



**Shasta Charter Academy/ Shasta Secondary Home School, Inc.**  
**Advisory Board Meeting Minutes**  
**December 15<sup>th</sup>, 2022**  
**Called to order at 5:33 p.m.**  
**Meeting adjourned at 7:57 p.m.**  
307 Park Marina Circle  
Redding, CA 96001

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**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, Cheryl Yacoub**

**Board Members absent: None**

**Staff Members present: Ben Claassen, Matt Wahlman**

**Visitors present: None**

**Board Chair Des Comer called meeting to order at: 5:33 p.m.**

**Public Comment: None**

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

- 1. Approval of Board Findings Relating to Teleconference Meetings During a State of Emergency (Action)** *Leslie MacRae motioned that the Board approves continuing to have teleconference meetings during a State of Emergency; David Pierce seconded. Motion carried 4-0.*
- 2. Approve Agenda/ Reordering of the Meeting Agenda (Action)**  
**There was no reordering of the Agenda.**  
*Leslie MacRae motioned to approve the Agenda; Cheryl Yacoub seconded the motion. Motion carried 4-0.*
- 3. Approval of Consent Agenda (Action)**  
**Items listed under the Consent Agenda are considered to be routine and are acted on by the Board of Trustees in one motion. There is no discussion of these items before the Board vote unless a member of the Board, staff, or public requests specific items be discussed and/or removed from the Consent Agenda. It is understood that the Administration recommends approval on all Consent Items. Each item on the Consent Agenda approved by the Board shall be deemed to have been considered in full and adopted as recommended.**  
*Leslie MacRae motioned to approve the Consent Agenda; Cheryl Yacoub seconded the motion. Motion carried 4-0.*

**3.1. Administration**

**3.2. Business Services**

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*

### **3.2.1. Approve SCA and SSHA, Inc. warrants for October and November**

### **3.3. Instructional Services**

### **3.4. Human Resources**

## **4. Board Meeting Minutes**

### **4.1. Regular Board Meeting Minutes from meeting on 10/27/22 (Action)**

*David Pierce motioned to approve 10/27/22 Board Meeting Minutes; Leslie MacRae seconded the motion. Motion carried 3-0. \* Cheryl Yacoub could not vote as she was not present at that meeting.*

## **5. Board Meeting Planning**

**5.1. Board Calendar (Action)** Ben and Matt discussed with the Board some options of a new Board Calendar formatted similarly to one from CSDC. Ben and Matt will collaborate and refine a Board Calendar for the next meeting.

*Leslie MacRae motioned that the Board direct school Admin. to develop a Board Calendar for the next Board meeting; David Pierce seconded the motion. Motion carried 4-0.*

### **5.2. Board Training and Consultation (Action)**

**Ben discussed with the Board training opportunities for them.**

**1). A Plus Conference in the Fall**

**2). CSBA- A conference in the Fall**

**3). CSDC-Annual Board Conference- Nov. \*Ben feels this is the best one and most relevant**

**4). CCSA- Good conference and takes place in March**

**5). Online Board Trainings: [chartercenter.org/leadership](http://chartercenter.org/leadership)**

**Board would like to think about these trainings and for this to be put on the next agenda. No action now. David suggested that there are trainings that correlate with when New Board Members (and/or teachers) join so that they get the training at the start of their two year term.**

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

**Leslie MacRae said she appreciates the Board and how well they work together. David would like to hear how the search for new Board Members is going and at the next meeting he would like that on the agenda.**

## **7. Director's Report to the Board (Discussion)**

**7.1. Enrollment report- Ben reported that enrollment is up. Currently there are 279 students.**

**7.2. State and Federal Legislation Update- Not much going on currently with the legislature.**

**7.3. Field Trips report- So far this year there has been a Fishing Field Trip, Art Field Trip to San Francisco, and Chico State/UC Davis Field trip.**

**7.4. Student Achievement-Ben discussed results of CAASPP.**

**7.4.1. State Dashboard-This is a tool for the public to use to see how SCA is doing as a school. Ben went through this dashboard with the Board.**

## **8. Business Services**

**8.1. Finance update (Discussion) Matt let the Board know that SCA is healthy financially and in a good place to be for the next three years.**

**8.2. 2022-2023 First Interim Budget (Action)** Matt went through the 2022-2023 First Interim Budget with the Board and gave them an opportunity to ask questions and then approve it. *Leslie MacRae motioned that the Board approve the 2022-2023 First Interim Budget; David Pierce seconded the motion. Motion carried 4-0.*

**8.3. 2021-2022 Audit Report (Action)** Matt went through the 2021-2022 Audit Report with the Board and gave them time to ask questions or give comments and then approve the 2021-2022 Audit Report.

*Leslie MacRae motioned that the Board approve the 2021-2022 Audit Report; David Pierce seconded. Motion carried 4-0.*

**8.4. Arts, Music, and Instructional Materials Discretionary Block Grant (AMIMDBG) (Action)**

This is a \$150,000 one-time grant given by the State. Matt discussed ideas of where to use this money. New suggestions included the library, misters/canopy for over the tables outside, and Matt asked the Board to give guidance on any limits they want for athletics spending. The Board asked to think about this and have this on the next agenda. No action at this time.

## **9. Board Training**

**9.1. Board Training on the Local Control and Accountability Plan (Discussion)-** Matt discussed with the Board what the LCAP is (a 3-year or 1-year planning tool) and some specifics on what is and is not required for charter schools. Example: a charter school is recommended but not required to hold a public hearing for the LCAP before it is approved, but it is required to consult with parents, students, principals, teachers, administrators, and other school personnel.

**9.2. Board Training plan (Action)** Ben proposed to the Board that they read 1-2 chapters from the book, Charter School Board University, and then plan to discuss at each Board Meeting.

*Leslie MacRae motioned that the Board adopts reading 1-2 chapters before each Board Meeting and then discussing the questions/content; David Pierce seconded. Motion carried 4-0.*

## **10. Agenda Items for the next Board meeting.**

- **Board Calendar**
- **Board Trainings and Consultation/ New Board Members**
- **Personnel Needs**
- **SARC**
- **Safety Plan**
- **700 Form**
- **AMIMDBG**
- **Correlation between NWEA MAP to CAASPP Scores (Parsec Help)**

## **11. Subject: Adjournment (Action)**

*Leslie MacRae motioned that the Board adjourn; David Pierce seconded. Motion carried 4-0.*

## **12. Adjournment time: 7:57 p.m.**