



REDDING SCHOOL of ARTS
WHERE EDUCATION AND THE ARTS CONNECT

Redding School of the Arts
California Nonprofit Benefit Corporation
Board Meeting Agenda
Posted Friday, September 9, 2022

Date: Tuesday, September 13, 2022
Location: 955 Inspiration Place, Redding
Location: Community Room
Open Session 5:45pm

ZOOM Information

Meeting ID: 828 7375 9504

Passcode: 47Efu6

Zoom Link: <https://us02web.zoom.us/j/82873759504?pwd=QUY4Z05pbGdwRVNESUNhZm5FSDNhZ09>

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=QUY4Z05pbGdwRVNESUNhZm5FSDNhZ09>

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

Additional Non-Voting Participants:

Lane Carlson, Executive Director	_____	Wendy Sanders, Special Ed Director	_____
Carol Wahl, Principal	_____	Sophia Zaniroli, Vice Principal	_____
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 8/18/2022 Governing Board Minutes
- 1.2 Approve August 2022 Warrants
- 1.3 Approve Policy Amendments – 2nd Reads
 - 1.3.1 Cell Phone Stipend Policy
 - 1.3.2 Employee Handbook: Paid Time Off Policy #303
 - 1.3.3 Extreme Temperatures and Air Quality Management
- 1.4 Approve 2022/23 Spring Release Consolidated Application Report & Budget
 - 1.4.1 Certification of Assurance
 - 1.4.2 Protective Prayer Certification
 - 1.4.3 Title 1; Part A
 - 1.4.4 Title 2; Part A
 - 1.4.5 Title 4

REGULAR AGENDA

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

Discussion/Action Agenda

Financial Reporting

- 2.1 Discussion/Action: 2021/22 Unaudited Actuals (10 Min)
- 2.2 Discussion/Action: 2022/23 Classified Salary Schedule - Amended (10 Min)
- 2.3 Discussion/Action: Update Authorized Signers on the RSA Umpqua Bank Accounts: (5 Min)
 - 2.3.1 Remove Margaret Johnson as authorized signer on the Main Checking Account
 - 2.3.2 Add Lane Carlson as authorized signer on the Main Checking Account
 - 2.3.3 Remove Margaret Johnson as authorized signer on the Student Body Account
 - 2.3.4 Add Lane Carlson as authorized signer on the Student Body Account
 - 2.3.5 Remove Margaret Johnson as authorized signer on the Flexible Spending Account
 - 2.3.6 Add Lane Carlson as authorized signer on the Flexible Spending Account
- 2.4 Discussion/Action: Update Authorized Signers on the RSA Tri-Counties Bank Savings Account (5 Min)
 - 2.4.1 Remove Margaret Johnson as authorized signer on the Scholarship Account
 - 2.4.2 Add Lane Carlson as authorized signer on the Scholarship Account

General Reporting

2.5 Discussion/Action: Set Date for Governing Board Goal Setting Meeting & Board Training (5 Min)

Policy Review & Amendments

2.6 Discussion/Action: 2022/23 High School Graduation Requirements/Course Catalog – 2nd Read (10 Min)

2.7 Discussion/Action: COVID-19 Prevention Program (CPP) – Amended (10 Min)

2.8 Discussion/Action: COVID-19 Vaccination & Testing Policy – Amended (10 Min)

Personnel Reporting

2.9 Discussion/Action: Special Education Paraprofessional Job Description – Amended (10 Min)

2.10 Discussion/Action: Personnel Updates (5 Min)

New Hire:

- o Julie David – 9/12/2022 School Secretary

Resignation:

- o Thomas Baker – 9/9/2022 Custodian/Yard Duty Paraprofessional

Meeting Adjournment:

Next Regular Meeting:

Date: Tuesday, October 11, 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 – 8/18/2022 Governing Board 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 Board Meeting Minutes

Thursday, August 18, 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>
Jonathan Sheldon, Vice President	<u> X </u>
Lisa Stewart, Treasurer	<u> X </u>
Tiffany Blasingame, Secretary	<u> X </u>
Andrew McCurdy, PTC Parent Member	<u> X </u>
Daria O'Brien, Community Member	<u> X </u>
Antonio Cota, Community Member	<u> AB </u>

Additional Non-Voting Participants

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

Board Recorder: Adel Morfin

Onsite Guests: Candice Percia and Margaret Johnson

Zoom Video Guests: Nicole Iskra, Stephen Limerick, and Katie Schwartz

DIRECTORS REPORT:

- **Lane Carlson:**
Reported RSA has had a good start to the new school year with the addition of high school students. The high school portables are not quite ready for student occupancy, but Lane hopes to have everything completed by Monday.

PRINCIPAL REPORT:

- **Carol Wahl:**
Reported its always an interesting start each school year, but more so this year with the addition of the high school. Administration is working on trying to mesh class schedules, oversee the new breakfast program, direct parents on drop off/pickup procedures, and train new staff members.

VICE PRINCIPAL REPORT:

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

STAFF LIAISON REPORT:

- **Rebecca Lahey:**
Nothing to report at this time.

GOVERNING BOARD REPORT:

- **Jean Hatch:** Nothing to report at this time.
- **Jonathan Sheldon:** Inquired whether Admin was aware of the new changes by Shasta County Office of Emergency Service & Shasta Area Safety Communications Agency. Lane Carlson reported the school is aware and signed up to receive updates and notifications.
- **Lisa Stewart:** Nothing to report at this time.
- **Tiffany Blasingame:** Nothing to report at this time.
- **Andrew McCurdy:** Expressed his support for middle school student locker use.
- **Daria O'Brien:** Nothing to report at this time.
- **Antonio Cota:** Nothing to report at this time.

GOVERNING BOARD CORRESPONDENCE:

- No correspondence at this time.

PUBLIC FORUM:

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

- No Comments

CONSENT AGENDA:

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

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

- 1.1 Approve 6/21/22 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

Daria O'Brien moved to approve the consent agenda as listed, seconded by Jonathan Sheldon. 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 Election of Governing Board Executive Officers

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

Jean Hatch – Board President

Jonathan Sheldon – Vice President

Lisa Stewart – Treasurer

Tiffany Blasingame - Secretary

Andrew McCurdy moved to approve the 2022/23 Governing Board Executive Officers as discussed, seconded by Daria O'Brien. Vote 6 Ayes: 0 Nays.

2.2 Discussion/Action: 2022/23 Governing Board Meeting Dates

The Governing Board reviewed the proposed 2022/23 board meeting dates as listed. The dates are based on the prior year board meeting schedule and correspond with reporting deadlines.

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

Lisa Stewart moved to approve the 2022/23 Governing Board Meeting Dates as listed, seconded by Tiffany Blasingame. Vote 6 Ayes: 0 Nays.

2.3 Discussion: 2020/21 School Accountability Report Card (SARC) Update

Carol Wahl reviewed the updated "Conditions of Learning" section of the 2020/21 School Accountability Report Card (SARC). The original Feb 2022 report has been updated to include the new data. Carol reported she was looking into how some of the report data was generated by the state. She hopes to attend a training in the future to gather more information.

2.4 Discussion/Action: 2022/23 High School Graduation Requirements/Course Catalog

Lane Carlson introduced the 2022/23 High School Graduation Requirements/Course Catalog. Tiffany Blasingame suggested additional revisions to the catalog which include clarification on transferable college courses and credits vs. high school graduation requirements. Daria O'Brien asked for clarification on whether or not GPA was based on 4.0 high school GPA or 5.0 college GPA.

Lane thanked the board for their suggestions and recommendations. He will work on the additional revisions and present the board an updated draft next month.

Item was presented as informational only and tabled until next month. No action was taken.

2.5 Discussion/Action: 2022/23 In-Person Learning Plan & Guidance Update

Lane Carlson presented the 2022/23 In-Person Learning Plan & Guidance Update. Changes include updated language and procedures. The board discussed additional changes to include adding the free breakfast program and updating the links from the addendums page.

Lisa Stewart moved to approve 2022/23 In-Person Learning Plan & Guidance Update with changes as discussed, seconded by Tiffany Blasingame. Vote 6 Ayes: 0 Nays.

2.6 Discussion/Action: COVID-19 Vaccination Verification & Testing Requirements

Lane Carlson & Carol Wahl reported Cal/OSHA released new COVID-19 Emergency Temporary Standards as of 8/16.

Administration has not had a chance to fully review the new temporary standards and its effect on RSA's COVID-19 Vaccination Verification & Testing Requirements. Administration recommends tabling the agenda item until next month.

Andrew McCurdy stated he is in favor of continuing to test all staff member regardless of vaccination status, per CDC requirements. Tiffany Blasingame disagreed with Andrew McCurdy. She stated COVID-19 is a polarized topic and continuing to test vaccinated staff could also cause division. She recommends RSA review Cal/OSHA requirements so we have something to defer back to.

RSA plans to adhere to the current COVID-19 Vaccination Verification & Testing Requirements policy, as previously adopted. Carol Wahl noted COVID-19 Supplemental Paid Sick Leave is set to expire on 9/30/2022. Staff members will be allowed to use their available sick leave for illness related absences.

Item was presented as informational only and tabled until next month. No action was taken.

2.7 Discussion/Action: Extreme Temperature & Air Quality Management - Amended

Carol Wahl presented the updated Extreme Temperature & Air Quality Management Recommendations for Shasta County schools. Administration plans to replace the air quality chart in its current policy based on the new recommendations.

Item was presented as informational only and will be included on the consent agenda next month for board approval. No action was taken.

2.8 Discussion/Action: Cell Phone Stipend Policy

Lane Carlson reported the Cell Phone Stipend Policy was amended to include the addition of Vice Principal position.

Item was presented as informational only and will be included on the consent agenda next month for board approval. No action was taken.

2.9 Discussion/Action: Employee Handbook: Paid Time Off Policy #303 – Amended

Lane Carlson reported Paid Time Off (PTO) Policy was updated to reflect new language regarding approval of absence requests within the first two weeks of school & last two weeks of school. Approval will be considered for special circumstances and is at the discretion of the Executive Director.

Item was presented as informational only and will be included on the consent agenda next month for board approval. No action was taken.

2.10 Discussion/Action: 2022/23 45 Day Annual Budget Revision

Robyn Stamm presented the 2022/23 Budget Revision. She discussed the budget variances compared to the previously adopted budget. She discussed revenue and expenditure adjustments. Overall, RSA is no longer in deficit spending as originally planned, due to an increase in additional revenue from the state.

Lisa Stewart moved to approve 2022/23 45 Day Annual Budget Revision as presented, seconded by Andrew McCurdy. Vote 6 Ayes: 0 Nays.

2.11 Discussion/Action: High School Building Update

Lane Carlson reported on the ongoing progress of the high school portables. He stated the sub-contractors were held up by the delay in getting the portables moved to RSA. Now that they are onsite, the contractors are doing their best to meet RSA's deadlines. Lane is hoping to get the certificate of occupancy by Monday. In the meantime, students and teachers are utilizing available space on K-8 campus.

Andrew McCurdy stated he has been working with the City to expedite the permit process and planning phases.

Item was presented as informational only. No action was taken.

2.12 Discussion/Action: Establish Executive Director Evaluation Committee

It is the responsibility of the Governing Board to oversee the evaluation of the Executive Director (year 1 of 2). The board discussed the evaluation process and recommended Evaluation Committee Team members as follows:

- Jean Hatch - Board President
- Rebecca Lahey - Teacher Representative
- Tiffany Blasingame - PTC Representative
- Daria O'Brien - Community Representative

Jonathan Sheldon moved to approve Evaluation Committee Team members as discussed, seconded by Lisa Stewart. Vote 6 Ayes: 0 Nays.

2.13 Discussion/Action: RSA School Secretary Job Description - Amended

Lane Carlson reported the RSA School Secretary job description was updated to correlate with the need of the school and to help streamline current job duties/responsibilities. The position is currently posted on EdJoin for interested applicants.

Daria O’Brien moved to approve School Secretary Job Description as written, seconded by Jonathan Sheldon. Vote 6 Ayes: 0 Nays.

2.14 Discussion/Action: 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)

Lane Carlson reported on the changes in personnel. Carol Wahl reported on the employment update of Rachel Dressel and Bridget Jacobsen. She stated RSA has a current vacancy for School Librarian.

Daria O’Brien moved to approve all personnel updated as listed, seconded by Tiffany Blasingame. Vote 6 Ayes: 0 Nays.

ADJOURNMENT:

Meeting adjourned at 7:06 p.m.

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

Governing Board Minutes Respectfully Submitted,

Tiffany Blasingame
 RSA Governing Board Secretary

Board Approval Date

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

Consent Agenda

SUBJECT: Agenda Item 1.2 – August 2022 Warrants

PREPARER: Adel Morfin

RECOMMENDATION: Motion to Approve Warrants

BACKGROUND:

REFERENCE:

See Attached Warrant Summary Report (ReqPay12C)

Checks Dated 08/01/2022 through 08/31/2022

Board Meeting Date September 13, 2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9010928657	08/04/2022	Amazon, Inc	62-4320	#6 3/4 Security-Tinted Envelopes		75.50
9010928658	08/04/2022	AT&T Payment Center 530-223-1951 397 4	62-5910	7/17/22 - 8/16/22 Telephone Serv		3,490.48
9010928659	08/04/2022	Blick Art Materials LLC	62-4310	Elective Art Supplies		364.91
9010928660	08/04/2022	California Dept of Education Attn: Cashiers Office	62-8660	2021/22 QTR 4 Federal Daily Interest Calculation		267.59
9010928661	08/04/2022	CDW-Government LLC	62-5801	2022/23 Google Suite Enterprise License		2,232.00
9010928662	08/04/2022	City of Redding Utilities Acct 0206257-8	62-5516	Jul 2022 Electricity/Sewer Utilities	2,337.03	
			62-5518	Jul 2022 Electricity/Sewer Utilities	666.36	3,003.39
9010928663	08/04/2022	Houghton Mifflin Harcourt Publishing Co	62-4100	Extra Go Math Student Multi-Volume Grade K		90.67
9010928664	08/04/2022	Insight Public Sector, Inc.	62-4310	High Sch Staff Laptop Docking Station	259.53	
				High Sch Staff Laptops	1,023.14	
			62-4400	High Sch Staff Laptop Docking Station	1,023.14	
				High Sch Staff Laptops	4,033.61	6,339.42
9010928665	08/04/2022	LiveBinders, Inc.	62-5801	2022/23 LiveBinder Annual Subscription		99.50
9010928666	08/04/2022	MORFIN, AUDELIA	62-5211	July 2022 Mileage Reimb		43.00
9010928667	08/04/2022	ODP Business Solutions, LLC	62-4310	Classroom Supplies	629.27	
				General Art Supplies	680.55	
				K-8th Composition Books	1,226.80	
				Storage Containers	122.20	
			62-4320	Admin/Front Office Supplies	680.70	
				Toner for AP/Front Office	314.55	
			62-4510	Nurse/First-Aid Supplies	379.77	4,033.84
9010928668	08/04/2022	Shasta Union High School Dist Business Services	62-5940	Aug 2022 Managed Cloud Services		535.00
9010929256	08/11/2022	ACCU-Print	62-5870	Jul 2022 Fingerprint Rolling Service Fee		126.00
9010929257	08/11/2022	Blick Art Materials LLC	62-4310	Block Printing Ink - White		
				General Art Supplies	996.53	
				Linoleum	124.90	
				Replacement Credit - General Art Supplies	394.66-	726.77
9010929258	08/11/2022	California Safety Company, Inc	62-5630	8/3 Annual Fire Alarm Test	906.25	
				Aug 2022 Alarm Monitoring Fees & UL Certificate	285.00	1,191.25
9010929259	08/11/2022	Cengage Learning, Inc	62-4100	Becoming a Master Student: Concise, 14th Edition		4,866.47
9010929260	08/11/2022	Charter Communications	62-5920	Aug 2022 Telephone/Internet Charges		2,321.65
9010929261	08/11/2022	City of Redding Utilities Acct 0210456-0	62-5517	Jul 2022 Garbage Utility Services		24.90
9010929262	08/11/2022	City of Redding/Finance Div City Treasurer	62-5830	High School Traffic Impact Fees		20,244.98
9010929263	08/11/2022	EMPLOYMENT DEVELOPEMENT DEPT	62-3502	4/22 - 6/22 SEF Local Exp Charge		387.00

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

Checks Dated 08/01/2022 through 08/31/2022

Board Meeting Date September 13, 2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9010929264	08/11/2022	Generation Genius, Inc.	62-5801	2022/23 Generation Genius Sch License		995.00
9010929265	08/11/2022	Grainger, Inc.	62-4540	Lighting Ballasts	489.22	
				Solenoid Valve for Bathroom Sinks	155.69	644.91
9010929266	08/11/2022	Musson Theatrical	62-4510	Fog Machine Fluid		158.21
9010929267	08/11/2022	National Art Education Associa Member Services	62-5300	Warmington Active Prof Art Membership		110.00
				Dues 10/22 - 9/23		
9010929268	08/11/2022	Redding Occupational Medical Center, Inc	62-5800	Jul 2022 Pre-Employment Physicals		400.00
9010929269	08/11/2022	SCHACK, BLAKE	62-4540	Lumber for Shed Framing		959.46
9010929270	08/11/2022	UHLEMAN, LISSA	62-5211	6/27 Mileage Reimb - Cum Files		15.80
9010929271	08/11/2022	US OMNI & TSACG Compliance Ser	62-5860	Jul 2022 TSA Admin Compliance Services		15.00
9010929888	08/18/2022	Accrediting Commission for Sch Western Assoc of Sch & Colleg	62-5860	2022/23 WASC Initial Visit Fee		850.00
9010929889	08/18/2022	Acuity Brands Tech Services	62-5801	Building dashboard Software Subscription		3,228.00
9010929890	08/18/2022	Amazon, Inc	62-4310	Address Labels		16.32
9010929891	08/18/2022	Anthony J. O'Donnell Anthony's Window Cleaning	62-5630	Aug 2022 Exterior Window Cleaning		3,795.00
9010929892	08/18/2022	Canon Financial Services, Inc.	62-5620	Sep 2022 SPED Copier Lease & Maint Serv		472.73
9010929893	08/18/2022	Insight Public Sector, Inc.	62-4310	High Sch HP Chromebooks	29,707.78	
				Middle Sch HP Chromebooks	46,449.38	76,157.16
9010929894	08/18/2022	Instru-Mend, LLC Kyle R. Stolz	62-4310	8/11 Mobile Repair of Music Instruments		550.00
9010929895	08/18/2022	Mendes Supply Company	62-4515	Custodial Supplies		1,808.73
9010929896	08/18/2022	Mission Linen & Uniform Serv	62-5530	8/9 Logo Mat Laundry Service		142.07
9010929897	08/18/2022	ODP Business Solutions, LLC	62-4320	5" Binders for Admin Office	64.12	
				Office Supplies	154.50	
			62-4510	Office Supplies	21.42	240.04
9010929898	08/18/2022	Ray Morgan Company LLC	62-5620	8/22-10/22 Copier Lease/Usage 5/22-7/22		5,117.74
9010929899	08/18/2022	W. W. Norton & Company, Inc.	62-4100	Webs of Humankind World CivicTexbook		1,112.50
9010930667	08/25/2022	Above Board Construction & Roofing Inc.	62-5630	Roofing for Portables		3,200.00
9010930668	08/25/2022	Aeries Software, Inc.	62-5801	2022/23 Aeries Software & Communications License		7,027.00
9010930669	08/25/2022	Amazon, Inc	62-4310	Academic Planner	8.25	
				Social Emotional Posters for Counselor	215.98	224.23
9010930670	08/25/2022	Blue Star Gas Associates	62-5515	Commerial Fuel		725.72
9010930671	08/25/2022	Calif Assn of Sch Bus Official Attn: Accounting Department	62-5200	Shasta Cascade Section Annual Fall Conf		100.00
9010930672	08/25/2022	CPM Educational Program	62-4100	6th-8th Common Core Math License/Student		9,000.00
9010930673	08/25/2022	Development Group Inc	62-4400	Promethean Board ActivPanels for High Sch		12,279.14

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

Checks Dated 08/01/2022 through 08/31/2022

Board Meeting Date September 13, 2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9010930674	08/25/2022	Document Tracking Services LLC	62-5801	2022/23 DocTracking Serv License Renewal		355.00
9010930675	08/25/2022	Eide Bailly LLP	62-5820	Progress Billing for 6/30/22 Audit	2,450.00	
				Tax Exempt Form 990 Prep	800.00	3,250.00
9010930676	08/25/2022	Follett School Solutions, Inc.	62-5801	2022/23 Destiny Library Manager Renewal		1,189.01
9010930677	08/25/2022	Golden State Office Furniture	62-4310	High School Furniture	32,657.62	
			62-4400	High School Furniture	11,985.19	44,642.81
9010930678	08/25/2022	Mendes Supply Company	62-4515	Paper Towels & Garbage Liners		1,177.82
9010930679	08/25/2022	Mission Linen & Uniform Serv	62-5530	8/18 Logo Mat Laundry Service		142.07
9010930680	08/25/2022	Monika Glanzer	62-4330	8/16 Staff Luncheon	36.47	
				8/16 Staff Luncheon Groceries	260.91	297.38
9010930681	08/25/2022	RadioDepot.com	62-4510	RCA RDR2320 Radios		1,625.00
9010930682	08/25/2022	Shasta - Trinity Schools Insurance Group - Dental	62-3702	Sep 2022 Dental Preimiums	113.33	
			62-9551	Sep 2022 Dental Preimiums	6,346.48	6,459.81
9010930683	08/25/2022	Shasta - Trinity Schools Insurance Group - Vision	62-3702	Sep 2022 Vision Preimiums	22.50	
			62-9552	Sep 2022 Vision Preimiums	1,260.00	1,282.50
9010930684	08/25/2022	Shasta -Trinity Schools Insurance Group - Medical	62-3702	Sep 2022 Medical Preimiums	994.00	
			62-9550	Sep 2022 Medical Preimiums	46,322.00	47,316.00
9010930685	08/25/2022	Stephanie Kasper	62-4310	Consumable Sch Supplies		44.08
9010930686	08/25/2022	Stephens Electrical, Inc.	62-5630	Electrical Installation for Portables 8/1-8/19		32,776.21
9010930687	08/25/2022	WANG, YIXING	62-4310	Cookies for Meet & Greet		17.06
9010930688	08/25/2022	Wilgus Fire Control Inc	62-5630	High Sch Fire Ext Setup & Service		267.02
Total Number of Checks					62	320,650.85

Fund Summary

Fund	Description	Check Count	Expensed Amount
62	CharterSchoolsEnterprise	62	320,650.85
	Total Number of Checks	62	320,650.85
	Less Unpaid Sales Tax Liability		.00
	Net (Check Amount)		320,650.85

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

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

Consent Agenda

SUBJECT: Agenda Item 1.3 – Policy Amendments – 2nd Read

1.3.1 Cell Phone Stipend Policy
1.3.2 Employee Handbook: Paid Time Off Policy #303
1.3.3 Extreme Temperatures and Air Quality Management

PREPARER: Lane Carlson

RECOMMENDATION: Motion to Approve Policy Amendments

BACKGROUND:

The policies are presented as 2nd reads for final approval by the board.

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

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.

The Extreme Temperature & Air Quality Management recommendations for Shasta County schools has been updated. RSA will adapt these procedures as part of the School Safe Plan.

- See Attached: Cell Phone Stipend Policy
- See Attached: Paid Time Off Policy
- See Attached: Extreme Temperature & Air Quality Management Recommendations

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

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.

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 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**

Consent Agenda

SUBJECT: Agenda Item 1.4 – 2022/23 Spring Release Consolidated Application Report & Budget

- 1.4.1 Certification of Assurance
- 1.4.2 Protective Prayer Certification
- 1.4.3 Title 1; Part A
- 1.4.4 Title 2; Part A
- 1.4.5 Title 4

PREPARER: Robyn Stamm

RECOMMENDATION: Motion to Approve Consolidated Application

BACKGROUND:

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

RSA is proposing to submit a Consolidated Application in order to apply for Title 1, Title 2, & Title 4 federal funding for the 2022/23 school year.

- See Attached: Consolidated Report & Budget

REFERENCE:

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

2019–20 Title II, Part A Fiscal Year Expenditure Report, 36 Months

A report of year-to-date expenditures and encumbrances by activity. Activity period covered is July 1, 2019 through June 30, 2022.

CDE Program Contact:

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

2019–20 Title II, Part A allocation	\$12,888
Transferred-in amount	\$0
Transferred-out amount	\$0
2019–20 Total allocation	\$12,888

Professional Development Expenditures

Professional development for teachers	\$12,188
Professional development for administrators	
All other professional development expenditures	

Recruitment, Training, and Retention Expenditures

Recruitment activities	
Training activities	
Retention activities	
All other recruitment, training, and retention expenditures	

Miscellaneous Expenditures

Class size reduction	
Administrative and indirect costs	
Equitable services for nonprofit private schools	
All other allowable expenditures and encumbrances	
Total expenditures and encumbrances	\$12,188
2019–20 Unspent funds	\$700

Warning

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2020–21 Title II, Part A Fiscal Year Expenditure Report, 24 Months

A report of year-to-date expenditures by activity. Activity period covered is July 1, 2020 through June 30, 2022.

CDE Program Contact:

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

2020–21 Title II, Part A allocation	\$11,689
Transferred-in amount	\$0
Transferred-out amount	\$0
2020–21 Total allocation	\$11,689

Professional Development Expenditures

Professional development for teachers	\$0
Professional development for administrators	\$0
Consulting/Professional services	\$0
Induction programs	\$11,689
Books and other supplies	\$0
Dues and membership	\$0
Travel and conferences	\$0

Personnel and Other Authorized Activities

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

Program Expenditures

Direct administrative costs	\$0
Indirect costs	\$0
Equitable services for nonprofit private schools	\$0
Total expenditures	\$11,689
2020–21 Unspent funds	\$0

*****Warning*****

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2021-22 Title II, Part A Fiscal Year Expenditure Report, 12 Months

A report of year-to-date expenditures by activity. Activity period covered is July 1, 2021 through June 30, 2022.

CDE Program Contact:

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

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

Professional Development Expenditures

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

Personnel and Other Authorized Activities

Certificated personnel salaries	\$773
Classified personnel salaries	\$0
Employee benefits	\$0
Developing or improving an evaluation system	\$0
Recruitment activities	\$0
Retention activities	\$0
Class size reduction	\$508

Program Expenditures

Direct administrative costs	\$0
Indirect costs	\$787
Equitable services for nonprofit private schools	\$0
Total expenditures	\$12,390
2021–22 Unspent funds	\$0

Warning

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2021–22 Homeless Education Policy, Requirements, and Implementation

The purpose of this data collection is to meet federal requirements specified in 42 United States Code 11431 et seq. (Education for Homeless Children and Youths Act) and some federal requirements in Title I, Part A of the Elementary and Secondary Education Act (ESEA). This collection includes monitoring local educational agencies (LEAs) and their compliance with key provisions of the Education for Homeless Children and Youths Act including the collection of contact information for each required designated LEA’s homeless liaison.

CDE Program Contact:

Leanne Wheeler, Integrated Student Support and Programs Office, LWheeler@cde.ca.gov, 916-319-0383
 Karmina Barrales, Integrated Student Support and Programs Office, KBarrales@cde.ca.gov, 916-327-9692

Homeless Education Certification

The LEA hereby assures that the LEA has met the following requirements:

1. Designated a staff person as the liaison for homeless children and youths;
2. Developed a written policy that supports the enrollment and retention of homeless children and youths in schools of the LEA which:
 - a) Includes policies and practices to ensure that homeless children and youths are not stigmatized or segregated on the basis of their status as homeless;
 - b) Includes a dispute resolution process;
 - c) Ensures that transportation is provided for a homeless child or youth to and from the school of origin if requested by the parent, guardian or homeless liaison;
3. Disseminated public notice of the educational rights of homeless children and youths where such children and youths receive services under the provisions of the Education for Homeless Children and Youths Act.

Homeless Liaison Contact Information

Homeless liaison first name	Lane
Homeless liaison last name	Carlson
Homeless liaison title	Executive Director
Homeless liaison email address (Format: abc@xyz.zyx)	lcarlson@rsarts.org
Homeless liaison telephone number (Format: 999-999-9999)	530-247-6933
Homeless liaison telephone extension	140
Enter the full-time equivalent (FTE) for all personnel directly responsible for the implementation of homeless education (Format: 0.00)	0.02

Homeless Liaison Training Information

*****Warning*****

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2021–22 Homeless Education Policy, Requirements, and Implementation

The purpose of this data collection is to meet federal requirements specified in 42 United States Code 11431 et seq. (Education for Homeless Children and Youths Act) and some federal requirements in Title I, Part A of the Elementary and Secondary Education Act (ESEA). This collection includes monitoring local educational agencies (LEAs) and their compliance with key provisions of the Education for Homeless Children and Youths Act including the collection of contact information for each required designated LEA’s homeless liaison.

CDE Program Contact:

Leanne Wheeler, Integrated Student Support and Programs Office, LWheeler@cde.ca.gov, 916-319-0383
 Karmina Barrales, Integrated Student Support and Programs Office, KBarrales@cde.ca.gov, 916-327-9692

Has the homeless liaison attended and/or participated in a homeless education liaison training within the last two years	Yes
Has the homeless liaison provided training to the following personnel:	
Principals and other school leaders	Yes
Attendance officers and registrars	Yes
Teachers and instructional assistants	Yes
School counselors	Yes

Homeless Education Policy and Requirements

Does the LEA have a written homeless education policy	Yes
No policy comment	
Provide an explanation why the LEA does not have a homeless education policy. (Maximum 500 characters)	
Date LEA’s board approved the homeless education policy	01/12/2021
Does the LEA meet the above federal requirements	Yes
Compliance comment	
Provide an explanation why the LEA does not comply with federal requirements. (Maximum 500 characters)	
Does your LEA use a housing questionnaire to assist with the identification of homeless children and youth	Yes
Does the housing questionnaire include best practices, rights, and protections afforded to homeless children and youth	Yes
Is the housing questionnaire made available in paper form	Yes
Did your LEA administer the housing questionnaire to all student body during the school year	Yes

Title I, Part A Homeless Expenditures

2021–22 Title I, Part A LEA allocation	\$59,422
2021–22 Title I, Part A direct or indirect services to homeless children reservation	\$1,782
Amount of 2021–22 Title I, Part A funds expended or encumbered for direct or indirect services for homeless children	\$81

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2021–22 Homeless Education Policy, Requirements, and Implementation

The purpose of this data collection is to meet federal requirements specified in 42 United States Code 11431 et seq. (Education for Homeless Children and Youths Act) and some federal requirements in Title I, Part A of the Elementary and Secondary Education Act (ESEA). This collection includes monitoring local educational agencies (LEAs) and their compliance with key provisions of the Education for Homeless Children and Youths Act including the collection of contact information for each required designated LEA's homeless liaison.

CDE Program Contact:

Leanne Wheeler, Integrated Student Support and Programs Office, LWheeler@cde.ca.gov, 916-319-0383
 Karmina Barrales, Integrated Student Support and Programs Office, KBarrales@cde.ca.gov, 916-327-9692

Homeless services provided (Maximum 500 characters)	Transportation
No expenditures or encumbrances comment Provide an explanation why there are no Title I, Part A expenditures or encumbrances for homeless services. (Maximum 500 characters)	

*****Warning*****

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2022–23 Certification of Assurances

Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <https://www.cde.ca.gov/fg/aa/co/ca21assurancetoc.asp>.

CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, ConAppSupport@cde.ca.gov, 916-319-0297

Consolidated Application Certification Statement

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to participate in the monitoring process regarding the use of these funds according to the standards and criteria set forth by the California Department of Education Federal Program Monitoring (FPM) Office. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this form are on file.

Authorized Representative's Full Name	Robyn Stamm
Authorized Representative's Signature	
Authorized Representative's Title	External Business Manager
Authorized Representative's Signature Date	09/07/2022

*****Warning*****

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2022–23 Protected Prayer Certification

Every Student Succeeds Act (ESSA) Section 8524 specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

CDE Program Contact:

Miguel Cordova, Title I Policy, Program, and Support Office, MCordova@cde.ca.gov, 916-319-0381

Protected Prayer Certification Statement

The local educational agency (LEA) hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	Lane Carlson
Authorized Representative's Title	Executive Director
Authorized Representative's Signature Date	09/07/2022
Comment	
If the LEA is not able to certify at this time, then an explanation must be provided in the comment field. (Maximum 500 characters)	

*****Warning*****

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2022–23 LCAP Federal Addendum Certification

CDE Program Contact:

Local Agency Systems Support Office, LCAPAddendum@cde.ca.gov, 916-323-5233

Initial Application

To receive initial funding under the Every Student Succeeds Act (ESSA), a local educational agency (LEA) must have a plan approved by the State Educational Agency on file with the State. Within California, LEAs that apply for ESSA funds for the first time are required to complete the Local Control and Accountability Plan (LCAP), the LCAP Federal Addendum Template (Addendum), and the Consolidated Application (ConApp). The LCAP, in conjunction with the Addendum and the ConApp, serve to meet the requirements of the ESSA LEA Plan.

In order to initially apply for funds, the LEA must certify that the current LCAP has been approved by the local governing board or governing body of the LEA. As part of this certification, the LEA agrees to submit the LCAP Federal Addendum, that has been approved by the local governing board or governing body of the LEA, to the California Department of Education (CDE) and acknowledges that the LEA agrees to work with the CDE to ensure that the Addendum addresses all required provisions of the ESSA programs for which they are applying for federal education funds.

Returning Application

If the LEA certified a prior year LCAP Federal Addendum Certification data collection form in the Consolidated Application and Reporting System, then the LEA may use in this form the same original approval or adoption date used in the prior year form.

County Office of Education (COE) or District For a COE, enter the original approval date as the day the CDE approved the current LCAP. For a district, enter the original approval date as the day the COE approved the current LCAP	
Direct Funded Charter Enter the adoption date of the current LCAP	06/07/2022
Authorized Representative's Full Name	Lane Carlson
Authorized Representative's Title	Executive Director

*****Warning*****

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2022–23 Application for Funding

CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, ConAppSupport@cde.ca.gov, 916-319-0297

Local Governing Board Approval

The local educational agency (LEA) is required to review and receive approval of their Application for Funding selections with their local governing board.

By checking this box the LEA certifies that the Local Board has approved the Application for Funding for the listed fiscal year	Yes
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District English Learner Advisory Committee Review

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

By checking this box the LEA certifies that parent input has been received from the District English Learner Committee (if applicable) regarding the spending of Title III funds for the listed fiscal year	No
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Application for Categorical Programs

To receive specific categorical funds for a school year, the LEA must apply for the funds by selecting Yes below. Only the categorical funds that the LEA is eligible to receive are displayed.

Title I, Part A (Basic Grant) ESSA Sec. 1111et seq. SACS 3010	Yes
Title II, Part A (Supporting Effective Instruction) ESEA Sec. 2104 SACS 4035	Yes
Title II, Part A funds used through the Alternative Fund Use Authority (AFUA) Section 5211 of ESEA	No
Title III English Learner ESEA Sec. 3102 SACS 4203	No
Title III Immigrant ESEA Sec. 3102 SACS 4201	No
Title IV, Part A (Student and School Support) ESSA Sec. 4101 SACS 4127	Yes
Title IV, Part A funds used through the Alternative Fund Use Authority (AFUA)	No

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2022–23 Application for Funding

CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, ConAppSupport@cde.ca.gov, 916-319-0297

Section 5211 of ESEA	
Title V, Part B Subpart 1 Small, Rural School Achievement Grant ESSA Sec. 5211 SACS 5810	No
Title V, Part B Subpart 2 Rural and Low-Income Grant ESSA Sec. 5221 SACS 4126	Yes

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2022–23 Substitute System for Time Accounting

This certification may be used by auditors and by California Department of Education oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the local educational agency (LEA) submits and certifies this data collection.

CDE Program Contact:

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

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate.

Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the web at <https://www.cde.ca.gov/fg/ac/sa/>.

2022–23 Request for authorization	No
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	

*****Warning*****

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

Financial Reporting

SUBJECT: Agenda Item 2.1 – 2021/22 Unaudited Actuals

PREPARER: Robyn Stamm

RECOMMENDATION: Discussion/Action to Approve Unaudited Actuals

BACKGROUND:

Unaudited Actuals are presented to the Board each September, reflecting RSA's final year end closing from June. The Unaudited Actuals is an annual statement reporting the financial activities of RSA in which the data is not yet formally audited. The report must be approved and submitted to the state by September 15th.

- See Attached: Unaudited Actuals Report

REFERENCE:

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



REDDING SCHOOL of the ARTS
WHERE EDUCATION AND THE ARTS CONNECT

2021-2022 UNAUDITED ACTUALS

**Presented to the Board of Trustees
September 13, 2022**

**REDDING SCHOOL OF THE ARTS
2021-2022 UNAUDITED ACTUALS
RECOMMENDED FOR BOARD APPROVAL
SEPTEMBER 13, 2022**

YEAR END OVERVIEW

The 2021-2022 Unaudited Actual Report provides a final update of the fiscal year budgetary and financial activities before the completion of the external audit review. Unaudited actuals are presented to the board each September, reflecting the Charter School's final year end closing from the previous June.

The beginning fund balance for 2021-2022 was \$2,746,917. The ending balance for 2021-2022 is \$2,799,978, this is an increase of \$53,06.

ENDING BALANCE COMPONENTS

The components of the ending balance are:

Restricted Reserve	\$ 328,922
Reserve for Net Assets	5,814
7.5% Economic Uncertainties	598,431
2 months Payroll Board Assigned	989,307
High School Building Reserve	380,000
Reserved for Deferred Maintenance	30,000
Reserved for Technology Replacement	30,000
Unassigned/Unappropriated *	437,504

Total Estimated Ending Fund Balance, June 30, 2022 \$2,799,978

*Includes One-time restricted Federal and State funds

REVENUE

Total General Fund revenues of \$7,432,139 is \$3,710 less than the 2021-2022 Second Interim Budget.

REVENUE LIMIT

The Unaudited Actuals projected LCFF/Revenue Limit Income is \$4,865,874. This is an increase of \$59,081 from Second Interim. Mostly due to an increase of In-Lieu Taxes and Annual ADA adjustments.

FEDERAL REVENUE

Federal Revenue totaled \$269,283, an increase of \$6,948. This is mostly due to increasing the recording of ESSER revenue to match expenditures.

STATE REVENUE

State Revenue totaled \$1,187,435, an increase of \$96,996. This represents an increase in Expanded Learning Opportunities Program and the implication of the Universal Prekindergarten Planning Grant.

LOCAL REVENUE

Local Revenue totaled \$1,109,547, a decrease of \$166,735. This is due to the Fair Market Value of the County Investment Pool. This does not affect cash, and is only a liability account adjustment to the books.

EXPENDITURES

CERTIFICATED SALARIES

Certificated salaries were \$2,770,397, which is an increase of \$23,872 when compared to the Second Interim Budget. This is mostly due to Substitute salaries that weren't budgeted in Second Interim.

CLASSIFIED SALARIES

Classified salaries were \$894,690, which is a decrease of \$5,914 when compared to the second interim budget.

EMPLOYEE BENEFITS

Employee benefits were \$1,699,567 which is an increase of \$44,669 compared to the Second Interim Budget. Adjustments to statutory benefits is due to the STRS On-Behalf adjustment and payroll costs associated with Extra Duty, Overtime, Stipends and Substitute salaries.

BOOKS AND SUPPLIES

Books and supplies totaled \$307,536, which is a decrease of \$56,663 from the Second Interim Budget.

SERVICES AND OTHER OPERATING EXPENSES

Services and other operating expenses totaled \$1,763,175, which is a decrease of \$92,447 less than the Second Interim budget.

ENDING BALANCE

The projected 2021/22 Ending Balance is \$2,799,978.

**REDDING SCHOOL OF THE ARTS
COMPARISON OF REVENUES AND EXPENDITURES
2021-2022 UNAUDITED ACTUALS
September 13, 2022**

		2021-2022 Second Interim			2021-2022 Unaudited Actuals					
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted Variance	Restricted Variance	Total Variance
REVENUES										
LCFF Revenue Sources	8010 - 8099	4,806,793	0	4,806,793	4,865,874	0	4,865,874	59,081	0	59,081
Federal Revenues	8100 - 8299	0	262,335	262,335	0	269,283	269,283	0	6,948	6,948
Other State Revenues	8300 - 8599	98,762	991,677	1,090,439	146,777	1,040,658	1,187,435	48,015	48,981	96,996
Other Local Revenues	8600 - 8799	971,672	304,610	1,276,282	808,694	300,853	1,109,547	(162,978)	(3,757)	(166,735)
Interfund Transfers In	8910 - 8929	0	0	0	0	0	0	0	0	0
Other Sources	8930 - 8979	0	0	0	0	0	0	0	0	0
Contributions	8980 - 8999	(273,901)	273,901	0	(306,543)	306,543	0	(32,642)	32,642	0
TOTAL REVENUES		5,603,326	1,832,523	7,435,849	5,514,802	1,917,337	7,432,139	(88,524)	84,814	(3,710)
EXPENDITURES										
Certificated Salaries	1000 - 1999	2,152,285	594,240	2,746,525	2,168,807	601,590	2,770,397	16,522	7,350	23,872
Classified Salaries	2000 - 2999	625,415	275,189	900,604	623,516	271,174	894,690	(1,899)	(4,015)	(5,914)
Employee Benefits	3000 - 3999	1,040,649	614,249	1,654,898	1,024,176	675,391	1,699,567	(16,473)	61,142	44,669
Books and Supplies	4000 - 4999	208,404	155,765	364,169	124,246	183,290	307,536	(84,158)	27,525	(56,633)
Services, Other Operating Expenses	5000 - 5999	1,561,405	294,217	1,855,622	1,690,566	72,609	1,763,175	129,161	(221,608)	(92,447)
Capital Outlay	6000 - 6599	11,462	0	11,462	0	0	0	(11,462)	0	(11,462)
Depriciation Expense	6900	0	0	0	(56,286)	0	(56,286)	(56,286)	0	(56,286)
Other Outgo (excluding indirect)	7100 - 7499	0	0	0	0	0	0	0	0	0
Direct Support / Indirect Costs	7300 - 7399	(6,859)	6,859	0	(9,221)	9,221	0	(2,362)	2,362	0
Interfund Transfers Out	7610 - 7629	0	0	0	0	0	0	0	0	0
Other Uses	7630 - 7699	0	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES		5,592,761	1,940,519	7,533,280	5,565,804	1,813,275	7,379,078	(26,957)	(127,244)	(154,202)
NET INCREASE/DECREASE IN FUND BALANCE		10,565	(107,996)	(97,431)	(51,002)	104,063	53,061	(61,567)	212,059	150,492
BEGINNING BALANCE		2,561,926	338,175	2,900,101	2,478,345	268,572	2,746,917	(83,581)	(69,603)	(153,184)
Audit/Other Restatement Adjustments		0	0	0	0	0	0	0	0	0
ENDING BALANCE		2,572,491	230,179	2,802,670	2,427,343	372,636	2,799,978	(145,148)	142,457	(2,691)

Funded LCFF ADA

527.04

525.51

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	4,865,873.97	6,029,662.00	23.9%
2) Federal Revenue		8100-8299	269,283.13	547,383.00	103.3%
3) Other State Revenue		8300-8599	1,187,434.80	1,038,415.00	-12.5%
4) Other Local Revenue		8600-8799	1,109,697.41	364,739.00	-67.1%
5) TOTAL, REVENUES			7,432,289.31	7,980,199.00	7.4%
B. EXPENSES					
1) Certificated Salaries		1000-1999	2,770,397.05	2,860,834.00	3.3%
2) Classified Salaries		2000-2999	894,689.57	957,705.00	7.0%
3) Employee Benefits		3000-3999	1,699,566.83	1,989,423.00	17.1%
4) Books and Supplies		4000-4999	307,536.36	635,934.00	106.8%
5) Services and Other Operating Expenses		5000-5999	1,763,653.20	1,845,667.00	4.7%
6) Depreciation and Amortization		6000-6999	(56,735.45)	0.00	-100.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENSES			7,379,107.56	8,289,563.00	12.3%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			53,181.75	(309,364.00)	-681.7%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)			53,181.75	(309,364.00)	-681.7%
F. NET POSITION					
1) Beginning Net Position					
a) As of July 1 - Unaudited		9791	3,612,517.04	2,800,098.90	-22.5%
b) Audit Adjustments		9793	(756,875.00)	0.00	-100.0%
c) As of July 1 - Audited (F1a + F1b)			2,855,642.04	2,800,098.90	-1.9%
d) Other Restatements		9795	(108,724.89)	0.00	-100.0%
e) Adjusted Beginning Net Position (F1c + F1d)			2,746,917.15	2,800,098.90	1.9%
2) Ending Net Position, June 30 (E + F1e)			2,800,098.90	2,490,734.90	-11.0%
Components of Ending Net Position					
a) Net Investment in Capital Assets		9796	151,896.25	0.00	-100.0%
b) Restricted Net Position		9797	220,394.42	290,473.00	31.8%
c) Unrestricted Net Position		9790	2,427,808.23	2,200,261.90	-9.4%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	2,079,345.56		
1) Fair Value Adjustment to Cash in County Treasury		9111	(62,762.00)		
b) in Banks		9120	98,815.56		
c) in Revolving Cash Account		9130	200.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	266,611.62		
4) Due from Grantor Government		9290	1,105,751.52		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	26,950.53		
8) Other Current Assets		9340	0.00		
9) Lease Receivable		9380	0.00		
10) Fixed Assets					
a) Land		9410	0.00		
b) Land Improvements		9420	0.00		
c) Accumulated Depreciation - Land Improvements		9425	0.00		
d) Buildings		9430	40,719.00		
e) Accumulated Depreciation - Buildings		9435	(28,619.24)		
f) Equipment		9440	270,310.38		
g) Accumulated Depreciation - Equipment		9445	(212,354.05)		
h) Work in Progress		9450	0.00		
i) Lease Assets		9460	0.00		
j) Accumulated Amortization-Lease Assets		9465	0.00		
10) TOTAL, ASSETS			3,584,968.88		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
I. LIABILITIES					
1) Accounts Payable		9500	18,732.73		
2) Due to Grantor Governments		9590	18,212.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	747,925.25		
6) Long-Term Liabilities					
a) Net Pension Liability		9663	0.00		
b) Total/Net OPEB Liability		9664	0.00		
c) Compensated Absences		9665	0.00		
d) COPs Payable		9666	0.00		
e) Leases Payable		9667	0.00		
f) Lease Revenue Bonds Payable		9668	0.00		
g) Other General Long-Term Liabilities		9669	0.00		
7) TOTAL, LIABILITIES			784,869.98		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. NET POSITION					
Net Position, June 30 (must agree with line F2) (G10 + H2) - (I7 + J2)			2,800,098.90		

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
LCFF SOURCES					
Principal Apportionment State Aid - Current Year		8011	3,794,355.00	5,043,059.00	32.9%
Education Protection Account State Aid - Current Year		8012	105,102.00	119,424.00	13.6%
State Aid - Prior Years		8019	2,895.00	0.00	-100.0%
LCFF Transfers					
Unrestricted LCFF Transfers - Current Year	0000	8091	0.00	0.00	0.0%
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	963,521.97	867,179.00	-10.0%
Property Taxes Transfers		8097	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			4,865,873.97	6,029,662.00	23.9%
FEDERAL REVENUE					
Maintenance and Operations		8110	0.00	0.00	0.0%
Special Education Entitlement		8181	100,944.00	79,093.00	-21.6%
Special Education Discretionary Grants		8182	1,800.41	0.00	-100.0%
Child Nutrition Programs		8220	0.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.0%
Title I, Part A, Basic	3010	8290	57,104.00	59,422.00	4.1%
Title I, Part D, Local Delinquent Programs	3025	8290	0.00	0.00	0.0%
Title II, Part A, Supporting Effective Instruction	4035	8290	11,881.70	11,139.00	-6.3%
Title III, Part A, Immigrant Student Program	4201	8290	0.00	0.00	0.0%
Title III, Part A, English Learner Program	4203	8290	0.00	0.00	0.0%
Public Charter Schools Grant Program (PCSGP)	4610	8290	0.00	0.00	0.0%
Other NCLB / Every Student Succeeds Act	3040, 3045, 3060, 3061, 3150, 3155, 3180, 3182, 4037, 4124, 4126, 4127, 4128, 5630	8290	10,524.00	10,000.00	-5.0%
Career and Technical Education	3500-3599	8290	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	87,029.02	387,729.00	345.5%
TOTAL, FEDERAL REVENUE			269,283.13	547,383.00	103.3%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
OTHER STATE REVENUE					
Other State Apportionments					
Special Education Master Plan Current Year	6500	8311	356,033.00	350,565.00	-1.5%
Prior Years	6500	8319	0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	10,015.00	12,360.00	23.4%
Lottery - Unrestricted and Instructional Materials		8560	136,761.67	142,652.00	4.3%
After School Education and Safety (ASES)	6010	8590	0.00	0.00	0.0%
Charter School Facility Grant	6030	8590	0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6690, 6695	8590	0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	0.00	0.00	0.0%
Specialized Secondary	7370	8590	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	684,625.13	532,838.00	-22.2%
TOTAL, OTHER STATE REVENUE			1,187,434.80	1,038,415.00	-12.5%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
OTHER LOCAL REVENUE					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	16,274.25	28,000.00	72.1%
Net Increase (Decrease) in the Fair Value of Investments		8662	(68,421.00)	0.00	-100.0%
Fees and Contracts					
Child Development Parent Fees		8673	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.0%
Interagency Services		8677	235,794.92	228,439.00	-3.1%
All Other Fees and Contracts		8689	0.00	0.00	0.0%
All Other Local Revenue		8699	926,049.24	108,300.00	-88.3%
Tuition		8710	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.0%
Transfers of Apportionments					
Special Education SELPA Transfers					
From Districts or Charter Schools	6500	8791	0.00	0.00	0.0%
From County Offices	6500	8792	0.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.0%
Other Transfers of Apportionments					
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			1,109,697.41	364,739.00	-67.1%
TOTAL, REVENUES			7,432,289.31	7,980,199.00	7.4%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
CERTIFICATED SALARIES					
Certificated Teachers' Salaries		1100	2,006,658.29	2,096,725.00	4.5%
Certificated Pupil Support Salaries		1200	349,122.43	396,592.00	13.6%
Certificated Supervisors' and Administrators' Salaries		1300	414,616.33	367,517.00	-11.4%
Other Certificated Salaries		1900	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			2,770,397.05	2,860,834.00	3.3%
CLASSIFIED SALARIES					
Classified Instructional Salaries		2100	260,476.47	272,008.00	4.4%
Classified Support Salaries		2200	228,232.71	224,921.00	-1.5%
Classified Supervisors' and Administrators' Salaries		2300	57,770.00	58,344.00	1.0%
Clerical, Technical and Office Salaries		2400	316,099.88	359,077.00	13.6%
Other Classified Salaries		2900	32,110.51	43,355.00	35.0%
TOTAL, CLASSIFIED SALARIES			894,689.57	957,705.00	7.0%
EMPLOYEE BENEFITS					
STRS		3101-3102	804,252.14	998,391.00	24.1%
PERS		3201-3202	169,729.10	247,207.00	45.6%
OASDI/Medicare/Alternative		3301-3302	104,254.39	115,291.00	10.6%
Health and Welfare Benefits		3401-3402	555,387.09	575,300.00	3.6%
Unemployment Insurance		3501-3502	18,461.25	18,891.00	2.3%
Workers' Compensation		3601-3602	37,599.90	34,343.00	-8.7%
OPEB, Allocated		3701-3702	9,882.96	0.00	-100.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			1,699,566.83	1,989,423.00	17.1%
BOOKS AND SUPPLIES					
Approved Textbooks and Core Curricula Materials		4100	29,769.54	85,500.00	187.2%
Books and Other Reference Materials		4200	1,182.92	1,500.00	26.8%
Materials and Supplies		4300	221,907.20	357,034.00	60.9%
Noncapitalized Equipment		4400	54,676.70	191,900.00	251.0%
Food		4700	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			307,536.36	635,934.00	106.8%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
SERVICES AND OTHER OPERATING EXPENSES					
Subagreements for Services		5100	29,322.54	23,848.00	-18.7%
Travel and Conferences		5200	45,177.54	85,758.00	89.8%
Dues and Memberships		5300	4,829.30	5,210.00	7.9%
Insurance		5400-5450	159,101.10	256,535.00	61.2%
Operations and Housekeeping Services		5500	90,990.17	117,765.00	29.4%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	227,111.02	251,850.00	10.9%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	1,084,718.03	930,357.00	-14.2%
Communications		5900	122,403.50	174,344.00	42.4%
TOTAL, SERVICES AND OTHER OPERATING EXPENSES			1,763,653.20	1,845,667.00	4.7%
DEPRECIATION AND AMORTIZATION					
Depreciation Expense		6900	(56,735.45)	0.00	-100.0%
Amortization Expense-Lease Assets		6910	0.00	0.00	0.0%
TOTAL, DEPRECIATION AND AMORTIZATION			(56,735.45)	0.00	-100.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Tuition					
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments Payments to Districts or Charter Schools		7141	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.0%
Other Transfers Out					
All Other Transfers		7281-7283	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS					
Transfers of Indirect Costs		7310	0.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.0%
TOTAL, EXPENSES			7,379,107.56	8,289,563.00	12.3%

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Resource	Description	2021-22 Unaudited Actuals	2022-23 Budget
2600		0.00	47,489.00
6266		93,519.37	81,519.00
6300		126,875.05	115,639.00
8210		0.00	34,195.00
9010		0.00	11,631.00
Total, Restricted Net Position		220,394.42	290,473.00

Description	2021-22 Unaudited Actuals			2022-23 Budget		
	P-2 ADA	Annual ADA	Funded ADA	Estimated P-2 ADA	Estimated Annual ADA	Estimated Funded ADA
A. DISTRICT						
1. Total District Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (includes Necessary Small School ADA)						
2. Total Basic Aid Choice/Court Ordered Voluntary Pupil Transfer Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)						
3. Total Basic Aid Open Enrollment Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)						
4. Total, District Regular ADA (Sum of Lines A1 through A3)	0.00	0.00	0.00	0.00	0.00	0.00
5. District Funded County Program ADA						
a. County Community Schools						
b. Special Education-Special Day Class						
c. Special Education-NPS/LCI						
d. Special Education Extended Year						
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools						
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]						
g. Total, District Funded County Program ADA (Sum of Lines A5a through A5f)	0.00	0.00	0.00	0.00	0.00	0.00
6. TOTAL DISTRICT ADA (Sum of Line A4 and Line A5g)	0.00	0.00	0.00	0.00	0.00	0.00
7. Adults in Correctional Facilities						
8. Charter School ADA (Enter Charter School ADA using Tab C, Charter School ADA)						

Description	2021-22 Unaudited Actuals			2022-23 Budget		
	P-2 ADA	Annual ADA	Funded ADA	Estimated P-2 ADA	Estimated Annual ADA	Estimated Funded ADA
B. COUNTY OFFICE OF EDUCATION						
1. County Program Alternative Education Grant ADA						
a. County Group Home and Institution Pupils						
b. Juvenile Halls, Homes, and Camps						
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]						
d. Total, County Program Alternative Education ADA (Sum of Lines B1a through B1c)	0.00	0.00	0.00	0.00	0.00	0.00
2. District Funded County Program ADA						
a. County Community Schools						
b. Special Education-Special Day Class						
c. Special Education-NPS/LCI						
d. Special Education Extended Year						
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools						
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]						
g. Total, District Funded County Program ADA (Sum of Lines B2a through B2f)	0.00	0.00	0.00	0.00	0.00	0.00
3. TOTAL COUNTY OFFICE ADA (Sum of Lines B1d and B2g)	0.00	0.00	0.00	0.00	0.00	0.00
4. Adults in Correctional Facilities						
5. County Operations Grant ADA						
6. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)						

Description	2021-22 Unaudited Actuals			2022-23 Budget		
	P-2 ADA	Annual ADA	Funded ADA	Estimated P-2 ADA	Estimated Annual ADA	Estimated Funded ADA
C. CHARTER SCHOOL ADA						
Authorizing LEAs reporting charter school SACS financial data in their Fund 01, 09, or 62 use this worksheet to report ADA for those charter schools. Charter schools reporting SACS financial data separately from their authorizing LEAs in Fund 01 or Fund 62 use this worksheet to report their ADA.						
FUND 01: Charter School ADA corresponding to SACS financial data reported in Fund 01.						
1. Total Charter School Regular ADA	515.07	514.62	525.51	597.12	597.12	597.12
2. Charter School County Program Alternative Education ADA						
a. County Group Home and Institution Pupils						
b. Juvenile Halls, Homes, and Camps						
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]						
d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C2a through C2c)	0.00	0.00	0.00	0.00	0.00	0.00
3. Charter School Funded County Program ADA						
a. County Community Schools						
b. Special Education-Special Day Class						
c. Special Education-NPS/LCI						
d. Special Education Extended Year						
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools						
f. Total, Charter School Funded County Program ADA (Sum of Lines C3a through C3e)	0.00	0.00	0.00	0.00	0.00	0.00
4. TOTAL CHARTER SCHOOL ADA (Sum of Lines C1, C2d, and C3f)	515.07	514.62	525.51	597.12	597.12	597.12
FUND 09 or 62: Charter School ADA corresponding to SACS financial data reported in Fund 09 or Fund 62.						
5. Total Charter School Regular ADA						
6. Charter School County Program Alternative Education ADA						
a. County Group Home and Institution Pupils						
b. Juvenile Halls, Homes, and Camps						
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]						
d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C6a through C6c)	0.00	0.00	0.00	0.00	0.00	0.00
7. Charter School Funded County Program ADA						
a. County Community Schools						
b. Special Education-Special Day Class						
c. Special Education-NPS/LCI						
d. Special Education Extended Year						
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools						
f. Total, Charter School Funded County Program ADA (Sum of Lines C7a through C7e)	0.00	0.00	0.00	0.00	0.00	0.00
8. TOTAL CHARTER SCHOOL ADA (Sum of Lines C5, C6d, and C7f)	0.00	0.00	0.00	0.00	0.00	0.00
9. TOTAL CHARTER SCHOOL ADA Reported in Fund 01, 09, or 62 (Sum of Lines C4 and C8)	515.07	514.62	525.51	597.12	597.12	597.12

	Unaudited Balance July 1	Audit Adjustments/ Restatements	Audited Balance July 1	Increases	Decreases	Ending Balance June 30
Governmental Activities:						
Capital assets not being depreciated:						
Land			0.00			0.00
Work in Progress			0.00			0.00
Total capital assets not being depreciated	0.00	0.00	0.00	0.00	0.00	0.00
Capital assets being depreciated:						
Land Improvements			0.00			0.00
Buildings			0.00			0.00
Equipment			0.00			0.00
Total capital assets being depreciated	0.00	0.00	0.00	0.00	0.00	0.00
Accumulated Depreciation for:						
Land Improvements			0.00			0.00
Buildings			0.00			0.00
Equipment			0.00			0.00
Total accumulated depreciation	0.00	0.00	0.00	0.00	0.00	0.00
Total capital assets being depreciated, net excluding lease assets	0.00	0.00	0.00	0.00	0.00	0.00
Lease Assets			0.00			0.00
Accumulated amortization for lease assets			0.00			0.00
Total lease assets, net	0.00	0.00	0.00	0.00	0.00	0.00
Governmental activity capital assets, net	0.00	0.00	0.00	0.00	0.00	0.00
Business-Type Activities:						
Capital assets not being depreciated:						
Land			0.00			0.00
Work in Progress			0.00			0.00
Total capital assets not being depreciated	0.00	0.00	0.00	0.00	0.00	0.00
Capital assets being depreciated:						
Land Improvements			0.00			0.00
Buildings	40,719.00		40,719.00			40,719.00
Equipment	224,131.17		224,131.17	46,179.21		270,310.38
Total capital assets being depreciated	264,850.17	0.00	264,850.17	46,179.21	0.00	311,029.38
Accumulated Depreciation for:						
Land Improvements			0.00			0.00
Buildings	(14,814.39)		(14,814.39)		2,714.60	(17,528.99)
Equipment	(220,226.83)		(220,226.83)	(117.60)	3,099.87	(223,444.30)
Total accumulated depreciation	(235,041.22)	0.00	(235,041.22)	(117.60)	5,814.47	(240,973.29)
Total capital assets being depreciated, net excluding lease assets	29,808.95	0.00	29,808.95	46,061.61	5,814.47	70,056.09
Lease Assets			0.00			0.00
Accumulated amortization for lease assets			0.00			0.00
Total lease assets, net	0.00	0.00	0.00	0.00	0.00	0.00
Business-type activity capital assets, net	29,808.95	0.00	29,808.95	46,061.61	5,814.47	70,056.09

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Section I - Expenditures	Funds 01, 09, and 62			2021-22 Expenditures
	Goals	Functions	Objects	
A. Total state, federal, and local expenditures (all resources)	All	All	1000-7999	7,379,107.56
B. Less all federal expenditures not allowed for MOE (Resources 3000-5999, except 3385)	All	All	1000-7999	276,382.87
C. Less state and local expenditures not allowed for MOE: (All resources, except federal as identified in Line B)				
1. Community Services	All	5000-5999	1000-7999	0.00
2. Capital Outlay	All except 7100-7199	All except 5000-5999	6000-6999 except 6600, 6910	(56,735.45)
3. Debt Service	All	9100	5400-5450, 5800, 7430-7439	0.00
4. Other Transfers Out	All	9200	7200-7299	0.00
5. Interfund Transfers Out	All	9300	7600-7629	0.00
6. All Other Financing Uses	All	9100	7699	0.00
		9200	7651	
7. Nonagency	7100-7199	All except 5000-5999, 9000-9999	1000-7999	206,063.07
8. Tuition (Revenue, in lieu of expenditures, to approximate costs of services for which tuition is received)	All	All	8710	0.00
9. Supplemental expenditures made as a result of a Presidentially declared disaster	Manually entered. Must not include expenditures in lines B, C1-C8, D1, or D2.			
10. Total state and local expenditures not allowed for MOE calculation (Sum lines C1 through C9)				149,327.62
D. Plus additional MOE expenditures:			1000-7143, 7300-7439	
1. Expenditures to cover deficits for food services (Funds 13 and 61) (If negative, then zero)	All	All	minus 8000-8699	0.00
2. Expenditures to cover deficits for student body activities	Manually entered. Must not include expenditures in lines A or D1.			
E. Total expenditures subject to MOE (Line A minus lines B and C10, plus lines D1 and D2)				6,953,397.07

Section II - Expenditures Per ADA		2021-22 Annual ADA/ Exps. Per ADA
A. Average Daily Attendance (Form A, Annual ADA column, Line C9)		514.62
B. Expenditures per ADA (Line I.E divided by Line II.A)		13,511.71
Section III - MOE Calculation (For data collection only. Final determination will be done by CDE)		
	Total	Per ADA
A. Base expenditures (Preloaded expenditures from prior year official CDE MOE Calculation) (Note: If the prior year MOE was not met, CDE has adjusted the prior year base to 90 percent of the preceding prior year amount rather than the actual prior year expenditure amount.)	6,011,730.73	10,330.32
1. Adjustment to base expenditure and expenditure per ADA amounts for LEAs failing prior year MOE calculation (From Section IV)	0.00	0.00
2. Total adjusted base expenditure amounts (Line A plus Line A.1)	6,011,730.73	10,330.32
B. Required effort (Line A.2 times 90%)	5,410,557.66	9,297.29
C. Current year expenditures (Line I.E and Line II.B)	6,953,397.07	13,511.71
D. MOE deficiency amount, if any (Line B minus Line C) (If negative, then zero)	0.00	0.00
E. MOE determination (If one or both of the amounts in line D are zero, the MOE requirement is met; if both amounts are positive, the MOE requirement is not met. If either column in Line A.2 or Line C equals zero, the MOE calculation is incomplete.)	MOE Met	
F. MOE deficiency percentage, if MOE not met; otherwise, zero (Line D divided by Line B) (Funding under ESSA covered programs in FY 2023-24 may be reduced by the lower of the two percentages)	0.00%	0.00%

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

Part I - General Administrative Share of Plant Services Costs

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

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

- 1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)
 (Functions 7200-7700, goals 0000 and 9000) 251,506.38
- 2. Contracted general administrative positions not paid through payroll
 - a. Enter the costs, if any, of general administrative positions performing services ON SITE but paid through a contract, rather than through payroll, in functions 7200-7700, goals 0000 and 9000, Object 5800. _____
 - b. If an amount is entered on Line A2a, provide the title, duties, and approximate FTE of each general administrative position paid through a contract. Retain supporting documentation in case of audit. _____

B. Salaries and Benefits - All Other Activities

- 1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)
 (Functions 1000-6999, 7100-7180, & 8100-8400; Functions 7200-7700, all goals except 0000 & 9000) 5,103,264.11

C. Percentage of Plant Services Costs Attributable to General Administration

(Line A1 plus Line A2a, divided by Line B1; zero if negative) (See Part III, Lines A5 and A6) 4.93%

Part II - Adjustments for Employment Separation Costs

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

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

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

A. Normal Separation Costs (optional)

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

B. Abnormal or Mass Separation Costs (required)

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

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

A. Indirect Costs

1. Other General Administration, less portion charged to restricted resources or specific goals (Functions 7200-7600, objects 1000-5999, minus Line B9)	516,833.81
2. Centralized Data Processing, less portion charged to restricted resources or specific goals (Function 7700, objects 1000-5999, minus Line B10)	63,714.00
3. External Financial Audit - Single Audit (Function 7190, resources 0000-1999, goals 0000 and 9000, objects 5000-5999)	0.00
4. Staff Relations and Negotiations (Function 7120, resources 0000-1999, goals 0000 and 9000, objects 1000-5999)	0.00
5. Plant Maintenance and Operations (portion relating to general administrative offices only) (Functions 8100-8400, objects 1000-5999 except 5100, times Part I, Line C)	64,457.47
6. Facilities Rents and Leases (portion relating to general administrative offices only) (Function 8700, resources 0000-1999, objects 1000-5999 except 5100, times Part I, Line C)	9,120.50
7. Adjustment for Employment Separation Costs	
a. Plus: Normal Separation Costs (Part II, Line A)	0.00
b. Less: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
8. Total Indirect Costs (Lines A1 through A7a, minus Line A7b)	654,125.78
9. Carry-Forward Adjustment (Part IV, Line F)	185,400.63
10. Total Adjusted Indirect Costs (Line A8 plus Line A9)	839,526.41

B. Base Costs

1. Instruction (Functions 1000-1999, objects 1000-5999 except 5100)	3,721,229.98
2. Instruction-Related Services (Functions 2000-2999, objects 1000-5999 except 5100)	869,329.90
3. Pupil Services (Functions 3000-3999, objects 1000-5999 except 4700 and 5100)	540,202.40
4. Ancillary Services (Functions 4000-4999, objects 1000-5999 except 5100)	0.00
5. Community Services (Functions 5000-5999, objects 1000-5999 except 5100)	0.00
6. Enterprise (Function 6000, objects 1000-5999 except 4700 and 5100)	0.00
7. Board and Superintendent (Functions 7100-7180, objects 1000-5999, minus Part III, Line A4)	190,866.61
8. External Financial Audit - Single Audit and Other (Functions 7190-7191, objects 5000-5999, minus Part III, Line A3)	11,890.00
9. Other General Administration (portion charged to restricted resources or specific goals only) (Functions 7200-7600, resources 2000-9999, objects 1000-5999; Functions 7200-7600, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	0.00
10. Centralized Data Processing (portion charged to restricted resources or specific goals only) (Function 7700, resources 2000-9999, objects 1000-5999; Function 7700, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	0.00
11. Plant Maintenance and Operations (all except portion relating to general administrative offices) (Functions 8100-8400, objects 1000-5999 except 5100, minus Part III, Line A5)	1,242,996.30
12. Facilities Rents and Leases (all except portion relating to general administrative offices) (Function 8700, objects 1000-5999 except 5100, minus Part III, Line A6)	175,879.50
13. Adjustment for Employment Separation Costs	
a. Less: Normal Separation Costs (Part II, Line A)	0.00
b. Plus: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
14. Student Activity (Fund 08, functions 4000-5999, objects 1000-5999 except 5100)	0.00
15. Adult Education (Fund 11, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
16. Child Development (Fund 12, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)	0.00
17. Cafeteria (Funds 13 & 61, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)	0.00
18. Foundation (Funds 19 & 57, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)	0.00
19. Total Base Costs (Lines B1 through B12 and Lines B13b through B18, minus Line B13a)	6,752,394.69

C. Straight Indirect Cost Percentage Before Carry-Forward Adjustment

(For information only - not for use when claiming/recovering indirect costs) (Line A8 divided by Line B19)	9.69%
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D. Preliminary Proposed Indirect Cost Rate

(For final approved fixed-with-carry-forward rate for use in 2023-24 see www.cde.ca.gov/fg/ac/lic) (Line A10 divided by Line B19)	12.43%
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Part IV - Carry-forward Adjustment

The carry-forward adjustment is an after-the-fact adjustment for the difference between indirect costs recoverable using the indirect cost rate approved for use in a given year, and the actual indirect costs incurred in that year. The carry-forward adjustment eliminates the need for LEAs to file amended federal reports when their actual indirect costs vary from the estimated indirect costs on which the approved rate was based.

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

A. Indirect costs incurred in the current year (Part III, Line A8)	<u>654,125.78</u>
B. Carry-forward adjustment from prior year(s)	
1. Carry-forward adjustment from the second prior year	<u>57,286.40</u>
2. Carry-forward adjustment amount deferred from prior year(s), if any	<u>0.00</u>
C. Carry-forward adjustment for under- or over-recovery in the current year	
1. Under-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus (approved indirect cost rate (7.79%) times Part III, Line B19); zero if negative	<u>185,400.63</u>
2. Over-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus the lesser of (approved indirect cost rate (7.79%) times Part III, Line B19) or (the highest rate used to recover costs from any program (7.79%) times Part III, Line B19); zero if positive	<u>0.00</u>
D. Preliminary carry-forward adjustment (Line C1 or C2)	<u>185,400.63</u>
E. Optional allocation of negative carry-forward adjustment over more than one year	
Where a negative carry-forward adjustment causes the proposed approved rate to fall below zero or would reduce the rate at which the LEA could recover indirect costs to such an extent that it would cause the LEA significant fiscal harm, the LEA may request that the carry-forward adjustment be allocated over more than one year. Where allocation of a negative carry-forward adjustment over more than one year does not resolve a negative rate, the CDE will work with the LEA on a case-by-case basis to establish an approved rate.	
Option 1. Preliminary proposed approved rate (Part III, Line D) if entire negative carry-forward adjustment is applied to the current year calculation:	<u>not applicable</u>
Option 2. Preliminary proposed approved rate (Part III, Line D) if one-half of negative carry-forward adjustment is applied to the current year calculation and the remainder is deferred to one or more future years:	<u>not applicable</u>
Option 3. Preliminary proposed approved rate (Part III, Line D) if one-third of negative carry-forward adjustment is applied to the current year calculation and the remainder is deferred to one or more future years:	<u>not applicable</u>
LEA request for Option 1, Option 2, or Option 3	<u>1</u>
F. Carry-forward adjustment used in Part III, Line A9 (Line D minus amount deferred if Option 2 or Option 3 is selected)	<u>185,400.63</u>

Approved indirect cost rate: 7.79%
 Highest rate used in any program: 7.79%

Fund	Resource	Eligible Expenditures (Objects 1000-5999 except 4700 & 5100)	Indirect Costs Charged (Objects 7310 and 7350)	Rate Used
62	3305	1,670.29	130.12	7.79%
62	3310	84,791.75	5,363.00	6.32%
62	4035	11,095.06	786.64	7.09%
62	4127	10,000.00	524.00	5.24%
62	5810	38,597.06	2,416.94	6.26%
62	6500	560,188.62	43,638.00	7.79%

Description	Object Codes	Lottery: Unrestricted (Resource 1100)	Transferred to Other Resources for Expenditure	Lottery: Instructional Materials (Resource 6300)*	Totals
A. AMOUNT AVAILABLE FOR THIS FISCAL YEAR					
1. Adjusted Beginning Fund Balance	9791-9795	194,634.51		83,581.29	278,215.80
2. State Lottery Revenue	8560	93,467.91		43,293.76	136,761.67
3. Other Local Revenue	8600-8799	0.00		0.00	0.00
4. Transfers from Funds of Lapsed/Reorganized Districts	8965	0.00		0.00	0.00
5. Contributions from Unrestricted Resources (Total must be zero)	8980	0.00			0.00
6. Total Available (Sum Lines A1 through A5)		288,102.42	0.00	126,875.05	414,977.47
B. EXPENDITURES AND OTHER FINANCING USES					
1. Certificated Salaries	1000-1999	0.00			0.00
2. Classified Salaries	2000-2999	0.00			0.00
3. Employee Benefits	3000-3999	0.00			0.00
4. Books and Supplies	4000-4999	0.00		0.00	0.00
5. a. Services and Other Operating Expenditures (Resource 1100)	5000-5999	0.00			0.00
b. Services and Other Operating Expenditures (Resource 6300)	5000-5999, except 5100, 5710, 5800				
c. Duplicating Costs for Instructional Materials (Resource 6300)	5100, 5710, 5800				
6. Capital Outlay	6000-6999	0.00			0.00
7. Tuition	7100-7199	0.00			0.00
8. Interagency Transfers Out					
a. To Other Districts, County Offices, and Charter Schools	7211,7212,7221, 7222,7281,7282	0.00			0.00
b. To JPAs and All Others	7213,7223, 7283,7299	0.00			0.00
9. Transfers of Indirect Costs	7300-7399				
10. Debt Service	7400-7499	0.00			0.00
11. All Other Financing Uses	7630-7699	0.00			0.00
12. Total Expenditures and Other Financing Uses (Sum Lines B1 through B11)		0.00	0.00	0.00	0.00
C. ENDING BALANCE					
(Must equal Line A6 minus Line B12)	979Z	288,102.42	0.00	126,875.05	414,977.47
D. COMMENTS:					

Data from this report will be used to prepare a report to the Legislature as required by Control Section 24.60 of the Budget Act.

*Pursuant to Government Code Section 8880.4(a)(2)(B) and the definition in Education Code Section 60010(h), Resource 6300 funds are to be used for the purchase of instructional materials only. Any amounts in the shaded cells of this column should be reviewed for appropriateness.

Unaudited Actuals
2021-22
General Fund and Charter Schools Funds
Program Cost Report

Goal	Program/Activity	----- Direct Costs -----			Central Admin Costs (col. 3 x Sch. CAC line E) Column 4	Other Costs (Schedule OC) Column 5	Total Costs by Program (col. 3 + 4 + 5) Column 6
		Direct Charged (Schedule DCC) Column 1	Allocated (Schedule AC) Column 2	Subtotal (col. 1 + 2) Column 3			
Instructional Goals							
0001	Pre-Kindergarten	0.00	0.00	0.00	0.00		0.00
1110	Regular Education, K-12	3,418,682.02	2,088,213.69	5,506,895.71	653,987.95		6,160,883.66
3100	Alternative Schools	0.00	0.00	0.00	0.00		0.00
3200	Continuation Schools	0.00	0.00	0.00	0.00		0.00
3300	Independent Study Centers	0.00	0.00	0.00	0.00		0.00
3400	Opportunity Schools	0.00	0.00	0.00	0.00		0.00
3550	Community Day Schools	0.00	0.00	0.00	0.00		0.00
3700	Specialized Secondary Programs	0.00	0.00	0.00	0.00		0.00
3800	Career Technical Education	0.00	0.00	0.00	0.00		0.00
4110	Regular Education, Adult	0.00	0.00	0.00	0.00		0.00
4610	Adult Independent Study Centers	0.00	0.00	0.00	0.00		0.00
4620	Adult Correctional Education	0.00	0.00	0.00	0.00		0.00
4630	Adult Career Technical Education	0.00	0.00	0.00	0.00		0.00
4760	Bilingual	0.00	0.00	0.00	0.00		0.00
4850	Migrant Education	0.00	0.00	0.00	0.00		0.00
5000-5999	Special Education	740,743.58	99,470.56	840,214.14	99,782.15		939,996.29
6000	Regional Occupational Ctr/Prg (ROC/P)	0.00	0.00	0.00	0.00		0.00
Other Goals							
7110	Nonagency - Educational	206,063.07	42,630.23	248,693.30	29,534.32		278,227.62
7150	Nonagency - Other	0.00	0.00	0.00	0.00		0.00
8100	Community Services	0.00	0.00	0.00	0.00		0.00
8500	Child Care and Development Services	0.00	0.00	0.00	0.00		0.00
Other Costs							
----	Food Services					0.00	0.00
----	Enterprise					0.00	0.00
----	Facilities Acquisition & Construction					0.00	0.00
----	Other Outgo					0.00	0.00
Other Funds	Adult Education, Child Development, Cafeteria, Foundation ([Column 3 + CAC, line C5] times CAC, line E)		0.00	0.00	0.00		0.00
----	Indirect Cost Transfers to Other Funds (Net of Funds 01, 09, 62, Function 7210, Object 7350)				0.00		0.00
----	Total General Fund and Charter Schools Funds Expenditures	4,365,488.67	2,230,314.48	6,595,803.15	783,304.42	0.00	7,379,107.57

Unaudited Actuals
2021-22
General Fund and Charter Schools Funds
Program Cost Report
Schedule of Direct Charged Costs (DCC)

Goal	Type of Program	Instruction (Functions 1000-1999)	Instructional Supervision and Administration (Functions 2100-2200)	Library, Media, Technology and Other Instructional Resources (Functions 2420-2495)	School Administration (Function 2700)	Pupil Support Services (Functions 3110-3160 and 3900)	Pupil Transportation (Function 3600)	Ancillary Services (Functions 4000-4999)	Community Services (Functions 5000-5999)	General Administration (Functions 7000-7999, except 7210)*	Plant Maintenance and Operations (Functions 8100-8400)	Facilities Rents and Leases (Function 8700)	Total
Instructional Goals													
0001	Pre-Kindergarten	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
1110	Regular Education, K-12	3,372,614.07	0.00	45,986.95	0.00	0.00	81.00	0.00			0.00	0.00	3,418,682.02
3100	Alternative Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
3200	Continuation Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
3300	Independent Study Centers	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
3400	Opportunity Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
3550	Community Day Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
3700	Specialized Secondary Programs	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
3800	Career Technical Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4110	Regular Education, Adult	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4610	Adult Independent Study Centers	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4620	Adult Correctional Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4630	Adult Career Technical Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4760	Bilingual	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4850	Migrant Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
5000-5999	Special Education	320,138.56	0.00	0.00	185,349.32	235,255.70	0.00	0.00			0.00	0.00	740,743.58
6000	ROC/P	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
Other Goals													
7110	Nonagency - Educational	0.00	0.00	0.00	196.20	205,866.87	0.00	0.00	0.00	0.00	0.00	0.00	206,063.07
7150	Nonagency - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8100	Community Services		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00
8500	Child Care and Development Services	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00
Total Direct Charged Costs		3,692,752.63	0.00	45,986.95	185,545.52	441,122.57	81.00	0.00	0.00	0.00	0.00	0.00	4,365,488.67

* Functions 7100-7199 for goals 8100 and 8500

Goal	Type of Program	Allocated Support Costs (Based on factors input on Form PCRAF)			Total
		Full-Time Equivalents	Classroom Units	Pupils Transported	
Instructional Goals					
0001	Pre-Kindergarten	0.00	0.00	0.00	0.00
1110	Regular Education, K-12	595,579.92	1,492,453.77	180.00	2,088,213.69
3100	Alternative Schools	0.00	0.00	0.00	0.00
3200	Continuation Schools	0.00	0.00	0.00	0.00
3300	Independent Study Centers	0.00	0.00	0.00	0.00
3400	Opportunity Schools	0.00	0.00	0.00	0.00
3550	Community Day Schools	0.00	0.00	0.00	0.00
3700	Specialized Secondary Programs	0.00	0.00	0.00	0.00
3800	Career Technical Education	0.00	0.00	0.00	0.00
4110	Regular Education, Adult	0.00	0.00	0.00	0.00
4610	Adult Independent Study Centers	0.00	0.00	0.00	0.00
4620	Adult Correctional Education	0.00	0.00	0.00	0.00
4630	Adult Career Technical Education	0.00	0.00	0.00	0.00
4760	Bilingual	0.00	0.00	0.00	0.00
4850	Migrant Education	0.00	0.00	0.00	0.00
5000-5999	Special Education (allocated to 5001)	99,470.56	0.00	0.00	99,470.56
6000	ROC/P	0.00	0.00	0.00	0.00
Other Goals					
7110	Nonagency - Educational	42,630.23	0.00	0.00	42,630.23
7150	Nonagency - Other	0.00	0.00	0.00	0.00
8100	Community Services	0.00	0.00	0.00	0.00
8500	Child Care and Development Svcs.	0.00	0.00	0.00	0.00
Other Funds					
--	Adult Education (Fund 11)		0.00		0.00
--	Child Development (Fund 12)	0.00	0.00	0.00	0.00
--	Cafeteria (Funds 13 and 61)		0.00		0.00
Total Allocated Support Costs		737,680.71	1,492,453.77	180.00	2,230,314.48

A. Central Administration Costs in General Fund and Charter Schools Funds		
1	Board and Superintendent (Funds 01, 09, and 62, Functions 7100-7180, Goals 0000-6999 and 9000, Objects 1000-7999)	190,866.61
2	External Financial Audits (Funds 01, 09, and 62, Functions 7190-7191, Goals 0000-6999 and 9000, Objects 1000-7999)	11,890.00
3	Other General Administration (Funds 01, 09, and 62, Functions 7200-7600 except 7210, Goal 0000, Objects 1000-7999)	516,833.81
4	Centralized Data Processing (Funds 01, 09, and 62, Function 7700, Goal 0000, Objects 1000-7999)	63,714.00
5	Total Central Administration Costs in General Fund and Charter Schools Funds	783,304.42
B. Direct Charged and Allocated Costs in General Fund and Charter Schools Funds		
1	Total Direct Charged Costs (from Form PCR, Column 1, Total)	4,365,488.67
2	Total Allocated Costs (from Form PCR, Column 2, Total)	2,230,314.48
3	Total Direct Charged and Allocated Costs in General Fund and Charter Schools Funds	6,595,803.15
C. Direct Charged Costs in Other Funds		
1	Adult Education (Fund 11, Objects 1000-5999, except 5100)	0.00
2	Child Development (Fund 12, Objects 1000-5999, except 5100)	0.00
3	Cafeteria (Funds 13 & 61, Objects 1000-5999, except 5100)	0.00
4	Foundation (Funds 19 & 57, Objects 1000-5999, except 5100)	0.00
5	Total Direct Charged Costs in Other Funds	0.00
D. Total Direct Charged and Allocated Costs (B3 + C5)		6,595,803.15
E. Ratio of Central Administration Costs to Direct Charged and Allocated Costs (A5/D)		11.88%

Unaudited Actuals
 2021-22
 General Fund and Charter Schools Funds
 Program Cost Report
 Schedule of Other Costs (OC)

Type of Activity	Food Services (Function 3700)	Enterprise (Function 6000)	Facilities Acquisition & Construction (Function 8500)	Other Outgo (Functions 9000-9999)	Total
Food Services (Objects 1000-5999, 6400-6910)	0.00				0.00
Enterprise (Objects 1000-5999, 6400-6910)		0.00			0.00
Facilities Acquisition & Construction (Objects 1000-6600)			0.00		0.00
Other Outgo (Objects 1000-7999)				0.00	0.00
Total Other Costs	0.00	0.00	0.00	0.00	0.00

Unaudited Actuals
2021-22
General Fund and Charter Schools Funds
Program Cost Report
Schedule of Allocation Factors (AF) for Support Costs

	----- Teacher Full-Time Equivalents -----				----- Classroom Units -----		Pupils Transported
	Instructional Supervision and Administration (Functions 2100-2200)	Library, Media, Technology and Other Instructional Resources (Functions 2420-2495)	School Administration (Function 2700)	Pupil Support Services (Functions 3100-3199 & 3900)	Plant Maintenance and Operations (Functions 8100-8400)	Facilities Rents and Leases (Function 8700)	Pupil Transportation (Function 3600)
A. Amount of Undistributed Expenditures, Funds 01, 09, and 62, Goals 0000 and 9000 (will be allocated based on factors input)	0.00	89,491.49	549,050.38	99,138.83	1,307,453.77	185,000.00	180.00
B. Enter Allocation Factor(s) by Goal: (Note: Allocation factors are only needed for a column if there are undistributed expenditures in line A.)	FTE Factor(s)	FTE Factor(s)	FTE Factor(s)	FTE Factor(s)	CU Factor(s)	CU Factor(s)	PT Factor(s)
Instructional Goals Description							
0001 Pre-Kindergarten							
1110 Regular Education, K-12		33.53	33.53	33.53	1,307,453.77	185,000.00	180.00
3100 Alternative Schools							
3200 Continuation Schools							
3300 Independent Study Centers							
3400 Opportunity Schools							
3550 Community Day Schools							
3700 Specialized Secondary Programs							
3800 Career Technical Education							
4110 Regular Education, Adult							
4610 Adult Independent Study Centers							
4620 Adult Correctional Education							
4630 Adult Career Technical Education							
4760 Bilingual							
4850 Migrant Education							
5000-5999 Special Education (allocated to 5001)		5.60	5.60	5.60			
6000 ROC/P							
Other Goals Description							
7110 Nonagency - Educational		2.40	2.40	2.40			
7150 Nonagency - Other							
8100 Community Services							
8500 Child Care and Development Services							
Other Funds Description							
-- Adult Education (Fund 11)							
-- Child Development (Fund 12)							
-- Cafeteria (Funds 13 & 61)							
Total Allocation Factors	0.00	41.53	41.53	41.53	1,307,453.77	185,000.00	180.00

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

Financial Reporting

SUBJECT: Agenda Item 2.2 – 2022/23 Classified Salary Schedule – Amended

PREPARER: Lane Carlson/Robyn Stamm

RECOMMENDATION: Discussion/Action to Approve Amended Salary Schedule

BACKGROUND:

RSA is proposing to amend the Classified Salary Schedule to reflect a 3% COLA increase for Elective staff (Column F), as was previously adopted by the board for all other classified categories.

The board will discuss the budget impact and decide whether or not to approve the salary recommendation for the 2022/23 school year.

- See Attached: Amended Classified Salary Schedule

REFERENCE:

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

Redding School of the Arts

Classified Salary Schedule for 2022/23

PROPOSED

Step	A	B	C	D	E	F	Elect *
1	\$ 15.45	\$ 15.60	\$ 15.76	\$ 17.63	\$ 23.11	\$ 30.13	\$ 30.13
2	\$ 15.47	\$ 15.63	\$ 15.78	\$ 18.09	\$ 23.74	\$ 35.28	\$ 35.28
3	\$ 15.50	\$ 15.66	\$ 15.81	\$ 18.57	\$ 24.39	\$ 40.43	\$ 40.43
4	\$ 15.52	\$ 15.68	\$ 16.17	\$ 19.07	\$ 25.07		
5	\$ 15.54	\$ 15.90	\$ 16.59	\$ 19.58	\$ 25.76		
6	\$ 15.56	\$ 16.33	\$ 17.03	\$ 20.11	\$ 26.46		
7	\$ 15.65	\$ 16.76	\$ 17.47	\$ 20.65	\$ 27.19		
8	\$ 15.72	\$ 17.20	\$ 17.93	\$ 21.21	\$ 27.94		
9	\$ 15.80	\$ 17.43	\$ 18.18	\$ 21.50	\$ 28.34		
10	\$ 15.88	\$ 17.66	\$ 18.41	\$ 21.77	\$ 28.73		
11	\$ 16.04	\$ 17.88	\$ 18.66	\$ 22.08	\$ 29.13		
12	\$ 16.20	\$ 18.14	\$ 18.91	\$ 22.38	\$ 29.52		
13	\$ 16.22	\$ 18.36	\$ 19.16	\$ 22.69	\$ 29.94		
14	\$ 16.24	\$ 18.60	\$ 19.47	\$ 22.99	\$ 30.36		
15	\$ 16.27	\$ 18.86	\$ 19.67	\$ 23.31	\$ 30.78		
16	\$ 16.27	\$ 19.10	\$ 19.95	\$ 23.60	\$ 31.23		
17	\$ 16.27	\$ 19.36	\$ 20.22	\$ 23.96	\$ 31.65		
18	\$ 16.27	\$ 19.36	\$ 20.22	\$ 24.28	\$ 32.09		
19	\$ 16.27	\$ 19.36	\$ 20.22	\$ 24.28	\$ 32.19		
20	\$ 16.27	\$ 19.36	\$ 20.22	\$ 24.28	\$ 32.29		

RSA - Categories

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

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

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

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

Grade E - Administrative Assistant, Attendance (SISAT), IT Supervisor, Payroll/HR Tech

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

* Elective Not Step related

* Elective Hourly Substitute Pay Rate: \$25.00

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

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

RSA Board Approved: 6/7/2022

Board Amended:

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

Financial Reporting

SUBJECT: Agenda Item 2.3 – Update Authorized Signers on the RSA
Umpqua Bank Accounts

- 2.3.1 Remove Margaret Johnson as authorized signer on the Main Checking Account
- 2.3.2 Add Lane Carlson as authorized signer on the Main Checking Account
- 2.3.3 Remove Margaret Johnson as authorized signer on the Student Body Account
- 2.3.4 Add Lane Carlson as authorized signer on the Student Body Account
- 2.3.5 Remove Margaret Johnson as authorized signer on the Flexible Spending Account
- 2.3.6 Add Lane Carlson as authorized signer on the Flexible Spending Account

PREPARER: Lane Carlson

RECOMMENDATION: Discussion/Action to Approve Authorized Signers

BACKGROUND:

The Governing Board will annually review the list of personnel who are authorized signers on the school's bank accounts. The list will be updated to comply with RSA's internal control policies.

RSA seeks approval in order to remove Margaret Johnson as authorized signer on the Main Checking Account, Student Body Account, and Flexible Spending Account.

RSA will add Lane Carlson as authorized signer in her place.

REFERENCE:

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

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

Financial Reporting

SUBJECT: Agenda Item 2.4 – Update Authorized Signers on the RSA
Tri-Counties Bank Savings Account

- 2.4.1 Remove Margaret Johnson as authorized signer on the Scholarship Account
- 2.4.2 Add Lane Carlson as authorized signer on the Scholarship Account

PREPARER: Lane Carlson

RECOMMENDATION: Discussion/Action to Approve Authorized Signers

BACKGROUND:

The Governing Board will annually review the list of personnel who are authorized signers on the school's bank accounts. The list will be updated to comply with RSA's internal control policies.

RSA seeks approval in order to remove Margaret Johnson as authorized signer on the Tri Counties Scholarship Savings Account.

RSA will add Lane Carlson as authorized signer in her place.

REFERENCE:

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

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

General Reporting

SUBJECT: Agenda Item 2.5 – Set Date for Governing Board Goal
Setting Meeting & Board Training

PREPARER: Lane Carlson

RECOMMENDATION: Discussion/Action to Approve Dates

BACKGROUND:

The Governing Board meets annually to discuss and set goals for the coming school year and conduct board member training through CSDC.

The board will discuss possible/open dates for their annual goal setting meeting & board member training before taking action to approve.

REFERENCE:

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

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

Policy Review & Amendments

SUBJECT: Agenda Item 2.6 – 2022/23 High School Graduation
Requirements/Course Catalog – 2nd Read

PREPARER: Lane Carlson

RECOMMENDATION: Discussion/Action to Approve

BACKGROUND:

The Governing Board will review the final draft of 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 21st 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 College Unit):** 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 College Units):** 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 21st 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 College Units)** 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 College Units)** 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

Grading and Transcripts

Quarter Grades - Grades will become available on Aeries in the middle of each semester (about the ninth week of the semester). These grades are formal reports on student progress, but they are not permanent grades and they do not carry any credit. They are not part of the permanent school record..

Semester Grades - Semester grades will be available to students on Aeries at the end of each semester. These grades carry final credit and are considered permanent grades. These grades become part of the student's official transcript.

Dual Enrolled College Course Grades - Students will have an additional grade point awarded for courses which are designated College Courses. Students must receive a grade of "C" or better in the course to receive a weighted grade.

Student Transcripts – Unofficial student transcripts are available upon request and can usually be provided the same day as requested. Official transcripts must be requested in writing and may take up to a week. Grades for courses taken concurrently at outside institutions (i.e., Shasta College) may be posted on a student’s transcript upon request. Once a grade is posted on the transcript, it cannot be removed.

College Credit

Course	Year	College Units	Fulfills
STU 1 (embedded in Career and Personal Development)	9th	3	Associates GE - Category 5
STU 90 (embedded in Career and Personal Development)	9th	1	GE - Electives
HIST 2 (embedded in World Civilizations)	10th	3	IGETC - Area 3 or 4
HIST 3 (embedded in World Civilizations)	10th	3	IGETC - Area 3 or 4

Draft - 2nd Read

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

Policy Review & Amendments

SUBJECT: Agenda Item 2.7 – COVID-19 Prevention Program (CPP) - Amended

PREPARER: Lane Carlson

RECOMMENDATION: Discussion/Action to Approve CPP

BACKGROUND:

COVID-19 PREVENTION PROGRAM (CPP)

With some exceptions, all employers and places of employment are required to establish and implement an effective written COVID-19 Prevention Program (CPP) pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section 3205(c)). Cal/OSHA has developed this model program to assist employers with creating their own unique CPP tailored to their workplace.

Employers may create their own program or use another CCP template. Cal/OHA encourages employers to engage with employees in the design, implementation and evolution of their COVID-19 Prevention Program.

- See Attached: COVID-19 Prevention Program (CPP)

REFERENCE:

Additional guidance materials available at <https://www.dir.ca.gov/dosh/coronavirus/>

COVID-19 Prevention Program (CPP)

Redding School of the Arts

This CPP is designed to control employees' exposures to the SARS-CoV-2 virus (severe acute respiratory syndrome coronavirus 2) that causes COVID-19 (Coronavirus Disease 2019) that may occur in our workplace.

Date: September 13, 2022

Authority and Responsibility

Lane Carlson has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the Appendix A: Identification of COVID-19 Hazards form.
- Document the vaccination status of our employees by using Appendix E: Documentation of Employee COVID-19 Vaccination Status, which is maintained as a confidential medical record.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Develop COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission in the workplace
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/ OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- All employees are asked to complete a PCR or rapid test weekly to ensure a safe workplace.

Employee Participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

- Actively participating in staff/ board meetings, emails, or other communications provided by the school in relation to our In-Person Learning Plan and or updates to our COVID-19 response.
- Reporting any concern to the employee's direct supervisor or Executive Director Reporting hazard to the front desk (Receptionist or Secretary)
- Participating in COVID-19 training to help identify areas of concern within their specific workspace.

Employee Screening

We screen our employees and respond to those with COVID-19 symptoms by:

- Employees self screen each day for symptoms of Covid-19. If they are symptomatic they will be asked to take an OTC Antigen test provided to all employees.
- All employees have available to them facemasks and face shields daily or they can provide their own face covering. Weekly, employees complete an Over the Counter COVID-19 test or they can be tested at a location of their choice. Testing through COVID clinic is a free service to the employees.
- Employees will follow the protocols for reporting Covid tests results and isolating if necessary. They will report information to their immediate supervisor or RSA COVID-19 Liaison

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the Appendix B: COVID-19 Inspections form, and corrected in a timely manner based on the severity of the hazards, as follows:

If an unsafe or unhealthy work condition, practice, or procedure is identified, the Executive Director, Facilities Supervisor, or another designee will immediately review the concern within one working day. The Unsafe or unhealthy concern will be reviewed for the severity of the hazard and corrective action to be implemented as quickly as possible. If it is a building concern, such as classroom desks or common area cleanliness, the Facilities Supervisor will respond accordingly. If it is general employees or students unhealthy practice or procedure the Executive Director or designee will assess and make corrections or communications as needed. All reports will be considered of high importance and responded to with timely corrections. Corrective actions may be reported in the In Person Learning Plan or Staff meeting.

Controls of COVID-19 Hazards

Face Coverings

Disposable face coverings are provided to all staff and students upon request and are available at convenient locations within the building.

We will not prevent any employee from wearing a face covering when it is not required unless it would create a safety hazard, such as interfering with the safe operation of equipment.

Engineering controls

For indoor locations, using Appendix B, we identify and evaluate how to maximize, to the extent feasible, ventilation with outdoor air using the highest filtration efficiency compatible with our existing ventilation system, and whether the use of portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of transmission by:

- Allow staff members to open doors and windows in their classrooms. Encourage outside learning opportunities as much as feasible.
- The school has equipped outside learning spaces with connectivity to the internet.

Personal protective equipment (PPE) used to control employees' exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

- Upon request, we provide respirators for voluntary use to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person.
- When an employee approaches a supervisor with a request for a respirator, the school will provide the appropriate equipment.
- We provide and ensure use of respirators in compliance with section 5144 when deemed necessary by Cal/OSHA.

Testing of symptomatic employees

- We make COVID-19 testing available at no cost to all employees who had close contact in the workplace and/or have COVID-19 symptoms, during employees' paid time.

Investigating and Responding to COVID-19 Cases

We have developed effective procedures to investigate COVID-19 cases that include seeking information from our employees regarding COVID-19 cases, close contacts, test results, and onset of symptoms. This is accomplished by using the Appendix C: Investigating COVID-19 Cases form.

We also ensure the following is implemented:

- RSA will follow all updated CPDH guidelines for managing COVID-19 in the school setting.
- Employees are provided OTC antigen tests before school starts or whenever requested and encouraged to complete Covid-19 testing at no cost during their working hours or at home, whichever they prefer.
- RSA will continue to participate in the School Portal for Outbreak Tracking (SPOT) to report outbreaks in the school.
- For Outbreaks: Testing and Exclusion. Employees who had close contacts must test negative or be excluded from the workplace until the return to work requirements for COVID-19 cases are met.
- For Major Outbreaks:
- Testing and Exclusion. All employees in the exposed group must test negative or be excluded from the workplace until the return to work requirements for COVID-19 cases in are met. (Cal. Code Regs., tit. 8, § 3205.2(b))

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Who employees should report COVID-19 symptoms and possible hazards to, and how:
- Employees who exhibit COVID-19 symptoms should test and immediately notify their supervisor by calling his/ her cell phone if they test positive. They should also report to the COVID Liaison, Carol Wahl, who will discuss symptoms, gather information and provide next steps.
- If an employee is at work and becomes ill with one or more of the COVID symptoms, they should notify their supervisor immediately and follow the directions provided by their supervisor. The supervisor will make arrangements for shift coverage and inform the COVID Liaison of the situation.
- Employees should report by email all possible or potential COVID-19 hazards to the Building Supervisor (if it is related to a facilities function) or the Executive Director in person or via email to discuss the concern and set corrective actions into motion as needed.
- Our procedures and policies for handling any medical concern- inclusive of anything related to COVID- are outlined in the Employee Personnel Handbook. The handbook and its contents can be located and reviewed any time by employees using RSA's LiveBinder. The Personnel handbook is also reviewed during various staff meetings. In addition,

employees may call, email, or speak in person with Nicole Iskra or Lane Carlson (Executive Director) to report concerns or ask questions. The Personnel handbook includes a policy related to whistle blowing, that assures employees who report symptoms may do so without the threat of reprisal.

- RSA Will provide notification to employees of exposure and close contacts. All employees will be notified via email if a positive test result is noted by a student or staff. RSA will not disclose the individual who tested positive but will communicate with other employees if they are considered a close contact.

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards, and how to participate in the identification and evaluation of COVID-19 hazards.
- Information regarding COVID-19-related benefits (including mandated sick and vaccination leave) to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 and are most effective when used in combination.
- The right of employees to request a respirator for voluntary use, without fear of retaliation, and our policies for providing the respirators. Employees voluntarily using respirators will be trained according to section 5144(c)(2) requirements:
 - How to properly wear them.
 - How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair can interfere with a seal.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. Since COVID-19 is an airborne disease, N95s and more protective respirators protect the users from airborne disease, while face coverings primarily protect people around the user
- The conditions where face coverings must be worn at the workplace.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Information on our COVID-19 policies and how to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.
- All staff members will complete the Safe Schools training that reviews three COVID-19 work related safety measures, Bloodborne pathogens and appropriate use of PPE.

Appendix D: COVID-19 Training Roster will be used to document this training.

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Where we have a COVID-19 case or close contact in our workplace, we limit transmission by:
- Ensuring that COVID-19 cases are excluded from the workplace until the return-to-work requirements in section 3205(c)(10) are met.
- Reviewing current CDPH guidance for persons who had close contacts, including any guidance regarding quarantine or other measures to reduce transmission

- Developing, implementing, and maintaining effective policies to prevent transmission of COVID-19 by persons who had close contacts.
- For employees excluded from work, continuing, and maintaining employees' earnings, wages, seniority, and all other employees' rights and benefits. This will be accomplished by: The school is implementing the FFCRA or other state employer requirements to provide paid sick leave benefits for close contact or COVID sick leave time which will not affect the employees personal sick leave up to 80 hours for a full time employee or their equivalent FTE hours/ day. Each sick leave program whether Federal or State will follow the guidelines established with that program. All benefits will remain in place for the employee until September 30th, 2022 or longer if a new provision becomes available.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases and outbreaks at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases.

Return-to-Work Criteria

We will meet the following return to work criteria for COVID-19 cases and employees excluded from work:

- **COVID-19 cases, regardless of vaccination status or previous infection and who do not develop symptoms or symptoms are resolving**, cannot return to work until we can demonstrate that all of the following criteria have been met:
 - At least five days have passed from the date that COVID-19 symptoms began or, if the person does not develop COVID-19 symptoms, from the date of first positive COVID-19 test;
 - At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever reducing medications; and
 - A negative COVID-19 test from a specimen collected on the fifth day or later is obtained; or, if unable to test or the employer chooses not to require a test, 10 days have passed from the date that COVID-19 symptoms began or, if the person does not develop COVID-19 symptoms, from the date of first positive COVID-19 test.
- **COVID-19 cases, regardless of vaccination status or previous infection, whose COVID19 symptoms are not resolving**, may not return to work until:
 - At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medication; and
 - 10 days have passed from when the symptoms began.
- COVID-19 tests may be self-administered and self-read only if the following independent verification of the results can be provided: Employee sends to HR/Supervisor/Covid Liaison a photo of test results with name of testee and date.
- Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case shall wear a face covering in the workplace until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test.

- The return to work requirements for COVID-19 cases who do or do not develop symptoms apply regardless of whether an employee has previously been excluded or other precautions were taken in response to an employee’s close contact or membership in an exposed group.
- If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. **[Reference section 3205(c)(10)(E) and (F) for additional guidance.]**

Title of Owner or Top Management Representative

Signature

Date

Draft

Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, trainings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing stationary work.

Person Conducting the Evaluation:

Date:

Name(s) of Employees and Authorized Employee Representative that Participated:

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

*Identify and evaluate how to maximize ventilation with outdoor air; the highest level of filtration efficiency compatible with the existing ventilation system; and whether the use of portable or mounted HEPA filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission. Review applicable orders and guidance from the State of California and local health departments related to COVID-19 hazards and prevention have been reviewed, including the CDPH Interim Guidance for Ventilation, Filtrations, and Air Quality in Indoor Environments and information specific to your industry, location, and operations. We maximize the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.

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Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee required medical records will be kept confidential unless disclosure is required or permitted by law. Un-redacted information on COVID-19 cases will be provided to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH) immediately upon request, and when required by law.

Date:

Name of Person Conducting the Investigation:

Name of COVID-19 case (employee or non-employee*) and contact information:		Occupation (if non-employee, why they were in the workplace):	
Names of employees/representatives involved in the investigation:		Date investigation was initiated:	
Locations where the COVID-19 case was present in the workplace during the high-risk exposure period, and activities being performed:		Date and time the COVID-19 case was last present and excluded from the workplace:	
Date of the positive or negative test and/or diagnosis:		Date the case first had one or more COVID-19 symptoms, if any:	
Information received regarding COVID-19 test results and onset of symptoms (attach documentation):			

Summary determination of who may have had a close contact with the COVID-19 case during the high-risk exposure period. Attach additional information, including:

- The names of those found to be in close contact.
- Their vaccination status.
- When testing was offered, including the results and the names of those that were exempt from testing and why they were exempt from testing.
- The names of those close contacts that were excluded per our Exclusion of COVID-19 Cases and Employees who had Close Contact requirements.
- The names of those close contacts that were excluded per our **Exclusion of COVID-19 Cases and Employees who had Close Contact** requirements.
- The names of those close contacts exempt from exclusion requirements and why they were exempt from exclusion

Appendix D: COVID-19 Training Roster

Date:

Name of Person Conducting the Training:

Employee Name	Signature
Coronavirus 101-What You Need to Know provided on 8/02/2021, 65 employees completed this course. A list can be found with the HR department.	
Coronavirus 103-Managing Stress and Anxiety provided on 8/02/2021, 65 employees completed this course. A list can be found with the HR department.	
Coronavirus 105-Cleaning and Disinfecting provided on 8/02/2021, 65 employees completed this course. A list can be found with the HR department.	

Draft

Appendix E: Documentation of Employee COVID-19 Vaccination Status - CONFIDENTIAL

Employee Name	Fully or Partially Vaccinated	Method of Documentation
A confidential list is maintained in the HR office and updated as needed.		Copy of vaccination record

1. Update, accordingly and maintain a confidential medical record. T8CCR section 3205(b)(9) definition of “fully vaccinated” will be applied.

2. Acceptable options include:

- Employees provide proof of vaccination (vaccine card, image of vaccine card or health care document showing vaccination status) and employer maintains a copy.
- Employees provide proof of vaccination. The employer maintains a record of the employees who presented proof, but not the vaccine record itself.
- Employees self-attest to vaccination status and employer maintains a record of who self-attests.

Draft

Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

This addendum will stay in effect until there are no new COVID-19 cases detected in the exposed group for a 14-day period.

COVID-19 testing

We provide COVID-19 testing at no cost to all employees, during paid time, in our exposed group except for:

- Employees who were not present during the relevant 14-day period.
- Returned cases who did not develop COVID-19 symptoms after returning to work pursuant to our return to work criteria.

COVID-19 testing consists of the following:

- All employees in our exposed group are immediately tested regardless of their vaccination status and then again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine, isolation, or exclusion period required by, or orders issued by, the local health department.
- After the first two COVID-19 tests, we continue to provide COVID-19 testing once a week of employees in the exposed group who remain at the workplace, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
- Employees who had close contacts shall have a negative COVID-19 test taken within three and five days after the close contact or shall be excluded and follow the return to work requirements of section 3205(c)(10) for COVID-19 cases.
- We make additional testing available when deemed necessary by Cal/OSHA or if recommended by the local health department.

We continue to comply with the applicable elements of our CPP, as well as the following:

1. Employees in the exposed group wear face coverings when indoors, or when outdoors and less than six feet apart (unless one of the face-covering exceptions indicated in our CPP apply).
2. We give notice to employees in the exposed group of their right to request a respirator for voluntary use.
3. We evaluate whether to implement physical distancing of at least six feet between persons, or where six feet of physical distancing is not feasible, as much distance between persons as feasible.

COVID-19 investigation, review, and hazard correction

We immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review is documented and includes:

- Investigation of new or unabated COVID-19 hazards including:
 - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
 - Our COVID-19 testing policies.
 - Insufficient outdoor air.
 - Insufficient air filtration.

- Lack of physical distancing.
- Updating the review:
 - Every thirty days that the outbreak continues
 - In response to new information or to new or previously unrecognized COVID-19 hazards.
 - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We consider:
 - Moving indoor tasks outdoors or having them performed remotely
 - Increasing outdoor air supply when work is done indoors
 - Improving air filtration.
 - Increasing physical distancing as much as feasible.
 - Requiring respiratory protection in compliance with section 5144.
 - **[Describe other applicable controls.]**

Buildings or structures with mechanical ventilation

We will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters, if compatible with the ventilation system. If MERV-13 or higher filters are not compatible, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units or other air cleaning systems would reduce the risk of transmission and, if so, implement their use to the degree feasible.

Additional Consideration #2

Major COVID-19 Outbreaks

[This addendum will need to be added to your CPP should 20 or more employee COVID-19 cases in an exposed group visit your workplace during the infectious period within a 30-day period. Reference section [3205.2](#) for details.]

This addendum will stay in effect until there are fewer than three COVID-19 cases detected in our exposed group for a 14-day period.

We continue to comply with the Multiple COVID-19 Infections and COVID-19 Outbreaks addendum, except that the COVID-19 testing, regardless of vaccination status, will be required of all employees in the exposed group twice a week, or more frequently if recommended by the local health department. Employees in the exposed group will be tested or excluded and follow the return to work requirements of section 3205(c)(10) for COVID-19 cases starting from the date that the outbreak begins.

In addition to complying with our CPP and Multiple COVID-19 Infections and COVID-19 Outbreaks addendum, we also:

- Provide employees in the exposed group with respirators for voluntary use in compliance with section 5144(c)(2) and determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.
- Separate by six feet (except where we can demonstrate that six feet of separation is not feasible and there is momentary exposure while persons are in movement) any employees in the exposed group who are not wearing respirators required by us and used in compliance with section 5144. When it is not feasible to maintain a distance of at least six feet, individuals are as far apart as feasible.
- Evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
- Implement any other control measures deemed necessary by Cal/OSHA.

COVID-19 Prevention Program (CPP)

Redding School of the Arts

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Date: January 12, 2021

Authority and Responsibility

Margaret Johnson has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the Appendix A: Identification of COVID-19 Hazards form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the Appendix B: COVID-19 Inspections form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee Participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

Actively participating in staff/ board meetings, emails, or other communications provided by the school in relation to our re-opening plan and or updates to our COVID-19 response

Reporting any concern to the employee's direct supervisor or Executive Director

Reporting hazard to the front desk (Receptionist or Secretary)

Participating in COVID-19 training to help identify areas of concern within their specific workspace.

Employee Screening

We screen our employees by:

COVID-19 Prevention Program

On an employee's scheduled work day onsite, the employee, prior to beginning their shift will complete a general health review that includes a self temperature check with a non-contact thermometer if taken at school and recorded on their timesheet.

All employees have available to them facemasks and face shields issued daily or they can provide their own face covering.

Monthly, employees complete a COVID-19 test on site or they may continue to be tested at a location of their choice.

Employees will use the Symptom Tree resource to self identify possible COVID-19 symptoms, follow the protocols for isolating if necessary, and report information to their immediate supervisor or Executive Director.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the Appendix B: COVID-19 Inspections form, and corrected in a timely manner based on the severity of the hazards, as follows:

If an unsafe or unhealthy work condition, practice, or procedure is identified, the Executive Director, Facilities Supervisor, or another designee will immediately review the concern within one working day.

The Unsafe or unhealthy concern will be reviewed for the severity of the hazard and corrective action to be implemented as quickly as possible.

If it is a building concern, such as classroom desks or common area cleanliness, the Facilities Supervisor will respond accordingly.

If it is general employees or students unhealthy practice or procedure the Executive Director or designee will assess and make corrections or communications as needed.

All reports will be considered of high importance and responded to with timely corrections.

Corrective actions may be reported in the Reopening Plan or Staff meeting.

Controls of COVID-19 Hazards

Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

- Eliminating the need for workers to be in the workplace – e.g., telework or other remote work arrangements.
- Reducing the number of persons in an area at one time, including visitors.
- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
- Staggered arrival, departure, work, and break times.
- Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved and the use of individual desk barriers will be utilized.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

Disposable face coverings are provided to all staff and students upon request and are available at convenient locations within the building.

Teachers have extra face coverings available in their classrooms to be used as necessary to ensure both students and staff have appropriate PPE at all times.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

Allow staff members to open doors and windows in their classrooms.

Encourage outside learning opportunities as much as feasible.

The school has equipped seven outside learning spaces with connectivity to the internet.

Partitions are used when necessary inside classrooms.

Limit interactions in these areas to less than 15mins to minimize exposure.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

The building is equipped with state of the art ventilation and provides 2 to 3 air changes per hour through out the building.

MERV -8 air filters are replaced per maintenance calendar.

Cleaning and disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces:

Touch Point Surfaces are defined as ALL surfaces within the area or zone ranging between 2' up from the floor and 2' down from the ceiling. In classrooms where the standard ceiling is often only 8', the Touch Point Surface zone is the 4' between the 2' above the floor, and the 2' below the ceiling. For an eating area with a greater than 10' ceiling, Touch Point Surfaces are all tables where students eat.

Wipe down ALL Touch Point Surfaces* with a quaternary cleaning solution using a clean microfiber cloth, paper towels or approved disinfectant wipe. RSA uses several cleaners of this type.

- Buckeye E23 Neutral Disinfectant, EPA# 47371-129-559
- Luseaux® Super Qt Sanitizing Tablets 200ppm
- Diversey Virex II One-step Disinfectant, EPA# 70627-24
- Diversey Bathmate RTU Disinfectant Washroom Cleaner, EPA# 70627-67
- Monk Disinfectant Wipes (one step cleaner, disinfectant, deodorizer and sanitizer). EPA# 6836-312-091910
- Use 'Spray and Wipe' protocols.

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

Touch Point Surfaces are defined as ALL surfaces within the area or zone ranging between 2' up from the floor and 2' down from the ceiling. In classrooms where the standard ceiling is often only 8', the Touch Point Surface zone is the 4' between the 2' above the floor, and the 2' below the ceiling. For an eating area with a greater than 10' ceiling, Touch Point Surfaces are all tables where students eat.

Wipe down ALL Touch Point Surfaces* with a quaternary cleaning solution using a clean microfiber cloth, paper towels or approved disinfectant wipe. RSA uses several cleaners of this type.

- Buckeye E23 Neutral Disinfectant, EPA# 47371-129-559
- Luseaux® Super Qt Sanitizing Tablets 200ppm
- Diversey Virex II One-step Disinfectant, EPA# 70627-24
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- Monk Disinfectant Wipes (one step cleaner, disinfectant, deodorizer and sanitizer). EPA# 6836-312-091910
- Use 'Spray and Wipe' protocols.

Shared tools, equipment and personal protective equipment (PPE)

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by:

- Staff will sanitize eating areas during lunchtime or when the area is being used for educational purposes.
- Students in grades 4 -8 will wipe down desks, chairs or other surfaces before leaving a shared room and/or upon entering the room.
- Teachers will ensure that surfaces are adequately cleaned between cohorts.
- Assigned radios, phones, headsets.
- Custodians maintain their own carts and equipment.
- Teachers that move between cohorts ensure the use of their own equipment or workspace,
- To the degree possible, shared writing materials are disinfected between uses.
- Classroom materials are individualized.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

Effective Handwashing resources/tools will be provided in RSA's Re-opening Plan, Provided to teachers for use in training of student body (Teach-To's schoolwide behavior management slides, links to videos, etc.), and provided to parent community.

Teachers will provide instruction on proper handwashing/hygiene and ways to prevent the spread of germs: cover a cough/sneeze with a tissue or elbow, avoid touching face, avoid close, prolonged contact with others outside of your home. Corresponding signage will be posted. A 20-second song or poem may be used to assist students with proper hand washing.

Use of soap and water is preferred. If hand sanitizer is used, it must be unscented and at least 60% alcohol.

Plan time and procedures for regular hand washing (sanitizer if applicable):

- Upon arrival
- Before/after recess or PE
- Before/after lunch
- After using the bathroom
- After coughing/sneezing

Personal protective equipment (PPE) used to control employees' exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained. [reference section 3205(c)(E) for details on required respirator and eye protection use.]

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the Appendix C: Investigating COVID-19 Cases form.

Employees who had potential COVID-19 exposure in our workplace will be:

Employees are encouraged to complete Covid-19 testing at no cost during their working hours.

Schools will continue to participate in the School Portal for Outbreak Tracking (SPOT) to improve collaboration between school and health officials.

All employees are notified within 24 hours through email and PDF when employees or students test positive, however, the COVID Liaison connects via phone, any identified close contacts with self-quarantine information and resources that are available.

Appropriate disinfecting of all identified locations occurs immediately.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Who employees should report COVID-19 symptoms and possible hazards to, and how:

Employees who exhibit COVID-19 symptoms from the Symptoms Tree Chart in the Reopening plan should immediately notify their supervisor by calling his/ her cell phone informing them that they will not be reporting to work that day due to COVID symptoms. They should also report to the COVID Liaison, Margaret Johnson, who will discuss symptoms, gather information and provide next steps.

If an employee is at work and becomes ill with one or more of the COVID symptoms, they should notify their supervisor immediately and follow the directions provided by their supervisor. The supervisor will make arrangements for shift coverage and inform the COVID Liaison of the situation.

Employees should report by email all possible or potential COVID-19 hazards to the Building Supervisor (if it is related to a facilities function) or the Executive Director in person or via email to discuss the concern and set corrective actions into motion as needed.

- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, how employees can access COVID-19 testing:

When appropriate, the COVID Liaison will recommend to the employee that they voluntarily complete testing through a test center listed on Shasta Ready. If the employee declines being tested, the school will follow the recommended isolation dates as outlined in the reopening plan. Our procedures and policies for handling any medical concern-inclusive of anything related to COVID- is outlined in the Employee Personnel Handbook. The handbook and it's contents can be located and reviewed any time by employees using RSA's Live Binder. The Personnel handbook is also reviewed during various staff meetings. In addition, employees may call, email or speak in person with Sherry Rynearson (H/R) or Margaret Johnson (Executive Director) to report concerns or ask questions. Also found in the Employee handbook is our policy related to whistle blowing, that assures employees who report symptoms may do so without the threat of reprisal.

- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.

All employees will have access to the Biocept testing on site to complete the monthly or bimonthly tests during their work day. Testing will be free of charge and conducted by our trained school nurse in the Spec. Ed office. Employees will test systematically or can test whenever they deem necessary

- Information about COVID-19 hazards employees (including other employees and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

All employees will be notified via email if a positive test results is noted by a student or staff. RSA will not disclose the individual who tested positive, but will communicate with other employees if they are considered a close contact. Employees that service students in various locations or support learning in various locations will keep a calendar so that close contacts can be easily identified at school.

When a COVID-19 hazard has been identified, evaluated and remedied, all employees will be notified of changes or procedures via email or updated in the Reopening Plan or the CPP.

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

All staff members will complete the Safe Schools training that review three COVID-19 work related safety measures, Bloodborne pathogens and appropriate use of PPE.

Appendix D: COVID-19 Training Roster will be used to document this training.

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by The school implementing the FFCRA to provide paid sick leave benefits for close contact or COVID sick leave time which will not effect the employees personal sick leave up to 80 hours for a full time employee or their equivalent FTE hours/ day.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

Executive Director

Jan. 4, 2021

Title of Owner or Top Management Representative

Signature

Date

Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person Conducting the Evaluation: Blake Schack

Date:

Name(s) of Employees and Authorized Employee Representative that Participated:

Margaret Johnson, Executive Director
 Carol Wahl, Dean of Students
 Denise Humphrey, Program Assistant Administrator
 Katie Vernon, School Secretary
 Pat Karch, Facilities Supervisor
 Blake Schack, Facilities Supervisor

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation
Tables, sink, coffee pot, refrigerator, copy machines	Staff room	All Onsite Staff	Antibacterail wipes, Antibacterial soap and gel, daily cleaning
Student lunch periods	lower cafe, upper cafe, stadium benches and seats, Activity center(rainy days) - 10:50 - 12:30	Students and Staff	Wipe down ALL Touch Point Surfaces* with a quaternary cleaning solution using a clean microfiber cloth, paper towels or approved disinfectant wipe.
Rest Rooms	Rest Rooms 7:00 a.m. - 6:00 p.m.	Students and Staff	Thorough cleaning of all restrooms using an appropriate quaternary disinfectant. Main restrooms frequently cleaned touch point surfaces will be sanitized periodically throughout the day.

			Maintain soap levels in all containers.
Loading students at dismissal time	front and side of the school 2:15 - 3:00	Students and staff	Each cohort is assigned a designated area for pick up. Teachers load their own cohorts into vehicles (no mixing of cohorts) Students wear masks and social distance as possible. Duration of loading usually 10mins.
playground equipment	playground various times during the day	Students and staff	equipment is sprayed down between sets of recesses. Designated playing area by cohorts
transition area for staff and students	lobby, mailboxes, administration offices	Office staff and those passing through	post sign of 1 person at a time checking their mail box. install physical barrier for lobby counter. Touch Point Surfaces disinfected daily
staff discussions/meetings	administrative offices during the day	staff	indicate appropriate distances using floor spots and furniture arrangement. Touch Point Surfaces disinfected daily

Appendix B: COVID-19 Inspections

Date:

Name of Person Conducting the Inspection: Blake Schack

Work Location Evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/Partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Face shields/goggles			
Respiratory protection			

Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date: Jan. 4, 2021

Name of Person Conducting the Investigation: Margaret Johnson

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	

Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):	
---	--

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	

*Should an employer be made aware of a non-employee infection source COVID-19 status.

ADOPPED
 JAN 2021

Appendix D: COVID-19 Training Roster

Date: 1/

Name of Person Conducting the Training: Sherry Rynearson

Employee Name	Signature

ADOPTED
JAN 2021

Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
 - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
 - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
 - We will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 investigation, review and hazard correction

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
 - Our COVID-19 testing policies.
 - Insufficient outdoor air.
 - Insufficient air filtration.
 - Lack of physical distancing.
- Updating the review:
 - Every thirty days that the outbreak continues.
 - In response to new information or to new or previously unrecognized COVID-19 hazards.
 - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
 - Moving indoor tasks outdoors or having them performed remotely.

- Increasing outdoor air supply when work is done indoors.
- Improving air filtration.
- Increasing physical distancing as much as possible.
- Respiratory protection.

Notifications to the local health department

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

ADOPTED
JAN 2021

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

Policy Review & Amendments

SUBJECT: Agenda Item 2.8 – 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

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~~ a safe learning environment. 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 Card¹, 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 employees (based on above definitions), regardless of their vaccination status, regardless of their vaccination status, must submit to test for 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.

Effective May 6, 2022: OSHA COVID-19 Emergency Temporary Standards added: In an outbreak (three or more COVID-19 cases among employees in an "exposed group" within a 14-day period), an employer must: Exclude COVID-19 cases as well as employees who had close contact but do not take a COVID-19 test within 3-5 days from exposure.

~~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 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.VII. 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.VIII. 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 to all employees. [CW1]

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' School of the Arts'](#) Board of Directors and cannot be changed by a sole executive administrator.

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

Personnel Reporting

SUBJECT: Agenda Item 2.9 – Special Education Paraprofessional Job Description - Amended

PREPARER: Wendy Sanders

RECOMMENDATION: Discussion/Action to Approve Amended Job Description

BACKGROUND:

The Special Education Paraprofessional job description was updated to allow qualified personnel to conduct academic screening tests and individual, standardized academic tests as part of the job responsibilities. The amended job description will correlate with the needs of the school to help streamline current job duties/responsibilities.

- See Attached: Special Education Paraprofessional Job Description

REFERENCE:

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

Job Responsibilities

SPECIAL EDUCATION PARAPROFESSIONAL

GENERAL FUNCTIONS

Under the direction of the assigned Education Specialist and Special Education/MTSS Director, employee will perform a variety of remediation and reinforcement skills. Employee will assist students assigned individually or in groups who need assistance in class work or specified academic areas of concern. Employee may be asked to implement some basic testing materials. As an employee of Redding School of the Arts (RSA), this employee will follow the responsibilities and procedures as delineated in the RSA Personnel Handbook.

PRINCIPLE RESPONSIBILITIES

- Communicate/collaborate with Education Specialist and other service providers, school teachers regarding student progress, assignments, materials, etc.
- Perform applicable assessments as determined by special education/MTSS staff; test new students upon enrollment; conduct academic program placement testing when appropriate for students for programs designated by special education/MTSS staff
- Provide reports on IEP/~~AIP~~ and **Intervention** student progress each grading period, as directed by Education Specialist; Provide copies to Education Specialist, the classroom teacher for the parent, and student working file
- Provide information pertinent to the IEP process- provide updated student working folder
- Assist with testing for IEP students as requested
- Assist with Kindergarten Roundup (universal kindergarten screening) as requested
- Present and teach programs/instructional materials as determined appropriate by certified staff for students as scheduled, before, during and after the regular instructional day.
- Maintain and track all instructional materials and manipulatives, such as teacher materials, consumables, check-out system for readers, etc.
- At the end of school year, provide a student summary for each student where services were provided over the course of the school year
- Attend staff meetings, trainings and in-service meetings as requested
- Notify Education Specialist and Special Education/MTSS Administrative Assistant of absences or difficulties getting to work as soon as possible

PROCEDURES FOR CONFIDENTIALITY

ALL STUDENT RECORDS ARE CONFIDENTIAL AND MUST BE UNDER LOCK AND KEY WHEN NOT BEING USED. STANDARDIZED TEST KITS ARE ALSO CONFIDENTIAL.

- Confidentiality is maintained continually for ALL students, at all times
- Maintain student records in a folder that will house a copy of the IEP, **assessment results**, selected student work samples, documentation of student attendance and academic progress

- Maintain daily records regarding contact and instructional activities; records will include student academic progress, concerns, absences, school activities
- Provide instruction to students in accordance with IEP, 504 Accommodation Plan and Student Study Team Plan; programs will be determined and approved by Education Specialist, School Administrator, and/or Special Education/MTSS Director
- Implement behavior/reward program with students ~~who are pullout of classes~~ as assigned
- Provide end of year summary for each student for the next year's paraprofessional (should include any information pertinent to the child's education and/or ability to learn)
- **Special education paraprofessionals with Testing Qualification Level B* may administer academic screening tests and individual, standardized academic tests. This position is responsible for strictly complying with all standardized testing procedures as outlined in the academic test manuals. A per assessment stipend will be paid.**

QUALIFICATIONS

Ability to:

- Establish and maintain cooperative working relationships
- Interpret and apply legal mandates, policies and regulations pertaining to a school operation and playground safety
- Maintain confidentiality
- Understand and carry out oral and written instructions
- Communicate effectively in oral and written form
- Work with students (kindergarten through ~~8th~~12th grades and their families)

Knowledge:

- Current General first aid /CPR
- Obtained a BA/BS degree or higher
- ~~Passed the county paraprofessional certification~~

***Testing Qualification Level B:**

A degree from an accredited 4-year college or university in psychology, counseling, or a closely related field PLUS satisfactory completion of coursework in test interpretation, psychometrics and measurement theory, educational statistics, or a closely related area.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to walk and stand; sit; use hands and/or fingers to handle or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision. Specific hearing abilities are required by this job.

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

Amended: 12/8/2016

RSA Amended: 6/16/2020

RSA Amended: 3/9/2021

RSA Amended: 9/13/2022

Amended Draft

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

Personnel Reporting

SUBJECT: Agenda Item 2.10 – Personnel Updates

New Hire:

- Julie David – 9/12/2022 School Secretary

Resignation:

- Thomas Baker – 9/9/2022 Custodian/Yard Duty Paraprofessional

PREPARER: Lane Carlson

RECOMMENDATION: Discussion/Action to Approve

BACKGROUND:

It is the Governing Boards responsibility to hire and terminate, upon nomination and recommendation of the School Director, all personnel.

REFERENCE:

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