



# Shasta Home School

## Advisory Board Meeting Minutes

October 15, 2012  
Called to order at 5:34 pm  
Meeting adjourned at 6:55 pm

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**Present:**

**Voting Board Members:** Linda Rock, Laura Carter, Dusty Warren, Terrie Runolfson, Mike Neumeister

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

**Student Members:** Kyla Beans

**Visitors:** Daniel Beans

**Call to Order:** The Board Meeting was called to order at 5:34 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: Introduction of Staff recommended Junior Class Advisory Board Representative**

Ben introduced Staff recommended Junior Class Advisory Board Representative Kyla Beans to Board Members.

- *Dusty Warren motioned to accept Kyla Beans as the Junior class advisor for the 2012-2013 school year; Terrie Runolfson seconded. Motion carried 5-0*

**Item 2**

• **Action/Discussion: Minutes/Review and adopt Minutes from 8/27/12 Board Meeting**

There were no corrections to the minutes; however Laura requested more detail and clarification between the agenda and minutes in the future.

- *Linda Rock motioned to adopt the minutes from the 8/27/12 board meeting; Mike Neumeister seconded. Motion carried 5-0*

**Item 3**

• **Action/Discussion: Enrollment:**

Ben explained to Board Members that as of 10/1/12, our enrollment was at 247 full time students and 49 concurrent students. Our facilitator Carrolla Hopkins in Siskiyou County has 24 students who are part of our full time enrollment of 247. Month 1 ADA (average daily attendance) was 228.

#### **Item 4**

- **Discussion Item: Public Records Act Request from Record Searchlight**

Ben informed the Board Members about the Public Records Act Request from the Record Searchlight. They originally requested names of all employees and their salaries. Ben consulted with an attorney regarding the legality of such a request. It was determined that legally they could only request salaries of the top administrators. The information Ben gave them was:

- 1) Name, Title, and Salary of SSHS top administrators which include Noel Van Slyke and Ben Claassen
- 2) Student to Teacher ratio which is 30-1
- 3) Most recent API (Academic Performance Index) which was 789 (up 62 points from last year)

#### **Item 5**

- **Discussion Item: Finance/ SACS unaudited actual report, Account Activity report and Budget Process overview**

Noel explained the SACS (standard accounting codes) unaudited actual report and Account Activity report to Board Members. Also, per Laura Carter's request Noel presented a bulleted Budget Process Overview list. Ben explained each item to the Board.

#### **Item 6**

- **Action/Discussion: Yearly Audit**

Ben went over the annual audit procedure that was conducted by Matsom and Isom on September 17<sup>th</sup>, and felt that based on his conversation with the auditor, everything appeared to be perfect. Noel also noted that we are in the second year of a three year contract with Matsom and Isom.

#### **Item 7**

- **Action/Discussion Item: Facilities Update**

- i. Ben informed the Board that as of November 1<sup>st</sup>, our building will be paid off, which will be a savings of \$10,000 a month. He also noted that SSHS, Inc. (the school non-profit organization) will own the building since public schools cannot own real estate.
- ii. Ben informed the Board that he and Noel have contacted Cox Realty and have begun the property search for a new facility.
- iii. Ben discussed with Board some of the restrictions we have with classroom size and building capacity in our current building. He informed the Board that he had talked to staff members about what they would like to have in our new facility. He also discussed some of the options we might seek regarding the sale or leasing of our current building.
- iv. Noel and Ben informed the Board that they had entered into contract with Cox Real Estate Consultants, Inc. for our building search. A copy of that contract was included in the board packet.
- v. There was no discussion on working with an architect at this time.

#### **Item 8**

- **Discussion Item: Staffing**

- i. Ben gave an update on Siskiyou county facilitator Carrolla Hopkins. He said things are going well and her families are happy with the program.
- ii. April Dixon, our new art teacher is doing great and classes are pretty much full. There is a display of her student's art work in the hallway.
- iii. Cindy O'Leary, our Special Education (RSP) teacher is doing an amazing job and is helping Ben with the Siskiyou County program IEP's. (Individualized Educational Program)
- iv. Melissa Smith, our new school psychologist is hired on an hourly, as needed basis. She is not an employee of SSHS. Ben is very happy with the job she is doing and her professionalism.
- v. Ben noted that he and Cindy O'Leary have been conducting IEP meetings with the Siskiyou county families using Skype, and that it is working out quite well.

## **Item 9**

- **Action/Discussion: Agenda Items for December 10 Board Meeting:**
  - Updates on staffing / In particular, Carrolla Hopkins and the Siskiyou program
  - Directors Report/Update from Ben as well as Financial Update from Noel
  - Board approval of 1<sup>st</sup> interim budget that Noel will develop and present
  - Facilities Report
  - Update on the effect of the results of Prop 30

***Board Members Present at December 10, 2012 Board Meeting***

_____ Laura Carter, President	_____ Date
_____ Dusty Warren, Vice President	_____ Date
_____ Linda Rock	_____ Date
_____ Dahnia Williamson	_____ Date
_____ Cheryl Yacoub	_____ Date
_____ Terrie Runolfson	_____ Date
_____ Mike Neumeister	_____ Date
_____ Ben Claassen	_____ Date