



### Mission

Shasta Secondary Home School, grades 6-12, honors and serves the family's choice to *personalize learning* according to their children's strengths.

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## Shasta Secondary Home School Advisory Board Meeting Agenda

May 9, 2013

1401 Gold Street  
Redding, CA  
5:30 p.m.

- **Call to Order** at \_\_\_\_\_ by \_\_\_\_\_
- **Welcome and Introductions**
- **Review/ Reordering of the Meeting Agenda**
- **Public Comment**
  - The Board allows this item each meeting for brief comments on any topic for which the Board has jurisdiction. The Board may not discuss items not on the agenda except to allow for clarification of the content. Comments may be limited to a specified length of time.
  - The public may indicate at this time a desire to comment on any current agenda item. Comments will be allowed during the discussion of the appropriate item.
- **Item 1 –**  
**Type of Items: Action Items**  
**Subject: Minutes and Warrants**
  - **Review and approve Minutes from Advisory Board Meeting 4/11/13**
    - Public Comment
    - Advisory Board and Staff discussion
  - **Review and approve Warrants**
    - Public Comment
    - Advisory Board and Staff discussion

Motion: _____
2 <sup>nd</sup> : _____
(Yes____ No ____)
Approved
Not Approved

Motion: _____
2 <sup>nd</sup> : _____
(Yes____ No ____)
Approved
Not Approved

**Advisory Board Meeting Dates for the 2013/2014 TBD**

- **Set Regular Board Meeting Dates for 2013/ 2014 school year**
  - Proposed Dates: 8/29/13, 10/10/13, 12/12/13, 2/13/14, 4/10/14, 5/8/14
  - Public Comment
  - Advisory Board and Staff Discussion

<b>Motion:</b> _____ <b>2<sup>nd</sup>:</b> _____ (Yes ___ No ___) <b>Approved</b> <b>Not Approved</b>
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- **Item 2 –**  
**Type of Item: Action Item**
  - **Approve purchase of math textbooks for 2013/2014 school year**
    - Staff presentation – Tawnya Hiscock, Math Department Chair, will present an overview of the implementation of the CCSS and present recommended curriculum options for implementation for the 2013-2014 school year.
    - Public Comment
    - Advisory Board and Staff Discussion

<b>Motion:</b> _____ <b>2<sup>nd</sup>:</b> _____ (Yes ___ No ___) <b>Approved</b> <b>Not Approved</b>
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- **Item 3 –**  
**Type of Items: Action Item**  
**Subject: Election of Advisory Board President**

- Dustin Warren was nominated by Laura Carter and Dustin accepted the nomination at the 2/7/13 Advisory Board meeting. The minimum term of this position is 1 year and the service period begins on July 1 of the election year.
- Public Comment
- Board and Staff Discussion

<b>Motion:</b> _____ <b>2<sup>nd</sup>:</b> _____ (Yes ___ No ___) <b>Approved</b> <b>Not Approved</b>
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- **Item 4 –**  
**Type of Item: Action Item**  
**Subject: Election of Advisory Board Vice President**

- No candidate has been nominated. The Vice Presidential position is a role meant to fill in when the President is absent and is a training role for the Presidential position. Dustin is the current Vice President and, if elected to

<b>Motion:</b> _____ <b>2<sup>nd</sup>:</b> _____ (Yes ___ No ___) <b>Approved</b> <b>Not Approved</b>
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President, the Vice Presidential position will be available for the 2013-2014 school year.

- Public Comment
- Board and Staff Discussion

▪ **Item 5 –**

**Type of Item: Discussion Item**

**Subject: Advisory Board Membership**

- Staff Report: No willing candidates have been identified at this time.
- Public Comment
- Board and Staff Discussion

▪ **Item 6 –**

**Type of Item: Action Item**

**Subject: Approve Alternate Signatories for 415 Knollcrest remodeling change orders**

- In order for work to progress quickly at 415 Knollcrest over the summer, in the event that Ben Claassen is unavailable to sign change orders, it would be expeditious for Noel Van Slyke and David Baldwin to be approved alternate signatories.
- Public Comment
- Advisory Board and Staff discussion

Motion: _____ 2 <sup>nd</sup> : _____ (Yes ___ No ___) <b>Approved</b> <b>Not Approved</b>
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▪ **Item 7 –**

**Type of Items: Action Items**

**Subject: Facilities**

▪ **Approve purchase of 415 Knollcrest property**

- Staff Presentation
- Public Comment
- Advisory Board and Staff discussion

Motion: _____ 2 <sup>nd</sup> : _____ (Yes ___ No ___) <b>Approved</b> <b>Not Approved</b>
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▪ **Cottonwood Office addition**

- Staff presentation  
In order to open an office in Cottonwood, the Advisory Board needs to authorize Benjamin

Motion: _____ 2 <sup>nd</sup> : _____ (Yes ___ No ___) <b>Approved</b> <b>Not Approved</b>
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Claassen, SSHS Director, to enter into a lease agreement with Cottonwood Union School District.  
See attachment.

- Public Comment
- Board and Staff Discussion

▪ **Item 8 –**

**Type of Item: Action Items**

**Subject: Finance**

▪ **Approve Initial 2013-2014 Budget**

- Staff presentation
- Public Comment
- Advisory Board and Staff Discussion

Motion: _____
2 <sup>nd</sup> : _____
(Yes____ No _____)
<b>Approved</b>
<b>Not Approved</b>

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

- Staff presentation
- Public Comment
- Advisory Board and Staff Discussion

Motion: _____
2 <sup>nd</sup> : _____
(Yes____ No _____)
<b>Approved</b>
<b>Not Approved</b>

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

- Staff Presentation  
SSHS has been notified by David Flores, SUHSD Chief Business Official, that Board approval is needed to change fund numbers so that SSHS finance can be completed properly as a 501c3 non-profit in the future. See attached description.
- Public Comment
- Advisory Board and Staff Discussion

Motion: _____
2 <sup>nd</sup> : _____
(Yes____ No _____)
<b>Approved</b>
<b>Not Approved</b>

▪ **Item 9 –**

**Type of Items: Action Items**

**Subject: Director's Report**

▪ **CAHEE Passage Report**

- Public comment
- Board and Staff Discussion

▪ **Siskiyou County program report**

- Public comment
- Board and Staff Discussion

Motion: \_\_\_\_\_  
2<sup>nd</sup>: \_\_\_\_\_  
(Yes \_\_\_ No \_\_\_)  
**Approved**  
**Not Approved**

▪ **Staffing**

- Update on proposed new positions for 2013/2014 school year
  - Part-time Personnel Technician
  - Part-time Public Relations position
  - Part-Time Special Education/ part-time Bridges Aide
  - Facilitator for Cottonwood office
  - Additional Receptionist for 415 Knollcrest building
- Public comment:
- Board and Staff Discussion

▪ **Item 10 –**

**Type of Item: Action Item**

**Subject: SSHS Dress Code Policy**

- Staff presentation  
The policy enclosed is based on the Shasta Union High School District Policy and has been adapted to meet the needs of SSHS by the school Leadership Team and has been reviewed by the law firm of Y,M,C.
- Public Comment
- Advisory Board and Staff Discussion

Motion: \_\_\_\_\_  
2<sup>nd</sup>: \_\_\_\_\_  
(Yes \_\_\_ No \_\_\_)  
**Approved**  
**Not Approved**

▪ **Item 11 –**

**Type of Item: Action Item**

**Subject: Excess Units Policy for Certificated staff**

- Staff Presentation  
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).
- Public comment
- Advisory Board and Staff Discussion

Motion: \_\_\_\_\_  
2<sup>nd</sup>: \_\_\_\_\_  
(Yes \_\_\_ No \_\_\_)  
**Approved**  
**Not Approved**

▪ **Item 12 –**

**Type of Item: Action Item**

**Subject: Proposition 30 (Education Protection Account)**

**Spending Resolution**

▪ **Staff Presentation**

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. See the enclosed resolution, which has been provided by Shasta Union High School District.

▪ **Public Comment**

▪ **Advisory Board and Staff Discussion**

Motion: \_\_\_\_\_  
2<sup>nd</sup>: \_\_\_\_\_  
(Yes \_\_\_ No \_\_\_)  
**Approved**  
**Not Approved**

▪ **Item 13 –**

**Type of Items: Action Items**

**Subject: Advisory Board Committees**

▪ **Ad Hoc Committee progress report on SSHS Director Evaluation**

▪ **Staff presentation**

▪ **Public Comment**

▪ **Advisory Board and Staff Discussion**

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

▪ **Public Comment**

▪ **Advisory Board and Staff Discussion**

Motion: \_\_\_\_\_  
2<sup>nd</sup>: \_\_\_\_\_  
(Yes \_\_\_ No \_\_\_)  
**Approved**  
**Not Approved**

Motion: \_\_\_\_\_  
2<sup>nd</sup>: \_\_\_\_\_  
(Yes \_\_\_ No \_\_\_)  
**Approved**  
**Not Approved**

▪ **Item 14 -**

**Type of Item: Action Item**

**Subject: Agenda Items for next meeting**

▪ **Public comment:**

▪ **Board Discussion:**

Next Regular Board meeting: TBD

Advisory Board Meeting adjourns

▪ **Adjournment time: \_\_\_\_\_**

Motion: \_\_\_\_\_  
2<sup>nd</sup>: \_\_\_\_\_  
(Yes \_\_\_ No \_\_\_)  
**Approved**  
**Not Approved**

**Advisory Board Meeting Dates for the 2013/2014 TBD**