



Shasta Charter Academy/ Shasta Secondary Home School, Inc.
Advisory Board Meeting Minutes
August 25th, 2022
Called to order at 5:42 p.m.
Meeting adjourned at 7:09 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: Des Comer, Leslie MacRae, David Pierce

Board Members absent: Cheryl Yacoub

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

Visitors present: Justin Hawkins

Board Chair Des Comer called meeting to order at: 5:42 p.m.

Public Comment: None

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

1. Action Item- Teleconference Meetings during State of Emergency

Don't need to do this because already approved for August at last meeting.

2. Approve Agenda/ Reordering of the Meeting Agenda (Action)

One modification. Item #12, concussion policy not ready. Ben would like it removed and saved for a later meeting.

Leslie MacRae motioned to remove item #12 and save it for a later meeting and to also approve the agenda; David Pierce seconded the motion. Motion carried 3-0.

3. Approval of Consent Agenda (Action)

David Pierce motioned to consider consent agenda separately; Leslie MacRae seconded. Motion carried 3-0.

3.1. Administration

Ben had nothing to report

3.2. Business Services

3.2.1. Approve SCA and SSHS, Inc. warrants for June and July

David Pierce motioned for the Board to approve the SCA and SSHS, Inc. warrants for June and July; Leslie MacRae seconded the motion. Motion carried 3-0.

3.2.2. Approve Request to Declare Property as Surplus (computers)

Advisory Board Meeting Dates for 2022/2023 School Year:
8/25/22, 10/27/22, 12/15/22, 2/16/23, 4/20/23, 6/8/23, 6/15/23

Respectfully submitted by CeCe Walters

Ben said there were none at this time.

3.3 Instructional Services

Ben said there were none at this time.

3.4 Human Resources

3.4.1. Approve designation of CIF representative/ Athletic Director and coaches for the 2022-2023 school year

Ben discussed with the Board that April Dixon would be the Athletic Director and Coach for the Ski/Snowboard Team and that Cody Pierce would be the Golf Coach for both the boys and girls teams.

David Pierce motioned for the Board to approve April Dixon as the Athletic Director and Coach for the Ski/Snowboard Team and Cody Pierce to be the Golf Coach for the boys and girls teams; Leslie MacRae seconded. Motion carried 3-0.

3.4.2. Approve Facilitator Hiring – Stephanie Cavin

Ben gave background and asked Board to approve hiring of Stephanie Cavin.

Leslie MacRae motioned to approve hiring of Stephanie Cavin;

David Pierce seconded. Motion carried 3-0.

4. Board Meeting Minutes

4.1. Regular Board Meeting Minutes from meeting on 6/9/22 and 8/12/22 (Action)

David Pierce was not at the meeting on 6/9. Only two Board members remain who were present so they voted.

Leslie MacRae motioned to approve the minutes from 6/9/22; Des Comer seconded.

Motion carried 2-0. Leslie MacRae motioned to approve the minutes from 8/12/22;

David Pierce seconded. Motion carried 3-0.

5. Board Member Items

5.1. Board Membership (Discussion)

Ben discussed how he was getting the word out to families and the community about being a Board member. He announced it at the 8 sessions at Orientation. Parents were notified via Parent Square. It's also on our website. Ben has 8-9 people interested. He discussed that generally a Board of 5-7 people is good.

6. Board Meeting Format

6.1. Agenda Format (Action)

David discussed with the Board that he would like to see a 30/30/30 format. Board wants to discuss this further.

Leslie MacRae motioned to table this for now; David Pierce seconded the motion.

Motion carried 3-0.

6.2. Online versus in-person meetings (Action)

Ben discussed with Board to have in person meetings. Board would like to see a hybrid where you can have in person meetings but members can still join online.

Leslie MacRae motioned not to change the way it is being done currently;

David Pierce seconded the motion. Motion carried 3-0.

7. Subject: Comments and reports from individual Board Members and SUHSD Board Liaison (Information only)

Des Comer commented that there are 7 boys who would love to see SCA have a soccer team!

8. Director's Report to the Board (Discussion)

8.1. Enrollment report-

Enrollment is up...262

8.2. State and Federal Legislation Update

Matt discussed with the Board a new bill that would require all Charter schools to participate in PERS/STRS. SCA is already doing that so it doesn't affect us.

9. Personnel: Nothing to report

10. Business Services

10.1. Finance update (Discussion)

Matt discussed with the Board that the school is in good shape financially. He is going through last year's actuals. State funding should be strong. We may have second recession in two years.

10.2. CharterSAFE Insurance Proposal (Action)

Matt discussed the new insurance company we have called CharterSAFE, and asked the Board to approve them, since we can no longer have NCSIG.

Leslie MacRae motioned that the Board approve CharterSAFE as our new insurance Company; David Pierce seconded. Motion carried 3-0

10.3. Salary schedules clarification note (Action)

Leslie MacRae motioned that the Board approve the salary schedules clarification note; David Pierce seconded. Motion carried 3-0.

11. 2022-2023 Student and Parent Handbook (Action)

This item is to present this annual document for Board approval

Ben updated the Student and Parent Handbook and asked for Board to approve it.

David Pierce motioned that the Board approve the SCA Student/Parent Handbook; Leslie MacRae seconded. Motion carried 3-0.

12. Concussion Policy (Action)

This item is required for schools offering sports

David motioned to table this item until the Board has more information;

Leslie MacRae seconded. Motion carried 3-0.

13. Agenda Items for the next Board meeting

- **Concussion Policy**
- **Data for attrition...Annual last 2-3 years**
- **Board improvement...training...SPED or LCAP ideas (Ben will present)**
- **Minutes-discussion about them being more detailed or highlights**
- **Discussion 21-22 Unaudited Actuals...MAP testing data**

14. Subject: Adjournment (Action)

David Pierce motioned to adjourn; Leslie MacRae seconded. Motion carried 3-0.

15. Adjournment time: 7:09 P.M.