



Shasta Home School

Advisory Board Meeting Minutes

May 9, 2013

Called to order at 5:43 pm

Meeting adjourned at 8:55 pm

Present:

Voting Board Members: Laura Carter, Dusty Warren, Cheryl Yacoub, Mike Neumeister, Linda Rock, Dahnna Williamson

Staff Members: Ben Claassen, Noel Van Slyke, Tina Taxara

Student Members: None

Absent: Terrie Runolfson

Visitors: None

Note: Board meeting was recorded by Tina Taxara for minute preparation

Call to Order: 5:43

Review/Reordering of the Meeting Agenda: There was no reordering of the meeting agenda

Public Comment: Ben Williamson made a comment regarding the dress code

The Advisory Board discussed and/or voted on the following issues:

Item 1

- **Action Item: Minutes and Warrants**

- **Review and approve 4/11/2013 Board Minutes**

- *Mike Neumeister motioned to approve the Minutes from the 4/11/2013 Board meeting; Cheryl Yacoub seconded. Motion carried 6-0*

- **Review and approve Warrants**

- *Cheryl Yacoub motioned to approve the Warrants; Linda Rock seconded. Motion carried 6-0*

- **Set regular Board Meeting dates for 2013/2014 school year**

- *Cheryl Yacoub motioned to approve the proposed dates of 8/29/13, 10/10/13, 12/12/13, 2/13/14, 4/10/14, 5/8/14 at 5:30; Mike Neumeister seconded. Motion carried 6-0*

Item 2

- **Action Item: Approve purchase of math textbooks for 2013/2014 school year**

Tawnya Hiscock, Math Department Chair, presented an overview of the implementation of the CCSS and the present recommended curriculum options for implementation for the 2013-2014 school year.

- *Dustin Warren motioned to approve the purchase of math textbooks for the 2013/2014 school year after being reviewed and approved by SSHS staff members; Linda Rock seconded. Motion carried 6-0*

Item 3

- **Action Item: Election of Advisory Board President**

- *Cheryl Yacoub motioned to accept Dustin Warren as the new Board President for the 2013/14 school year; Dahnna Williamson seconded. Motion carried 5-0 [Dustin recused himself]*

Advisory Board Meeting Dates for 2012/2013 School Year:
August 27, October 15, December 10, February 11, April 11, May 9

Respectfully submitted by Tina Taxara

Item 4

- **Action Item: Election of Advisory Board Vice President**

Laura Carter nominated Dahnna Williamson, Dustin Warren nominated Cheryl Yacoub. Both Cheryl and Dahnna made a short presentation regarding their desire to fill the position. The Board conducted a silent vote. Cheryl Yacoub was the chosen candidate.

- *Dustin Warren motioned to accept Cheryl Yacoub as the new Board Vice President for the 2013/14 school year; Mike Neumeister seconded. Motion carried 5-0 [Cheryl recused herself]*

Item 5

- **Discussion Item: Advisory Board Membership**

Ben informed the Board Members that past board member Wendi Hill would like to be on the board again. He asked her to come to the August Board meeting. He talked to the Board about searching for potential members in the Redding community as well as within the school to serve on the Board.

Item 6

- **Action Item: Approve Alternate Signatories for 415 Knollcrest remodeling change orders**

- *Dahnna Williamson motioned to approve Noel Van Slyke and David Baldwin to act as alternate signatories in the event that Ben Claassen is unavailable to sign change orders; Cheryl Yacoub seconded. Motion carried 5-0 [Laura Carter recused herself]*

Item 7

- **Action Items: Facilities**

- **Approve purchase of 415 Knollcrest**

Ben and Noel explained to the Board due to financial issues, we would not be able to move forward at this time with the purchase of 415 Knollcrest.

- *Linda Rock motioned to table the approval of purchasing 415 Knollcrest; Cheryl Yacoub seconded. Motion carried 6-0*

- **Cottonwood Office addition**

Ben talked to Board about his meeting with Cottonwood Union superintendent Bob Lowdan, regarding the cost of renting the building. He also explained to the Board that he and Lynn Peebles have developed a tentative plan for layout and scheduling for the classroom.

- *Mike Neumeister motioned to enter into a lease agreement with Cottonwood Union School District; Dahnna Williamson seconded. Motion carried 6-0*

Item 8

- **Action Items: Finance**

- **Approve Initial 2013-2014 Budget**

- *Dustin Warren motioned to approve the Initial 2013-2014 Budget; Cheryl Yacoub seconded. Motion carried 6-0*

- **Approve Audit Contract with Vicenti, Lloyd, & Stutzman for the audit of the 2012-2013 school year.**

Ben shared with the Board his desire to hire an audit firm with specialized knowledge that serves charter schools. He spoke with this firm at the CCSA conference and Noel has interviewed them. The cost would be similar to Matsom and Isom.

- *Mike Neumeister motioned to approve entering into a contract with Vicenti, Lloyd, & Stutzman for the audit of the 2012-2013 school year; Linda Rock seconded. Motion carried 6-0*

- **Approve Fund change from Fund 0737 to Fund 0762**

Ben explained to Board Members that SSHS has been notified by David Flores, SUHSD CBO, that Board approval is needed to change fund numbers in order for the SSHS finance to be completed properly as a 501c3 non-profit in the future.

- *Dustin Warren motioned to approve Fund change from Fund 0737 which is a standard designation org key to Fund 0762 which is a 501c3 designation org key; Mike Neumeister seconded. Motion carried 6-0*

Item 9

- **Action Items: Director's Report**

- **CAHSEE Passage Report**

Ben reported to the Board that not all of the CAHSEE results were available yet, so there was nothing to report at this time.

- *Mike Neumeister motioned to accept the report that there was nothing to report; Cheryl Yacoub seconded. Motion carried 6-0*

- **Siskiyou County Program**

Ben gave the Board an update on the Siskiyou County Program and Facilitator Carrola Hopkins.

- **Staffing**

Ben gave the Board an update on the proposed new positions for 2013/2014 school year.

David Baldwin was chosen for the Personnel Technician position.

Ryan Laughy was chosen for the Public Relations position.

Lynn Peebles has been hired as the facilitator for the Cottonwood office.

Leslie MacRae will be cutting back to ½ time so another part-time aide will be needed for Special Education and the Bridges program.

The hiring of a receptionist for Knollcrest is on hold.

Item 10

- **Action Item: SSHS Dress Code Policy**

Ben went over the proposed Dress Code with the Board. The policy is based on the SUHSD policy and has been adapted to meet the needs of SSHS by the school Leadership Team. It has been reviewed by the law firm of Y,M,C. Board members asked for two additional items to be included.

- *Dahnia Williamson motioned to accept the ammended Dress Code Policy for the 2013/2014 school year; Dustin Warren seconded. Motion carried 6-0*

Item 11

- **Action Item: Excess Units Policy for Certificated staff**

Ben explained to the Board that on limited occasions and for specific purposes, staff members may need to complete more than six units in a school year to complete specific courses of study that are necessary for the school (i.e. staff members completing a CBO program).

- *Dustin Warren motioned to adopt a policy that states if a certificated staff member wishes to earn units in excess of 6 units in one year, they must appeal to the Board for approval; Dahnia Williamson seconded. Motion carried 5-0 (Mike Neumeister recused himself)*

Item 12

- **Action Items:**

- **Proposition 30 (Education Protection Account) Spending Resolution**

Ben explained the hand out regarding the Proposition 30 Spending Resolution. It states that all public schools in the State must adopt a resolution specifying that all monies generated by Proposition 30, passed by voters in November 2012, must be dedicated to teacher staff salaries.

- *Cheryl Yacoub motioned that SSHS adopt a resolution which specifies that Proposition 30 funds generated, received from the Education Protection Account shall be spent (as required by Article XIII, Section 36) on certificated staff salaries; Linda Rock seconded. Motion carried 6-0*

Item 13

- **Action Items:**

- **Ad Hoc Committee Progress Report on SSHS Director Evaluation**

Ben reported that the first meeting was with Mike Neumeister and himself as the other committee members were unable to attend. They found an existing document that had been used for the previous director Lynn Peebles, and made some modifications to it. Ben presented the modified document to Dustin Warren at the next Ad Hoc meeting and determined it was ready to be used for the Board Member portion of the evaluation. They also decided it would be beneficial to create a staff survey document to be presented to the staff in order to evaluate how the staff perceives the Director's services at the school. The staff evaluation document will continue to be developed. When the evaluation has been completed by Board and Staff, a Board Member will compile all the information and report to the Board.

- *Dustin Warren motioned to approve the report and continue the process of developing the staff evaluation survey document, to be presented at the August 29, 2013 Board meeting; Dahnia Williamson seconded. Motion carried 6-0*

- **Add Member to Finance Committee for the 2013-2014 school year**

Board members Laura Carter and Cheryl Yacoub will no longer be serving on the Finance Committee.

- *Dusty motioned to appoint Mike Neumeister and Dahnia Williamson to the vacated positions of the finance committee for the 2013-2014 school year; Cheryl Yacoub seconded. Motion carried 6-0*

Item 14

- **Agenda Items for next meeting**

- ✓ Evaluation of Director
- ✓ Update on Siskiyou program
- ✓ Update on Cottonwood program
- ✓ CAHSEE Report
- ✓ New Board Members
- ✓ Senior and Junior student representatives
- ✓ Information on Math and Chemistry curriculum
- ✓ Update on Staffing

Meeting Adjourned: 8:55