

**Tehama eLearning Academy**  
**GOVERNANCE COMMITTEE MEETING**  
Meeting Minutes  
April 13, 2016

The meeting of the Tehama eLearning Academy Governance Committee was held on the above date. In addition to the Committee Members, Denise Cottingham, CBO and Linda Malena, Office Manager were also present.

- |   |   |
|---|---|
| Call to Order                           | Mr. Morehouse called the meeting to order at 3:35 P.M.  |
| Roll Call and Pledge Of Allegiance      | Present: Morehouse, Matray, DuVarney, Cheek, Manuel   |
| Approval of Agenda                      | Ms. Matray moved, seconded by Mr. DuVarney to approve the agenda. The motion carried unanimously (Morehouse, Matray, DuVarney, Cheek, Manuel).  |
| Consent Agenda                          | The Governance Committee Minutes from March 23, 2016 were included in the packet. Approval of the consent agenda was moved by Ms. Manuel and seconded by Mr. DuVarney. The motion carried unanimously (Morehouse, Matray, DuVarney, Cheek, Manuel).   |
| Audience with Groups and/or Individuals | NONE  |
| Administrator Report                    | Mr. DuVarney reported that Mary Cheek will start the Administrative Credential Tier 1 program in the 16/17 school year. We will use the TCDE Assistant Superintendent as a mentor for Mary. The Site Admin/Teacher job description will be reviewed and updated. This would increase Mary's salary and reduce her student load. There will be a Family night stakeholder engagement for LCAP input and parent surveys. This will be held on 04/28/16 from 4-6. Mary conducted our last new student Orientation meeting for the year last week. TeLA will start looking for a full time Middle school teacher for the 16/17 school year. The schedule for onsite classes will be reviewed and a better schedule developed for next year. |
| CBO Report                              | Ms. Cottingham reported that we have been approved for approximately \$26,000 for additions to our adult education program and we have the \$78,743 Career Technical Education Incentive Grant program that we need to start working on.  |
| Governance Committee                    | Ms. Matray moved, seconded by Ms. Cheek to schedule a Governance Committee half day retreat on Wednesday June 1 <sup>st</sup> from 8-12 at TeLA. The TeLA Charter, Charter oversight, Governance Committee responsibilities, policies, Employee handbook, WASC Mid-Cycle visit and parent involvement will be discussed, reviewed and a schedule prepared to implement  |

changes as needed. Ms. Cottingham will find a facilitator. The motion carried unanimously (Morehouse, Matray, DuVarney, Cheek, Manuel).

2016-17 School Calendar RB High will start on school August 10<sup>th</sup>, but don't have an approved calendar other than a start date. We usually follow their calendar pretty closely but have a later start date. It was moved by Ms. Manuel and seconded by Ms. Matray to approve the TeLA school start date of August 15<sup>th</sup> an end date of June 1<sup>st</sup>, four in-service days prior to the start of school on August eighth, ninth, tenth and eleventh. In-service will include nurtured heart (Josh Kuersten), classroom management (Harry Wong, ESS), drug and alcohol training (Cynthia Cook), teambuilding (SERRF), CTE Courses, Handbook, schedules, WASC Mid-Cycle prep. The motion carried unanimously (Morehouse, Matray, DuVarney, Cheek, Manuel).

WASC Accreditation The two day mid-cycle visit is scheduled for October 24 and 25, 2016. Mr. Morehouse requested a copy of the last WASC report and the current charter document be sent to all members.

2016-17 Budget prep Ms. Cottingham talked about the 16-17 budget process including the possibility of adding health benefits for full time credentialed teachers.

Property Disposal Ms. Matray moved, seconded by Ms. Manuel to approve the Adult Education Property Disposal List. The motion carried unanimously (Morehouse, Matray, DuVarney, Cheek, Manuel).

Educator Effectiveness Ms. Matray moved, seconded by Mr. DuVarney to approve the Educator Effectiveness Plan and Expenditure Report. The motion carried unanimously (Morehouse, Matray, DuVarney, Cheek, Manuel).

LCAP Review Ms. Matray reported that she and Ms. Cottingham completed the LCAP update. Ms. Matray and Ms. Cheek have been working on the 16-17 LCAP. Ms. Cheek will edit & add staff information from the January meeting. The draft document will be ready for review in May. During the process several items need to be addressed including: need to come up with the form and communication back between teacher/counselor, address Professional Development, home visits, document teacher contact referral form did not happen. Truancy visits, establish a student counsel/leadership.

Closed Session Closed session was not needed

Governing Committee The next Governance Committee meeting is scheduled for

Governing Committee  
Discussion:

The next Governance Committee meeting is scheduled for May 10<sup>th</sup> at 3:30 P.M. Mr. Morehouse discussed a new program through CSU, Chico called High School Scholars (HSS). The program allows high school students to take two CSU classes for \$54.00 for each class. Tela would pay for the classes.

Adjournment

There being no further business the meeting was adjourned at 4:51 P.M.

Tehama eLearning Academy

2016-2017

Budget

**A. Revenue**

1) LCFF Sources (8011)		642,310
1) EPA (8012)		138,314
1) In Lieu Property Tax (8096)		127,776
2) CTEIG (8590)		78,743
2) Federal MAA reimb (8291)		0
3) Mandated Cost Gr (8550)		3,879
3) Lottery 1100.8560		13,014
3) Lottery IM 6300.8560		3,811
3) Educator Effectiveness		0
3) Clean Energy		0
4) CalWorks Grant		73,500
4) EL Civics Grant		0
Miscellaneous		26,174
Interest		5,900
<b>Total Income</b>		<b>\$1,113,421</b>

**B. EXPENDITURES**

1) Certificated Salaries	491,628
2) NonCertificated Salaries	136,945
3) Employee Benefits	221,981

**Total Personnel Costs** **\$850,554**

4) Books & Supplies	61,560
5) Services & Other Op Exp	350,448
6) Capital Outlay	0
7) Other Outgo	35,389

**Total Operating Expenses** **447,397**

**Total Expenses** **\$1,297,951**

**Net Revenue vs Expense** **-\$184,530**

<b>Beginning Balance</b>	<b>\$814,124</b>
<b>Increase/Deficit</b>	<b>-\$184,530</b>
<b>TOTAL</b>	<b>\$629,594</b>
<b>Restricted</b>	<b>\$51,378</b>
<b>Assigned</b>	<b>\$65,000</b>
<b>Assign for move</b>	<b>\$300,000</b>
<b>Assigned for MAA Audit</b>	<b>\$95,186</b>
<b>Assigned for Enroll/Attend Variance</b>	<b>\$118,030</b>
<b>Total</b>	<b>\$629,594</b>

Description	Function Codes	Object Codes	2015-16 Estimated Actuals	2016-17 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	801,496.00	908,400.00	13.3%
2) Federal Revenue		8100-8299	21,321.00	0.00	-100.0%
3) Other State Revenue		8300-8599	95,969.00	115,921.00	20.8%
4) Other Local Revenue		8600-8799	87,806.00	89,100.00	1.5%
5) TOTAL, REVENUES			1,006,592.00	1,113,421.00	10.6%
<b>B. EXPENDITURES (Objects 1000-7999)</b>					
1) Instruction	1000-1999		520,260.00	731,897.00	40.7%
2) Instruction - Related Services	2000-2999		177,993.00	312,607.00	75.6%
3) Pupil Services	3000-3999		37,862.00	40,931.00	8.1%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		68,941.00	71,363.00	3.5%
8) Plant Services	8000-8999		95,940.00	105,764.00	10.2%
9) Other Outgo	9000-9999	Except 7600-7699	29,491.00	35,389.00	20.0%
10) TOTAL, EXPENDITURES			930,487.00	1,297,951.00	39.5%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)</b>			76,105.00	(184,530.00)	-342.5%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2015-16 Estimated Actuals	2016-17 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			76,105.00	(184,530.00)	-342.5%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	738,019.00	814,124.00	10.3%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			738,019.00	814,124.00	10.3%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			738,019.00	814,124.00	10.3%
2) Ending Balance, June 30 (E + F1e)					
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Expenditures		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted					
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	754,827.00	578,216.00	-23.4%
TeLA REU	0000	9780		65,000.00	
TeLA assigned for move	0000	9780		300,000.00	
TeLA Assigned for MAA Audit	0000	9780		95,186.00	
TeLA assigned for enr/ADA variance	0000	9780		118,030.00	
TeLA REU Minimum	0000	9780	65,000.00		
TeLA Assigned for move	0000	9780	300,000.00		
TeLA Assigned for MC one time	0000	9780	54,659.00		
TeLA Assigned for MAA Audit	0000	9780	95,186.00		
TeLA Assigned for Enr/ADA Variance	0000	9780	239,982.00		
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Description	2015-16 Estimated Actuals			2016-17 Budget		
	P-2 ADA	Annual ADA	Funded ADA	Estimated P-2 ADA	Estimated Annual ADA	Estimated Funded ADA
<b>C. CHARTER SCHOOL ADA</b>						
Authorizing LEAs reporting charter school SACS financial data in their Fund 01, 09, or 62 use this worksheet to report ADA for those charter schools. Charter schools reporting SACS financial data separately from their authorizing LEAs in Fund 01 or Fund 62 use this worksheet to report their ADA.						
<b>FUND 01: Charter School ADA corresponding to SACS financial data reported in Fund 01.</b>						
1. Total Charter School Regular ADA	0.00	0.00	0.00	0.00	0.00	0.00
2. Charter School County Program Alternative Education ADA						
a. County Group Home and Institution Pupils						
b. Juvenile Halls, Homes, and Camps						
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]						
d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C2a through C2c)	0.00	0.00	0.00	0.00	0.00	0.00
3. Charter School Funded County Program ADA						
a. County Community Schools						
b. Special Education-Special Day Class						
c. Special Education-NPS/LCI						
d. Special Education Extended Year						
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools, Technical, Agricultural, and Natural Resource Conservation Schools						
f. Total, Charter School Funded County Program ADA (Sum of Lines C3a through C3e)	0.00	0.00	0.00	0.00	0.00	0.00
4. TOTAL CHARTER SCHOOL ADA (Sum of Lines C1, C2d, and C3f)	0.00	0.00	0.00	0.00	0.00	0.00
<b>FUND 09 or 62: Charter School ADA corresponding to SACS financial data reported in Fund 09 or Fund 62.</b>						
5. Total Charter School Regular ADA	89.20	89.20	89.20	93.00	93.00	93.00
6. Charter School County Program Alternative Education ADA						
a. County Group Home and Institution Pupils						
b. Juvenile Halls, Homes, and Camps						
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]						
d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C6a through C6c)	0.00	0.00	0.00	0.00	0.00	0.00
7. Charter School Funded County Program ADA						
a. County Community Schools						
b. Special Education-Special Day Class						
c. Special Education-NPS/LCI						
d. Special Education Extended Year						
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools, Technical, Agricultural, and Natural Resource Conservation Schools						
f. Total, Charter School Funded County Program ADA (Sum of Lines C7a through C7e)	0.00	0.00	0.00	0.00	0.00	0.00
8. TOTAL CHARTER SCHOOL ADA (Sum of Lines C5, C6d, and C7f)	89.20	89.20	89.20	93.00	93.00	93.00
9. TOTAL CHARTER SCHOOL ADA Reported in Fund 01, 09, or 62 (Sum of Lines C4 and C8)	89.20	89.20	89.20	93.00	93.00	93.00

# Tehama eLearning Academy 2016-17 School Calendar

	M	T	W	TH	F
August	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30	31		

	M	T	W	TH	F
February			1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28			

	M	T	W	TH	F
September				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

	M	T	W	TH	F
March			1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	31

	M	T	W	TH	F
October	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
	31				

	M	T	W	TH	F
April	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28

	M	T	W	TH	F
November		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30		

	M	T	W	TH	F
May	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30	31		

	M	T	W	TH	F
December			1	2	3
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

	M	T	W	TH	F
June				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

	M	T	W	TH	F
January	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30	31			

	M	T	W	TH	F
July	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
	31				

- First Day of Instruction
- Holidays
- Non-Instructional Days
- Staff In-Service Days/Work Days
- Graduation

PI = 85 Days      PII = 90 Days

Fall Semester 8/15/16 -12/21/16

**Student Attendance Days 175**

Spring Semester 1/10/17- 5/31/17

Graduation May 31, 2017 High School 6:00pm  
Promotion May 31, 2017 Eighth Grade 12:00pm

Approved by Board / /2016