

**Tehama eLearning Academy
Governance Committee
Meeting Minutes
August 12, 2015**

The meeting of the Tehama eLearning Academy Governance Committee was held on the above date. In addition to the Committee Members, Mrs. Denise Cottingham, CBO, and Ms. Christine Walrath, Secretary, were also present.

- Call to Order** Mr. Morehouse called the meeting to order at 3:10 pm.
- Roll Call and Pledge Of Allegiance** Present: Morehouse, DuVarney, Thoreson, Matray, Manuel.
Absent: None
Mr. Morehouse led the Pledge of Allegiance.
- Approval of Agenda** Mr. DuVarney moved, seconded by Ms. Manuel, to approve the agenda for this meeting. The motion carried unanimously (Morehouse, DuVarney, Thoreson, Matray, Manuel).
- Consent Agenda** The Governance Committee Minutes from the June 10, 2015 meeting were included in the agenda packet. Approval of the Consent Agenda was moved by Mr. DuVarney and seconded by Ms. Manuel. The motion carried unanimously (Morehouse, DuVarney, Thoreson, Matray, Manuel).
- Administrator's Report** Mr. DuVarney shared that there has been an ad in the Daily News highlighting TeLA's senior project. It focused on the mentoring of our students by local business partners. TeLA has ordered student t-shirts that will be given away to all enrolled students. MAPS assessments will be starting ASAP, and the teachers are in the process of being trained. Students will be assessed at least twice per year. There will be another new student orientation, we are hoping for 10 new students and there are around 90 current students. The Smarter Balanced testing results are coming in August. TeLA has a new monthly engagement sign-off that will hopefully help the attendance percentages this semester.
- CBO Report** Mrs. Cottingham reported that our unaudited actuals from 2014-15 were not at a deficit. There was a 5.5% salary increase for TeLA employees that was effective August 1. We will commit to another lease extension for the 715 Jackson St. building as our plans for a new building will not be completed before the current lease expires.
- Lead Teacher Job Desc.** The Lead Teacher job description will be revised to clarify which tasks can be included with the Lead Teacher and which will need administrator involvement.

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Employee Handbook

The TeLA Employee Handbook had been included with last meeting's agenda packet, and during the discussions at the last meeting there was some confusion which policies applied to certificated vs. classified employees. During this meeting, Mr. DuVarney confirmed that any personnel policies didn't need Governance Committee approval, so the revisions of the proposed Handbook would not need to be discussed at this meeting.

LCAP Updates

TeLA's LCAP goals include focus on college and career planning for students. This semester, the TeLA Counselor will meet individually with each student, beginning with seniors, to assess their future educational and career plans. He will also be leading seminar classes onsite for juniors and seniors to further develop their future plans. All of the TeLA staff will be encouraged to participate in acquiring certification as Google Educators. There will be a stipend paid to staff members as they pass each of the two exams.

Next Meeting Date

The next meeting will be held on Wednesday, October 14, 2015 at TeLA, 2:30 pm.

Adjournment

There being no further business the meeting was adjourned at 4:17 pm.