effective against COVID-19, including any FDA-approved booster that may be required to maintain safety and efficacy.

“Employee” means an individual who is employed by the School.

“Fully vaccinated” means an individual who has received, at least 14 days prior, either the second dose of a vaccine in a two-dose series (e.g., Pfizer-BioNTech, Moderna, or a vaccine authorized by the World Health Organization), or a single-dose vaccine (e.g., Johnson and Johnson [J&J]/Janssen).

"Incompletely vaccinated" means an individual who has received at least one dose of a two-dose COVID-19 vaccine but does not meet the definition of fully vaccinated.

"Unvaccinated" means an individual who has not received any doses of COVID-19 vaccine or whose vaccination status is unknown.

"WHO Yellow Card" refers to the original World Health Organization International Certificate of Vaccination or Prophylaxis issued to the individual following administration of the COVID-19 vaccine in a foreign country.

### **IV. Employees Interested in Becoming Fully Vaccinated**

At this time, the School is not requiring employees to become vaccinated. However, for those employees who are interested in receiving the COVID-19 vaccine, the School will provide employees with information regarding the operational logistics of such vaccination opportunities as applicable (e.g., opportunities to schedule vaccinations during the workday, reimbursement for mileage, etc.).

### **V. Verification Process: Proof of Vaccinations**

An employee’s vaccination status must be documented before entering school property and/or performing job duties in-person. The following forms of proof of vaccinations are permitted:

1. COVID-19 Vaccination Record Card issued by the Department of Health and Human Services Centers for Disease Control & Prevention or WHO Yellow Card<sup>1</sup>, which includes the name of the person vaccinated, the type of vaccine provided, and date doses administered;
2. A photo of a vaccination card as a separate document;
3. A photo of the employee’s vaccine card stored on a phone or electronic device;
4. Documentation of vaccination from healthcare provider; or



5. Documentation of vaccination from other contracted employers who follow the CDPH vaccination record guidelines and standards.

The School will maintain records of the vaccination status of its employees in a confidential manner and in accordance with the CDPH Order. However, the records may be made available, upon request, to the local public health department for purposes of an investigation, as may be required by applicable law.

The School further reserves the right to request proof of both the first and second vaccination doses for COVID-19, if applicable. Employees for whom vaccine status is unknown or documentation is not provided will be considered unvaccinated for purposes of this Policy. In that case, the employee will be considered unvaccinated and must comply with the testing requirements set forth in this Policy.

Employees need not provide more information than necessary to confirm proof of vaccination. If any such documentation may include disability-related medical information, employees should omit such medical information.

## **VI. Testing for COVID-19**

All Unvaccinated or Incompletely vaccinated employees (based on above definitions), regardless of their vaccination status, must submit to COVID-19 testing at least once per week as a condition of entering school property or performing job duties in-person. -Over the Counter Antigen tests will be provided, and testing can be done at home or on site and results emailed to the staff tracking designee.

Employees must be tested using either a PCR or antigen test, which must either have Emergency Use Authorization by the FDA or be operating per the Laboratory Developed Test requirements by the U.S. Centers for Medicare and Medicaid Services. Employees may be required to submit to a PCR test even if the employee has already taken an antigen test.

All employees, regardless of their vaccination status, must also observe all other infection control requirements in accordance with federal, state, and local laws, and are not exempted from the testing requirement even if they have a medical contraindication to vaccination, since they are still potentially able to spread the illness. Previous history of COVID-19 from which the individual recovered more than 90 days earlier, or a previous positive antibody test for COVID-19, **do not** waive this requirement for testing.

The School will ensure that it has appropriate measures in place to track test results and conduct appropriate workplace contact tracing.

## **VII. Requests for Accommodations**

Employees who are unable to comply with the testing requirement under this Policy due to a qualifying disability or sincerely held religious belief must contact Human Resources to request a reasonable accommodation in writing. Upon receipt of the request, the School will engage in an interactive process with the employee and work to identify any possible accommodations. During this time, the employee will be not be permitted to enter school property or perform

job duties in-person. This time off will be unpaid. As part of the interactive process, if the employee is requesting a medical exemption to the School's Policy, the School will request a medical certification from the employee's health care provider that documents the basis for the requested accommodation (without disclosing the underlying condition or diagnosis), including a certification that the individual cannot undergo COVID-19 testing due to the employee's disability. In such an instance, the School will determine what, if any, reasonable accommodations exist, including, but not limited to, an unpaid leave of absence.

In addition, the School may not approve a reasonable accommodation should the accommodation result in a direct threat to the health and safety of others in the workplace or to the employee, and/or if the accommodation will cause an undue hardship for the School.

#### **VIII. Enforcement**

Employees who refuse to undergo regular COVID-19 testing, will be excluded from school property and/or workplace pending compliance with this Policy.

Employees who refuse to comply with this Policy and are not otherwise eligible for a reasonable accommodation to the testing requirement consistent with applicable law may, depending on their position, be placed on unpaid/inactive status until they comply.

#### **IX. Existing Health and Safety Protocols**

Consistent with the School's health and safety protocols, including COVID-19 Injury and Illness Prevention Plan), and until guidance from federal, state, and local public health agencies is revised, all employees must continue to abide by all COVID-19 health and safety protocols, regardless of vaccination status. ~~This includes, but is not limited to, continued use of facial coverings, frequent hand washing, and social distancing practices. This Policy does not supersede existing School policies governing COVID-19 related health and safety protocols.~~

#### **X. Disclaimer**

As public health and legal guidance regarding COVID-19 vaccinations and testing evolve, the School reserves the right to revise this Policy. Upon any revision to this Policy, the School will provide immediate notice in writing.

Should you have any questions regarding this Policy, you may contact [Margaret Johnson Lane Carlson](#), Executive Director, at 955 Inspiration Place, Redding, CA 96003. This Policy has been approved by Redding Charter Schools' Board of Directors and cannot be changed by a sole executive administrator.

Board Adopted: 11/10/2021 ~~Revised~~[Amended: 8/189/2022](#)



## COVID-19 Vaccination Verification and Testing Requirements Frequently Asked Questions

### PURPOSE

Redding School of Arts (“School”) provides this Frequently Asked Questions (“FAQ”) to its workers regarding its COVID-19 Vaccination Verification and Testing Policy for Workers (“Policy”). The Policy and this FAQ are in response to the California Department of Public Health’s (“CDPH”) order mandating that all public and private schools serving students in transitional kindergarten through grade 12 verify the vaccination status of school workers and establish diagnostic screening testing no later than October 15, 2021 (“CDPH Order”). This FAQ is intended for guidance purposes only and may be revised or modified at a later time.

### QUESTIONS AND ANSWERS

#### **1. When does the School’s COVID-19 Vaccination Verification and Testing Policy for Workers (“Policy”) go into effect?**

The Policy goes into effect immediately. Unvaccinated or Incompletely vaccinated All workers, if they have not already done so, must submit appropriate documentation that they are fully vaccinated as soon as possible, but no later than September 10, ~~2021~~2022. Weekly COVID-19 testing will begin no later than September 16, 2021, for workers who are not fully vaccinated or otherwise fail to provide appropriate documentation showing that they are fully vaccinated. Any employee hired after the deadline must submit acceptable proof of vaccination before their first day of employment or submit to weekly COVID-19 testing in accordance with the School’s testing schedule. If a worker has tested positive, they will not have to test for 90 days from their positive test.

#### **2. Who does this Policy apply to?**

All school Unvaccinated or Incompletely vaccinated workers. “Workers” include all paid and unpaid adults serving in the school setting, which can include, but is not limited to, administrators, office staff, certificated and classified staff, and volunteers who are on-site at a school campus supporting school functions.

#### **3. Am I required to get vaccinated under this Policy?**

No. At this time, workers are not required to be vaccinated as a condition of entering school property or providing in-person services. However, if a worker is not fully vaccinated and/or has not provided the School with acceptable documentation establishing that the worker is fully vaccinated, the worker must submit to weekly COVID-19 testing.

**4. Does the Policy, including the COVID-19 testing requirements, apply to workers who split their work time between home and workplace?**

Yes. Workers who are expected to perform any portion of their duties in the workplace (i.e., on any school campus or facility) must comply with the School's Policy.

**5. May the School require all workers physically entering the workplace show proof of vaccination status and/or require regular COVID-19 testing?**

Yes. Per the CDPH Order, the School is required to verify vaccination status of its workers and conduct COVID-19 diagnostic screening testing for unvaccinated workers.

In addition, with respect to employees, the equal employment laws do not prevent an employer from requiring all employees physically entering the workplace to show proof of vaccination status or to submit to COVID-19 testing. The School will engage in the interactive process with an employee to determine, what, if any, reasonable accommodations exist for employees that have a disability that prevents them from submitting to weekly COVID-19 testing, up to and including, an unpaid leave of absence.

**6. How often are unvaccinated or Incompletely vaccinated workers required to submit to test for COVID-19 testing?**

Workers who are not fully vaccinated will be required to submit to test for COVID-19 testing at least once per week. If a worker has tested positive, they will not have to test for 90 days from their positive test. Over the counter antigen tests will be provided and ~~W~~workers can will either do their own tests at home or at work, or submit to arrange for PCR or antigen testing at another facility. ~~There may be a situation where a worker who has undergone an antigen test may also be required to submit to a PCR test to ensure accuracy of test results. For example, if a worker tests negative on the antigen test, but has COVID-19 symptoms, he/she may be required to submit to a PCR test.~~

**7. Is the School permitted to ask for documentation that the worker is fully vaccinated?**

Yes. The School is required to ask workers for documentation showing that they are fully vaccinated. The School will ensure that any record of a worker's vaccination status will be maintained in a confidential manner and in accordance with the CDPH Order.

**8. Am I required to disclose my vaccination status?**

No. In response to the School's inquiry, you can decline to provide your vaccination status. However, you will be required to submit to periodic COVID-19 testing, as the School must consider you as unvaccinated for purposes of this Policy.

**9. If I state that I am not fully vaccinated, do I need to give a reason?**

No. The School will not ask you why you are not vaccinated, nor are you expected to provide an explanation as to why you are not fully vaccinated. You can decline to state whether you are fully vaccinated without providing any reason or explanation.

**10. What documentation may I submit to show proof of vaccination?**

The following forms of documentation may be submitted to show proof of vaccination:

1. COVID-19 Vaccination Record Card issued by the Department of Health and Human Services Centers for Disease Control & Prevention or WHO Yellow Card<sup>1</sup>, which includes the name of the person vaccinated, the type of vaccine provided, and date doses administered;
2. A photo of a vaccination card as a separate document;
3. A photo of the worker's vaccine card stored on a phone or electronic device;
4. Documentation of vaccination from healthcare provider; OR
5. Documentation of vaccination from other contracted employers who follow the CDPH vaccination record guidelines and standards.

**11. What if an employee is being rude or treating me differently because I am not vaccinated?**

Employees must respect their colleagues and act professionally towards everyone they encounter at the workplace. While an individual's unvaccinated status does not in and of itself implicate applicable equal employment laws, the expectation is that everyone follows workplace standards of conduct and rules of professionalism. If you have concerns about an employee's conduct, please refer to the Conflict Resolution Policy in the Employee Handbook for more information.

**12. If I am an employee and unable to undergo weekly COVID-19 testing due to a disability, what should I do?**

If you are a School employee and believe you have a qualifying disability that prevents you from undergoing weekly COVID-19 testing, please notify Human Resources as soon as possible to explore your options. The School will request a certification from your healthcare provider certifying that the due to a medical disability you are unable able to undergo testing. If

sufficient documentation is provided, the School will explore alternative options as noted above.

**13. What if I refuse to comply with the School's weekly COVID-19 testing requirement and I do not otherwise qualify for an exemption?**

In this instance, workers who are not fully vaccinated and refuse to undergo weekly COVID-19 testing will not be permitted to enter school property or otherwise provide in-person services.

In addition, employees who refuse to comply with this Policy and are not otherwise eligible for a reasonable accommodation to the testing requirement consistent with applicable law may, depending on their position, be placed on unpaid leave or inactive status until they comply.

**14. If I am fully vaccinated, do I still need to wear a mask?**

Regardless of vaccination status, masks are not mandatory, but strongly recommended in an indoor setting. Current CDPH guidance strongly recommends that all individuals, regardless of vaccination status, wear masks when they are indoors in a school setting.

**15. Does wearing a mask disclose confidential medical information (i.e., I am not vaccinated)?**

No. Wearing a mask does not disclose medical information to others. As explained above, CDPH requires-recommends all School workers, regardless of vaccination status, to wear face masks when in an indoor setting.

**16. If I had COVID-19 in the last 90 days and I am vaccinated or not vaccinated, do I still need to undergo weekly COVID-19 testing?**

No, workers who are vaccinated or not fully vaccinated and have had COVID-19 in the last 90 days do not need to undergo regularly COVID-19 testing even if the worker has COVID-19 antibodies.

**17. Do workers need to pay for the COVID-19 testing?**

No. The School will conduct weekly COVID-19- provide over the counter antigen tests testing free of charge to all workers.

**18. Where can I go to get the COVID-19 vaccine?**

Workers may get the COVID-19 vaccine through their healthcare provider or facilities located in the community, such as a local pharmacy. You can seek a vaccination appointment online at [www.vaccines.gov](http://www.vaccines.gov) or by calling (800) 232-0233.

## 19. Where can I get more information regarding COVID-19 vaccines?

There are various resources on COVID-19 through federal and state agencies, including the Center for Disease Control and the California Department of Public Health. Here are just a few:

- Key Things to Know About COVID-19 Vaccines: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/keythingstoknow.html>.
- Getting Your COVID-19 Vaccine: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/your-vaccination.html>.
- Types of COVID-19 Vaccines: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/different-vaccines.html>.
- CDC FAQs: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/faq.html>.

## 20. Who may workers contact if they have any questions about the School's Policy?

Should you have any questions regarding this Policy, you may contact ~~Lane Carlson~~ Margaret Johnson, Executive Director, at [lcarlsonmjohnson@rsarts.org](mailto:lane.carlson@rsarts.org). This Policy has been approved by School's Board of Directors and cannot be changed by a sole executive administrator.

Adopted: 11/10/2021

Amended: 8/18/2022

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

**Policy Review & Amendments**

SUBJECT: Agenda Item 2.7 – Extreme Temperature & Air Quality  
Management - Amended

PREPARER: Carol Wahl

RECOMMENDATION: Discussion/Action to Approve

BACKGROUND:

Administration will present the board with updated guidance on Extreme Temperature & Air Quality Management recommendations for Shasta County schools. RSA will adapt these procedures as part of the School Safe Plan.

- See Attached: Extreme Temperature & Air Quality Management Recommendations

REFERENCE:

RSA Policies & Procedures/Governing Board Policies/Policy Adoption



# Shasta County School Air Quality Activity Recommendations

## AIR QUALITY CONDITIONS

The terrain in Shasta County is complex making air quality monitoring a challenge based on weather and topography. Check current air quality first at the [Fire and Smoke Map](#).

This document has been prepared in collaboration with Shasta County Air Quality Management District, Shasta County Health and Human Services Agency – Public Health Branch, Shasta County Public Schools, and Shasta County Office of Education.



The following school activity recommendations are based on consultation with health researchers and several important principles drawn from recent studies. Consideration should be given to **AQI**, **wind patterns**, and **ability to keep students indoors within air-conditioned environments**.

### Air Quality Level - [Fire and Smoke Map](#)

Activity	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
	0-50	51-100	101-150	151-200	201+
	Keep classroom doors and windows closed. Use air conditioning system.				
Recess (15 min)	No restrictions	Ensure that sensitive individuals are medically managing their condition.*	Sensitive individuals should exercise indoors or avoid vigorous outdoor activities.*	Exercise indoors or avoid vigorous outdoor activities. Sensitive individuals should remain indoors.*	No outdoor activity. All activities should be moved indoors.
P.E. (1 hr)	No restrictions	Ensure that sensitive individuals are medically managing their condition.*	Sensitive individuals should exercise indoors or avoid vigorous outdoor activities.*	Exercise indoors or limit vigorous outdoor activities to a maximum of 15 minutes. Sensitive individuals should remain indoors.*	No outdoor activity. All activities should be moved indoors.
Athletic Practice & Training (2-4 hrs)	No restrictions	Ensure that sensitive individuals are medically managing their condition.*	Reduce vigorous exercise to 30 minutes per hour of practice time with increased rest breaks and substitutions. Ensure that sensitive individuals are medically managing their condition.*	Exercise indoors or reduce vigorous exercise to 30 minutes of practice time with increased rest breaks and substitutions. Sensitive individuals should remain indoors.*	No outdoor activity. All activities should be moved indoors.
Scheduled Sporting Events	No restrictions	Ensure that sensitive individuals are medically managing their condition.*	Increase rest breaks and substitutions per CIF guidelines for extreme heat.** Ensure that sensitive individuals are medically managing their condition.*	Increase rest breaks and substitutions per CIF guidelines for extreme heat.** Ensure that sensitive individuals are medically managing their condition.*	Event must be rescheduled or relocated.

\* Sensitive Individuals include all those with asthma or other heart/lung conditions

\*\* California Interscholastic Federation

## Guidelines:

- Using the [Fire and Smoke Map](#) is easy. Simply visit the [fire.airnow.gov](http://fire.airnow.gov) website, enter a zip code to set the display to your area. Then locate circles, triangles or squares near your location to determine what the current air quality is. A tutorial can be found by clicking the ? in the upper right hand corner. Note: the fire and smoke map only works on modern web browsers.
- School districts and charter schools should make decisions about school activities and closures based on air quality measurements and local conditions, such as the availability and quality of school building air filtration and direct observation of onsite indoor/outdoor air quality.
- School districts may wish to consult with their local [air district](#) regarding outdoor air and their local public health official regarding indoor air before making a final determination.
- School districts should report any school closures to the Shasta County Office of Education, notify the media, and announce closures to families using normal school closure procedures.

## Preventing Health Effects from Wildfire Smoke - About Masks:

- There are steps you can take to reduce the risk of health effects from wildfire smoke, which is especially important for sensitive groups. The ideal strategy is to avoid high concentrations of smoke; reduce or eliminate exertion in smoky environments; and reduce or eliminate the **time** spent in smoky environments.
- When the air is unhealthy, the best option is to:
  - Stay indoors. Close the windows and doors and use the air conditioner with updated air filters (MERV 13 or higher). Consider using an air cleaner where you spend the most time.
  - Avoid moderate or strenuous outdoor activity. Reduce physical activity and stay indoors with windows/doors closed. If the indoor temperature is high, get to a location with clean filtered air such as a public library, shopping mall or other building with heating, ventilation, and air conditioning (HVAC) system filtration.
- If necessary and safe to do so, use respiratory protection, such as N-95 masks, which are available at most hardware stores. If you have underlying medical conditions, check with your doctor first.
- N-95 respirator masks are not intended for children. No N-95 masks have been approved for children by U.S. regulatory agencies and therefore, masks are not recommended for preventing health effects of wildfire smoke in children by air quality districts/public health agencies.
- N-95 respirator masks are designed for professional use by trained adults and require a perfect seal to be effective. If these masks are not fitted correctly, they will provide little if any protection.
- Masks have limitations:
  - In smoky conditions, masks can exacerbate breathing difficulty for sensitive breathers or potentially cause deeper breathing, which draws particulates deeper into the lungs if the mask is not fitted correctly.
  - Masks must be kept clean and replaced frequently to be effective. If a mask is used, please refer to the mask manufacturer's recommendations on cleaning and replacement intervals.

## Additional Information & Resources

### Recommendations for Ensuring Cleaner Air at School:

- Install and maintain HVAC air conditioning system with medium or high-efficiency filtration. Install high-efficiency particulate air (HEPA) filters if possible. See below for U.S. EPA recommendations for air filtration. [Wildfires and Indoor Air Quality \(IAQ\) US EPA](#)
- Install portable HEPA filters in classrooms where possible. Approved filters: <https://www.arb.ca.gov/research/indoor/aircleaners/certified.htm>
- Be sure that portable filters are sized correctly for the room.
- Ensure doors and windows are sealed tightly. Minimize air movement in and out of the room.
- Clean Room Link: <https://www.epa.gov/indoor-air-quality-iaq/create-clean-room-protect-indoor-air-quality-during-wildfire>
- Smoke Ready Toolbox: <https://www.epa.gov/smoke-ready-toolbox-wildfires>

The [Fire and Smoke Map](#) considers the following in determining the Air Quality Index (AQI)\*:

- Data from permanent official monitoring sites (Circles),
- Data from temporary official monitoring sites (Triangles),
- Data from low cost sensors i.e. Purple Air (Squares),
- EPA approved correction factors for the low-cost sensors that provide more accurate data,
- Ease of use by the public who no longer have to “switch” the data into the AQ&U or LRAPA correction factor,
- Visual layers showing fire and smoke plume locations.

\*Due to quality control processing, some low cost sensors do not display on the AirNow Fire and Smoke Map. These sensors can be accessed at the Purple Air website. Go to the settings icon in the top left of the map. From there you can select the appropriate conversion factor. US EPA or LRAPA seem to be the most appropriate conversion factors

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

**Policy Review & Amendments**

SUBJECT: Agenda Item 2.8 – Cell Phone Stipend Policy

PREPARER: Lane Carlson

RECOMMENDATION: Discussion/Action to Approve Policy Amendments

BACKGROUND:

The Cell Phone Stipend Policy has been updated to reflect current and active positions that qualify for the stipend.

- See Attached: Cell Phone Stipend Policy

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

## Cell Phone Stipend Policy

RSA recognizes the need for specific employees to carry and maintain a cell phone for safety, travel, multiple site assignment, or school related business, as deemed necessary by school administration.

RSA will provide the following personnel with a cell phone stipend of \$420 per year. \*

- Executive Director
- Principal
- Vice Principal
- Dean of Students
- Director of Special Education
- Facilities Manager

RSA will provide the following personnel with a cell phone stipend of \$300 per year. \*

- Counselor
- Custodian (as assigned)
- Facilities Maintenance Technician
- Health Clerk
- IT Technician
- Occupational Therapist
- Program Coordinator
- Psychologist
- Psychologist Intern
- School Nurse
- School Secretary
- Special Education Coordinator
- Special Education Resource Specialist
- Speech Language Pathologist

*\*\*The annual cell phone stipend amount is based on 12 months of active employment and payable on a monthly basis, over a nine-month period, based on the employee's pay cycle.*

*Employees working less than a full year will receive a prorated amount.*

Board Approved: Sept. 21, 2006

Amended: Dec 10, 2019

Amended: August 10, 2021

Amended: August 18, 2022

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

**Policy Review & Amendments**

SUBJECT: Agenda Item 2.9 – Employee Handbook: Paid Time Off  
Policy #303 – Amended

PREPARER: Lane Carlson

RECOMMENDATION: Discussion/Action to Approve Policy Amendments

BACKGROUND:

Paid Time Off (PTO) Policy has been updated to reflect language regarding approval of absence requests within the first two weeks of school & last two weeks of school.

- See Attached: Paid Time Off Policy

REFERENCE:

RSA Policies & Procedures/Governing Board Policies/Policy Adoption

## 303 Employee Handbook - Paid Time Off (PTO)

Paid Time Off (PTO) is an all-purpose time-off policy for eligible employees to use for vacation, illness or injury, and personal business. Employees in the following employment classification(s) are eligible to earn and use PTO as described in this policy:

- \* Regular full-time employees
- \* Regular part-time employees (30 hours/ week either Hourly payment plan or Time sheet)
- \*\* Exception Full time 12-month employees are not eligible to accrue PTO.

Once employees enter an eligible employment classification, they begin to earn PTO according to the schedule below. Earned PTO is available for use in the year following its accrual.

The amount of PTO employees receive each year is shown in the following schedule:

\*After 1 year of eligible service the employee is entitled to 2 PTO days each year, given at the beginning of the school calendar year. The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when the employee starts to earn PTO. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

Employees who have an unexpected need to be absent from work should notify their direct supervisor before the scheduled start of their workday, if possible. The direct supervisor must also be contacted on each additional day of unexpected absence.

To schedule planned PTO, employees should request advance approval from their supervisors a minimum of 48 hours prior to the date requested. Requests will be reviewed based on a number of factors, including business needs, availability of substitutes, and staffing requirements. Due to the critical nature of teacher interaction and lack of substitute availability during these times, PTO Absence From Duty within the first two weeks (10 days) of instruction and/or the last two weeks (10 days) of instruction during the school calendar year is strongly discouraged and will require approval for special circumstances by the Executive Director. ~~will be denied.~~

PTO is paid at the employee's base pay rate at the time of absence. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

In the event that available PTO is not used by the end of the benefit year, employees may carry over unused PTO up to a cap of 3 days. Once the employee's PTO time reaches the maximum 3 days, further allotment of PTO is suspended until the employee has reduced the PTO balance below this limit.

Upon termination of employment, employees will be paid for unused PTO that has been earned through the last day of work.

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

**Financial Reporting**

SUBJECT: Agenda Item 2.10 – 2022/23 45 Day Annual Budget  
Revision

PREPARER: Robyn Stamm

RECOMMENDATION: Discussion/Action to Approve the 45 Day Annual Budget  
Revision

BACKGROUND:

Education Code 42127(h) states that not later than 45 days after the Governor signs the annual Budget Act, the school district shall make available for public review any revisions in revenues and expenditures that it has made to its budget to reflect the funding made available by that Budget Act.

For the 2022-23 fiscal year, in light of the differences between the May Revision and the final adopted budget, RSA proposes to make a 45-day revision to the adopted annual budget.

- See Attached: 2022/23 45 Day Budget Revision

REFERENCE:

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

**REDDING SCHOOL OF THE ARTS  
2022-2023  
45 DAY BUDGET REVISION  
August 18, 2022**

	Adopted Budget	Budget Revision	Total Variance
<b>REVENUES</b>			
Revenue Limit Sources - LCFF	6,029,661	6,005,728	(23,933)
Federal Revenues	547,383	592,823	45,440
Other State Revenues	1,038,415	2,003,240	964,825
Other Local Revenues	364,739	285,233	(79,506)
<b>TOTAL PROJECTED REVENUES</b>	<b>\$ 7,980,199</b>	<b>\$ 8,887,024</b>	<b>\$ 906,826</b>
<b>EXPENDITURES</b>			
Certificated Salaries	2,860,834	2,921,181	60,347
Classified Salaries	957,705	974,744	17,039
Employee Benefits	1,989,423	2,036,056	46,633
Books and Supplies	635,934	643,829	7,895
Services, Other Operating Expenses	1,844,819	1,895,239	50,420
Depreciation Expense	-	-	-
Other Outgo (excluding indirect)	-	-	-
Direct Support / Indirect Costs	-	-	-
<b>TOTAL PROJECTED EXPENDITURES</b>	<b>\$ 8,288,715</b>	<b>\$ 8,471,049</b>	<b>\$ 182,334</b>
<b>OTHER FINANCING SOURCES/USES</b>			
Interfund Transfers In	-	-	-
Interfund Transfers Out	-	-	-
<b>TOTAL PROJECTED OTHER FINANCING</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>(308,516)</b>	<b>415,975</b>	<b>724,492</b>
<b>BEGINNING BALANCE</b>	<b>2,636,783</b>	<b>2,636,783</b>	<b>-</b>
<b>ENDING BALANCE</b>	<b>\$ 2,328,267</b>	<b>\$ 3,052,758</b>	<b>\$ 724,492</b>
<b>COMPONENTS OF ENDING BALANCE</b>			
Reserve for Net Assets	28,828		
Economic Uncertainty	414,435		
Board Designated	1,677,264		
Restricted	207,740		
	<b>\$ 2,328,267</b>		

**Beginning Balance Adjustments:** N/A

**Revenue Adjustments:**

LCFF - 6.26% Augmentation	\$ 179,633.00
LCFF - Enrollment	\$ (203,566.00)
Arts, Music & Instructional Materials Grant	\$ 343,099.00
Expanded Learning Opportunities Program	\$ 254,581.00
Learning Recovery Emergency Grant	\$ 364,145.00
Reduction Contract Services	\$ (79,506.00)

**Expenditure Adjustments:**

Updated Staff Cost to Reflect Current Staffing/Current Open Positions  
Budgeted One Time Restricted Expenditures  
Reduction Contract Services



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

**Financial Reporting**

SUBJECT: Agenda Item 2.11 – High School Building Update

PREPARER: Lane Carlson

RECOMMENDATION: Discussion/Action

BACKGROUND:

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

REFERENCE:

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

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

**Personnel Reporting**

SUBJECT: Agenda Item 2.12 – Establish Executive Director Evaluation Committee

PREPARER: Lane Carlson

RECOMMENDATION: Discussion/Action to Appoint Evaluation Committee

BACKGROUND:

It is the responsibility of the Governing Board to oversee the evaluation of the Executive Director (year 1 of 2). The board will meet to discuss the evaluation process and appoint an Evaluation Committee.

The Evaluation Committee shall be comprised of the Board President or designee, the Teacher Representative, one PTC Representative, and one Community Representative. The Board President shall appoint each member of the Evaluation Committee.

- See Attached Executive Director Review and Evaluation Procedure
- See Attached Executive Director Self Evaluation

REFERENCE:

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

## **EXECUTIVE DIRECTOR REVIEW AND EVALUATION**

The Executive Director will receive an evaluation during the first year of the contract of employment. If applicable, a review will be conducted every even year following the first year evaluation. Each evaluation shall commence during the second trimester of the school year. The evaluation shall be available to staff for no less than one full calendar week.

The Board President or designee shall oversee the evaluation. All RSA staff shall be allowed to submit one Evaluation of the Director from Staff form, which shall be made available online. The Evaluation survey shall be available to staff for no less than one full calendar week. The Board President or designee shall prepare one report which is a compilation of the staff-submitted forms. The Board President or designee shall then provide that report to the Evaluation Committee.

The Executive Director shall be allowed to submit a self-evaluation using the Director Evaluation Form. This self-evaluation shall be submitted to the Board President or designee by the close of the staff evaluation period. The Board President or designee shall provide the Director's self-evaluation to the Evaluation Committee.

The Evaluation Committee shall be comprised of the Board President, the Teacher Representative, one PTC Representative, and one Community Representative. The Board President shall appoint each member of the Evaluation Committee. If a conflict of interest arises due to the teacher representative's being evaluated by the Executive Director, the President may appoint another Board member to complete the Evaluation Committee.

The Evaluation Committee shall meet to discuss the performance of the Director prior to the review of the full Board in Closed Session. After the discussion, each Committee member shall prepare a Director Evaluation Form. The Board President or designee shall prepare the final Director Evaluation by averaging the ratings contained in the four Committee members' Evaluations.

The Board President or designee shall present to the full Board the final Executive Director Evaluation for review and discussion in Closed Session. The Executive Director shall then be invited to discuss with the Board the Evaluation and any findings made. The Board shall then determine whether to retain the Executive Director for the following school year. In order to terminate an Executive Director's contract, a vote of two-thirds of the full Board is required. The Board may choose to request the immediate resignation of the Executive Director or allow the Executive Director to complete the school year. If the Executive Director declines the Board's invitation to resign immediately, the Board may take the extraordinary step of terminating the Executive Director's employment, consistent with the contract of employment.

**DIRECTIONS FOR EVALUATION OF THE EXECUTIVE DIRECTOR FROM STAFF**

*(To be included with the online evaluation form)*

Each staff member is requested to provide input regarding the performance of the Executive Director. This Evaluation Form will be used to gauge the Executive Director's effectiveness in several areas and identify areas in which the Executive Director may need improvement.

Please note that each staff member may only submit one evaluation form. Once this form is submitted, it cannot be amended or withdrawn. All evaluations must be submitted during the evaluation submission period. Late evaluations cannot be accepted.

For each statement below, please circle the number that best represents your opinion about the Executive Director's performance. (Questions in Survey Monkey) Please use the following rating scale:

1 = Never, 2 = Seldom, 3 = Sometimes, 4 = Usually, 5 = Always, N/S = Not Sure

After completing the twenty specific inquiries, please provide additional input you feel will help the Board evaluate the Executive Director's performance. Please note that this statement is limited to 500 words.

# Redding School of the Arts Executive Director Self Evaluation Form

1 = unsatisfactory 2 = needs improvement 3 = average

4 = meets standard 5 = exceeds standard

## Standard #1: Educational Program and Planning

The Executive Director is an educational leader who promotes the success of all students, and facilitates the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.

*Sample Performance Indicators are...*

- Sets priorities in the context of improving student achievement.
- Articulates and promotes high expectations for teaching and student learning.
- Develops, communicates, and implements a collective vision of comprehensive school improvement.
- Formulates comprehensive school improvement plans and goals with staff and community.
- Formulates procedures for gathering, analyzing, and using district data for decision-making.

(circle one) 1 2 3 4 5

Supporting Evidence:

## Standard #2: Human Resource Management

The Director is the educational leader who promotes the success of all students by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional development.

*Sample Performance Indicators are...*

- Provides leadership for assessing, developing, and improving school environment and culture.
- Provides leadership, encouragement, opportunities, and structure for all staff to continually design more effective teaching and learning experiences for all students.
- Encourages and facilitates the use of technology to improve teaching and learning.
- Encourages and supports personal and professional development among staff.
- Demonstrates awareness of professional issues and developments in education.

- Develops and revises, as needed, his/her own professional development plan for continued improved performance

(circle one) 1 2 3 4 5

Supporting Evidence:

**Standard #3: Business and Financial Management**

The Director promotes the success of all students by ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.

*Sample Performance Indicators are...*

- Analyzes and reports on student achievement, attendance, and graduation rate.
- Plans budget in terms of educational priorities.
- Provides direction and support for periodic review of curriculum and school policies and procedures.
- Demonstrates awareness of and strives to improve performance of staff members.
- Monitors recruitment and selection of personnel and holds staff accountable for performance.
- Effectively manages both revenues and expenditures of the school budget.
- Effectively and consistently applies the legal requirements for personnel selection, retention, and dismissal.
- Ensures that policies and rules are uniformly observed and enforced.

(circle one) 1 2 3 4 5

Supporting Evidence:

**Standard #4: Communication**

The Director promotes the success of all students by collaborating with staff, families and community members, responding to diverse community interests and needs, and mobilizing community resources.

*Sample Performance Indicators are...*

- Provides leadership for improving parent/student/community involvement in the school.
- Promotes, demonstrates, and supports clear two-way communication at all levels of the school.

- Provides community service and leadership for developing a positive rapport between the school and the community.
- Communicates clearly and substantively to the community about school issues and performance.

(circle one) 1 2 3 4 5

Supporting Evidence:

**Standard #5: Community**

The Director is an educational leader who promotes the success of all students by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context.

*Sample Performance Indicators are...*

- Serves as an articulate spokesperson for the welfare of all members of the learning community.
- Advocates in the political environment for issues beneficial to improving teaching and learning.
- Demonstrates respect for diversity in students, staff, and programs.
- Recommends school policy in consideration of state and federal requirements and local expectations.

(circle one) 1 2 3 4 5

Supporting Evidence:

**Standard #6: Relationship with the Board**

The Director is an educational leader who promotes a positive and responsive relationship with the Board.

*Sample Performance Indicators are...*

- Provides timely, adequate information and agenda planning.
- Supports Board policy and actions when communicating with the public and staff.
- Provides leadership with the Board for defining Director and Board roles, mutual expectations, procedures for working together, and district policies.
- Handles differences of opinion between Board members and him/herself in an effective manner.
- Creates trust among Board members, staff, and the community.

(circle one) 1 2 3 4 5

Supporting Evidence:

**Part II - Job Targets**

List any significant job targets and measurable outcomes that were accomplished by the Director during the last twelve months:

**Significant Achievements:** \_\_\_\_\_

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**List any suggested areas for growth:** \_\_\_\_\_

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**Job Targets/expectations for the next 12 months:** \_\_\_\_\_

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**Overall Summary Rating:** Standard #1: \_\_\_\_\_ Standard #2: \_\_\_\_\_ Standard #3: \_\_\_\_\_  
Standard #4: \_\_\_\_\_ Standard #5: \_\_\_\_\_ Standard #6: \_\_\_\_\_

Overall Rating (total divided by 5): \_\_\_\_\_

Comments: \_\_\_\_\_

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\_\_\_\_\_  
*RSA Board President Signature / Date*

\_\_\_\_\_  
*RSA Board Teacher Signature. / Date*

\_\_\_\_\_  
*RSA Board Parent Signature / Date*

\_\_\_\_\_  
*RSA Board Community Signature. / Date*



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

**Personnel Reporting**

SUBJECT: Agenda Item 2.13 – RSA School Secretary Job Description - Amended

PREPARER: Lane Carlson

RECOMMENDATION: Discussion/Action to Approve Amended Job Description

BACKGROUND:

The RSA School Secretary job description was updated to correlate with the need of the school and to help streamline current job duties/responsibilities.

- See Attached Job Description

REFERENCE:

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

# Job Responsibilities

## SCHOOL SECRETARY

**POSITION PURPOSE/SUMMARY** Under the direction of administration or designee, this position will support the mission of the school and perform a wide variety of responsibilities and confidential work; performs a variety of secretarial, and other minor administrative functions required for the operation of school site; must work efficiently with service-oriented attitude in a fast paced, multiple interruption school environment; must maintain confidential student information and has direct contact with students, instructional staff, parents, and public to take initiative in organization and smooth functioning of the school office and related public relations. As an employee of Redding School of the Arts (RSA), this employee will follow the responsibilities and procedures as outlined in the *RSA Personnel Handbook*. Performs other related duties as required in a courteous and respectful manner.

### PRINCIPLE RESPONSIBILITIES

- Successfully manages the lobby area ~~including receptionist~~ to ensure safe and effective school business
- Receive and provide information on the telephone and in person in a respectful and courteous manner.
- Cordially and professionally meet and greet parents, students, staff members, community members or others in public as they enter the building.
- Provide information, assistance and directions regarding school activities, facilities and procedures.
- Screen and route communications.
- Complete each morning the daily lunch counts and record student tardies.
- Maintain and request paper from staff members based on monthly reports.
- Maintain communication in these areas:
  - ~~Writes and distributes daily staff bulletin~~
  - Maintains the staff calendar and important dates list
  - Adds administrative appointments
  - Update school website and calendars
  - Create and distribute monthly school newsletter
  - Maintain communication with administration and facilities staff to manage and monitor the use of facilities.
- Assist school organizations with events.
- Receive and process driver applications – Notify applicants of missing documents and approval status, update teacher driver log, and provide status updates to teachers.
- Monitor volunteer hours.
- Provide oversight of a variety of routine tasks or general assignments to the receptionist in support of the school function such as generate lists, reports, summaries and other materials.
- Make arithmetical calculations in performance of duties.
- Maintains Absences/sub list, calling for substitutes and schedule and prepare for substitutes.
- Design, print and distribute certificates for all school events and awards.
- Provide first aid and basic health care to ill and injured students; contact parents, the nurse or public safety agencies according to established guidelines; administer medications according to physician's directions; complete accident reports.
- Administer student medication.
- Maintains confidentiality of personnel and student information.
- Communicate when necessary to order supplies and equipment for school/program to insure adequate levels are maintained.

- Effectively manages time and multiple responsibilities.
- Teacher Support (copies, laminate etc as time allows)
- Assists Administration as needed.

### **LICENSE AND CERTIFICATES:**

Must possess a valid California Driver's License and ~~current~~ maintain First Aid/ CPR card

### **QUALIFICATIONS**

#### Knowledge of:

- Modern office methods and equipment, including computer technology including type 65 net words per minute (outside certificate acceptable);
- English, grammar, spelling, punctuation;
- Automated record management and filing systems;
- Receptionist and telephone techniques;

#### Ability to:

- Establish and maintain cooperative working relationships;
- Interpret and apply legal mandates, policies and regulations pertaining to a school operation;
- Compose correspondence;
- Establish and maintain accurate files and records;
- Operate computers and utilize application software, as well as provide training to other personnel;
- Understand and carry out oral and written instructions;
- Organize the school office operations;
- Communicate effectively in oral and written form;
- Work with students and parents.

### **EXPERIENCE AND EDUCATION**

Any combination of experience and training that provides the required knowledge and skills will be considered. A typical way to obtain the required knowledge and skills are:

#### Experience:

- ~~One-Three~~ years of general clerical experience, preferably in an education organization and including the use of office equipment.

#### Education:

- Equivalent to completion twelfth grade and an AA from community college.

### **PHYSICAL DEMANDS**

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

- While performing the duties of this job, the employee is regularly required to walk; sit; use hands to finger, handle or feel; and reach with hands and arms. The employee frequently is required to stand; the employee is occasionally required to stoop, kneel, crouch or crawl. The employee must ~~frequently~~ occasionally lift and/or move up to ~~10 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. ~~The employee must be able to hear and speak to exchange information in person and on the telephone.~~ 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 individuals with disabilities to perform the essential functions.

Adopted: May 16, 2013

Amended: April 16, 2015

Amended: May 19, 2016

Amended: ~~July 25~~ August 18, 2022

Amdended Draft

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

**Personnel Reporting**

**SUBJECT:** Agenda Item 2.14 – Personnel Updates

New Hires:

Corinne Borne – 8/11/2022 High School French Teacher (Part-Time)  
Megan Bielecki – 8/10/2022 MTSS Education Specialist Teacher  
Carolyn Diskin – 8/11/2022 High School English Teacher  
Cambria Freeman – 8/11/2022 High School Science Teacher (Part-Time)  
Joshua Freeman – 8/11/2022 Middle School & High School Math Teacher  
Sarah Spaschak – 8/1/2022 High School Counselor  
Caitlyn Spina – 8/10/2022 School Psychologist  
Alex Thiemann – 8/11/2022 High School History Teacher (Part-Time)  
Vanessa Thomas – 8/11/2022 Middle School Social Studies Teacher

Re-Instate:

Huang Li – 8/16/2022 Mandarin Paraprofessional

Employment Update:

Rachel Dressel – 8/17/2022 Cooking Elective Teacher  
Bridgette Jacobsen- 8/11/2022 Home School Teacher

Resignations:

Katie Vernon – 8/4/2022 School Secretary

Retirement:

Lissa Uhleman – 12/28/2022 Student Information System Admin Technician  
(School Registrar)

**PREPARER:** Lane Carlson

**RECOMMENDATION:** Discussion/Action to Approve Personnel Updates

**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