



**Shasta Charter Academy/ Shasta Secondary Home School, Inc.**  
**Governing Board Meeting Minutes**  
**October 16th, 2025**  
**Called to order at 5:32 p.m.**  
**Meeting adjourned at 7:49 p.m.**  
**307 Park Marina Circle**  
**Redding, CA 96001**

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Meeting Method: In person

**Access to Board Materials:** A copy of the written materials which will be submitted to the Board may be reviewed by any interested persons on Shasta Charter Academy's website along with this agenda following the posting of the agenda at least 24 hours in advance of this meeting

**Disability Access:** Requests for disability-related modifications or accommodations to participate in this public meeting should be made 24 hours before the meeting by calling (530)245-2600. All efforts will be made for reasonable accommodations. The agenda and public documents can be modified upon request as required by Section 202 of the Americans with Disabilities Act.

**In attendance:**

**Board Members present:** Des Comer, Don Hess, Carlie Hinderscheid, Tawnya Hiscock, Jennifer Waltman, Leslie MacRae

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

**Visitors present:** Lisa Schuler (parent)

**Board Chair, Des Comer called the meeting to order at: 5:32 p.m.**

**Public Comment:** None

**1. Approve Agenda/ Reordering of the Meeting Agenda (Action)**

*Jennifer Waltman motioned to approve the Meeting Agenda; Don Hess seconded the motion. Motion carried 6-0.*

**2. Minutes**

**2.1. Regular Board Meeting Minutes from 8-28-25 (Action)**

*Leslie MacRae motioned to approve the Regular Board Meeting Minutes from 8-28-25; Tawnya Hiscock seconded the motion. Motion carried 5-0.*

*\*Carlie Hinderscheid was absent from that meeting so she couldn't vote on it.*

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

Don Hess commented that everyone should vote in the special election. Leslie MacRae commented that she enjoyed going to the CSDC Conference and learned a lot.

**4. Board Business**

**4.1. Charter Board University – Chapters 19 and 20 (Discussion)**

Governing Board Regular Meeting Dates for the 2025-2026 School Year: 8/28, 10/16, 12/11, 2/12, 4/16, 6/4, 6/11

*Respectfully submitted by CeCe Walters*

The Board discussed these two chapters. SCA's authorizer, SUHSD, has only had two Superintendents in the last 20 years which is amazing. There was a section of do's and don'ts for Board Members that was discussed. Overall, through a little self-reflection, the Board seems to be doing a great job and not doing any of the things mentioned that are bad practices.

#### **4.2. Board Evaluation Discussion (Discussion)**

The Board Self Evaluation was discussed and Leslie MacRae asked if any of the other Board Members attended the training on this. Carlie Hinderscheid said that there would be an evaluation emailed to them. Matt Wahlman clarified that there is a document for the Board to look at and discuss Board Evaluations. Des Comer asked when the Board needed to do this evaluation. Ben Claassen recommended that they discuss when they want to do it and that this could be an action item for the next meeting. He could also provide the Board with the old evaluations to look at to see if they want to use them.

#### **4.3. New Board Training Resource (Discussion)**

Ben Claassen went over a book by Caitlyn O'Halloran (of CSDC). He said it is a great book. She was a presenter at the conference and the book was being handed out at the conference. Ben discussed with her the idea of using this book versus Charter Board University for Board training, and she recommended using her book as it's more applicable to schools in CA and it's up to date. The Board feels they should finish the Charter Board University this year, though not every chapter, since they are almost done with it. Then they'll start the new book.

#### **4.4. CSDC Annual Conference (Discussion)**

Des Comer suggested that each Board member prepares a little section of what they learned at the conference to present it in the future. Ben Claassen suggested they present 1-2 things that really stood out to them and they can present it at a Board study session. He also mentioned the new state law that requires Board members to do an Ethics Training which is a new thing. Matt Wahlman appreciated the processes for hiring leadership and new level leadership. Don Hess appreciated the attorneys going over school policies and how he needs to be aware of our policies.

#### **4.5. Schedule Board Study Session (Action)**

The Board discussed possible dates and places to have the study session and Ben Claassen asked them to take action on scheduling it.

*Jennifer Waltman motioned to schedule a Board Study Session on Friday, 11/14/25 from 10am-2pm.; Carlie Hinderscheid seconded the motion. Motion carried 6-0.*

### **5. Director's Report**

#### **5.1. Enrollment Report (Discussion)**

Ben Claassen gave the Board the update on enrollment. Currently, SCA is almost full and Ben is pulling students off the waitlist to fill spots.

#### **5.2. Vision Retreat (Discussion)**

Ben Claassen discussed what the Vision Retreat is with the Board. This is a day where the school gets the staff and Board together to discuss the vision and direction of SCA for the future. Where is the school now, where does it want to be, and how can we implement these ideas to get there? This is a time for sharing ideas for curriculum, the campus, etc. to guide the next 10-15 years. The Retreat will happen sometime in the spring. Once we have a day set, Ben will email an invite to the Board. Ben would like to have this in mid-March, perhaps 3/6/26.

#### **5.3. Read 180 Implementation (Discussion)**

Ben Claassen discussed this program with the Board. Our English scores have stagnated and we want to increase the students' learning and CAASPP scores in this area. This program is to help students who scored low in reading. It is a remediation reading program. The school is also looking at implementing Math 180. Don Hess would like to visit one of Tawnya's math classes

just to get an idea of what it's like. He would also like to look at the Read 180 Demo, so Ben is going to send it to him.

## **6. Policies, Plans, Documents, Reports**

### **6.1. Alternative Graduation Pathway for Students Who Qualify for the California Alternative Assessment Policy (Action)**

Ben Claassen discussed this with the Board and went over the documents provided to him by the SELPA and CSBA. He asked the Board to take action to approve a policy to give students who qualify for the Alternative Assessment Policy an alternative graduation pathway.

*Carlie Hinderscheid motioned for the Board to adopt the Alternative Graduation Pathway for Students who Qualify for the CA Alternative Assessment Policy; Tawnya Hiscock seconded the motion. Motion carried 5-0.*

\*Jennifer Waltman recused herself as she has a conflict of interest. She left the room at 6:38pm and returned at 6:43pm.

### **6.2. CIF Athletics: Soccer Teams (Action)**

Matt Wahlman discussed with the Board that the school has over 17 girls interested in playing soccer and asked the Board to approve SCA to have both a girls and boys team for soccer.

*Don Hess motioned that the Board approve having both a boys and girls soccer team beginning with the 2025-26 school year; Carlie Hinderscheid seconded the motion. Motion carried 6-0.*

## **7. Business Services**

### **7.1. Legislation and Finance update (Discussion)**

Matt Wahlman went over legislation and finance with the Board. Some highlights include state minimum wage, beginning in January, becoming \$16.90. Regarding exempt employees and Dept. of Labor standards, the school's salary schedules will be compliant this year, but very likely not next year as they are very close to the threshold this year. So salary schedules will need to be updated. Matt asked the Board for their input on how and when they would like to implement changes. They responded that they would like him to build compensation schedules retroactive to 7/1/25 to be considered at the December Board meeting. SCA is financially healthy and there will be discussion over the next few months on how best to allocate school spending and its reserves. Matt also went over SB 19, AB 640, AB 382, AB 84 (now a two-year bill), and SB 414.

### **7.2. SCA and SSHS, Inc. warrants for August and September 2025 (Action)**

Matt Wahlman went over the warrants for August and September with the Board.

*Jennifer Waltman motioned to approve the SCA and SSHS warrants for August and September 2025; Don Hess seconded the motion. Motion carried 6-0.*

### **7.3. 2024-2025 Unaudited Actuals (Action)**

Matt Wahlman went over the 2024-2025 Unaudited Actuals with the Board and answered their questions.

*Carlie Hinderscheid motioned to approve the 2024-2025 Unaudited Actuals; Jennifer Waltman seconded the motion. Motion carried 6-0.*

### **7.4. Retirement Stipend (Action)**

Matt Wahlman discussed updating the retirement stipend, as it hadn't been updated in over four years, and went over his recommendations. These retirement stipends are specifically for staff who work at SCA for a long period of time and then retire from SCA.

*Jennifer Waltman motioned to approve the updated Retirement Stipend retroactively effective 7-1-25; Carlie Hinderscheid seconded the motion. The motion carried 5-0.*

\*Tawnya Hiscock recused herself as she has a conflict of interest. She left the room at 7:33pm and returned a few minutes later after the discussion and vote.

### **7.5. Industrial Arts Shop update (Discussion)**

Matt Wahlman and Ben Claassen gave an update to the Board on the progress of this project.

### **7.6. SCA Athletic Booster Club (Discussion)**

Matt Wahlman discussed this with the Board as the school has an SCA parent who wants to start this and seems like a great fit for it. Matt discussed all the steps needed to do this and that while the school wouldn't control the Booster Club, it would have to regulate it. This could be a huge benefit to our Athletics program but will take work from SCA staff, and a lot of work from the parents who are doing it. There are a ton of laws and regulations on what Booster Clubs can and can't do. It would be a separate nonprofit from the school. It would have to do taxes, at least informational, carry their own insurance, etc. This will probably be coming to the Board in the future to approve or not approve a SCA Athletic Booster Club.

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

### **8.1. Charter Board University – Chapters 23 and 24 (Discussion)**

### **8.2. 2025-2026 Course Catalog (Discussion)**

### **8.3. 2024-2025 CAASPP Test Report (Discussion)**

### **8.4. 2025-2026 Staff Manual (Action)**

### **8.5. 2025-2026 Student and Parent Handbook (Action)**

### **8.6. 2025-2026 1st Interim Budget (Action)**

### **8.7. 2024-2025 Audit (Action)**

### **8.8. Updated and retroactive compensation schedules (Action)**

### **8.9. Board Evaluations (Discussion)**

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

*Don Hess motioned to adjourn the meeting; Jennifer Waltman seconded the motion. Motion carried 6-0.*

**Adjournment time:** \_\_7:49 p.m.\_\_