Shasta Charter Academy/ Shasta Secondary Home School, Inc.
Governing Board Meeting Minutes
June 4th, 2026
Called to order at 5:31 p.m.
Meeting adjourned at 8:33 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

Visitors present: None

Board Chair, Des Comer, called the meeting to order at: 5:31 p.m.

Public Comment: None

1. Approve Agenda/ Reordering of the Meeting Agenda (Action)
Jennifer Waltman motioned to approve the agenda; Don Hess seconded the motion. Motion carried 4-0.

2.Minutes (Action)

2.1. Regular Board Meeting Minutes from 4-16-26
Don Hess motioned to approve the Regular Board Meeting Minutes from 4-16-26; Tawnya Hiscock seconded the motion. Motion carried 4-0.

3.Subject: Comments and reports from individual Board Members and SUHSD Board Liaison (Information only)
None

4.Board Business

4.1. California Charter School Board Governance Handbook p. 10-22 (Discussion)
The Board discussed this. One highlight was that the Board members need to be prepared for the Meetings. Also, it's good that Matt brings up the audits with the Board.

Tawnya thought it could be helpful to have the items/documents in the drive to be numerically in order to match the agenda as sometimes the Board has a hard time finding what document goes with the agenda. Matt suggested putting into "list" form. The 10/10 rule is good. Matt found something interesting, on page 20… "semi closed" session that is not legal for us. This seems to be the case if we have a closed session, and we have a staff member there that is not essential. So, for example, the last meeting CeCe stayed because she was the notetaker, and the Board asked her to stay, but the Board may want to consider this going forward and have someone else take the notes if she's not essential. Des mentioned on page 21 she liked the section "when is a meeting a meeting," when working on a google doc. They also discussed when replying via email it needs to not be "reply all", if someone needs to bring up something with a board member so it's not the entire group discussing it.

4.2 Retiring Board member recognition (Discussion)
Ben talked about how much he appreciated Des Comer and all she has done for the Board. He also gave her a gift. The Board gave her a blown glass item that Jason Paine made. Matt also said kind words about Des, talking about how she has been consistently steadfast. Des expressed that she has had a wonderful time on this Board, and she has learned so much! She feels that being on the Board has given her confidence and has been a monumental, personal growth experience. She expressed much gratitude. They wanted to recognize Leslie too but she couldn't be at the meeting.

4.3. Governance Communication Letter from SCA Auditor (Discussion)
Matt had asked to get a copy of this letter prior to the Board meeting, but had not yet received it to pass along. He went over with the Board that they can reach out to the auditors any time they feel the desire or need; Matt gave them the information on how to do that. Matt later received the Letter and passed it on to the Board. Carlie joined the meeting at this point. She had to work late.

4.4. Regular Board meeting scheduled for 6/11/26 (Action)
Jennifer Waltman motioned to cancel the meeting for 6-11-26; Carlie Hinderscheid seconded the motion. Motion carried 5-0.

4.5. SSHS, Inc. Articles of Incorporation amendment (Action)
Matt discussed with the Board that CalSTRS changed their requirements and essentially shut out teachers who work at Charter Schools. To bring us back in, they need certain documents and assurances signed. Because we are a public school and part of CalSTRS and would like to continue in that, they are requiring that the nonprofit make amendments to its articles of incorporation. The language should be updated by July 1st of 2026. Article 8 is specifically in need of changing, but Article 3 is also recommended to be updated.
Jennifer Waltman motioned to approve the amended Articles of Incorporation for SSHS, Inc. with changes specifically to Articles 3 and 8; Carlie Hinderscheid seconded the motion. Motion carried 4-0.
**Tawnya recused herself.*

4.6. CalSTRS Form ES0765: Charter School/ Nonprofit Benefit Corporation Certification (Action)
Matt discussed with the Board that this is the form that needs to be certified and sent to CalSTRS.
Don Hess motioned to approve agreement with and the signing of the CalSTRS form ES0765; Carlie Hinderscheid seconded the motion. Motion carried 4-0.
**Tawnya recused herself.*

5. Policies, Plans, Documents, Reports

5.1. AB 3216 (Phone- Free School Act) Policy (Action)
Ben went over this with the Board and asked them to approve it.

Jennifer Waltman motioned to approve the SCA Cell Phone policy; Carlie Hinderscheid seconded the motion. Motion carried 5-0.

5.2. New Mission, Vision, and Desired Student Learning Results Document (Action)
Ben briefly went over this with the Board and some desired changes. One of those things was stripping away the methods. Matt talked about how the staff and Board had input. Then Ben took all of their comments, put it together, brought it back to staff and then to leadership and now has the new DSLR's. Matt mentioned the excellent job Ben did on this. The Board really likes the new DSLR's. Ben asked the Board to approve them.
Carlie Hinderscheid motioned to approve the new Mission, Vision and DSLR's document; Jennifer Waltman seconded the motion. Motion carried 5-0.

5.3. SCA 2025- 2026 ACAS WASC Mid-Term Accreditation Report (Action)
Ben discussed with the Board and told them he had to submit it by June 1st. WASC already accepted it, so now he wants the Board to approve it.
Tawnya Hiscock motioned to approve the SCA 2025-26 ACAS WASC Mid-Term Accreditation Report; Carlie Hinderscheid seconded the motion. Motion carried 5-0.

5.4. Athletics for 2026- 2027 - Sports Offered, Costs, and Policies (Action)
Matt discussed Athletics. The school is planning to offer Wrestling this year, but a minimum of 4 athletes are needed to be committed to the sport by 10/15/26 for the school to have a team and compete this year due to the cost and low participation. The plan is to let the wrestling coach know so he can get the word out about the team. Matt also discussed that there is time to decide whether or not to offer Track in the spring.
Jennifer Waltman motioned to approve the plan for Wrestling for 2026-2027 and to not make a decision yet on Track; Don Hess seconded the motion. Motion carried 5-0.

5.5. California School Dashboard Local Indicators Report on 2025-2026 (Discussion)
Matt discussed and went over this report with the Board. Local indicators are things the state does not collect data on. Matt went over the survey results from the students. Overall, the survey results were really positive. A few comments that stood out "perfect fit' "I like the environment of the staff and students…it's healthy", etc. He also went over the parent surveys. Those were also positive! The Board had access to read both.

5.6. Reduced Workload Program policy (Action)
Matt discussed how he and Ben were approached about this program. A brief overview: employees, if they meet certain requirements, can work less than full time and be paid that same less than full time amount, however they will get a full year of service credit for retirement and they and the school will pay the amounts to PERS or STRS based on a full 1 FTE pay amount of the employee. This has existed for quite a while and is for both certificated and classified. Matt and Ben would like to use this if a staff member might need more space in their work life to accommodate things going on in their life. They need to be 55 and have worked at least 10 years, among other things.
Carlie Hinderscheid motioned to approve the SCA Reduced Workload Program Policy; Jennifer Waltman seconded the motion. Motion carried 4-0.
**Tawnya recused herself.*

6. Director's Report

6.1. Enrollment Report (Discussion)
Ben went over with the Board that the school has been pulling students from the waitlist to offer them a spot at the school and that the school currently has 2 open spots. The freshmen class is quite large.

6.2. CIF Sports Report (Discussion)
Ben discussed that sports have gone well and that the school had its first athletic scholarship recipient for golf at Simpson. Students love that SCA has athletics!

7. Personnel

7.1. Job Descriptions

7.1.1. Registrar - Data Supervisor (Action)
Matt and Ben discussed that we are changing the Registrar title to Registrar and Data Supervisor to better align with new job duties. Ben met with Kelly Brace, the current Registrar, and talked to Patricia as well about the job description. They looked over this new, combined job description.
Jennifer Waltman motioned to approve the title change of Registrar to Registrar and Data Supervisor, and the new job description. Don Hess seconded the motion. Motion carried 5-0.

7.2. Staff Hiring and/ or Resignations

7.2.1. Registrar resignation (Action)
Kelly Brace is retiring in August and provided a letter of resignation. She will be missed!
Jennifer Waltman motioned to accept Kelly Brace's resignation letter; Carlie Hinderscheid seconded the motion. Motion carried 5-0.

7.2.2. Hiring

7.2.2.1. Registrar - Data Supervisor, facilitator, facilitator/ math teacher, and paraprofessional (Action)
Don Hess motioned to approve the hiring of Patricia James in the position of Registrar - Data Supervisor, Cody Pierce will now be a facilitator, and Alexis Ortega will be a new Instructional Paraprofessional; Tawnya Hiscock seconded the motion. Motion carried 5-0.

7.3. Reduced Workload Program request (Action)
Carlie Hinderscheid motioned to approve Debbie Grigsby's request to participate in the Reduced Workload Program in 2026-27; Jennifer Waltman seconded the motion. Motion carried 5-0.

8. Business Services

8.1. Legislation and Finance update (Discussion)
Matt gave the Board an update on current legislation and finance.
No structural deficits in the state budget are being dealt with by CA. Due to Newsom's accounting gimmicks, about $4 billion owed to schools is being delayed. The budget trailer bill: is supposed to be used to enumerate how the budget is going to be enacted but it's not being used for that; it's being used for lawmaking while subverting all the committee, public, and transparency processes. There are some compliance pieces that if they go through it can really change how we do things financially. Matt will know in about a month regarding all of this. SB 848 could have some big implications like vendors who have contact with students needing to become mandated reporters and do the training to continue to be a vendor. AB 2496: to eliminate the SARC and use the California School Dashboard instead; it passed the Assembly floor and was referred to the Senate Committee on Education for further review. SCA is financially healthy.

8.2. Industrial Arts Shop update (Discussion)
Matt discussed this with the Board. We do have our certificate of occupancy. There are a few things that still need to be done, as is common with construction projects. The Board would like a tour of it! The school is below budget for this building. We just picked out pottery wheels and some of the furniture has already arrived. There are only 4 glass sculpture programs in CA.

8.3. SCA and SSHS, Inc. warrants for April and May 2026 (Action)
Matt went over the warrants with the Board and asked if they had any questions. Don noticed that the books/supplies went up and he wanted to know why the capital outlay went down. That was

because of construction ending and the books/supplies went up to plan for the upcoming new school year.
Jennifer Waltman motioned to approve the SCA and SSHS, Inc. warrants for April and May 2026; Tawnya Hiscock seconded the motion. Motion carried 5-0.

8.4. 2026-2027 Original Budget (Action)
Matt went over the budget with the Board and opened it up for questions. He mentioned that this would be the largest amount of annual revenue the school has ever had due to the larger projected ADA. He talked about saving for future desired plans and purchases.
Carlie Hinderscheid motioned to approve the 2026-2027 Original Budget; Jennifer Waltman seconded the motion. Motion carried 5-0.

8.5. SCA/ SUHSD MOU (Memorandum of Understanding) (Action)
Matt went over with the Board the changes with the MOU. We will have our own Aeries. CTE classes won't be shared between the district schools and us. The fee that the school pays SUHSD for services will be reduced. The school enjoys the partnership and services received from the district.
Jennifer Waltman motioned to approve the SCA/ SUHSD MOU; Carlie Hinderscheid seconded the motion. Motion carried 5-0.

**The Board took a break from 7:17pm until 7:28pm*

8.6. 2026-2027 LCAP (Local Control and Accountability Plan) (Action)
Matt went over this with the Board. He asked them if they had any questions.
Jennifer Waltman motioned to approve the 2026-2027 LCAP; Tawnya Hiscock seconded the motion. Motion carried 5-0.

8.7. Giving for Grizzlies support initiative (Action)
Matt came up with this initiative and discussed it with the Board. The goal is to primarily support SCA's athletics and robotics programs; this will be an ongoing fundraiser. The school will acknowledge the donations given and make it clear that those gifts are voluntary.
Carlie Hinderscheid motioned that the proposed Giving for Grizzlies ongoing fundraiser and subsequent costs for acknowledging the donors would serve a public purpose and the school's educational mission and to approve the Giving for Grizzlies support initiative; Jennifer Waltman seconded the motion. Motion carried 5-0.

8.8. Registrar - Data Supervisor compensation schedule starting 7/1/26 (Action)
Matt went over how this schedule had been created. Following its creation, Ben and he met with Patricia, and she was happy with it as well.
Carlie Hinderscheid motioned to approve the Registrar - Data Supervisor compensation schedule starting 7-1-26; Don Hess seconded the motion. Motion carried 5-0.

8.9. Other certificated assignments compensation starting 7/1/26 (Action)
Matt discussed this briefly with the board. The basic framework and beginning amounts they had approved a few years ago. He found out that STRS has not been counting any of this extra duty of teaching extra classes toward their retirement. In researching, Matt found that STRS's reasoning was that the prior way the extra duty teaching stipends were written didn't state a basis for a raise. So, he tried to create something that has a basis for a raise which is 5 % every other year. The hope is that this will now be creditable and applied to the teachers' retirements. He hasn't heard back yet, but feels this should qualify.
Jennifer Waltman motioned to approve the other certificated assignments compensation starting 7-1-26; Don Hess seconded the motion. Motion carried 4-0.
**Tawnya recused herself.*

8.10. Health stipends starting 7/1/26 (Action)
Matt discussed this with the Board. The amounts are unchanged for the upcoming year, but a minimum for employee eligibility based on FTE was added as well as verbiage giving the reasoning for the stipend in the first place: "These payments are offered to help the staffing situation here because the school does not have available to it the same group health insurance rates and plans that a district can offer. The lack of which decreases the number of people willing to apply and work at our school. The compensation is offered to help overcome that difficulty." It remains to be seen whether these stipends will be counted towards employees' STRS and PERS retirement.
Jennifer Waltman motioned to approve the health stipends starting 7-1-26; Carlie Hinderscheid seconded the motion. Motion carried 4-0.
**Tawnya recused herself.*

8.11. Clay Target League coaching stipend starting 7/1/26 (Action)
Matt went over this with the Board. Trap is a sport and it benefits the kids in many ways. The proposal is a $3,800/year stipend due to the extra travel, fundraising, and time that is put in. The shoot times are on Sunday afternoons.
Don Hess motioned to approve the Clay Target League coaching stipend starting 7-1-26; Jennifer Waltman seconded the motion. Motion carried 5-0.

8.12. Property and liability insurance provider for 2026-2027 (Action)
Matt went over this with the Board. The school's current provider is CharterSafe; the cost for the upcoming year would be about $4,000 more than the current year. He recommends continuing with them.
Jennifer Waltman motioned to approve CharterSafe as the school's Property and Liability Insurance provider for 2026-27; Carlie Hinderscheid seconded the motion. Motion carried 5-0.

9. Agenda Items for the next Board meeting

9.1. California Charter School Board Governance Handbook p. 23- 32 (Discussion)
9.2. Board Self-Evaluation (Action)
9.3. 2026- 2027 Employee Handbook (Action)
9.4. 2025- 2026 Proposition 28 AMS Annual Report (Action)
9.5. 2026- 2027 Parent and Student Handbook (Action)

10. Subject: Adjournment (Action) Adjournment time: __8:33pm**___________**
Jennifer Waltman motioned to adjourn the meeting; Tawnya Hiscock seconded the motion. Motion carried 5-0.