



# Shasta Home School

## Advisory Board Meeting Minutes

April 11, 2013

Called to order at 5:35 pm

Meeting adjourned at 7:57 pm

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**Present:**

**Voting Board Members:** Laura Carter, Cheryl Yacoub, Mike Neumeister, Linda Rock,

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

**Student Members:** Kyla Beans

**Visitors:** None

**Absent:** Dustin Warren, Dahnia Williamson

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

**Call to Order:** 5:35

**Review/Reordering of the Meeting Agenda:** It was noted that Item 8 on the agenda was a discussion item not an action item.

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

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

**Item 1**

- **Action Item: Review and adopt Minutes/Review and approve Warrants**
  - Cheryl Yacoub motioned to adopt the minutes and approve the warrants from the February 2, 2013 board meeting; Mike Neumeister seconded. Motion carried 4-0

**Items 2&3**

- **Action Items: Election of Board President and Vice President**
  - Cheryl Yacoub motioned to defer the election of Board President and Vice President to the next Board meeting as two of our board members were absent; Linda Rock seconded. Motion carried 4-0

**Item 4**

- **Action Item: 2013-2014 School Calendar**
  - Mike Neumeister motioned to adopt the proposed 2013-2014 School calendar; Linda Rock seconded. Motion carried 4-0

**Item 5**

- **Discussion and Action Items:Facilities**
  - **Accept transfer of 1401 Gold St from Shasta Union High School District**
    - Linda Rock motioned to accept the Quit Claim transfer of 1401 Gold St from Shasta Union High School District; Mike Neumeister seconded. Motion carried 4-0

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

- **Update on purchase of 415 Knollcrest property**  
Ben reviewed and presented additional information regarding the Director's Progress report on the Knollcrest property. He advised the Board that updates regarding the property purchase will be sent to the Board Members.
- **Authorize SSSH Director to enter in to all contracts associated with purchase and remodel of 415 Knollcrest Dr.**
  - *Cheryl Yacoub motioned to authorize SSSH Director, in collaboration with the SSSH Advisory Finance Committee, to enter in to all contracts associated with the purchase and remodel of 415 Knollcrest Dr.; Linda Rock seconded. Motion carried 4-0*

### **Item 6**

- **Action Item: Merger of Shasta Secondary Home School with Shasta Secondary Home School, Inc.**  
Ben went over the history of Shasta Home School and the non-profit 501c3 Shasta Home School, Inc. and the merging of the two entities.
  - *Mike Neumeister motioned to authorize Shasta Secondary Home School and Shasta Secondary Home School, Inc. to be merged as one entity; Linda Rock seconded. Motion carried 4-0*

### **Item 7**

- **Discussion Item: Director's Report**
  - **Enrollment:**  
As of 3/25/13, total ADA for the 2012-2013 school year was 242.75. For the 2011-2012 school year, P-2 ADA was 224, a difference of + 18 ADA. Ben explained that this was due to the Siskiyou program that we added this year.
  - **Common Core State Standards Update:**  
Ben talked about the Common Core Standards and of curriculum changes that may occur. New math curriculum will need to be purchased and is being reviewed by the Math department now in order to be purchased by this summer.
  - **Action Item/Program Changes/Phasing out Jr. High**  
Ben went over the Director's notes regarding why the decision was made to phase out the Jr. High program. The plan is to eliminate one grade per year beginning 2013-2014 school year.
    - *Cheryl Yacoub motioned to start phasing out Jr. High starting the 2013-2014 school year to be completed by 2014-2015 school year; Linda Rock seconded. Motion carried 4-0*
  - **Addition of a Cottonwood office of SSSH**  
Ben went over his Director's notes regarding the benefits of opening an office in Cottonwood. A growing number of families in the Anderson, Cottonwood and Red Bluff area have expressed an interest in attending SSSH and it is believed that SSSH could draw their enrollment if an extension campus is added in Cottonwood.
  - **Staffing/Proposed new positions for 13/14 school year**
    - ❖ **Part-time Personnel Technician:**  
Ben referred to his Director's notes regarding his need for a Personnel Technician to help with non-administrative duties that he doesn't have the time to complete. He has had several staff members express an interest. This person will be chosen by the staff using an election process.
    - ❖ **Part-time Special Education/Bridges Aide**  
Ben expressed to the Board the need for a part-time special education aide due to the fact that Leslie MacRae would like to decrease her 4/5 time to 1/2 time. If we move to Knollcrest property Mike Neumeister has requested that additional aide time be used to supervise students in the lab, making it a full time position.

❖ ***Cottonwood Site Facilitator***

A facilitator would be needed to staff the Cottonwood site in a part-time capacity, Tuesday through Thursday, and it has been proposed that Lynn Peebles fill the position due to his experience and availability.

**Item 8**

• **Adopt District Dress Code Policy**

Ben explained the need for a dress code at SSSH now as we have had several issues lately. It was determined that the SUHSD dress code would be modified by a staff committee to suit our needs. When that has been completed, it will be presented to the Board for approval.

**Item 9**

• **Advisory Board Committees**

❖ ***Ad Hoc Committee progress report on SSSH Director Evaluation planning***

There was no new information or progress to report at this time.

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

This item was deferred to the next Board Meeting.

**Item 10**

• **Agenda Items for next meeting**

- ✓ Authorize two additional staff members for change orders (Noel Van Slyke and Dave Baldwin)
- ✓ Discuss progress of Siskiyou program
- ✓ Vote on Board President and Vice President
- ✓ Nominate another Finance Committee member
- ✓ Review Dress Code document
- ✓ Director Evaluation Process
- ✓ Certificated Staff excess unit approval process

**Meeting adjourned: 7:57**