



Shasta Charter Academy/ Shasta Secondary Home School, Inc.

Advisory Board Meeting Minutes

December 15th, 2021

Called to order at 5:41 p.m.

Meeting adjourned at 7:57 p.m.

307 Park Marina Circle

Redding, CA 96001

Meeting Method: Online via Zoom

This meeting was by teleconference pursuant to AB 361.

In attendance:

Board Members present: Dustin Warren, Leslie MacRae, Dean White, Des Comer, David Pierce

Board Members absent: Cheryl Yacoub

Staff Members present: Ben Claassen, Matt Wahlman, CeCe Walters

Visitors present:

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

Board Chair Dustin Warren called meeting to order at 5:41 p.m.

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

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

Item 1

- **Type of Item: Action**

Subject: Minutes from Regular Board Meeting on 4/22/21 and 10/14/21 and Special Board Meetings on 8/12/21 and 11/17/21.

- *The Board members needed to pass these minutes were all present. Dean White motioned to approve the 4/22/21 Minutes and Leslie MacRae seconded it. Motion carried 3-0. David Pierce motioned to approve the 10/14/21 Minutes and Des Comer seconded. Motion carried 3-0. Dean White motioned to approve the 8/12/21 Minutes and Leslie MacRae seconded. Motion carried 3-0. Des Comer motioned to approve the 11/17/21 Minutes and David Pierce seconded. Motion carried 4-0.*

Leslie MacRae left the meeting at 6:05 p.m.

Item 2

- **Type of Item: Action**

Advisory Board Meeting Dates for 2021/2022 School Year:
8/26/21, 10/14/21, 12/09/21, 2/21/22, 4/21/22, 6/09/22

Respectfully submitted by CeCe Walters

Subject: Board Procedures and Policies

David talked to the Board about having more transparency with the Agendas and Minutes and looking at CCSA Guidelines. The Board discussed what they can do to improve in this area. David motioned that SCA will email and text reminders to families before each Board Meeting. In addition the minutes will be updated on the website to reflect the current year and past year and that previous years can be accessed when requested, and also that Ben and CeCe will receive training from CCSA on how to best prepare the Agenda and Minutes.

- *David motioned for these things to happen and Dean White seconded. Motion carried 4-0.*

Item 3

- **Type of Item: Information**

Subject: Comments and reports from individual Board Members and SUHSD Board Liaison

- No comments from anyone.

Item 4

- **Type of Item: Discussion**

Subject: Director's Report

- **Enrollment is 238.**

Ben reported that it's lower than November of last year due to students from SUHSD are not being referred to us, but to Shasta Collegiate Academy. There has been an increase of students in his weekly info. Sessions
- **Student Recruitment and Advertising Report**

Ben reported that he did a radio ad and got good feedback. He is also doing school visits. Matt reported that there is an ad for SCA on benches at different golf courses around the area. Also, SCA will be doing jersey sponsorships through the RYSL and PCYSO.
- **COVID Update**

Ben reported that Shasta Co. COVID numbers are decreasing. CeCe went over the changes to the guidelines briefly with the Board which included that rapid tests are now being accepted.
- **Spring Ski/Snowboard trips**

Brief review that SCA is participating in the ESP program and we have four dates we will be going up to Mt. Shasta.
- **WASC 2022-23**

Ben reported that he received notification that we are scheduled for a visit the first week of May 2023. These happen every 5 years. They encompass who we have been, who are we now, and who do we want to be tomorrow? This is needed to keep our accreditation

Item 5

- **Type of Item: Information**

Subject: California Health Youth Act update and parent opt out process

- **State requires schools to have an opt-out process.**

Ben provided a template from CDE. April is going to show packet to Ben and staff before we send it out to parents. There were no questions.

Item 6

- **Type of Item: Action**

Subject: Vaccine Mandate

- **Ben and Dustin went to the Shasta County meeting for leaders on this topic.**
Ben suggested sending a letter from the SCA Board showing what they support on this topic. The Administration and Board at SCA support the freedom of choice in this matter.
 - *David Pierce motioned that the SCA Board will send a letter to all the appropriate state entities indicating how we feel about this topic. Dean White seconded the motion. Motion carried 4-0.*

Item 7

- **Type of Item: Action**
Subject: Personnel
 - **Staff Hiring**
Ben discussed the hiring of Patricia James to replace Tina Taxara's position. He said she is doing a great job!
 - *The Board accepted the hiring of Patricia James. Dean White motioned that the SCA Board approve the hiring of Patricia. David Pierce seconded the motion. Motion carried 4-0.*

Item 8

- **Type of Item: Action**
Subject: Policies to update for SCA Parent and Student Handbook
Ben updated for legal compliances. He recommended Board approve them to be Added to Parent Student Handbook. The legal compliances were written by the lawyers.
 - *David motioned to approve the legal compliances being added to the SCA Parent and Student Handbook. Des Comer seconded. Motion carried 4-0.*

Ben Claassen left the meeting at 7:17 p.m.

Item 9

- **Type of Item: Discussion and Action**
Subject: Finance
 - **Warrants (Action)**
Matt went over the October and November warrants. All was standard normal.
 - *Dean White motioned to approve warrants. David Pierce seconded. Motion carried 4-0.*
 - **Finance Update (Discussion)**
Matt talked about the increase in COLA, and that enrollment is up. Matt also discussed that SCA has a healthy surplus. He can authorize more spending now. Matt proposed paying down the loan. By paying it down it would save around \$150,000. This year's prepayment penalty of 1% is the lowest possible and it increases again next year.
 - **Educator Effectiveness Block Grant (Action)**
Matt discussed this. He said the CDE put out info./no template. Money will be used to help prepare staff. SCA will receive around \$59,000 and has about 5 years to spend it. Matt laid out to the Board how that would look and proposed the Board approve it.
 - *David Pierce motioned for the Board to accept the grant and plan. Des Comer seconded. Motion carried 4-0.*
 - **2021-22 First Interim Budget (Action)**

Matt discussed and answered questions. SCA is in a financially healthy place.

- *Dean White motioned to accept the First Interim Budget. David Pierce seconded. Motion carried 4-0.*

- **SSHS, Inc. Additional Checking Account-Clay Target Club (Action)**
Matt explained to the Board that it is recommended to have a separate Bank account to purchase ammunition. Money should not go through the school. Students will pay fees. This covers membership and time at the gun range, ammunitions, etc. New checking account would be part of non-profit. Board would oversee checking account.

- *Dean White motioned for the Board to accept new checking account. Des Comer seconded. Motion carried 4-0.*

Item 10

- **Type of Item: Discussion Item**
Subject: Suggested Agenda Items for next meeting
 - Prepayment of Debt
 - 2020-21 Audit Report
 - Agendas/Minutes update from Ben and CeCe
 - Proposed format for reporting money in clay target checking account

Item 11

- **Type of Item: Action**
Subject: Adjournment
 - *Dean White motioned to adjourn. David Pierce seconded. Motion carried 4-0.*