

**Redding School of the Arts
TBC Executive Meeting Agenda
September 13, 2021 @ 8:10 a.m.**

Join Zoom Meeting

<https://us02web.zoom.us/j/84951523479?pwd=dWhNSHorKys2dFVEVks5GZTc0NkVRUT09>

Meeting ID: 849 5152 3479

Passcode: rK7Q3W

President – Haydee Chang ____x____	VP – Julia Maire <u>x</u> VP2 – _____
Treasurer – Brittanee Baker ____x____	Secretary – Julie Kinder ____x____ Other Officer – _____
Show Director – Hillary Rogerson _____	School Director - Margaret Johnson ____x____
Teacher Representative - Erika Warmington ____x____	

1. Call Meeting to order – at 8:17am
2. Make any needed additions or changes to today's agenda. (added item e, under new business)
3. Approve August Minutes. Margaret makes a motion, Julia Seconds. All in favor, motion passes.
4. Treasury Update - \$45, 178.04 total in account.
5. **Old Business:**
 - a. Cinderella video complete – all those who paid receive their video link? Everyone is paid / links have been sent. No remaining costs.
 - b. Committee Chairs List preparation - Sign up genius to get started before next Monday with Julia/Haydee. Bring back all the original chairs (except maybe hair and make-up). Will we need specialty make-up for main characters? Try to fill all other committee chairs.
 - c. Talent Showcase – Update- 25 acts signed up to try out and a good mix of acts. Need to get a square set up for talent show payments, and make sure parents know it's a fundraiser and will need to pay to participate. Haydee to reach out to Shelby for concessions.
 - d. Appoint/vote Julie Kinder as Secretary – (move this to the General meeting)
6. **New Business:**
 - a. Review timeline and plan – Discuss changing dates for Aladdin to before Spring break per Hillary's email, and dropping matinees. 4 evening shows.. no matinees. Aladdin dates set now for **May 6-7 / May 13-14**.
(March 22-25 is 8th grade trip, plus spring break) Need 2 weeks to polish up after returning from Spring Break. Amber Lee and Dawn to prepare to have the musical ready to go in March before Hillary's maternity leave.. Kyle Thurmund possible back up plan.
 - b. Review budget (skipped this – will have more detailed report for General Meeting)
 - c. Recommend Sponsorship members to be approved at the general meeting – in case people are applying for scholarships. Need a committee – Has to be an administrator, board member and a parent. Concession funds from the talent show fund this – kids can apply for money to go to a competition. Julia will be board member and Erika will be teacher member for the committee. Vote at General meeting and find parent committee member.
 - d. Determine parade information – Tiffany onboard to do the float for the parade again. Make it functional for parade and the stage so can be used for the musical as well. Dec 4th at 6pm in downtown Redding is the date.
Recruiting new members for TBC/committees- spoke about earlier – making coffee

and advertising for General Meeting on Sept 20th, try to lure in more parents for help. (Move to Library courtyard next General Meeting – masks optional) Send out a message reminder from Lissa to get it on the calendar.

7. Reports:

- a. Teacher's Report. Erika- She is doing stop motion with the middle schoolers elective – turning out super fun for the kids.
- b. School Director's Report. Hiring executive director – a couple good candidates to interview. Met with city for high school project... moving forward. Consultant that helped with Anderson New Tech on board - start recruiting kids in Jan/Feb. Will use portables in the fall before buildings are done. Need custodian and a lunch duty person to be hired at RSA, part time.
- c. Show Director's Report. (skipped)

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 maximum time allowed for each agenda item shall be 20 minutes. 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.

Meeting adjourned at 9:11am

Off the record – discussed Dec 10th – movie night in the amphitheater for fundraiser for TBC??

NEXT MEETINGS:

- TBC Gen Meeting: September 20th @ 8:10 AM in the RSA Community Room or zoom
- TBC Exec Meeting: October 4th @ 8:10 AM in the RSA Community Room or zoom

*Please note that both of these meetings are open to the public. Agendas/minutes for both are posted prior to the meetings on the RSA TBC website

REDDING SCHOOL OF THE ARTS
TBC General Meeting Agenda Minutes
September 20, 2021

President – Haydee Chang _____ VP – Julia Maire _x____ VP2 _____
Treasurer – Brittanie Baker _____x____ Secretary – Julie Kinder _x____
Show Director – Hillary Rogerson _____x____ School Director - Margaret Johnson _____x____
Teacher Representative - Erika Warmington _____x____

Zoom link:

<https://us02web.zoom.us/j/86086193372?pwd=Wi9iY0VKdXFPR2tPbjNZSmxGcXRzZz09>

Meeting ID: 860 8619 3372

Passcode: yi8xxe

1. Call Meeting to order at 8:14am
2. Make any needed additions or changes to today's agenda - None
3. Approve May's Minutes - Fran makes a motion, Hillary seconds, all in favor. Motion passes.
4. Treasury Update –Current balance \$ 45, 178.04
5. **Old Business:**
 - a. Has everyone received their video link from Cinderella – yes, as far as we know this is done – closed business.
6. **New Business:**
 - a. Appoint members for sponsorship: a committee that designates funds from pool of money in TBC funded by concessions at performances to help students pay for activities, needs 2 parent representatives with Margaret and one elective teacher; scholarship is \$50-\$100 per student; (Julia Maire and Erika volunteered already, need one additional parent) -Need 2 parents to volunteer - Fran & Rosanna volunteer. Julia made a motion, Katie seconds motion, all in favor.
 - b. Chairs for Committees: Julia set up the Sign up Genius - Shelby will do concessions/Rosanna costumes/still need help with program. Sign up genius on Hillary's page, and TBC page. We would like to get all chairperson and volunteers set up as soon as possible for planning.
 - c. Talent Showcase Update – Discuss budget for prizes/certificates for kids participating, plus decorations. \$300 allocated for talent showcase budget. Julia and Katie – update 34 acts tried out, 25 will be put in the show – performers to be announced today. Quick orientation check in on Oct 1st. Fundraising – square site set up. Entry fee set up. Requesting donations. Adding a silent auction to auction off student's art work. Shelby is doing concessions. Julia doing flower/decorations, prizes for participants. Katie expanded programs – blurb about the students and how their act was created. Mr. Burkett to record and put it on a youtube channel (private). Budget still under \$100 so far.
 - d. Review Budget: Lower budget than normal (being conservative with covid/holding show at RSA). Already have a lot of props and costumes. Special affects will be needed for this one. Marketing/advertising (slash this budget, as will be just for majority friends/family attending). Margaret explains obligated funds for the shows (which is at \$7,000 for the year). Obligated funds examples - \$700 for Christmas float/parade. Fall show/musical for 4/5 graders, cast party of musical, storage unit, insurance, audit, etc.
 - e. Remove signer for TBC bank account at Tri County: remove Julie Kinder from account. Hillary makes a motion, Julia seconds, all in favor, motion passes.
 - f. Add signer for TBC bank account: add Brittanie Baker to account. Fran makes a

motions, Erika seconds, all in favor. Motion passes.

- g. Vote to approve Julie Kinder at TBC secretary. Nominations for other officers? Julie to be Secretary - Fran makes a motion, Hillary seconds. All in favor. Fran Patterson to be VP2? – Hillary nominates, Julie Kinder seconds. Rossana Redding nominated to be an Extra Officer. Julia makes a motion, Hillary seconds, all in favor.

7. Reports:

- a. Teacher's Report. (skip – Erika needed to leave)
- b. School Director's Report. Still interviewing – hiring committee working on new executive director. One interview with stake holders for parents and the teachers. There are currently 2 candidates. Margaret attends 2x a month covid meeting with Shasta county and CA state public health. Margaret is working diligently on covid contact tracing. Most cases are coming from parents/siblings and not from spreading of kids at school. Compared to other county schools, RSA is doing better with fewer cases. With new law coming into effect, workers (including volunteers) will have to test or be vaccinated on a weekly basis. Parents volunteering for musical or other events, will need 72 hour test or vaccination proof. PCR test. RSA will be getting the rapid test on campus to administer as well. There is a training this week – will be able to start next week - For staff/students/volunteers.
- c. Show Director's Report. Meeting with other directors weekly.. working on ideas for props. The audition process might be different this year. Not a lot of updates at this point. Nov 17th will do "Dig it" for 4th and 5th graders. Theme day costumes. Also need parent volunteers for the evening show, and school show, both on the 17th. Governing board just approved \$60,000 for updating lighting, mics, sound boards in RSA theatre!

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8. Adjourn Meeting - 9:18am

NEXT MEETINGS:

- TBC Executive Meeting: October 4 at 8:10am in the Community Room
- TBC Gen Meeting: October 11 at 8:10am in the RSA Library
- TBC Executive Meeting: November 1 at 8:10am in the Community Room

*Please note that both of these meetings are open to the public. Agendas/minutes for both are posted prior to the meetings on the RSA TBC website

Redding School of the Arts
TBC Executive Meeting Minutes
October 4, 2021 @ 8:10 a.m.

President – OPEN

VP2 – Fran Patterson, present

Secretary – Julie Kinder, absent

Show Director – Hillary Rogerson, absent

Teacher Rep – Erika Warmington, absent

VP – Julia Maire, present

Treasurer – Brittanie Baker, present

Officer-at-large – Rosanna Redding, present

School Director – Margaret Johnson, present

1. VP Julia Maire called the meeting to order at 8:08 a.m.
2. Agenda for today accepted with addition of QuickBooks under new business.
3. Margaret Johnson moved to approve the executive minutes from last meeting with suggested modifications. Julia Maire seconded, and the motion carried.
4. Treasurer's Report
 - a. Collecting payment for Talent Showcase – about 4-5 payments still to track down
 - b. No expenses have been submitted yet
5. Old Business
 - a. Committee Chairs
 - i. Julia Maire reached out to Shelby Price regarding Concessions for the Talent Showcase
 - ii. No other standing Committee Chairs have been contacted
 - iii. Reminder that all volunteers who come on campus must have full vaccination or PCR test within 72 hours. Any volunteers who will be on campus on a "regular basis" can participate in the weekly rapid tests offered through the school.
 - iv. Need to put the sign-up genius link on the TBC webpage – Margaret Johnson will work on that
 - b. Talent Showcase
 - i. \$238.77 spent on decorations so far
 - ii. Brittanie Baker received a donation of participant ribbons for the performers
 - iii. Brittanie Baker is in touch with Redding Florist to get free flowers
 - iv. Trader Joe's will be donating flowers
 - v. Maire & Deedon donated \$200 to cover the Dutch Bros gift cards; they will have a full page ad in the Talent Showcase program
 - vi. Julie Maire will get five thank you cards for the teachers and staff
6. New Business
 - a. Haydee Chang's resignation from TBC Board – Margaret Johnson moved to accept the letter of resignation with gratitude for five years of service. Fran Patterson seconded, and the motion carried.

- b. Discussion of nominations for new TBC President and officer positions
 - i. Need for review of officer job descriptions – schedule for future meeting
 - ii. Nominations for Board
 - 1. President – Katie Swartz
 - 2. VP – Brittanie Baker
 - 3. VP – Julia Maire
 - 4. Treasurer – Fran Patterson
 - 5. Secretary – Julie Kinder (Julia Maire shadowing for next year)
 - 6. Officer-at-large – Rosanna Redding
 - 7. Officer-at-large – OPEN
 - c. Scheduling of Mandatory meeting for Aladdin students and parents
 - i. Hillary Rogerson will lead this meeting
 - ii. Best to schedule after the new electives (past Nov 1) but before auditions
 - iii. Suggestion of November 3, 6:30pm OR November 8, 6:30pm as backup
 - d. Budget – tabled
 - e. Winter parade preparation – Erika Warmington is in contact with the Blasingames, VP and Treasurer need to fill out paperwork to be in the parade
 - f. Post RFP for Videographer – tabled, not needed until later in the year
 - g. QuickBooks – TBC is part of the Foundation for Performing Arts Education which means they contribute to a shared tax return with PTC and PAN, so we need to use QuickBooks so that it's easy to merge the records
 - i. There is a cost for the license which Margaret Johnson will determine and let us know
 - ii. This needs to go on the agenda for the general meeting to approve the expense
7. Reports
- a. Teacher's Report – no report
 - b. School Director's Report
 - i. Interviewing candidate for Executive Director with stakeholders tomorrow
 - 1. Will have one stakeholder meeting for all types of stakeholders
 - 2. Stakeholders will receive questions that they will ask so they can participate
 - ii. Governing Board – Oct 12 regular meeting, Oct 19 special training and goals meeting
 - iii. High School
 - 1. Meeting with the architecture, engineering, and construction groups this Friday for the new high school
 - 2. Applications for 9th and 10th grade spots will open in December or January
 - c. Show Director's Report – no report

Meeting adjourned at 9:30 a.m.

Respectfully submitted,
Katie Swartz

REDDING SCHOOL OF THE ARTS
TBC General Meeting Agenda Minutes
October 11, 2021

President – Open _____ VP – Julia Maire __x____ VP2 – Fran Patterson____x_
Treasurer – Brittanie Baker _x____ Secretary –Julie Kinder _x____ Other Officer- Rosanna Redding_x_
Show Director – Hillary Rogerson __x____ School Director - Margaret Johnson____x____
Teacher Representative - Erika Warmington____x____

Zoom link:

<https://us02web.zoom.us/j/86086193372?pwd=Wi9iY0VKdXFPR2tPbjNZSmxGcXRzZz09>

Meeting ID: 860 8619 3372 Passcode: yi8xxe

1. Call Meeting to order @ 8:10am
2. Make any needed additions or changes to today's agenda - None
3. Approve September Minutes – Hillary makes a motion, Fran seconds, motion passes
4. Treasury Update – Brittanie – Everyone has paid for the talent show.

5. Old Business:

- a. Talent Show update – Talent show this Friday
 - i. Plan for decorating / flower pick up / concessions, volunteer sign-ups, money handlers, cash box, etc

All acts have paid, all decorations ready, putting together the silent auction video, Shelby is on concessions, got a videographer (Kevin Garvey) set up. Julia covered the to do list for Friday.

Rosanna to sit at TBC table. Emily at entrance table, Julie to sell flowers. Volunteers to be here at 5:30. Katie has silent auction covered. Further Talent show details to be finalized after this meeting.

- b. Nominations for TBC president, treasurer, V P. /review of job descriptions – save for exec meeting in Nov.

Recommended slate of officers – Katie Swartz – President, Fran – Treasure – Brittanie/Julia as VPs. Julie Kinder remains secretary. Rosanna still officer at large. Margaret makes a motion / Hillary seconds / All in favor, motion passes.

Julia wants to add another Officer at large – requests it to be added to next agenda.

- c. Committee chairs for Aladdin – need to seek out chairpersons. Chairs we have – Shelby for Concession, Jim Lewis for programs, Rosanna for costumes. Heather McNeal for programs. VPs job to help find chairs.

6. New Business:

- a. T-shirt – design / chairperson needed – will get quotes at Signarama and Inked Up Graphics. Hillary to work on design and see if purple or black is preferred by kids.
- b. Quickbooks – needs to be approved/voted to make the purchase. Katie made a motions / Julia seconded – all in favor, motion passes.

7. Reports:

- a. Teacher's Report - Ms. Brown got clay ornaments for the kids to paint– will be hung on a tree for RSA at Caldwell Park for a little holiday art event Thursday/Friday before Halloween
- b. School Director's Report – last day of Parent Teacher conferences. Building meeting – coming up with designs for early college model (9th to 12th) start taking college classes at Shasta College, to graduate with an AA and be able to transfer to college. 50 - 60 kids per grades to really know the teachers and learn to be

successful. Coaching of life skills as well (budgeting, credit cards). 3 periods of day required class here at RSA. Application for 8th graders (lottery for non RSA kids) will be coming out. Next board meeting with cover LCAP. Covid clinic at RSA will be open to anyone! Results in 24 hours.

- c. Show Director's Report. Hillary - Dig it (4th/5th graders) 2 performances: Nov 17 @ 6:30pm / Nov 19 during theme day (not open to parents). Costumes and rehearsals – email to come out for parents.

Aladdin – production team has been meeting and flying carpet ideas being hashed out. Tiffany still doing parade float. Blake– proposed theatre improvements for sound/lights. New ideas for backdrops and curtain. Auditions will be within 2 weeks of 2nd trimester. Mandatory parent meeting for Aladdin – November 8th – in the amphitheater. Set up a zoom as well. Hillary to reserve the amphitheater at 6pm.

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8. Adjourn Meeting – Meeting adjourned 9:20am

NEXT MEETINGS:

- TBC Executive Meeting: November 1st at 8:10am in the Community Room
- TBC Gen Meeting: November 8th at 8:10am in the RSA Library courtyard

*Please note that both of these meetings are open to the public. Agendas/minutes for both are posted prior to the meetings on the RSA TBC website

**Redding School of the Arts
TBC Executive Meeting Minutes
November 1, 2021 @ 8:10 a.m.**

Join Zoom Meeting

<https://us02web.zoom.us/j/86086193372?pwd=Wi9iY0VKdXFPR2tPbjNZSmxGcXRzZz09>

Meeting ID: 860 8619 3372

Passcode: yi8xxe

President – Katie Swartz ☒ **VP – Julia Maire** ☒ **VP2 –Brittany Baker** ☒
Treasurer – Fran Patterson ☒ **Secretary – Julie Kinder** ☒ **Other Officer – Rosanna Redding** ☒
Show Director – Hillary Rogerson ☒ **School Director - Margaret Johnson** ☒
Teacher Representative - Erika Warmington ☒

1. Call Meeting to order at 8:11 am.
2. Make any needed additions or changes to today's agenda. Added D under new business.
3. Approve October Minutes. Margaret makes a motion, Brittanie seconds, All in favor, motion passes.
4. Treasury Update. Talent Show - \$1722 deposit cash/check. \$522 from square app. Total was about \$2,200 (will have totals on each category by next week)
5. **Old Business:**
 - a. Committee Chairs List preparation / Solicit chairs for committees
 - i. Katie would like to re-do Sign up genius by next week
 - b. Talent Showcase – Recap – tie up any loose ends – Julia – talent show was amazing! Donation admission was successful idea / selfie wall was fun and well used. Silent Auction brought in \$800! More early advertising for next year. Decorations were great. (Julia/Rossana going to clean up the prop storage). Can we do concessions for all RSA events?
 - c. Parade update – application filled out/payment made. Brittanie filled out the app, check just needs to be signed. Erika to reach out to Hawes for a trailer for transport, or Tiffany has one?
 - d. T-shirt update – need graphic – (Julie to get to graphic for t-shirts from Hillary this week). Brittanie to go to Signarama today to check in.
6. **New Business:**
 - a. Update forms for Sponsorship and Sentiment Ads – will talk about dates after meeting. Need to add to square app. Julie to have updated by next week.
 - b. Plan a training for TBC board members on using square / running credit cards on the ipad - November 15th @ 12pm – community room.
 - c. Early marketing ideas for Aladdin - put Aladdin advertisements in local Christmas shows – ex: Redding City Ballet Nutcracker. Rosanna makes a motion to put a 1/3 page, paid advertisement, at cost of \$70. Margaret and Julia second. Motion passes. This to be paid for out of Marketing/Advertising budget. We could also use Shasta high school to advertise in their performances or Club Cougar. Rossana to reach out to Club Cougar. Enterprise HS also a possibility?

We are waiting on logo, but Katie will create the advertisement for the one to be used in the Redding Nutcracker.

Mandatory Meeting on Nov 8th at 6pm

Julia – to be at mandatory meeting to run square - Rossana to hand out costume information.

Handouts to be created by Katie with information / volunteer sign ups, etc.

- d. Review job descriptions and responsibilities of officers – Review what Margaret sent via email called TBC guidelines. Rosanna to go through the document so we have something to give out at the Mandatory meeting.

Everyone on TBC to review document of TBC officers / job roles / descriptions.

Rosanna requests keys for prop room – her and Julia to go through it.

Add to November agenda – check signers to be changed to Julia, Margaret and Fran (not Brittanie)

7. Reports:

- a. Teacher's Report. Nothing new right now from Erika.
- b. School Director's Report. LCAP presentation from Carol on Nov 8. Theme day happening – Nov 19. Dig it getting ready. Too late for concessions – need volunteer Chair to organize concessions for school events going forward.
- c. Show Director's Report. None – Hillary absent.

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NEXT MEETINGS:

- TBC Gen Meeting: November 8th @ 8:10 AM in the RSA Community Room or zoom
- TBC Exec Meeting: December 6th @ 8:10 AM in the RSA Community Room or zoom
- TBC Gen Meeting: December 13th @ 8:10 AM in the Library Courtyard or zoom

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Meeting 9:15 meeting adjourned.

REDDING SCHOOL OF THE ARTS
TBC General Meeting Minutes
November 08, 2021

President – Katie Swartz ___x___ VP – Julia Maire ___x___ VP2 – Brittanie Baker ___x___
Treasurer – Fran Patterson ___x___ Secretary – Julie Kinder ___x___ Other Officer- Rosanna Redding ___x___
Show Director – Hillary Rogerson ___ School Director - Margaret Johnson ___x___
Teacher Representative - Erika Warmington ___x___

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Meeting ID: 860 8619 3372 Passcode: yi8xxe

1. Call Meeting to order at 8:12am.
2. Make any needed additions or changes to today's agenda - none
3. Approve October Minutes. Julia makes a motion, Julie seconds – minutes approved.
(corrected spelling of Garvey's last name in October's minutes, the only change)
4. Treasury Update – total net of the Talent Show – \$2043.47 - flowers \$244, admissions \$880, auction \$800, entry fees for performers \$440, expenses \$-320.50. Concessions - ? (about \$276 – this is earmarked for the sponsorship account)
5. **Old Business:**
 - a. Review plan and handouts for Mandatory Parent meeting this evening.
 - i. Float rehearsal date needed – Margaret to ask Mr. Burkett. Need confirmation of sign up genius for try outs. Tonight will be ZOOM meeting only. Margaret to send text to parents that tonight's meeting is via zoom. Rosanna regarding costumes –she can throw something together between try outs and parade night for Aladdin and Jasmine characters, just for the parade.
 - b. Parade update – Parade is Saturday, December 4th – Review Christmas Parade Task list and assign action items to complete. We need a sign up genius for parents to decorate the orf float. Waiting to hear back from Tiffany before we move forward.
6. **New Business:**
 - a. Check signers with Tri County bank to be changed – Add Fran Patterson / Remove Brittanie Baker. The 1st motion is to remove Brittanie Baker from bank account. Margaret Johnson makes a motion, Julie Kinder seconds it . All in Favor, motion passes. 2nd Motion is to add Fran Patterson to the bank account so that Fran Patterson is to become a signer on Tri County bank account so that the 3 signers are Fran Patterson, Julia Maire and Margaret Johnson. Julia Maire makes a motion. Fran Patterson seconds. All in favor, Motion carries.
 - b. Sign up Genius – Katie has redone it. Requesting approval to upgrade to the Premium or Gold plan of Sign up Genius to improve it even more. If we upgrade to Silver is 8.99/month or \$107.89 (1 annual payment) Gold membership it is \$22.49/month (1 annual payment of \$269.89). Platinum is \$539.80.
Julia makes a motion to pay for silver membership from Misc account in the budget. Brittanie seconds. Motion passes.
7. **Reports:**
 - a. Teacher's Report – Erika – musical and set design moving along

- b. School Director's Report.
 - i. Carol Wahl LCAP Presentation – covid affected math/ELA scores. RSA is targeting elementary school math programs. Distance learning a real struggle for math students. Data for your child is on Aeries account.
- c. Show Director's Report. Margaret needs some ushers/volunteers for Dig It. Wednesday evening. Julia to help as an usher. Fran to help take money at door. Rossana to set up TBC table and sit at it. Julia requested password changes on sign up genius.

Introduce sarah – new parents.

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8. Adjourn Meeting – at 9:14am.

NEXT MEETINGS:

- TBC Executive Meeting: December 6 at 8:10am in the Community Room
- TBC Gen Meeting: December 13 at 8:10am in the Community Room
- TBC Executive Meeting: January 10 at 8:10am in the Community Room

*Please note that both of these meetings are open to the public. Agendas/minutes for both are posted prior to the meetings on the RSA TBC website

**Redding School of the Arts
TBC Executive Meeting Minutes
December 6, 2021 @ 8:10 a.m.**

Join Zoom Meeting

<https://us02web.zoom.us/j/86086193372?pwd=Wi9iY0VKdXFPR2tPbjNZSmxGcXRzZz09>

Meeting ID: 860 8619 3372

Passcode: yi8xxe

**President –Katie Swartz__x__ VP – Julia Maire ____x__ VP2 –Brittanie Baker__x__
Treasurer – Fran Patterson __x__ Secretary – Julie Kinder __x__ Other Officer – Rosanna Redding __x__
Show Director – Hillary Rogerson __x__ School Director - Margaret Johnson____
Teacher Representative - Erika Warmington __x__**

1. Call Meeting to order at 8:21am.
2. Make any needed additions or changes to today's agenda – none.
3. Approve November Minutes – Julia makes a motion to approve the minutes, Fran seconds, motion passes.
4. Treasury Update -Not much to update – waiting for bank statement – t-shirt sales and costume fees have been coming in.
5. **Old Business:**
 - a. Parade recap: Parade went well, float was great. Rosanna – need to alert Blake or RSA staff if we are going to be on campus. We need to know our spot in parade if possible (we were there 1.5 hours early since we were near the end). Note for next year – only cast members can walk with the parade without a parent, which should be clear in communication. Kids not in the cast need to have a parent.
 - b. T-shirt update – closed online sales. How many extras do we want to sell at the show – 30 extras. We don't want any extra leftover. Brittanie to make the order for t-shirts tonight.
6. **New Business:**
 - a. Aladdin program – paper vs virtual, pros and cons of paper vs looking at phones. Charge \$1 for program? 1 program for family. Print only what we need for the first night.. majority agree paper only – it's rude to be on the phone for a virtual program. Virtual option off the table.
 - b. Purchase of portable Bluetooth speaker – estimated cost less than \$200 – where from the budget? Katie makes a motion to pull up to \$200 for a blue tooth speaker, from the budget of "other expenses". Rosanna makes a motion / Fran seconds. Kurt Maire will do the research and provide good options by next meeting for speaker to purchase.
 - c. Schedule security and liability training – tabled since Margaret is not here.
 - d. Costume closet clean-out plans / dates - Julia makes a motion that we give Rosanna permission, and Fran seconds. Rosanna has the go ahead to clean out and throw away old costumes and props without permission. Motion passes. Will add to next general agenda to discuss purchase some extra totes/storage organizers. (This was approved a few years ago, but purchases never made).
 - e. Solicit sponsors for business – list? Julia to go through all previous years business lists on programs and start a list of businesses that might be interested as sponsors.
 - f. Post RFP for videographer – do we want one? It's not going to turn out great no matter what, at our venue of RSA. Light and sound a challenge. Are we interested in spending money for this.. we could just record ourselves for free. Decision made - No RFP. Katie has volunteered her services to just do a free, basic recording,

available for cast, for a very inexpensive cost. Julia makes a motion, Fran seconds it. All in favor, Motion passes.

- g. Other concerns – not at this time.

7. Reports:

- a. Teacher's Report – Erika says we are doing a great job but had to leave before her turn.
- b. School Director's Report – Margaret not here today.
- c. Show Director's Report – 2 Rehearsal dates possible to be changed. 6th grade trip conflicts for last week of March 31/April 1st rehearsal dates. Those dates to be moved to Saturday April 2, evening rehearsal. Feb 26 date possibly moved to March 5th or Feb 12th? Nothing official yet.

Tech schedule – needs to be finalized. Map out lights/sound and tech/dress rehearsals. Hillary to send us the schedule when it's done. Cast photo dates need to be added / headshots / group photos. Poster photoshoot?? Put on General Meeting agenda (let's look up how much it's cost in the past)

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 maximum time allowed for each agenda item shall be 20 minutes. 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.

NEXT MEETINGS:

- TBC Gen Meeting: December 13th @ 8:10 AM in the RSA Community Room or zoom
- TBC Exec Meeting: January 10th @ 8:10 AM in the RSA Community Room or zoom
- TBC Gen Meeting: January 24th @ 8:10 AM in the RSA Community Room or zoom

*Please note that both of these meetings are open to the public. Agendas/minutes for both are posted prior to the meetings on the RSA TBC website

Banner question – for Fran. Add to next agenda.

REDDING SCHOOL OF THE ARTS

TBC General Meeting Minutes

December 13, 2021

President – Katie Swartz ___x___ VP – Julia Maire ___x___ VP2 – Brittanie Baker ___x___
Treasurer – Fran Patterson ___x___ Secretary – Julie Kinder ___x___ Other Officer- Rosanna Redding ___x___
Show Director – Hillary Rogerson ___x___ School Director - Margaret Johnson ___x___
Teacher Representative - Erika Warmington___

Zoom link:

<https://us02web.zoom.us/j/86086193372?pwd=Wi9iY0VKdXFPR2tPbjNZSmxGcXRzZz09>

Meeting ID: 860 8619 3372

Passcode: yi8xxe

1. Call Meeting to order – Katie calls meeting to order @ 8:10am
2. Make any needed additions or changes to today's agenda – Added C under new business
3. Approve November Minutes – Julia makes a motion to approve, Fran seconds. Motion carries.
4. Treasury Update – \$49,858.35 in the bank (as of November 30th)

5. Reports:

- a. Teacher's Report – Theme day – parents said kids had a great time. Band going well. Musical sets – some 3 dimensional sets this year.
- b. School Director's Report – Board meeting tomorrow – 12/14. New policy and high school documentation to be covered. By January will have pictures/more information on high school. 8th grade application ready soon. Peace Poster awards at board meeting. Winter social was great – 125 kids. Friday is hat's on for Hunger (kids can wear a hat if they bring \$2.00 or more donation).
- c. Show Director's Report
 - i. Tech schedule to be finalized. Including dates for cast photos (group and headshots) for programs (Cast photo with everyone in costume will be taken at the first dress rehearsal). Head shots – in class – there is a parent volunteer. Poster shot as well. **Still need a date scheduled for head shots/poster.**
Adding – evening rehearsal April 2 (deleting 1 of March 30/April1)
Adding – Feb 12, Adding March 5 (deleting Feb 26)
Action Item : Katie Swartz to update the PDF with corrected dates and sent to Hillary/Katie Vernon for calendars. Hillary to send out via Remind the new PDF so parents have correct date.

6. Old Business:

- a. Business sponsorship update – Julia made a list of the 84 business in Redding that have been past sponsors – 2 parent volunteers to reach out to business (do we need to cross reference for Auction/PTC requesting sponsors). **Action Item : Katie S to contact Jennifer (PTC president) first. Follow up item: Parent volunteers to reach out to businesses acquire sponsorships**
- b. Report on purchase of Bluetooth speaker as approved (up to \$200) at the executive meeting 12/6/21 – Julia did a presentation on 4 different speakers. Decision on UE Megaboom 3 – Julia to place the order – to arrive by January. Price on sale of \$150 (not including tax/shipping). **Action Item: Julia placing speaker order.**
- c. Schedule security and liability training -date will be set by Dave and Margaret based on Sign up Genius. Need parent for late arrival/door monitor. Would like a Saturday person/evening. See new business, C.
- d. Banner for parade or Aladdin advertisement – Signarama sent a bill to Brittanie, but it was for Katie Vernon for RSA (not to TBC). Do we want a banner

advertisement for the Aladdin? **Action Item: Katie S to double check with Tiffany to make sure she hasn't ordered banner already** (that didn't come in time for the parade). **Follow up item: do we want to purchase one if she didn't – where to hang?**

7. New Business:

- a. Poster for Aladdin – **Action Item : Julia to contact her person and confirm if they could do a poster design, and let us know this week.** / Susan Schroader has made the posters in the past (price of \$600 and 4 comp tickets). If needed – Hillary will reach out to Susan to make the poster.
- b. Purchase of costume organizers for Rosanna/Costume closet. Shelving / racks. Last year the TBC did not spend the \$600 in the budget for costume organization. Julia moves to make the motion to increase this year's budget by \$600 to fund the cost of Rosanna purchasing shelving, racks etc,. Britannie seconds it. All in favor, Motion carries. Rosanna will figure out what she needs and purchase it and begin work on the costume closet.
- c. Request parent to sit in lobby at Saturday rehearsals
 - i. 1 parent to guard the door at all Saturday rehearsals
 - ii. 2 parents needed to watch the kids on the lunch breaks for Saturday rehearsals that go to 1pm. (11:00 – 11:30 is usually lunch break, parent would be needed from 10:45 to 11:45). (The door person could also do the lunch shift, so only 1 more parent would be needed for lunch duty).
 - iii. 1 parent to guard the door for Evening rehearsals (all directors are there. Sheridan is typically there too.)

Action item : Board member TBD to reach out to parents and commit them to a security or lunch shift

(Rehearsals are closed, meaning if any parent shows up to bring their child shoes/snacks/hair ties, they may not come into rehearsal, they will have to leave with the security person.)

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 maximum time allowed for each agenda item shall be 20 minutes. 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).

8. Adjourn Meeting – 9:08 Katie ends the meeting

NEXT MEETINGS:

- TBC Executive Meeting: January 10 at 8:10am in the Community Room
- TBC Gen Meeting: January 24 at 8:10am in the Community Room
- TBC Executive Meeting: February 7 at 8:10am in the Community Room

*Please note that both of these meetings are open to the public. Agendas/minutes for both are posted prior to the meetings on the RSA TBC website

**Redding School of the Arts
TBC Executive Meeting Minutes
January 10th, 2022 @ 8:10 a.m.**

Join Zoom Meeting

<https://us02web.zoom.us/j/86086193372?pwd=Wi9iY0VKdXFPR2tPbjNZSmxGcXRzZz09>

Meeting ID: 860 8619 3372

Passcode: yi8xxe

**President –Katie Swartz__x__ VP – Julia Maire __x__ VP2 –Brittanie Baker__x__
Treasurer – Fran Patterson __x__ Secretary – Julie Kinder __x__ Other Officer – Rosanna Redding __x__
Show Director – Hillary Rogerson __x__ School Director - Margaret Johnson__x__
Teacher Representative - Erika Warmington ____**

1. Call Meeting to order @ 8:16am
2. Make any needed additions or changes to today's agenda - none
3. Approve December Minutes - Julia makes a motion, Fran seconds, motion carries.
4. Treasury Update – no update
5. **Old Business:**
 - a. Solicit sponsors for business – parent volunteers contacted to reach out to businesses? Julia to follow up with parents to reach out to business sponsors. Ask Hillary to send reminder via Remind - to get parents the business/sponsorship ads again.
 - b. Photographer for poster and photo shoot – need to confirm /book photographer /book poster creator
Need to see Erika's friend portfolio (Rosanna to reach out to Erika and get samples by next meeting so we can move forward with her or Susan Schroader)
Zaniroli – going to take cast photos on Jan 13th.
 - c. Parent volunteers for Saturday security shifts – Katie sent a sign up genius – hasn't gone out.
 - i. (Margaret to reach out to those assigned to have them fingerprinted)
 - d. Banner follow up – deposit down for 1 big banner. We need to design banner; logo, dates, how to get tickets - link will be there on the RSA website. Katie to give info to Brittanie, Brittanie to follow up with Signarama
 - e. T-shirt and sweatshirt follow up – Fran to pay today and pick up. Julie to find volunteers to help bundle and sort the t-shirts in the community room.
6. **New Business:**
 - a. Review of the Sign-up genius for all chair / volunteer positions- Katie to bring paperwork to look at for next meeting – tabled.
 - b. Update on Attic storage – Coming along really well – using the storage behind the green slide to store clothing racks for the show / boxes. Rosanna used her budget to buy shelves/boxes. Moved a lot of props to prop storage. Future high school campus – maybe space for a pod for storage?
 - c. Set director training / personal growth & professional development for Erika – No budget for this year. After June 30th we could put it in the next year's budget. Erika need exact proposal/cost. Fran to reach out to her.
7. **Reports:**
 - a. Teacher's Report – no teacher present.

- b. School Director's Report. We are doing a mid year LCAP report, to see kids educational progress. Lane Carlson is on board. Covid only - open ended independent study plan to go into place – will count as positive attendance and minimize paperwork and easier tracking for kids on quarantine.
- c. Show Director's Report. Date tickets will be ready – post by this Friday – to buy on square/link on RSA homepage. General seating and 1 price for every ticket. \$10/ticket. Will give RSA kids short previews? School Shows for other schools to come on a field trip to watch? Margaret to speak to school staff. Saturday rehearsals are super important for the whole cast to be there.

Meeting adjourned at 9:20am

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 maximum time allowed for each agenda item shall be 20 minutes. 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.

NEXT MEETINGS:

- TBC Gen Meeting: January 24th @ 8:10 AM in the RSA Community Room or zoom
- TBC Exec Meeting: February 7 @ 8:10 AM in the RSA Community Room or zoom
- TBC Gen Meeting: February 14 @ 8:10 AM in the RSA Community Room or zoom

*Please note that both of these meetings are open to the public. Agendas/minutes for both are posted prior to the meetings on the RSA TBC website

REDDING SCHOOL OF THE ARTS

TBC General Meeting Minutes

January 24, 2022

President – Katie Swartz ___x___ VP – Julia Maire ___x___ VP2 – Brittanie Baker ___x___
Treasurer – Fran Patterson ___x___ Secretary – Julie Kinder ___x___ Other Officer- Rosanna Redding ___x___
Show Director – Hillary Rogerson ___x___ School Director - Margaret Johnson ___x___
Teacher Representative - Erika Warmington ___x___

Zoom link:

<https://us02web.zoom.us/j/86086193372?pwd=Wi9iY0VKdXFPR2tPbjNZSmxGcXRzZz09>

Meeting ID: 860 8619 3372 Passcode: yi8xxe

1. Call Meeting to order – called to order at 8:15am
2. Make any needed additions or changes to today's agenda - none
3. Approve December Minutes – Hillary makes a motion to approve, Julie Kinder seconds, motion carries
4. Treasury Update – \$48,276.70 in bank account. T-shirts all paid for - \$1909 (t-shirt cost), \$450 revenue so far. \$408 on costumes spent so far. \$850 prop budget

5. Old Business:

- a. Business sponsorship update – Julia – no reply from initial parents she reached out to. Julia needs more parents to start working the list. Only 1 sentiment ad purchased to date. Julie K to print out a stack of hard copies of sentiment/business ads for Hillary, Tom and Erika to pass out in class.
- b. Poster for Aladdin – finalize photographer/poster creator/book dates. Susan Shroader will be cost of \$600 (plus 4 comp tickets). Hillary makes a motion to go with Susan, Rosanna seconds, Hillary, Margaret, Rosanna, Julie K yes, Fran & Julia are no. Motion carries. Will book Susan in February – Hillary to take care of it.
- c. Erika – set director personal development training follow-up. Erika would like approx \$1100, to see Aladdin/Lion King in NYC - Make a note for next year's budget to put money aside for Erika for summer/fall to see Broadway show(s) for \$1200.
- d. Program update – pricing and parent volunteer set up – Margaret to reach out to Haydee Chang and work on pricing and company.
- e. Security follow up - Parents are signing up. Parent helped last Saturday, and it was fantastic. Need a negative covid test with them/or to take one that morning.

6. New Business:

- a. Review of the Sign-up genius for all chair / volunteer positions- No gaping holes at this point, Katie to turn into spreadsheet for review. Publicity Chair still needed.
- b. Kid's tablets donated from Wal-mart – how to generate a profit. 14 children's tablets were found in a TBC box when cleaning out storage. Priced at \$140 each approximately. How can we use – raffle off in a basket at a show? Think about how we can use them as prizes? Raffle?

7. Reports:

- a. Teacher's Report – Sets are going well. Digital display of artwork from RSA students is at the county. Erika shared some of presentation – she will put a link of RSA website.
- b. School Director's Report – Bill King set up sound on Saturday and helped with orff. Issues - absent kids! Due to covid, high # of absences, and can't get through scenes without all kids, and reteaching the scenes a lot.

Hillary and Margaret to speak further about attendance.

- c. Show Director's Report - Margaret introducing Lane Carlson – next Executive director – High school Meeting – Thursday at 630 this week. High school FAQ on website.

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 maximum time allowed for each agenda item shall be 20 minutes. 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).

8. Adjourn Meeting – 9:22am meeting adjourned.

NEXT MEETINGS:

- TBC Executive Meeting: February 7 at 8:10am in the Community Room/Zoom
- TBC Gen Meeting: February 14 at 8:10am in the Community Room/Zoom
- TBC Executive Meeting: March 7 at 8:10am in the Community Room/Zoom

*Please note that both of these meetings are open to the public. Agendas/minutes for both are posted prior to the meetings on the RSA TBC website

**Redding School of the Arts
TBC Executive Meeting Minutes
February 7, 2022 @ 8:10 a.m.**

Join Zoom Meeting

<https://us02web.zoom.us/j/86086193372?pwd=Wi9iY0VKdXFPR2tPbjNZSmxGcXRzZz09>

Meeting ID: 860 8619 3372

Passcode: yi8xxe

**President –Katie Swartz__x__ VP – Julia Maire __x__ VP2 –Brittanie Baker__x__
Treasurer – Fran Patterson _x__ Secretary – Julie Kinder _x__ Other Officer – Rosanna Redding __x__
Show Director – Hillary Rogerson __x__ School Director - Margaret Johnson_x__
Teacher Representative - Erika Warmington ____**

1. Call Meeting to order at 8:13am.
 2. Make any needed additions or changes to today's agenda – no changes
 3. Approve January Executive Meeting Minutes – Julia makes a motion, Fran seconds, all in favor, motion passes.
 4. Treasury Update – End of December balance - \$50,508.53 Need an invoice /check for Susan (poster) by February 14th. Katie checking on costume fees.
 5. Contracts and Coming Expenses – Susan (poster). Jill – prop person will submit one lump sum when her props are done.
 6. Volunteer Chart Review – no recent changes.
 - a. Program Assistant – pursuing necessary content items to submit to Haydee - Julia and Lexi to be Haydee's assistant to get everything needed for the program.
 - b. Contacting prop helpers – no props chair – Hillary to contact prop volunteers and assign them tasks.
 - c. Rehearsal Security needs review – Successful so far – easy to help.
Communication plan – review in TBC docs – Katie started doc but needs to be added to.
Tickets – create a spreadsheet for who bought tickets in case parents show up without a print out or phone receipt.
- 2) Agenda for Next General Meeting
- a. Program, business ads, sentiment ads
 - b. Poster photoshoot timeline
 - c. Banner placement – to be placed on Shasta View outside RSA (take off Agenda for General Meeting)
 - d. Quick books – share with PTC – Margaret to find out about license
 - e. School shows – Margaret and Lane to talk about addressing staff for 1 day of a school show as it would affect classrooms – May 11 or 12
 - f. Mr. Burkett's spring concerts – March 10 Wylie , March 16/17 elementary
 - g. Add Raffle basket donations (on exec agenda for March)

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 maximum time allowed for each agenda item shall be 20 minutes. 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.

Hillary to bring in extra boxes of drama stuff to be stored.

Meeting adjourned at 8:53am.

NEXT MEETINGS:

- TBC Gen Meeting: February 14th @ 8:10 AM in the RSA Community Room or zoom
- TBC Exec Meeting: March 7th @ 8:10 AM in the RSA Community Room or zoom
- TBC Gen Meeting: March 14th @ 8:10 AM in the RSA Community Room or zoom

*Please note that both of these meetings are open to the public. Agendas/minutes for both are posted prior to the meetings on the RSA TBC website

REDDING SCHOOL OF THE ARTS
TBC General Meeting Minutes
February 14, 2022

President – Katie Swartz __x__ VP – Julia Maire ____x__ VP2 – Brittanie Baker_x__
Treasurer – Fran Patterson __x__ Secretary –Julie Kinder __x__ Other Officer- Rosanna Redding_x__
Show Director – Hillary Rogerson ____ School Director - Margaret Johnson__x__
Teacher Representative - Erika Warmington__x__

Zoom link:

<https://us02web.zoom.us/j/86086193372?pwd=Wi9iY0VKdXFPR2tPbjNZSmxGcXRzZz09>

Meeting ID: 860 8619 3372 Passcode: yi8xxe

1. Call Meeting to order – at 8:11am
2. Make any needed additions or changes to today's agenda - none
3. Approve January Minutes – Julie makes a motion, Brittanie seconds, motion carries
4. Treasury Update – \$48, 787 current balance - reconcile budgets for next meeting
5. **Old Business:**
 - a. Program, business ads, sentiment ads - update sold 3 business ads so far, 2 sentiment ads so far. Alexis working on program information – Julia to resend list to Hillary.
 - b. Poster photoshoot timeline - Susan is coming today for photoshoot. Rest of timeline to TBD.
 - c. Quick books – share with PTC – Margaret to find out about license – no update for today.
 - d. School shows update – Margaret and Lane to talk about addressing staff for 1 day of a school show as it would affect classrooms – May 11 or 12 – Staff meeting is today – so Margaret will find out today.
6. **New Business:**
 - a. Mr. Burkett's spring concerts (March 16/17) (March 10 – Wylie) – Theme is hats.
 - i. Sell concessions/flowers at these shows. Shelby to help with March 10 concert for concessions. Waiting on her for the 16/17 confirmation. Need volunteers for preparing flowers and selling flowers. Brittanie to check with Safeway. Julia to buy from Costco and Rosanna can wrap them. Fran to sell them on the 10th. 110 middle school kids. 100 kids per Burkett. About 70 flowers per show.
7. **Reports:**
 - a. Teacher's Report – Erika set up a display in the lobby - creature prints
 - b. School Director's Report – Finalized biology report on high school land – planning commission going through city – break ground this summer. Promoting the school around the other middle schools. March 3rd open house.
 - c. Show Director's Report – no show director.

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 maximum time allowed for each agenda item shall be 20 minutes. 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).

Rosanna - who do the kids text when absent / late. Need teacher for point of contact for parents if Hillary is on maternity leave.

During rehearsal – doors are locked – who do parents contact – do we need a second security person to watch the kids when they go to bathroom>

Dawn Hess to be lead for Director while Hillary is on maternity leave

Meeting adjourned at 847am.

NEXT MEETINGS:

- TBC Executive Meeting: March 7 at 8:10am in the Community Room/Zoom
- TBC Gen Meeting: March 14 at 8:10am in the Community Room/Zoom
- TBC Executive Meeting: April 4 at 8:10am in the Community Room/Zoom

*Please note that both of these meetings are open to the public. Agendas/minutes for both are posted prior to the meetings on the RSA TBC website

**Redding School of the Arts
TBC Executive Meeting Minutes
March 7, 2022 @ 8:10 a.m.**

Join Zoom Meeting

<https://us02web.zoom.us/j/86086193372?pwd=Wi9iY0VKdXFPR2tPbjNZSmxGcXRzZz09>

Meeting ID: 860 8619 3372

Passcode: yi8xxe

President – Katie Swartz ___x___ VP – Julia Maire ___x___ VP2 – Brittanie Baker ___x___
Treasurer – Fran Patterson ___x___ Secretary – Julie Kinder ___x___ Other Officer – Rosanna Redding ___x___
Show Director – Hillary Rogerson _____ School Directors - Margaret Johnson ___x___ Lane Carlson ___x___
Teacher Representative - Erika Warmington ___x___

1. Call Meeting to order @ 8:10am
2. Make any needed additions or changes to today's agenda – none
3. Approve February Executive Meeting Minutes – Fran moves to approve, Margaret seconds, all in favor, motion carries
4. Treasury Update- current total in bank - \$ 47, 524.88
5. Contracts and Coming Expenses – Lighting consultant request has been made by directors for amphitheater: \$500 set aside already, \$500 production assistant not being used, some money in special effects, or other show expenses. Motion to let directors get consultant for up to \$2000, Fran makes a motion, Brittanie seconds, all in favor. Motion passes. Fran makes a motion to adjust budget to move production assist money, and 'other show expenses' to lighting/sound area. Fran makes a motion, Rosanna seconds, all in favor, motion passes.
6. Volunteer Chart Review – Brittanie – need to send a Remind to cast to request volunteers. Production sign-up for chairs needed and Performance sign up genius. Need security people, asap for evening rehearsals. Will have mandatory meeting in April and will fill be able to in the time slots for performance nights.
 1. Recruiting more volunteers
7. Agenda for Next General Meeting
 - a. Poster completion and distributing to community
 - b. Raffle basket donations
 - c. Upcoming Concerts with Burkett & Wylie (concessions/flowers, etc)
 - i. Julia/Rosanna doing flowers, Shelby doing concessions this week, Fran admissions
 - d. Table at Open House on March 30th
 - e. Selling tickets, Including radio announcements?
 - f. Finalize costumes
 - g. Program update / finalizing sentiment & sponsorship ads
 - h. School show update
 - i. Quick books update

j. Add Mandatory parent meeting for Aladdin – Wednesday at 7:45 – 8:30pm April 20th

i. Paper copies of Sign up genius at the meeting

Meeting adjourned – 8:38 am

3

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 maximum time allowed for each agenda item shall be 20 minutes. 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.

NEXT MEETINGS:

- TBC Gen Meeting: March 14th @ 8:10 AM in the RSA Community Room or zoom
- TBC Exec Meeting: April 4th @ 8:10 AM in the RSA Community Room or zoom
- TBC Gen Meeting: April 18th @ 8:10 AM in the RSA Community Room or zoom.

*Please note that all of these meetings are open to the public. Agendas/minutes for both are posted prior to the meetings on the RSA TBC website

REDDING SCHOOL OF THE ARTS

TBC General Meeting Minutes

March 14, 2022

President – Katie Swartz ___x___ VP – Julia Maire ___x___ VP2 – Brittanie Baker ___x___
Treasurer – Fran Patterson ___x___ Secretary – Julie Kinder ___x___ Other Officer- Rosanna Redding ___x___
Show Director – Hillary Rogerson _____ School Directors - Margaret Johnson ___x___ Lane Carlson ___x___
Teacher Representative - Erika Warmington ___x___

Zoom link:

<https://us02web.zoom.us/j/86086193372?pwd=Wi9iY0VKdXFPR2tPbjNZSmxGcXRzZz09>

Meeting ID: 860 8619 3372

Passcode: yi8xxe

1. Call Meeting to order @ 8:10am
2. Make any needed additions or changes to today's agenda - none
3. Approve February Minutes – Julie makes a motion, Julia seconds, all in favor, motion carries
4. Treasury Update – current balance \$48,268.42
5. **Old Business:**
 - a. Poster completion and distributing to community – Poster is done! It needs to be printed. Brittanie to get printed – maybe 150 -ask for pricing break
 - b. Raffle basket donations – movie basket, chocolate basket, game basket, coffee basket... ask parents for donations to create the basket, Send a sign up genius (after spring break) for donations – depending how many baskets we get will determine how we do raffle.
 - c. Upcoming Concerts with Burkett (concessions/flowers, etc). Shelby on concessions, Rosanna is on flowers for Wednesday, Julia can do flowers Thursday. Katie to record Wednesday, Rosanna Thursday.
 - d. Table at Open House on March 30 – Cancelled.
 - e. Selling tickets, Including radio announcements – Sold 15 tickets per night so far. One idea - Give coupons out at school show that if a parent buys a ticket to an evening show, kid gets in for free. Katie to contact results Radio to do an ad – ask for a public service announcement – closer to show date.
 - f. Finalize costumes – Working with make up and hair person – costumes are coming along and staying under budget.
 - g. Program update / finalizing sentiment & sponsorship ads – Only list chairs/co-chairs, not every volunteer. Closing ads on the 18th. Only 4 sentiment ads. High school and RSA to put in a business ad. Bios from kids – still missing a handful. Bella, Tyson, Jakob, Lance – missing.
 - h. School show update – 2 shows – 1 for RSA kids, 1 for outsiders. \$5 for each school show ticket. \$1 goes to new theater and \$4 to the school. Dates – RSA kids – May 4th or 5th. Outside schools – May 11th or 12th. Katie, Margaret, Lance and Cory to have a meeting to go over logistics.
 - i. Quick books update – tabled. Margaret to follow up.
 - j. Mandatory parent meeting for Aladdin – Wednesday at 7:45 – 8:30pm April 20th
 - i. Rosanna will have costume/make up/hair/ handout. Sign up Genius - ready, will have a paper copy available. Margaret, Dawn, Rosanna have a Q&A – will make sure it's appropriate for Aladdin.
 - ii. Put this meeting in April newsletter.

6. Reports:

- a. Teacher's Report – Set design – Erika built a platform for marketplace over the weekend.
- b. School Director's Report – Masks are optional as of today. High School update – staff interviews for teaching positions happening – info nights going well. Temporary classrooms moving forward. Coming soon construction board. Applications trickling in. Need 60 kids. Open House – canceled as teacher's are pretty overwhelmed and busy this spring – but will happen next year.
- c. Show Director's Report – Katie S updating - Dawn requested a parent backstage in room 18, 19 (green rooms) to monitor behavior. Adding to sign up genius.
 - i. Dawn working with Blake on the light guys. Katie to work with props volunteer (Henry Patterson) to get props going soon.
 - ii. Rosanna to send Hillary flowers for her baby.

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 maximum time allowed for each agenda item shall be 20 minutes. 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).

7. Adjourn Meeting

NEXT MEETINGS:

- TBC Executive Meeting: April 4 at 8:10am in the Community Room/Zoom
- TBC Gen Meeting: April 18 at 8:10am in the Community Room/Zoom
- TBC Executive Meeting: May 2 at 8:10am in the Community Room/Zoom

*Please note that both of these meetings are open to the public. Agendas/minutes for both are posted prior to the meetings on the RSA TBC website

**Redding School of the Arts
TBC Executive Meeting Minutes
April 4, 2022 @ 8:10 a.m.**

Join Zoom Meeting

<https://us02web.zoom.us/j/86086193372?pwd=Wi9iY0VKdXFPR2tPbjNZSmxGcXRzZz09>

Meeting ID: 860 8619 3372

Passcode: yi8xxe

President – Katie Swartz ___x___ VP – Julia Maire ___x___ VP2 – Brittanie Baker _____
Treasurer – Fran Patterson ___x___ Secretary – Julie Kinder ___x___ Other Officer – Rosanna Redding ___x___
Show Director – Hillary Rogerson _____ School Directors - Margaret Johnson ___x___ Lane Carlson ___x___
Teacher Representative - Erika Warmington ___x___

1. Call Meeting to order – at 8:10am
2. Make any needed additions or changes to today's agenda - none
3. Approve March Executive Meeting Minutes – Erika makes a motion, Fran seconds, all in favor, meeting minutes approved.
4. Treasury Update – Fran quick budget recap. Still have venue budget in there (won't be using \$1000 on venue, will be given to RSA to cover employees needed)
 1. 22/23 Budget first read – Katie explains budget (will attach)
5. Contracts and Coming Expenses – (printing of programs and printing of posters – see below)
6. Volunteer Chart Review
 1. Need a costume helper/parent backstage. We need a hair person/make up person/costume person/ 2 noise monitors in halls /changing rooms
 2. Prioritization / Will do parent outreach at mandatory meeting where parents will have to sign up.
7. Agenda for Next General Meeting
 - a. Poster printing plan – Need to get posters out asap. Have Brittanie print up to \$75 at Signarama (7 posters) and use someone else for the rest.
 - There is only \$60 left in marketing account. Julia makes the motion to reallocate \$100 from make-up funds to the poster (marketing) funds. Fran seconds. All in favor, motion passes. Julia/Alexsis to spend new total of \$160 and find a cheaper vendor and get them printed within the next 2 weeks.
 - b. Program update / Printing costs and vendor – Julia has been getting quotes from multiple printing venues. Estimates for 1,000 copies of the program. Juanita - \$1244, Office depot \$3,300, Diana \$1,313 Minute Men \$2,178. Julia to do more research and try to get the prices down. TBC to think about actual #s of programs we need, and make a decision at next general meeting.
 - c. School show update
 - d. Mandatory parent meeting update
 - e. Raffle donation baskets update – 4 baskets of ipads, 4 movie baskets (4, \$100 gift cards), 4 dance baskets - 1 free month tuition at dance company (4 dance companies)

- i. Alexis to start getting donations for raffle baskets. Bethany Skinner to assemble baskets.
 - ii. \$500 for merch/flowers budget – Katie finding cute trinkets on Amazon to purchase for merch to sell at Aladdin shoes (head pieces, plushies, wristbands, etc).
- f. Set builds update
- g. Radio ad update – Katie public service announcement

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NEXT MEETINGS:

- TBC Gen Meeting: April 18th @ 8:10 AM in the RSA Community Room or zoom
 - TBC Exec Meeting: May 2nd @ 8:10 AM in the RSA Community Room or zoom
 - TBC Gen Meeting: May 9th @ 8:10 AM in the RSA Community Room or zoom.
- *Please note that all of these meetings are open to the public. Agendas/minutes for both are posted prior to the meetings on the RSA TBC website

*Plan to dress up kids and parade them around town and pass out fliers for Aladdin advertising.

Meeting adjourned 9:05

Add Fog machine to next agenda, per Katie Swartz

REDDING SCHOOL OF THE ARTS
THEATER BOOSTER CLUB
GENERAL MEETING MINUTES
APRIL 18, 2022

President – Katie Swartz __x__ VP – Julia Maire __x__ VP2 – Brittanie Baker __x__
Treasurer – Fran Patterson __x__ Secretary – Julie Kinder __x__ Other Officer- Rosanna Redding __x__
Show Director – Hillary Rogerson _____ School Directors - Margaret Johnson __x__ Lane Carlson __x__
Teacher Representative - Erika Warmington __x__

Zoom link:

<https://us02web.zoom.us/j/86086193372?pwd=Wi9iY0VKdXFPR2tPbjNZSmxGcXRzZz09>

Meeting ID: 860 8619 3372 Passcode: yi8xxe

1. Call Meeting to order – at 8:10am
2. Make any needed additions or changes to today's agenda – None
3. Approve March Minutes – Lane makes a motion, Rosanna seconds, all in favor, minutes passed.
4. Treasury Update – Almost \$2000 in ticket sales so far. Sold 10%. \$ 50,331.65 is current balance. Some money in hair & make up still. Set design maxed out of budget.

5. **Old Business:**

- a. Program update / Printing costs and vendor – Haydee has put together the bones of the program – Katie proofing and jazzing it up.
- b. Volunteer update – Needed – a few for makeup, 1 backstage monitor, front of house sales/security. Otherwise, evening shows are looking good for volunteers. Nicki Thieme – volunteered for hosting cast party.
- c. Front of house decorations, sales update – Kerri Loomis – made a banner – working on decorations for front of house. Julia to make a balloon arch. Display case – costumes, art work? Cast members and pictures.
- d. School show update – Sophia and Katie working on it - Fran to reach out to Manzanita School. Margaret- RSTEM, Chrysalis. Lexi to contact her daughter's old school.
- e. Mandatory parent meeting update – Katie to present about volunteers – Margaret, Rosanna to present FAQ.
- f. Raffle donation baskets update – movie basket, dance baskets, tablets, (3 baskets per night). Lexis working on donations. Bethany Skinner to assemble.
- g. Radio ad update – Katie public service announcement – it's happening – need to pull 2-3 kids to help make announcement in the morning at 8:10. Sydney, Bella, Roemoni?, May 3, 4 or 5th.
- h. Spring Recital support – May 19, 6 – 7:30 pm- TBC to make a program, have ushers, flowers? Margaret to get with Katie to go over how show works

6. **New Business:**

- a. Fog machine – low fog for one scene of musical. Erika to talk to Blake about possibilities.
- b. Thank you gifts for students – sign up sheet to boost moral – sweet snacks – juice boxes, etc, to hand out at end of rehearsals. Encourager award? Cheerleader

award? Different inspiring awards – one winner each night – do a drawing at the end for a winner. Rosanna to talk to Dawn – write the kids name on the white board.

- c. First read: 2022-2023 budget – Brief overview of budget.
- d. Discussion of officers for 2022/2023 school year - Julie Kinder not returning – Alexis to take on a position (maybe officer at large). Katie, Julia, Rosanna, Brittanie, returning. President – Katie, Treasurer, Fran, Secretary – OPEN, Extra officer - Rosanna. Kerri Loomis – potential board member. Brittanie – returning, position TBD, Julia returning, position TBD.

7. Reports:

- a. Teacher's Report – Erika had to leave early for class.
- b. School Director's Report – Theme day was very successful. Kids and teachers really enjoyed it, great community day with volunteers back at school. High school recruiting still going.
- c. Show Director's Report – Communication and Friday meetings helpful. Everything going well.

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8. Adjourn Meeting – 9:25 meeting adjourned.

NEXT MEETINGS:

- TBC Executive Meeting: May 2 at 8:10am in the Community Room/Zoom
- TBC Gen Meeting: May 9 at 8:10am in the Community Room/Zoom

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**Redding School of the Arts
TBC Executive Meeting Minutes
May 2, 2022 @ 8:10 a.m.**

Join Zoom Meeting

<https://us02web.zoom.us/j/86086193372?pwd=Wi9iY0VKdXFPR2tPbjNZSmxGcXRzZz09>

Meeting ID: 860 8619 3372

Passcode: yi8xxe

President – Katie Swartz ___x___ VP – Julia Maire _____ VP2 – Brittanie Baker ___x___
Treasurer – Fran Patterson ___x___ Secretary – Julie Kinder ___x___ Other Officer – Rosanna Redding ___x___
Show Director – Hillary Rogerson _____ School Directors - Margaret Johnson ___x___ Lane Carlson ___x___
Teacher Representative - Erika Warmington _____

1. Call Meeting to order @ 8:12am
2. Make any needed additions or changes to today's agenda - None
3. Approve April Executive Meeting Minutes- Fran makes a motion, Brittanie seconds, All in favor, Motion passes
4. Treasury Update – Total current balance of \$49,484.09. Make up -have only spent about \$400 (out of \$1000). Rosanna has \$25.09 left in costumes. Waiting on lighting and sound consultant receipts.
5. Contracts and Coming Expenses - Venue cost – need to get \$1000 to RSA (we will be invoiced by Blake at the end of the show). Special effects – Jill Rose – no invoice/receipts yet.
6. Volunteer Chart Review
 1. Volunteers needed May 12 for school show 8:45am – 10am (meet school groups in parking lot) (Julie Kinder can, maybe Fran, will ask Lupe. Emily Camera can help). For evening shows this weekend – need another security person / and front of house sales. Julia to confirm with all volunteers and the times they need to be here.
 2. Volunteer check-up for performances/dress rehearsals –
 - Kerri Loomis -decorating front of house – silhouettes to hang about the doors / Julia to do balloons / camels on the sand dunes of school. Kerri to decorate changing tents out front.
 - Lexi merchandise update – purchased slap bracelets, stuffed monkeys, head jewels, swords, tattoos.
 - Programs will be picked up this week – Julia
 - will need 6 cash boxes – Fran to get a couple hundred dollars in 1s & 5s (\$300 in 1's, \$250s in 5's). Julie and Fran to go to bank.
 3. Flower donations / wrapping for shows – Brittanie getting flowers from Raleys on Friday morning. Julia to go to Costco on Thursday for flowers and purchase them. Do we have a volunteer to wrap flowers. Margaret to see if she can find a mom at home to help, otherwise Fran, Julie or Rosanna can help wrap flowers.
7. Agenda for Next General Meeting

- a. Increase Sponsorship Fund by \$350 - school has extra money from our spring concerts to fund it with - take off agenda.
- b. Finalize TBC officers for 2022-2023 school year – noted below
- c. Raffle donation baskets update
- d. Addition – spring concert on May 19 – how to help. No response from Eby or Tisha. Flowers/program, etc. School staff to do program so Katie can focus on something else. Maybe just flowers. Can use left-over concessions from musical.
- e. Addition – debrief meeting post musical

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NEXT MEETINGS:

- TBC Gen Meeting: May 9th @ 8:10 AM in the RSA Community Room or zoom.

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Katie to record a teaser from a evening rehearsal to post on FB.

TBC Board for 2022-2023 School Year -

President – Katie Swartz

Vice President – Julie Maire, Rosanna Redding

Secretary - TBD

Officers at large – Kerri Loomis, Alexis Owens

Treasurer – Fran Patterson

Meeting adjourned at 8:53am.

REDDING SCHOOL OF THE ARTS
TBC GENERAL MEETING MINUTES
May 9, 2022

President – Katie Swartz ___x___ VP – Julia Maire ___x___ VP2 – Brittanie Baker_____
Treasurer – Fran Patterson ___x___ Secretary –Julie Kinder _____ Other Officer- Rosanna Redding___x_
Show Director – Hillary Rogerson _____ School Directors - Margaret Johnson___x___ Lane Carlson _x___
Teacher Representative - Erika Warmington___x___

Zoom link:

<https://us02web.zoom.us/j/86086193372?pwd=Wi9iY0VKdXFPR2tPbjNZSmxGcXRzZz09>

Meeting ID: 860 8619 3372 Passcode: yi8xxe

1. Call Meeting to order – 8:13am
2. Make any needed additions or changes to todays' agenda - move to add budget approval. Motion made by Lane, second by Erika, motion passed.
3. Approve April Minutes – approved (didn't record who made a motion or seconded motion)
4. Treasury Update - \$50-\$53 approximate in the bank. Harvest Printing still needs to be paid. Budget adjustments will be made after year is complete to cover over budget expenses
5. **Old Business:**
 - a. Raffle donation baskets update – do basket drawing at end of intermission/announce over mic. Saturday, extra raffle of the big pics in the lobby display as a silent auction.
 - b. Confirmation of TBC officers for 2022-2023 school year –
 - i. President – Katie Swartz, VP – Rosanna Redding, Julia Maire, Sec (OPEN), Treasurer – Fran Patterson, OAL – Kerri Loomis, Alexis Owens. Margaret makes a motion, Julia seconds, motion approves.
 - c. Spring Recital support – May 19, 6:30 – 7:30 pm. 5:45 be ready. Shelby on concessions. Door money goes to scholarships, concession money goes to TBC, Julia to pick up flowers and Rosanna to wrap.
 - d. Cast party update – on track
 - e. Budget approval – Increase after show expenses by \$5k to allow directors to explore other scripts. Motion made by Margaret, seconded by Julia, motion approved.
6. **New Business:**
 - a. Schedule debrief meeting post Musical – There is a directors' meeting last week of school. TBC/Directors survey to get feedback on musical.
 - b. Announce play for 2022-2023 school year - TBC to propose options and budget at directors meeting for next year show.
7. **Reports:**
 - a. Teacher's Report- The school loved the school show, loved the decorations. Teachers working on 8th grade field trip, honor roll field trip, report cards.
 - b. School Director's Report – Lottery went well and lower grade enrollment is full. Homeschool #'s are down. Numbers growing for high school, half way to projection. Public hearing on the LCAP @ board meeting tomorrow regarding reaching our goals.

- c. Show Director's Report – going well. First weekend was cold and windy but still successful. Had plenty of volunteers.

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8. Adjourn Meeting – 8:57am

NEXT MEETINGS:

TBD

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