



Shasta Secondary Home School, Inc.

Advisory Board Meeting Minutes

February 13, 2014

Called to order at 5:44 pm

Meeting adjourned at 8:15 pm

Present:

Voting Board Members: Dusty Warren, Cheryl Yacoub, Mike Neumeister, Linda Rock, Dahnia Williamson

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

Student Members: Ben Williamson

Visitors: None

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

Call to Order: 5:44

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/Director's Evaluation**
Dustin Warren moved that the Board Members go into closed session for the Director discussion.
- **Report of Actions taken in closed session**
There were no votes in closed session. Board Members completed Director's evaluation.

Item 2

- **Action Item/Review and Approve Minutes from 12/12/13 Board Meeting**
 - Cheryl Yacoub motioned to accept the minutes from the 12/12/13 board meeting; Linda Rock seconded. Motion carried 5-0

Item 3

- **Discussion Item /Sign Annual Conflict of Interest form (700)**
Board members completed the Conflict of Interest forms enclosed in the Board packet and were instructed to turn them in to the Board Secretary.

Item 4

- **Discussion/Action Items**
 - **Enrollment:** Current enrollment is 264
 - **WASC Midterm Report and visit:**
Ben informed the Board that he and his staff have been working diligently to prepare the WASC report by the end of February. The WASC team will be visiting on March 26th.

Advisory Board Meeting Dates for 2013/2014 School Year:
September 12, October 10, December 12, February 13, April 10, May 8

Respectfully submitted by Tina Taxara

- **Facilities Changes:**
 - ❖ **Cottonwood Office update/Progress in the matter of SSHS v. AUHSD**
Ben reviewed with the Board the status of the matter of SSHS v AUHSD
 - ❖ **Yreka Office**
Ben informed the Board that the SSHS administration is proposing that SSHS lease a site in Yreka for the purpose of serving the Siskiyou county program more effectively.
 - ❖ **Knollcrest Property**
Ben informed the Board that no action has been taken at this time but the property is still available.
 - ❖ **Park Marina Property**
Ben advised the Board that a property on Park Marina Drive is anticipated to become available in May or June for an excellent price that would provide 17,000 sq. ft. and 2 buildings. Administration believes this is a better prospect than the Knollcrest property.
- **School DBA name change and logo change:**
Ben went over the surveys that took place for choosing the new school name. While there was not a complete agreement among the staff, results indicated that **Shasta Charter Academy** was the clear front-runner.
 - *Mike Neumeister motioned to accept the DBA name change of Shasta Charter Academy; Cheryl Yacoub seconded. Motion carried 5-0. Ben Claassen to complete DBA process.*
- **Staffing:**
 - ◆ Ben reported that Special Ed aide Karen Chappelle is doing an excellent job.
 - ◆ Ben also informed the Board that Joan Griffin retired, effective 1/31 and her students have smoothly transitioned to other facilitators. A new sophomore facilitator will need to be hired. This will be a full time position, with hiring preference given to applicants with a secondary English credential.
 - ◆ Assuming a positive outcome of the AUHSD v. SSHS case, it is proposed that SSHS hire an additional facilitator for this resource center. No additional classroom is anticipated to be needed. This would be a full time position with hiring preference given to teacher's with a secondary math credential.

Item 5

- **Action Item/Work Experience Education Program**
Ben informed the Board that SSHS has been issuing Work Permits for many years now but if students wish to take Work Experience for credit, they have had to take a once weekly class on one of the SUHSD campuses. Due to enrollment timeline restrictions which do not allow students to join the SUHSD class after the first three weeks of class, this has hampered student participation in this program. SSHS Facilitator, Chris Ingersoll has been teaching a Vocational Ed class for the last 2 ½ years. This class meets once a week for 1 hour. The plan that will be sent to the CDE was included in the Board packet for Board members to view.
 - *Dahnna Williamson motioned to accept the proposed General Work Experience Education Plan; Mike Neumeister seconded. Motion carried 5-0*

Item 6

- **Discussion/Action Items/Finance**
 - **Warrants:**
 - *Mike Neumeister motioned to accept the December 13- February 3 Warrants; Linda Rock seconded. Motion carried 5-0*

- **Audit firm for 2013-2014 school year:**
 - *Dahnia Williamson motioned to approve a 3 year contract with Vicenti, Lloyd, and Stutzman, LLP; Cheryl Yacoub seconded. Motion carried 5-0*
- **Finance update including LCAP and LCFF overview:**

Noel gave the Board a financial update and also explained the LCFF (Local Control Funding Formula) and LCAP (Local Control Accountability Plan). He informed the Board that the plan should be available in April for Board action.
- **2nd Interim Budget:**

Noel and Ben went over the 2nd Interim Budget handout with Board Members.

 - *Linda Rock motioned to approve the 2013-2014 2nd Interim Budget; Mike Neumeister seconded. Motion carried 5-0*
- **Salaries for 2014-2015:**

Ben informed the Board that based on the success of this school year and projected revenue increases from the LCFF, SSHA administration and the Leadership Team are currently working on revising the salary schedule for the 2014-2015 school year.

Item 7

- **Discussion/Advisory Board Development**
 - **Advisory Board and Staff Discussion of Chapters 5-6 pages 31-44 of Charter School Board University:**

Discussion was postponed until the next board meeting.

Item 8

- **Agenda Items for next Board Meeting**
 - ✓ **Discuss Chapters 5-6 of Charter School Board University**
 - ✓ **Salary update**
 - ✓ **SARC & WASC reports**
 - ✓ **Facilities update**
 - ✓ **AUHSD v. SSHA**