



# Advisory Board Meeting Minutes

August 28, 2014

Called to order at 5:34 pm

Meeting adjourned at 7:54 pm

---

## Present:

**Voting Board Members:** Dusty Warren, Cheryl Yacoub, Mike Neumeister,

**Absent Board Members:** Linda Rock, Dahnna Williamson

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

**Student Members:** None

**Visitors:** None

**Note:** Board meeting was recorded for minute preparation

**Call to Order:** 5:19

**Review/Reordering of the Meeting Agenda:** There was no reordering at this time.

**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 Approve Minutes**

- *Cheryl Yacoub motioned to table approving the minutes from the 6/4/14 and 8/7/14 board meetings until the next meeting due to the absence of the members who were present at the 6/14/14 meeting; Mike Neumeister seconded. Motion carried 3-0*

### Item 2

- **Action/Discussion Item/Annual Organizational Items**

- Review of Charter, MOU and Robert's Rules of Order  
Ben discussed the Charter, MOU and Robert's Rules of Order with Board Members and answered their questions.
- **Advisory Board membership**  
Ben talked to Board Members about increasing board membership, as there may be current members who will be leaving after this year. They discussed the different methods that could be used for recruiting new members.
- **Advisory Board Training for 2014-2015 school year**  
Ben discussed the different board training options that are available for the 2014-2015 school year.
- **Advisory Board Standing Committees**  
Ben reviewed the current committees and confirmed Board Member continuance on these committees. Noel Van Slyke explained the need to form a standing LCAP committee. It will not consist of Board Members only however any Board Member who is interested is encouraged to be a part of that committee.
- **Board Ad Hoc Committees**  
Ben and Noel expressed their desire to form an Ad Hoc Site facilities Committee for the 2014-2015 school year. This committee will help with decisions that will need to be made after we purchase the new buildings. It was determined that the Ad Hoc committee would be put in place in the spring of 2015.
- **Advisory Board Training/Google Docs**

Advisory Board Meeting Dates for 2014/2015 School Year:  
8/28/14, 10/9/14, 12/11/14, 2/12/15, 4/9/15, 5/7/15, 6/4/15

*Respectfully submitted by Tina Taxara*

Mike Neumeister did a training on how to access Google docs so Board Members can access meeting packets online.

### Item 3

- **Discussion Items**
  - **Enrollment**

Enrollment as of 8/20/14 was at 231 full time students
  - **Changes over the summer**
    - SCA (Shasta Charter Academy) transition has gone very well. Signs changed, shirts made and new website is up and running
    - Cottonwood office: Depositions have been taken and court date is set for early November.
    - Advertising: Ben went over the different advertising tools that have been used to promote our new name change
    - Park Marina: Sill on track for vacancy in October and will hopefully be in escrow by December. Noel is updating financial information to the bank
    - Macs and software: 8 Macs added to the computer lab, Photoshop and Microsoft Office software upgraded over the summer.
    - Parking lot: Parking lot was patched, resealed and restriped
    - CP Math 1 and 2 UC A-G was approved. Art and Digital Art will be submitted over the 2014-2015 school year
  - **Revision of charter**

Ben talked about writing an addendum to our charter to incorporate our name change, the junior high phase out, and clarify facility location.
  - **CIF Application**

Ben informed Board Members that the wrestling coaches pursued other options so the CIF application has been withdrawn.

### Item 4

- **Action Item/MOU with Trinity Alps Unified School District**

Ben explained the MOU between Trinity Alps Unified School District and Shasta Charter Academy. A copy of the MOU was included in the board packet.

  - *Mike Neumeister motioned to accept the MOU between Trinity Alps Unified School District and Shasta Charter Academy; Cheryl Yacoub seconded. Motion carried 3-0*

### Item 5

- **Action Item/Finance**
  - **Warrants**

Noel went over the warrants with board members.

    - *Cheryl motioned to approve the July 1, 2014 – August 22, 2014 warrants; Mike Neumeister seconded. Motion carried 3-0*
  - **Finance Update**

Noel went over the handouts on the unaudited actuals with the Board Members.

### Item 6

- **Action Item/2014-2015 SCA Course Catalog**

Ben went over the changes made to this year's 2014-2015 Course Catalog which include the addition of Math 2 and changes to the verbiage throughout to change the school name to Shasta Charter Academy.

  - *Cheryl Yacoub motioned to approve the changes to the 2014-2015 SCA Course Catalog; Mike Neumeister seconded. Motion carried 3-*

### Item 7

- **Discussion Item/Advisory Board Development**

Ben discussed Chapters 10 and 11 of Charter School Board University with Board Member

### Item 8

- **Discussion/Action Item/Agenda Items for next meeting**
  - ✓ Update on new building