



Shasta Home School

Advisory Board Meeting Minutes

February 7, 2013
Called to order at 5:37 pm
Meeting adjourned at 7:47 pm

Present:

Voting Board Members: Laura Carter, Dustin Warren, Cheryl Yacoub, Mike Neumeister, Terrie Runolfson, Linda Rock

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

Student Members: None

Visitors: None

Call to Order: The Board Meeting was called to order at 5:39 by Laura Carter

Review/Reordering of the Meeting Agenda: There was no Reordering of the Meeting Agenda

Public Comment: There was no public comment at this time.

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

Item 1

- **Action/Discussion: Review and adopt Minutes/Review and approve Warrants**
 - *Terrie Runolfson motioned to adopt the minutes and approve the Warrants; Dusty Warren seconded. Motion carried 6-0*

Item 2

- **Action/Discussion: Advisory Board Composition, Meeting dates, and Annual Conflict of Interest Form**
 - Available member positions available for the 2013-2014 school year
Laura Carter and Terrie Runolfson announced that they will not return to the Board next year.
 - Available member positions available for the 2013-2014 school year
Laura nominated Dustin Warren for the position of Board President. Dustin accepted the nomination.
 - Annual Conflict of Interest Forms (Form 700)
Board Members signed their Conflict of Interest forms and turned them in.
 - Communication between the Advisory Board and SSHS Administration
Ben discussed the importance of good communication methods that will be suitable for all Board Members when he needs to give them information or to ask questions. It was decided that emailing with a red flag indication that recipient has read the email would be the best way to communicate. If we see the email has not been read, then we will follow up with a phone call. Laura Carter suggested that an annual review of the Bylaws and Brown Act be done. Ben also stated he wanted to be more involved with the new president in order to keep him more involved with what is going on with the school.

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

- **Regular Meeting Dates/Action Item**
 - *Dusty Warren motioned to change the April and May Board Meetings to the second Thursday of the month which would be 4/11/13 and 5/9/13; Terrie Runolfson seconded. Motion carried 6-0*

Item 3

- **Action Item: Establish Ad Hoc Committee to evaluate SSHS Director**
Ben discussed the importance of building the evaluation process early. The Ad Hoc Committee will build the goals of the evaluation, look at it, do the evaluation, then report to the Board. Terrie Runolfson, Dustin Warren and Mike Neumeister volunteered to be on the committee.
 - *Cheryl Yacoub motioned to accept Terrie Runolfson, Dusty Warren and Mike Neumeister as the Ad Hoc committee members; Linda Rock seconded. Motion carried 6-0*

Item 4

- **Action Item: Adopt Annual Special Education Local Plan Area Agency Assurances**
Ben went over the Special Ed Local Plan Area Agency Assurances with Board Members.
 - *Dusty Warren motioned to adopt the Annual Special Education Local Plan Area Agency Assurances; Mike Neumeister seconded. Motion carried 6-0*

Item 5

- **Discussion Item: Directors Report**
 - **Enrollment:**
As of 1/29/13, enrollment was at 248 full time and 44 concurrent
 - **Update on SUHSD relationships:**
Ben informed Board Members that that he and Noel are meeting with Jennifer Stahlheber and David Flores in Business Services once a month and things are going well.
 - **Staffing:**
Ben discussed Connie Hurley's January 31, 2013 resignation and informed the Board that Katharine Garrison will be teaching Biology for the rest of the semester. He also informed the Board that he has found an interim Earth Science teacher, Ashley Rudolph to finish out the year.

Item 6

- **Action Item: Finance-Approve 2011-2012 Audit**
Ben went over the results of the audit and noted there were no findings.
 - *Terrie Runolfson motioned to approve the 2011-2012 Audit; Dusty Warren seconded. Motion carried 6-0*

Item 7

- **Discussion Item: Real Estate Report**
Ben did a presentation on property options. He informed the Board of a building on Knollcrest Ave in Redding that they are pursuing and the process involved.

Item 8

- **Action Item: Agenda Items for next board meeting**