Shasta Charter Academy/ Shasta Secondary Home School, Inc.
Governing Board Meeting Minutes
April 16th, 2026
Called to order at 5:34 p.m.
Meeting adjourned at 8:22 p.m.
307 Park Marina Circle
Redding, CA 96001

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, Tawnya Hiscock, Jennifer Waltman, Carlie Hinderscheid

Board Members absent: Leslie MacRae

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

Visitors present: None

Board Chair, Des Comer, called the meeting to order at: 5:34 p.m.

Public Comment: None

1. Approve Agenda/ Reordering of the Meeting Agenda (Action)
Jennifer Waltman motioned to approve the agenda; Carlie Hinderscheid seconded the motion. Motion carried 5-0.

2. Minutes (Action)

2.1. Regular Board Meeting Minutes from 2-12-26 and Special Board Meeting Minutes from 3-6-26
Carlie Hinderscheid motioned to approve the Board meeting minutes from 2-12-26; Don Hess seconded the motion. Motion carried 5-0.
Carlie Hinderscheid motioned to approve the Board meeting minutes from 3-6-26; Jennifer Waltman seconded the motion. Motion carried 5-0.

3. Subject: Comments and reports from individual Board Members and SUHSD Board Liaison (Information only) Tawnya said there are only 7 more class periods for each class left this year.

4. Board Business

4.1. Governing Board Regular Meeting Dates for 2026-2027 School Year (Action)

Recommended: 8/27, 10/15, 12/10, 2/11, 4/15, 6/3, and 6/10

Jennifer Waltman motioned to approve the Board Regular Meeting dates for the 2026-27 School year; Carlie Hinderscheid seconded the motion. Motion carried 5-0.

4.2. 2026- 2027 Board Membership (Action)

Jennifer Waltman motioned to accept the resignation of Des Comer and Leslie MacRae as of the end of the current fiscal year, June 30th, 2026; Tawnya Hiscock seconded the motion. Motion carried 5-0.

4.3. 2026- 2027 Board Officers (Action)

Des Comer nominated Jennifer Waltman to be the new Board Chair. Carlie nominated Don Hess as the Vice Chair. Ben Claassen will continue to be in the role of CEO and Matt Wahlman will also be in the same positions of Secretary and Treasurer.

Carlie Hinderscheid motioned to accept Jennifer as the Chair, Don as the Vice Chair, Ben as the CEO and Matt as the Secretary and Treasurer; Jennifer Waltman seconded the motion. Motion carried 5-0.

4.4. March 2026 SCA Vision Retreat Reflection (Discussion)

The Board discussed the Vision Retreat. Some of the comments: “Didn’t like only being in two groups.” “Switching groups half way during the day included someone who is retiring and so it felt like nothing got done.” Carlie shared that she was very disappointed in one of our staff members who is retiring, because she said that person was negative, and was just overall not interested in any discussion since she was retiring. Because every time ideas were suggested the person who is retiring shot them down. For the fun team building activity: The Legos were fun but challenging. Other comments were that it was fun and enjoyable to meet new people. It was fun to see people in a more relaxed environment. Food was wonderful and the place was so nice!! Love to do it again and it was a great experience! “Very well done and as a collaborative group it captured so many thoughts and ideas.”

4.5. California Charter School Board Governance Handbook p. 1-9 (Discussion)

The Board discussed pages 1-9 and went through the questions. Jennifer liked the preamble of what a Charter school is. Des Comer asked “how are Charter Schools funded?” Matt talked about how we get some funding from the State, some from the SELPA, some from the district in lieu of property taxes, some from the federal government, and also some from donations as they come in. They went over how our education model is a “Personalized Learning” model. We went over how the school was founded in 1999. What’s a prop 39 agreement? Matt discussed how these are special facility funds that we don’t get. Who is our authorizer? SUHSD. Our Board bylaws were updated last year.

Matt pointed out that Charters were established to operate independently from the regular school system and also to provide competition with the regular schools as a healthy thing to find better ways to give the students better educations. Next time the Board will go over pages 10-22.

4.6. Board Self- Evaluation (Discussion)

The Board talked about coming up with a Board Self -Evaluation. Matt suggested putting this on the agenda for the August board meeting.

4.7. Mandated Reporter Training for Board Mandate for 2026- 2027 School Year (Discussion)

Ben discussed with the Board that a law passed in January that the Board will have to do this training. The school will be launching this training, and all the Board members need to have it done by July 1st.

5. Policies, Plans, Documents, Reports

5.1. AB 3216 (Phone- Free School Act) Policy (Action)

The Board took some time to discuss this policy. The Board feels the policy is very vague and needs to go back to staff to revamp it. Ben suggested we define "instructional space" and the Board discussed rewording parts of the policy. So, the Board then discussed ways to reword it and what parts to reword. Jennifer liked not having a locker but having the kids have their phones on their person. Tawnya suggested it could be in their backpacks. Ben will talk to the staff at the May staff meeting to revamp this. Don commented that we as a school have a robust notification security system in place if kids can't have their phones on campus. Don also mentioned that if every student can put their phone in their backpack that would be great.

Jennifer Waltman motioned to send this policy back to the staff to be reworked and updated considering that cell phones not be used inside the building and to also includes a progressive discipline policy; Don Hess seconded the motion. Motion carried 5-0.

5.2. Athletics for 2026- 2027 - Sports Offered, Costs, and Policies (Action)

Matt went over this with the Board in detail and the concern about wrestling and whether we will have a full team next year. He also went over the fees. If we keep the current amounts we will probably be over the 30% threshold of costs (of how much families would pay) so he feels we need to lower the fees. He said lowering the fees is his hope and goal for each year, and that more donations would come in and help with costs. He went over the pluses and minuses of adding track and field.

Jennifer Waltman motioned to discuss offering track and field in the future but to approve the decrease in athletic fees to $210, $270, and $330; Carlie Hinderscheid seconded the motion. Motion carried 5-0.

5.3. California School Dashboard Indicators Data Preview (Discussion)

Matt went over this with the Board and shared a few of the statistics from the student survey. The Board will have the full report when they go over the LCAP.

5.4. SCA/ SUHSD MOU (Memorandum of Understanding) (Action)

Matt discussed the agreement we have with SUHSD. Typically, this agreement goes along the exact same years as our Charter, but because of COVID we need to do a new MOU for one year next year and then we will realign with our Charter. This defines who does what in this working relationship. Matt met with David Flores who is the CBO for the District and overall, the conversation went very well. There is a big change which is that we have purchased our own Aeries. But with this comes changes with CALPADS, CBEDS, and attendance reporting. This has always been done by the district. Ben has also asked if there could be an exception and that our students could take CTE classes at the District schools. Matt is also talking about the fee adjustment because the District won't be doing certain things with Aeries since we will have our own. They also discussed fingerprinting because they are doing more for us in this area than in the past since we have coaches now. Matt proposed to table this item for now as discussions with the district were still ongoing.

Jennifer Waltman motioned to table this item; Carlie Hinderscheid seconded the motion. Motion carried 5-0.

6. Director's Report

6.1. Enrollment Report (Discussion)

Ben discussed with the Board that we still have a waitlist for next year and enrollment is strong.

6.2. CIF Sports Report (Discussion)

Ben went over this with the Board. The guys' golf team won two matches in a week. One of our wrestlers went to state and he actually purchased a letterman's jacket with SCA on it, which was really fun to see.

6.3. Love and Logic Parenting Workshop (Discussion)

Ben discussed with the Board how one of our Facilitators, Patrick Bloom, asked Ben and Matt if he could teach this to any parents who are interested. So, the curriculum has been purchased, and an email has been sent out to all the parents. This teaching will happen in the fall.

7. Personnel

7.1. Job Descriptions - (Action)

Ben discussed this with the Board. He is revamping the positions as needed. CeCe's job description has been updated, and he and Matt would like this title to align with what she does here at SCA. They are asking that the Board approves this new job description.
Carlie Hinderscheid motioned to approve the new job description for the Executive Assistant; Jennifer Waltman seconded the motion. Motion carried 5-0.

7.2. Staff Hiring and/ or Resignations (Action)

Ben discussed how Marti Bigelow came to Ben with her resume. He wasn't looking for someone but there had been discussion of hiring a new math teacher. Marti has worked at Redding Christian for 17 years as the math teacher and also as the counselor. Ben will have her as a Math teacher and facilitator beginning in August. Ben also talked to the Board about Jessica Davis who will start with SCA on April 27th. She will be the new school secretary.
Jennifer Waltman motioned to approve the hiring of Marti Bigelow and Jessica Davis; Carlie Hinderscheid seconded the motion. Motion carried 5-0.

7.3. CIF Representative Designation (Action)

Ben recommended that April and Cody continue in these roles, CIF Representative and alternate.
Don Hess motioned to approve April Dixon and Cody Pierce to continue in these roles for the 2026-27 school year; Carlie Hinderscheid seconded the motion. Motion carried 5-0.

8. Business Services

8.1. Legislation and Finance update (Discussion)

Matt discussed this with the Board. There is good, strong state revenue growth expected. Matt went over AB 2496 which would eliminate SARC and use the CA dashboard instead. He is happy about this. Ben discussed that there is a bill out there that would say if you are an administrator at a Charter school you can participate in STRS, as that became an issue from a bill last year, though it wouldn't go into effect until later. No recent news on the Governor's Trailer Bill. We should know more by June. SCA is financially healthy.

8.2. SCA and SSHS, Inc. warrants for February and March 2026 (Action)

Matt discussed the warrants with the Board and pointed out that March is much higher because of the retroactive salary schedules.
Tawnya Hiscock motioned that they approve the warrants for Feb and March 2026; Jennifer Waltman seconded the motion. Motion carried 5-0.

8.3. 2025- 2026 2nd Interim Budget (Action)

Matt discussed this with the Board and that the P-2 ADA was slightly over the projected budget, which is good. He discussed the state aid for the prior year and that it was showing a negative revenue because the state "overpaid" the school and this is the accounting for them taking it back. The school is projected to end the year with a good balance. Don asked a couple of questions about the revenue, etc. and Matt answered them. Matt also went through the budget and explained the importance and meaning of the different columns.

Carlie Hinderscheid motioned to approve the 2025-2026 2nd Interim Budget; Don Hess seconded the motion. Motion carried 5-0.

8.4. Industrial Arts Shop update (Discussion)
Matt talked about how cool this shop and program are and that we are hopefully coming down to the end. He chatted with our contractor, Lee, and Matt was able to let Jason know that next week should be the last day he has to set up the glass sculpting class in the front parking carport. He is hoping to get the certificate of occupancy soon. Matt also discussed the cost savings the school was able to realize in electrical work by pushing to get more bids – over $60K of savings! Matt said the school should come in under the approved budget, which is great!

8.5. 2026-2027 LCAP (Discussion)
Matt went over this with the Board. He provided a summary version of what will go into the LCAP. This is a three-year cycle. Some changes: more math classes next year and developing more CTE pathways. Jason and April should be getting their CTE credentials this summer. Providing training for parents with the Love and Logic class. New resources have been and are still being purchased for both glass sculpture and ceramics.

8.6. Giving for Grizzlies Support Initiative (Discussion)
Matt discussed this initiative that he has come up with to recognize those who donate to the school athletics and robotics programs. There would be things like banners in the lobby thanking them for their support that stay up for the year, social media shout outs, adding a supporter's page on the school website, plaques, etc. Matt shared a little about the nuances and legal differences between advertising and acknowledging a gift. This would be an acknowledgment of the gifts given. This would be a more formal, ongoing fundraiser. He wants to create something for the Board for the next meeting that they can approve. Carlie asked if the donations given would be tax deductible and Matt said that, barring the odd circumstance, they would be.

8.7. New Positions: Compensation Schedules Beginning 7/1/26 (Action)
Matt discussed with the Board the new position of Executive Assistant, and a new compensation schedule for that role, for a staff member who was currently titled Administrative Assistant but who really did more than that title indicated. CeCe offered to step out of the room for the discussion, but the Board said that that wasn't necessary. The Board discussed and decided that they would like the new Executive Assistant salary to become effective May 1st, 2026.
Jennifer Waltman motioned that the Executive Assistant compensation schedule and title be effective 5-1-26; Carlie Hinderscheid seconded the motion. Motion carried 5-0.

Matt also discussed with the Board that one of the school's paraprofessionals would be a certificated intern teacher in the 26-27 school year while finishing his credential so there was a need for a new compensation schedule, the Certificated Intern Teacher Salary Schedule 7-1-26.
Don Hess motioned that they approve the certificated intern teacher salary schedule; Jennifer Waltman seconded the motion. Motion carried 5-0.

9. Agenda Items for the next Board meeting

9.1. California Charter School Board Governance Handbook p. 10- 22 (Discussion)
9.2. California School Dashboard Local Indicators Report on 2025-2026 (Discussion)
9.3. 2026- 2027 LCAP (Action)
9.4. 2026- 2027 Original Budget (Action)
9.5. Governance Communication Letter from SCA Auditor (Discussion)
9.6. 6/11/26 Board Meeting (Action) – potentially cancel

10. Subject: Adjournment (Action) Adjournment time: ___8:22pm___________
Jennifer Waltman motioned to adjourn the meeting; Don Hess seconded the motion. Motion carried 5-0.