



Shasta Home School
Advisory Board Meeting Minutes
December 10, 2012
Called to order at 5:39 pm
Meeting adjourned at 7:40 pm

Present:

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

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

Student Members: Alexandra Carter, Kyla Beans

Visitors: Daniel Beans

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: Minutes/Review and adopt Minutes from 10/15/12**
 - *Mike Neumeister motioned to adopt the minutes from the 10/15/12 board meeting; Linda Rock seconded. Motion carried 7-0*

Item 2

- **Discussion Item/Director's Report**

i. Enrollment:

1. As of 12/4/12 enrollment was at 249 full time students, and 50 concurrent students. Siskiyou county program was at 24 full time students. Months 2 and 3 ADA (average daily attendance) was 245.7. Last year on 12/6/11, full time enrollment was 236 and concurrent enrollment was 48. The ADA for months 2 and 3 was 215 and 225. Ben explained the importance of the enrollment numbers and their effect on our ADA.

ii. Staffing:

1. Possible for 2013/2014

a. English Teacher

Ben talked about the school's plan to hire an English teacher who can assess students and place them in the appropriate classes. This will be very important for improving our API scores and in preparation for the upcoming Common Core Standards. This position will be full time and they plan to begin the hiring process in March.

b. Special Education Aide

Ben explained to the Board that we may need to replace the Special Education Aide Leslie MacRae, as she is planning to retire at the end of the 2012/2013 school year. The hiring process is expected to begin in March.

Advisory Board Meeting Dates for 2012/2013 School Year:
August 27, October 15, December 10, February 11, April 15, May 13

Respectfully submitted by Tina Taxara

2. Evaluation of Director

a. Recommend Evaluation Committee

Ben explained the evaluation process for the Director position and recommended that the Board form an Ad Hoc Evaluation Committee. It was decided that the committee would be established at the February board meeting and the Director Evaluation would possibly take place in April or May.

3. Classified Job Descriptions

Ben went over the previously requested classified job descriptions with Advisory Board. He also explained to them why the registrar position is 240 days.

iii Facilities

1. Current progress on meeting facilities needs

Ben talked about meeting with Cox Realty and the requirements for the new building. There will be more information at the February meeting.

iv Yearly Audit

1. Draft copy indicates no findings

Ben informed the Board that he had requested and was approved for an extension due to some new changes in the auditing guidelines that could have an effect on our 501c3. That will give him and Noel time to meet with the California Charter School Association, attorneys, the auditors, and David Flores (SUHSD Chief Business Official) to make sure everything is done correctly.

Item 3

• **Discussion/Action: Finance/1st Interim Budget**

Noel talked about the meeting with the Budget Committee and explained to the Board why some areas in the budget had increased. He and Ben helped Advisory Board understand how an interim budget is created.

- *Dusty Warren motioned to approve the 1st Interim Budget; Dahnna Williamson seconded. Motion carried 7-0*

Item 4

• **Discussion/Curriculum-Common Core Standards and Smarter Balanced Assessment**

Ben went over the "Overview of California Content Standards and Testing" handout he created, what it means and how it will affect our school. He also informed the Board that some of his Facilitators had already attended several Common Core training sessions offered by the Shasta County Office of Education, in preparation for this change. All facilitators are scheduled to attend an A+Plus Common Core Conference in Sacramento on February 22, 2013.

Item 5

• **Action/Discussion/ Agenda Items for February 11th meeting**

Board Members requested the following items to be on the February Board Meeting Agenda:

- ✓ Action Item/ Director ad hoc Evaluation committee
- ✓ Signing of Conflict of Interest/Form 700
- ✓ Update on situation w/finance department at the District Office
- ✓ Approve Audit
- ✓ Board Memberships/Available offices
- ✓ Real Estate discussion (closed session)

- *Terrie Runolfson motioned to add these items to the February Board Meeting Agenda; Cheryl Yacoub seconded. Motion carried 7-0*

Meeting adjourned: 7:40