Tehama eLearning Academy
GOVERNANCE COMMITTEE MEETING
Meeting Minutes
August 16, 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, Wes Grossman, TCDE Asst Supt. Business Services, Karen Reno, Tehama eLearning Resource Teacher and Nikki Vogt, Tehama eLearning Secretary/Registrar were also present.

Call to Order	Mr. Morehouse called the meeting to order at 3:33 pm.
Roll Call and Pledge of Allegiance	Present: Morehouse, Matray, Thoreson, Houchins, Manuel absent
Approval of Agenda	Mrs. Matray moved, seconded by Ms. Houchins to approve the agenda. The motion carried unanimously (Morehouse, Matray, Thoreson, Houchins, Manuel)
Consent Agenda	The Governance Committee Minutes from June 21, 2016 were included in the agenda packet. Approval of the consent agenda was moved by Mrs. Matray, 2nd by Ms. Houchins. The motion carried unanimously (Morehouse, Matray, Thoreson, Houchins)
Audience with Groups and/or Individuals	None
Administrator Report	Mrs. Thoreson reported there are a lot of changes for the new school year. Fresh paint, new teachers, In-service presenters (Lorna Manuel, Josh Kursten, Cynthia Cook and Jackie Roach) were awesome. Group Orientation for returning students went smoothly. The question was posed as to what the cut-off would be to drop returning students that we have been unsuccessful in contacting and/or getting to come in, noting that new students have five (5) days to complete the enrollment process. Mrs. Matray responded to this question saying that after five (5) days of the start of school it is okay to drop those students. 7th & 8th grade orientation will be on 8.18.16. TeLA current enrollment is 89 students. 13 students for 7th & 8th grade students. We may need a part time teacher. Key areas to cover will be math & reading. We will not be able to enroll anymore high school students until we hire another teacher. Mrs. Matray and Mr. Morehouse requested that we post one (1) FT HS Teacher and two (2) PT Career and Technical Education (CTE) teachers on edJoin. Mrs. Matray suggested that we begin adding a time stamp to the wait list forms.
CBO Report	Mrs Cottingham reported that TCDE has approved our 16/17 budget. TeLA may have to return up to $121,650 of the PCSGP Grant. Mrs. Matray will check into possible data. TeLA has until August 22nd to respond on this. TeLA will receive College Readiness money, which should be about $75,000 and a spending plan must be written.

New Business	8.1 2016/17 Education Protection Account Budget	Action
	Budget (prop 30 $) used for wages for Certificated Teachers Mrs. Matray moved, seconded by Ms. Houchins to approve. The motion carried unanimously (Morehouse, Matray, Thoreson, Houchins)	
	8.2 2015/16 Education Protection Account Expense Report	Information
	Final report on what we spent in 15/16.	
	8.3 2016/17 TeLA Premium Reduction Plan (125)	Action

Mrs. Cottingham presented TCSIG 16/17 Premium Reduction Plan.
Mrs. Matray moved, seconded by Ms. Houchins to approve. The motion
carried unanimously (Morehouse, Matray, Thoreson, Houchins)

8.4   Counseling Position   Action

There is $25,000 /year budgeted for this position. TeLA does not currently have a counselor
in this positon. Mrs. Thoreson would like the Board to consider Tamara Rianda for Selfie 2.0.
She has substantial background in this area. Mrs. Thoreson to discuss with Mrs. Cottingham
the details on doing a Short Term Contract.
Mrs. Matray inquired as to whether there was a job description and/or scope of work
available. Action tabled.

8.5   Career Technical Education classes for ECE   Action

Mrs. Thoreson is working with Edgenuity to get the appropriate classes for CTE.
New HP Laptops have been purchased for this and IT is scheduled to have them set up
prior to onsite starting 9/7/16. Mrs. Thoreson is to discuss Child Development (early
childhood) with Mrs. Cook from TCDE. Mrs. Matray requested to have this tabled until TeLA
hired a Principal. Upon further discussion it was determined that since funds were already
approved this is not an action item and therefore does not need to be tabled .

8.6   TeLA Governance Board Policy Committee
       Recommended Changes to TeLA Charter   Action

This item is referring to the August 12, 2016 Policy Committee Recommendation to change.
Mr. Morehouse stated this is a work in progress and once the Governance Committee
takes action it will go to TCDE Board for approval. This should not be an action item and
should be treated as a first reading. It will be an action item at the next Governance meeting.

8.7   TeLA Governance policies   Information

The Committee looking at setting formal policies met in August. There is a lot of work
involved. Mrs. Matray, Mrs. Cottingham, Mr. Morehouse and Mrs. Jane Hoofard will continue
to work on this.

8.8   2016-17 MOU with TCDE for Administrative Services   Action

Mrs. Houchins moved, seconded by Mrs. Thoreson to approve. The motion
carried unanimously (Morehouse, Matray, Thoreson, Houchins) Mrs. Cottingham used the
highest salary of $98,000. Also recommends that Principal is onsite at TeLA 4 days a week
this first year. TCDE will invoice annually for benefits, salary, etc. Could use some of the
CTEIG money to pay for the position.

Old Business   9.1   California Math Placement Policy   Action

Mrs.Matray moved, seconded by Mrs. Thoreson to approve. The motion carried unanimously
(Morehouse, Matray, Thoreson, Houchins) Must have Ed Code posted on our site at
the start of the school year for 9th grade students: Outgoing 8th grade and incoming 9th grade
students will use iReady math assessment to determine individual competencies.

9.2   LCAP Review   Information

TCDE has approved our LCAP..

10.3   WASC Accreditation mid cycle visit   Information

Mid-cycle visit will be on TeLA campus October 24th and 25th. Mr. Morehouse & Mrs. Matray
to work on report with new Principal.

Governing	Agreed to the disposal of the old books and the disposal of old
Committee	phones. Prinicipal interviews are done and in the process of checking references. Mrs.
Discussion	Thoreson would like for the 7th/8th grade teacher Mrs. Eaton to attend CELDT training. .
Next Meeting Date	No date was scheduled
Adjournment	Adjournment 5:29pm

Tela Governing Board Meeting October 10, 2016

Administrator Report

Michelle Barnard, Principal

Students enrolled as of October 7, 2016: 91 students: (4) 7th graders, (10) 8th graders, (10) 9th graders, (20) 10th graders, (25) 11th graders, (22) 12th graders.

Staffing updates: 4 FT teachers, 1 teacher on 30 day substitute term ending in October.

I-Ready update (LCAP goal 1)

95% of enrolled students in grades 7-10 have been assessed using I-Ready. More than 50% of all students are below grade level in math and reading. Lessons are being used during onsite classes for 7-10 grade students for 45 minutes per week per subject. We will look at student improvement later in the spring.

Electives: Students are enjoying some very enriching elective classes including; Selfie 2.0, Art, Sewing, Reading, yearbook, Driver Education, Ceramics, piano, guitar.

Social-Emotional supports (LCAP goal 2)

After School Clubs: Social-Emotional Advisor will be starting clubs to provide opportunities for additional support for students. See description and permission slip.

Home Visiting: Home visiting referral form has been created. Home visiting outline has been created. Teachers will begin referring students for home visits

Adult School: New brochure is being used. Karen Shaffer represented the program at a job fair locally and had several new students as a result. We have a flyer with all of the GED test dates for the year. Amanda Rogers was recently re-certified to be our certified proctor.

AUTHORIZING SIGNATURES FOR THE YEAR 2016-17

AUTHORIZED AT A MEETING OF <u>Tehama eLearning Academy</u> GOVERNING BOARD ON <u>Oct. 13, 2016</u>
DISTRICT DATE

I. BUDGET REVISIONS - - - Number of signatures required __1__

In accord with the provisions of Education Code 42600, authorization for budget transfers are made by written resolution the governing board and shall be processed when signed as indicated below.

	M. Karin Matray, TeLA Superintendent
Authorized Signature	Print Name and Title
	Denise Cottingham, TeLA Business Manager
Authorized Signature	Print Name and Title
Authorized Signature	Print Name and Title
Authorized Signature	Print Name and Title

II. INTERFUND TRANSFERS - - - Number of signatures required __1__

In accord with Education Code 42603, authorization for the transfer of monies between funds are to be made by written resolution of the governing board, and shall be processed when signed as indicated below.

	M. Karin Matray, TeLA Superintendent
Authorized Signature	Print Name and Title
	Denise Cottingham, TeLA Business Manager
Authorized Signature	Print Name and Title
Authorized Signature	Print Name and Title
Authorized Signature	Print Name and Title
Authorized Signature	Print Name and Title

III. PAYMENT OF EXPENDITURES - - - Number of signatures required __1__

In accord with Education Code 42632, all orders drawn on the funds of the district shall be signed by the majority of the governing board or by the person or persons authorized to sign orders in its name. The following signatures are authorized agents for the signing of payroll and vendor warrant transmittal documents.

	M. Karin Matray, TeLA Superintendent
Authorized Signature	Print Name and Title
Authorized Signature	Print Name and Title
Authorized Signature	Print Name and Title
Authorized Signature	Print Name and Title
Authorized Signature	Print Name and Title

SIGNATURES ARE TO BE FILED ANNUALLY WITH THE TEHAMA COUNTY DEPARTMENT OF EDUCATION. PLEASE FORWARD ANY CHANGES DURING THE SCHOOL YEAR.

Tehama eLearning Academy - Non-Certificated Salary Schedule
2016-17

Step	A: Aide/w Certificate			B: Aide/w AA degree			C: Secretary/Registrar			D: Office Manager		
	Hourly	Monthly	Annual	Hourly	Monthly	Annual	Hourly	Monthly	Annual	Hourly	Monthly	Annual
1	$9.79	$1,697	$20,363	$11.88	$2,059	$24,710	$13.37	$2,317	$27,810	$16.97	$2,941	$35,298
2	$10.03	$1,739	$20,872	$12.18	$2,111	$25,328	$13.77	$2,387	$28,644	$17.48	$3,030	$36,357
3	$10.29	$1,783	$21,394	$12.48	$2,163	$25,961	$14.18	$2,459	$29,503	$18.00	$3,121	$37,447
4	$10.54	$1,827	$21,929	$12.79	$2,218	$26,610	$14.61	$2,532	$30,388	$18.54	$3,214	$38,571
5	$10.81	$1,873	$22,477	$13.11	$2,273	$27,276	$15.05	$2,608	$31,300	$19.10	$3,311	$39,728
6	$11.08	$1,920	$23,039	$13.44	$2,330	$27,958	$15.50	$2,687	$32,239	$19.67	$3,410	$40,920
7	$11.35	$1,968	$23,615	$13.78	$2,388	$28,656	$15.96	$2,767	$33,206	$20.26	$3,512	$42,147
8	$11.64	$2,017	$24,205	$14.12	$2,448	$29,373	$16.44	$2,850	$34,202	$20.87	$3,618	$43,412
9	$11.93	$2,068	$24,811	$14.47	$2,509	$30,107	$16.94	$2,936	$35,228	$21.50	$3,726	$44,714
10	$12.23	$2,119	$25,431	$14.84	$2,572	$30,860	$17.44	$3,024	$36,285	$22.14	$3,838	$46,055
11	$12.53	$2,172	$26,067	$15.21	$2,636	$31,631	$17.97	$3,114	$37,374	$22.81	$3,953	$47,437
12	$12.85	$2,227	$26,718	$15.59	$2,702	$32,422	$18.51	$3,208	$38,495	$23.49	$4,072	$48,860
13	$13.17	$2,282	$27,386	$15.98	$2,769	$33,233	$19.06	$3,304	$39,650	$24.20	$4,194	$50,326
14	$13.50	$2,339	$28,071	$16.38	$2,839	$34,064	$19.63	$3,403	$40,839	$24.92	$4,320	$51,836
15	$13.83	$2,398	$28,773	$16.79	$2,910	$34,915	$20.22	$3,505	$42,065	$25.67	$4,449	$53,391
16	$14.18	$2,458	$29,492	$17.21	$2,982	$35,788	$20.83	$3,611	$43,326	$26.44	$4,583	$54,993
17	$14.53	$2,519	$30,229	$17.64	$3,057	$36,683	$21.45	$3,719	$44,626	$27.23	$4,720	$56,642
18	$14.90	$2,582	$30,985	$18.08	$3,133	$37,600	$22.10	$3,830	$45,965	$28.05	$4,862	$58,342

Interpreter/Translator will be paid at the hourly rate of $20.00

Elective Tutors will be paid at the hourly rate of $30.00. (Degree?)

Social -Emotional Advisor will be paid at the hourly rate of $40.00

Effective: 7/1/2016

Approved:
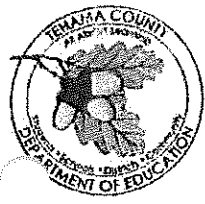
TEHAMA COUNTY DEPARTMENT OF EDUCATION
1135 Lincoln Street • Red Bluff, CA 96080
(530) 527-5811 • Fax (530) 529-4120

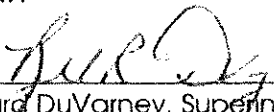## SARB COORDINATOR PROGRAM PARTICIPATION CONTRACT
2016-2017

This agreement is entered into on this date, **July 1, 2016**, by and between the **Tehama County Department of Education**, herein referred to as DEPARTMENT, and the trustees of the **Tehama eLearning Academy Charter School**, herein referred to as DISTRICT, for the **2016-2017** fiscal year.

You will be invoiced in May of 2017 for the amount below.

The annual contract includes cost for services provided by the DEPARTMENT to the DISTRICT for the **2016-2017** school year. The cost for services is **$1.026**. The DEPARTMENT will provide a full time, ten months per year, employee who will be assigned to serve as a SARB Coordinator and who will perform the activities outlined below:

1. Truancy contacts by telephone
2. Preparation and mailing of truancy letters
3. Home visits and parent conferences on truancy
4. School pupil conferences on truancy
5. Liaison with law enforcement agencies - Interagency Task Force on Gangs - and District Attorney's Office
6. Local and county SARB coordination
7. County SARB referral processing
8. SARB Contract/Agreement monitoring and follow-up conferences and visits
9. Coordinates filing of charges against parents for SARB violations with the District Attorney's Office
10. Support for school administrators and nursing personnel with potentially dangerous home visits and conferences
11. Providing consultation and liaison to law enforcement on school safety, security, and crisis response planning
12. Coordinates collection and state reporting of mandated school crime data

The provisions of this agreement are agreed to by both parties as certified by the signatures below:

_____
Richard DuVarney, Superintendent
Tehama County Department of Education

CLERK/AUTHORIZED AGENT
Tehama eLearning Academy Charter School

_____8-31-16_____
Date

_____
Date

Tehama County
Department of Education

Richard DuVarney
Tehama County
Superintendent of
Schools

1135 Lincoln Street Red Bluff CA 96080 | 530.527.5811 | www.tehamaschools.org

August 15, 2016

Executive Director and Governance Committee
Tehama eLearning Academy

RE: 2016-17 Budget Adoption

As the chartering authority for the Tehama eLearning Academy, our office has completed its review of the Charter's Adopted Budget and Local Control Accountability Plan for 2016-17 in compliance with the provisions of Education Codes 47604 and 47605. The code requires the chartering authority to monitor the fiscal condition of each charter school under its authority using any financial information it obtains from the charter school. We have used criteria consistent with the standards we use to monitor the School Districts in Tehama County which include:

> Determining whether the adopted budget will allow the Charter to meet its financial obligations during the current fiscal year and following two years.

> The LCAP or annual update adheres to the template adopted by the state board pursuant to Education Code 52064.

> The budget for the applicable fiscal year adopted by the district includes expenditures sufficient to implement the specific actions and strategies included in the local control and accountability plan adopted by the district, based on the projections of the costs included in the plan.

> The local control and accountability plan or annual update to the local control and accountability plan adheres to the expenditure requirements adopted pursuant to Education Code 42238.07 for funds apportioned on the basis on the number and concentration of unduplicated pupils pursuant to Education Codes 2574 and 2575

The Charter's budget and LCAP, as projected, fully meets these criteria.
Our office has worked directly with the Superintendent and Business Manager during the district budget and LCAP approval review. We appreciate this collaboration and are committed to continuing this work during LCAP implementation. A complete listing of any technical corrections relating to the adopted budget and/or LCAP has been sent directly to the Chief Business Official and Educational Services Administrator of the district. Immediate concerns are listed below.
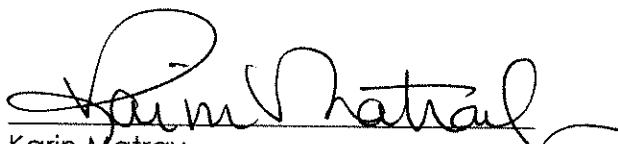
Cash Flow

Although the cash deferrals have been eliminated, it is still vital for the District to closely monitor its cash throughout the year to ensure that the June 30 cash balance is sufficient.

We are committed to continue working closely with the Charter to support efforts to maintain the sound financial condition of Tehama eLearning Academy. To that end, our office will continue to provide the latest available information and budget guidance in a timely manner. Our goal is to assist the Charter in proactively identifying potential fiscal problems as early identification is the most effective mitigation technique available to us. We would advise the Charter to revisit the budget frequently updating assumptions and the resulting calculations as events become known. Once the Charter's books are closed for the 2015-16 school year, the budget can be updated for the actual beginning balances and any other known changes such as opening school enrollment.

We have updated the trend analysis of your charter fund to include the recently approved Budget Adoption, the Estimated Actuals for the 2015-16 year as well as the actual data for the previous seven years.

Please let us know if you have any questions or if we can be of assistance.

Sincerely,

Karin Matray
Associate Superintendent

Debbie Towne
Director of Business Services

cc: Denise Cottingham, Business Manager

Enclosure: Trend Analysis

Trend Analysis
Tehama eLearning Academy
Unrestricted/Restricted

	ACTUALS 08/09	ACTUALS 09/10	ACTUALS 10/11	ACTUALS 11/12	ACTUALS 12/13	ACTUALS 13/14	ACTUALS 14/15	Estimated Act 15/16	Budget 16/17
Total Revenue	$887,041	$753,973	$861,822	$991,363	$886,715	$1,161,292	$1,103,631	$1,006,592	$1,137,575
Total Expenditures	$845,309	$857,148	$864,723	$901,606	$863,283	$1,029,474	$967,194	$930,487	$1,217,140
Excess (Deficiency) of Revenue & Expense	$41,732	-$103,175	-$2,901	$89,757	$23,432	$131,818	$136,437	$76,105	-$79,565
Total Other Financing Sources/Uses	-$7,500	$28,195	$14,283	$5,144	$6,275	$0	$0		
Change in Fund Balance	$34,232	-$74,980	$11,382	$94,901	$29,707	$131,818	$136,437	$76,105	-$79,565
Beginning Balance	$374,523	$408,755	$333,774	$345,156	$440,057	$469,764	$601,582	$738,019	$814,124
Audit Adjustment	$0	$0	$0	$0	$0	$0	$0	$0	
Ending Balance	$408,755	$333,775	$345,156	$440,057	$469,764	$601,582	$738,019	$814,124	$734,559
Components of Ending Fund Balance									
Restricted/Reserved 9711, 9740,9760									
Committed 9760	$4,290	$21,973	$1,000	$23,105	$15,053	$82,741	$85,149	$59,297	$51,378
Assigned 9780	$0	$0	$0	$0	$0	$0	$300,000	$0	$0
Reserve for Economic Uncertainty 9789	$404,465	$311,801	$344,156	$416,952	$454,710	$518,841	$352,870	$754,827	$683,181
Unassigned/Unappropriated 9790	$0	$0	$0	$0	$0	$0	$0	$0	$0
CBEDS - Oct Enrollment	116	96	127	147	119	127	118	96	0
P-2 ADA	95.13	88.52	113.69	118.63	108.49	121.72	103.27	89.20	
	82.01%	92.21%	89.52%	80.70%	91.17%	95.84%	87.52%	92.92%	

tela

Tehama eLearning Academy

Proposed Disposal of Inventory
October 13, 2016

- 14 ea. Comdial telephones

- Miscellaneous old books (encyclopedias)

☐ Approved for disposal

☐ Denied for disposal
  Reason for denial: _____

_____   _____

Signature   Date

TeLA Governance Board Policy Committee
Recommended Changes to TeLA Charter
August 12, 2016

Committee Members: *Tim Morehouse, Jane Hoofard, Denise Cottingham and Karin Matray*

Recommendations:
1. Include a Table of Contents
2. Governance Structure text to read:

"Tehama eLearning Academy will be governed by the Tehama eLearning Academy Governance Committee and shall operate under the oversight of the Tehama County Board of Education with administrative support from the Tehama County Department of Education. The Tehama eLearning Academy Governance Committee shall be composed of the following:

*   *The Assistant Superintendent of Administrative Services of the Tehama County Department of Education;*

*   *the Curriculum Director of the Tehama County Department of Education or designee;*

*   *a Tehama County Board of Education representative, as determined by the Tehama County Board of Education;*

*   *the Principal or Lead Teacher in the absence of a Principal of the Tehama eLearning Academy;*

*   *a Tehama eLearning Academy parent/guardian, as determined by Tehama eLearning staff and appointed by the Tehama County Superintendent of Schools;*

*   *a Tehama eLearning Academy student as determined by Tehama eLearning staff and appointed by the Tehama County Superintendent of Schools; and,*

*   *a representative of the Tehama County Department of Education, as determined by the Tehama County Superintendent of Schools."*

Change: *"Notwithstanding the foregoing and at all times relevant herein, the Tehama County Superintendent of Schools shall retain the right and authority to review, revise, stay and/or rescind any action, policy or decision of the Tehama eLearning Academy Governance Committee."*

3. School Organization Structure text to read:
    Parent Involvement

    Add ... *"A parent representative of Tehama eLearning Academy, as determined by the Tehama County Department of Education Superintendent of Schools, will serve on the Tehama eLearning Academy Governance Committee."*

Delete ... *"Parents will be trained on the OdysseyWare instructional system."* ... *"~~And~~ Parents/guardians will be exposed to a content-rich curriculum, ..."*

Change ... *"Parents/guardians are actively encouraged to participate in school-wide planning, organizational, Tehama eLearning Academy Governance Board Committee and other meetings."*

Include *"guardians"* to all parent references.

TEHAMA eLEARNING ACADEMY

MID-CYCLE PROGRESS REPORT

715 Jackson Street
Suite B
Red Bluff, California 90680
http://www.telacademy.org/

October 2016

Accrediting Commission for Schools
Western Association of Schools and Colleges

9.4

CONTENTS

I: Student/Community Profile Data

The Tehama eLearning Academy mission is to provide an individualized California standards-based education for students in Tehama and adjacent counties using innovative electronic methods, state of the art mastery-based curriculum, traditional instruction models and parental involvement.

Tehama eLearning Academy (TeLA), previously named eScholar Academy, officially became a charter school in 2002. Due to the lapsation of its previous school district (Mineral), TCDE assumed charter oversight in 2012-13. TeLA was granted initial WASC accreditation in 2008, and again received a six year accreditation in June, 2014.

TeLA uses the latest in computer technology to deliver a standards-aligned online curriculum that is accessible to students at any time. TeLA's Expected Schoolwide Learning Results (ESLR's) state that students will learn to be: self-directed learners, effective communicators, contributing members of society and demonstrate the ability to think critically. The school's approach to teaching/learning provides a unique opportunity for students who have been unsuccessful in a traditional school setting including: dropouts, pregnant teens, academically challenged, foster children, wards of the court, or students who wish to accelerate their high school work.

Students attend school on-campus six hours per week and the remainder of instruction and assignments is completed on-line. Students may complete this on-line schoolwork either on-campus or off-campus. This model of instruction provides students with opportunities to receive targeted high quality instruction based on an identified area of academic needs. Instructional staff are available for student support during regular school hours (8:30 am to 3:00 pm), five days a week.

TeLA is governed by a Governance Committee whose membership is established within the Charter. The Governance Committee meets every other month to review school business and monitor LCAP goals, actions and services.

Student Achievement:

The typical TeLA student is academically behind in Reading and Math and has experienced some sort of traditional school failure. Two years of SBAC data compared to the state of California indicate that TeLA students fall below aggregate state scores.

All Grades – English/Language Arts

Overall Achievement

	Tehama eLearning Academy		State of California	
	2015	2016	2015	2016
Mean Scale Score	N/A	N/A	N/A	N/A
Standard Exceeded: Level 4	3 %	0 %	16 %	20 %
Standard Met: Level 3	28 %	21 %	28 %	29 %
Standard Nearly Met: Level 2	36 %	23 %	25 %	24 %
Standard Not Met: Level 1	33 %	57 %	31 %	28 %

All Grades - Mathematics

Overall Achievement

	Tehama eLearning Academy		State of California	
	2015	2016	2015	2016
Mean Scale Score	N/A	N/A	N/A	N/A
Standard Exceeded: Level 4	0 %	0 %	14 %	17 %
Standard Met: Level 3	6 %	6 %	19 %	20 %
Standard Nearly Met: Level 2	37 %	19 %	29 %	28 %
Standard Not Met: Level 1	57 %	75 %	38 %	35 %

II: Significant Changes and Developments

TeLA has experienced significant changes in school programs, enrollment, administration and staff over the past two years. Some changes were a consequence of financial uncertainty; others were a consequence of school purpose and changing student needs.

Program Additions:

TeLA has added A to G coursework with the adoption of the A+ on-line curriculum. Additionally, last school year the school received a CTEIG grant for $78,000/year for three years. This fall, California State Department of Education notified the school that it was awarded a $75,000 College Readiness award.

These program additions will strengthen the College and Career component of the school.

On the behavioral side, the TeLA Local Control and Accountability Plan (LCAP) identified several actions addressing student social-emotional health for 2016-2017. Please refer to the LCAP in Appendix C.

Staffing:

TeLA faced a budgetary shortfall for the 2015-16 school year. Therefore, the Governance Committee agreed to contract out for administrative services and provide for an on-site Lead Teacher. Other TeLA staff numbers remained as they were in 2014-15. In the fall of 2015, TeLA lost one office staff member and the Lead Teacher was granted a leave of absence. With this change in office staff infrastructure, many 2014 WASC Self Study recommendations were not appropriately addressed.

In response, for the 2016-17 school year, TeLA has a .8 FTE on site credentialed principal, four new full time credentialed teachers and one new office staff member. Returning staff include a newly assigned Lead Teacher, one part-time Reading tutor and the Office Manager. Two part-time CTE teachers will be hired to meet the newly identified CTE component for the school.

Enrollment:

TeLA enrollment has fluctuated since the school's beginnings. This is partially due to inaccurate data collection. Since the 2014 WASC Self Study, data collection and accuracy has greatly improved. The following table represents changes in ADA and enrollment over six years:

4

	CBEDS enrollment	Annual ADA	P2 Attendance
2015-2016	99	88.56	89.2%
2014-2015	118	99.53	87.07%
2013-2014	127	118.54	
2012-2013	147	107.39	
2011-2012	147	117.2	
2010-2011	127	114.33	

Impact on the School:

These recent school changes have impacted TeLA in the following ways:

- The Governance Committee and the new TeLA staff are committed to working in concert to meet the school purpose and mission,

- School infrastructure, procedures, practices and data collection are aligned to LCAP goals and actions with greater accountability present,

- The academic program has been strengthened and achievement of student learning outcomes have emerged as critical to student and school success.

III: Ongoing School Improvement

Student Achievement Data:

TeLA staff review student achievement data weekly during Friday afternoon collaboration meetings. Data sets discussed include attendance, A+ course progress, and social-emotional needs and/or barriers. During the 2015-16 school year, the school adopted MAPs as a progress monitoring assessment tool. Administration, however, was not consistent so the data generated proved not to be useful for student progress or instructional guidance.

For 2016-17, TeLA adopted iREADY for diagnostic, progress monitoring and instructional purposes. Staff were trained on administration and data use on August 29, 2016. Assessment windows will be established when the system is activated and staff will use these data for Reading and Math for regular data discussions with students, parents/guardians and each other.

Additionally, staff now have two years of SBAC data in English/Language Arts and Mathematics that can inform staff, students and parents/guardians on progress toward mastery of content standards.

During 2015, TeLA registered with the National Student Clearinghouse and uploaded student post-secondary data information to set up a longitudinal data set. Administrators, teachers, and community Stakeholders will now be able to track TeLA student post-secondary education progress for the purpose of determining post-graduation student success.

For the first time, TeLA is now registered for ACT in-district testing. This will enable TeLA students to have easy access to ACT testing this school year.

These student achievement data pieces will strengthen Stakeholder analysis of student learning outcomes as the LCAP is updated and revised.

Progress Report Process:

At the August 16, 2016 TeLA Governance Committee meeting, the Committee appointed an ad hoc committee of two members to review the 2014 WASC Self Study progress and prepare the Mid-year report. The ad hoc committee prepared the report with data input from the LCAP and the Business Office.

IV: Progress on Critical Areas for Follow-up/Schoolwide Action Plan

2014 WASC Self Study Action Plan Critical Areas for Follow-up Progress:

1. A to G course development:

   In the fall of 2015, TeLA was approved for administration of A to G coursework for all students using the A+ curriculum. Current data in the A+ system indicate that these courses were not fully utilized during 2015-16.

2. Parent input for decision-making:

   With the adoption of the LCAP process in California, parents/guardians have been included as TeLA Stakeholders. During the 2015-16 school year, parent/guardian input was solicited and collecting using a parent on-line survey and during parent/family school activities.

   At the TeLA Retreat in June of 2016, participants reiterated the need for the Charter to include a parent on the Governance Committee. This change process has begun and approval of the proposed Charter change is expected in the fall of 2016.

3. Project based learning offerings:

   TeLA adopted Senior Projects during the 2014-2015 school year. The process was implemented with varied success; it is an opportunity for improvement.

4. Business and non-profit company partnerships for CTE:

   As a component of Senior Projects, partnerships with community businesses were established but not fully developed. This is an opportunity for improvement. With the onboarding of two CTE teachers, TeLA plans on expansion of business and community partnerships related to the four TeLA identified CTE pathways:
   - Technology
   - Business
   - Health Services
   - Education

5. On-going professional development:

   During 2015-16, one TeLA teacher became Google Certified (level 1). Other plans for professional development were not implemented.

   In June of 2016, all TeLA staff and Governance Committee Members participated in a day long retreat that addressed the TeLA Mission, Charter, and Governance. Professional development was identified as a critical need at this retreat and in the school LCAP.

   Before the onset of the 2016-17 school year, all TeLA staff (teachers and office staff) participated in several days of professional development. Topics addressed included: classroom management, Nurtured Heart, Trauma-informed Instruction, A+ curriculum use, school procedures and processes, Staff Handbook, Blood-borne Pathogens, Sexual Harassment Prevention and

Mandated Reporting. Additional professional development planned for this school year includes Google certification, social-emotional health, College and Career Readiness and Common Core implementation.

2014 WASC Self Study Suggestions for Areas to be Strengthened:

- Job description for on-site administrator; time for administration:

  A job description for the on-site principal has been developed (see attached Appendix A) and time has been scheduled for on-site work four days a week.

- On-line curriculum options and stakeholder engagement:

  TeLA staff identified a need to research and exploration of on-line curricular options. In 2015-16, TeLA began use of MAPs as a progress monitoring assessment tool. Administration and results were not beneficial for instructional purposes. This school year (2016-17), TeLA adopted iREADY for diagnostic, progress monitoring and instructional purposes.

  Stakeholder engagement was limited prior iREADY adoption due to the lack of data. iREADY data will be included for staff analysis and reporting to students, parents/guardians and the Governance Committee. iREADY data will also be included to compliment state mandated testing data in LCAP development and revision.

- Opportunities for CCR exploration and preparation:

  The TeLA Career Counselor provided small group advising and college visitation to some TeLA students. TeLA 8th graders participated in the county-wide 8th Grade College and Career Day and Leadership Day. https://secure.californiacolleges.edu/ information was shared and staff exploration encouraged at Governance Committee meetings. This school year, TeLA will hire part-time CTE teachers to strengthen this school component.

- Stakeholder input for school-wide learning outcomes:

  Please see attached LCAP Stakeholder Calendar (Appendix B).

- Highly qualified teachers in all core areas:

  All TeLA teachers hold valid California credentials and meet the newly adopted ESSA requirements for teacher qualifications

- Subject matter experts for higher-level coursework:

  One TeLA teacher is a Nationally Board Certified English/Language Arts teacher. TeLA does not have a credentialed math or science teacher.

- Focus on Learning Process adoption:

  TeLA has not formally adopted the Focus on Learning Process as yet.

8

V: Schoolwide Action Plan Refinements

The TeLA schoolwide action plan has been refined through implementation of the LCAP. The annual LCAP data analysis by Stakeholders and update narrative has proved helpful to the Governance Committee and TeLA students, parents/guardians and staff. Please refer to the current TeLA LCAP in Appendix C.

Issues currently facing the school, in addition to strengthening the school program include:

1. Parent education – This is an area that has not been addressed. TeLA parents/guardians need a relevant education component that addresses parenting, Nurtured Heart behavioral approach, and College and Career awareness/opportunities

2. Facilities – building a new facility remains a priority; this is pending due to the limited availability of state capital outlay monies.

APPENDIX A
TEHAMA COUNTY DEPARTMENT OF EDUCATION
PRINCIPAL – ALTERNATIVE EDUCATION

DEFINITION:

Under the supervision of the County Superintendent or designee, this position provides leadership and administrative functions for Tehama County Department of Education Alternative Education programs and schools. This position ensures a comprehensive instructional program that prepares students to transition to post-secondary education or a work setting.

ESSENTIAL FUNCTIONS AND JOB RESPONSIBILITIES:

- Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.
- Implement the philosophy, goals, actions/services and curriculum as identified by Alternative Education program LCAP and the Tehama County Department of Education Board of Trustees.
- Interpret and apply all policies, procedures, and practices pertaining to compliance with Tehama County Department of Education, state and federal laws and regulations.
- Provide direct supervision and support to school/program certificated and classified personnel; evaluate certificated and classified personnel.
- Provide leadership and support for career readiness and education services.
- Provide leadership for school/program student assessment, monitor data and provide instructional recommendations.
- Participate with staff in identifying staff development needs and developing solutions to meet those needs; develop and coordinate the delivery and effectiveness of staff development activities.
- Assist with the development, implementation and revision of behavior management strategies for identified students in accordance with best practice methodologies and procedures.
- Assist in the coordination of the development, selection and/or procurement of curriculum materials, equipment and training for instruction and office services.
- Assist in the planning, development, and implementation of program evaluation: recommend revisions to existing programs, procedures and staffing to the Governance Committee and/or the County Superintendent, whichever is applicable.
- Participate in Governance Committee meetings.
- Assist with the responsibility for compiling, maintaining and filing legally required reports and records.
- Participate in countywide administrative meetings and training.
- Assist with parent/family activities and services with the purpose of establishing and maintaining positive school-community relations, to include: new student orientation, parent/family conferences, family nights and home visits.
- Serve as administrator of an Individualized Education Program (IEP) team.
- Supervise the transition and articulation process for students moving from one school/program to another; plan transition with student, parents/family and community partners.
- Maintain visibility with staff, students and parents.
- Maintain confidentiality.
- Drive frequently for school and/or program business.

QUALIFICATIONS:

Any combination of education, training and experience that demonstrates ability to perform the duties and responsibilities as described.

Knowledge of:

- California curriculum, assessment and mandated testing processes and requirements.
- Principles, methods, procedures and effective strategies utilized in alternative education programs.
- Career education concepts, programs and materials.
- Effective student disciplinary and classroom management procedures and practices.

Skill and Ability to:

- Exercise discretion of confidential information.
- Communicate effectively in oral and written form.
- Speak, read and write appropriate English.
- Establish and maintain cooperative working relationships.
- Build strong, cohesive working teams.
- Operate a computer and associated peripherals.

Education:

- Possession of a California Administrative Credential or an out-of-state Administrative Credential and the ability to obtain a California Administrative Credential within a reasonable period of time.
- Master's degree in a related field preferred.

Experience:

- Three years' experience in alternative education or related field; experience in charter schools preferred.
- Experience in designing and conducting professional development programs.
- Familiarity with and understanding of federal and state laws and regulations as related to alternative education.
- Thorough understanding of teaching methodologies and strategies, academic assessment and interventions, classroom management techniques and behavior management strategies.

OTHER REQUIREMENTS:

Valid California driver's license and evidence of insurance.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color, vision, and the ability to adjust focus. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by the County Superintendent.

Tehama County Department of Education
Tehama County

Unaudited Actuals
Charter Schools Special Revenue Fund
Expenditures by Object

52 10520 0000000
Form 09

Description	Resource Codes	Object Codes	2015-16 Unaudited Actuals	2016-17 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	829,647.00	911,414.00	9.9%
2) Federal Revenue		8100-8299	21,320.60	0.00	-100.0%
3) Other State Revenue		8300-8599	129,841.80	137,061.00	5.6%
4) Other Local Revenue		8600-8799	89,631.15	89,100.00	-0.6%
5) TOTAL, REVENUES			1,070,440.55	1,137,575.00	6.3%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	336,298.42	418,787.00	24.5%
2) Classified Salaries		2000-2999	112,050.38	139,453.00	24.5%
3) Employee Benefits		3000-3999	104,167.23	205,608.00	97.4%
4) Books and Supplies		4000-4999	33,188.69	61,560.00	85.5%
5) Services and Other Operating Expenditures		5000-5999	222,643.31	350,448.00	57.4%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	25,171.00	41,284.00	64.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			833,519.03	1,217,140.00	46.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			236,921.52	(79,565.00)	-133.6%
D. OTHER FINANCING SOURCES/USES					
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%

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Intervention Screener Report

Academic year:	Current (2016-2017)	**Define "On Level":**	Standard View
Subject:	Reading	**Show:**	Window 1 - 08/15/2016 - 08/14/2017

Use this report to review school-wide Diagnostic Assessment results by performance tiers for RTI.

School Summary

46 out of 94 Students Tested

	% Students	# Students
At risk for Tier 3: > 1 Level below	54%	25
Tier 2: 1 Level below	11%	5
Tier 1: On or Above Level	35%	16

Detail by Grade

■ Tier 1: On or Above Level ▨ Tier 2: 1 Level below ■ At risk for Tier 3: > 1 Level below

	Student Distribution across Tiers	Total # Student Assessed
Grade 7	25% (1) 25% (1) 50% (2)	4
Grade 8	30% (3) 10% (1) 60% (6)	10
Grade 9	40% (4) 10% (1) 50% (5)	10
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Grade 11	33% (1) 33% (1) 33% (1)	3
Grade 12	100% (1)	1

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

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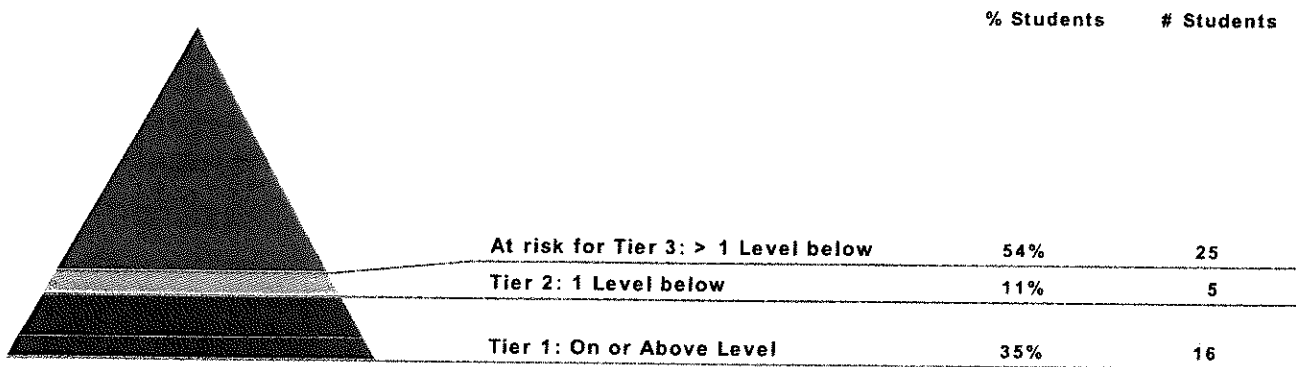
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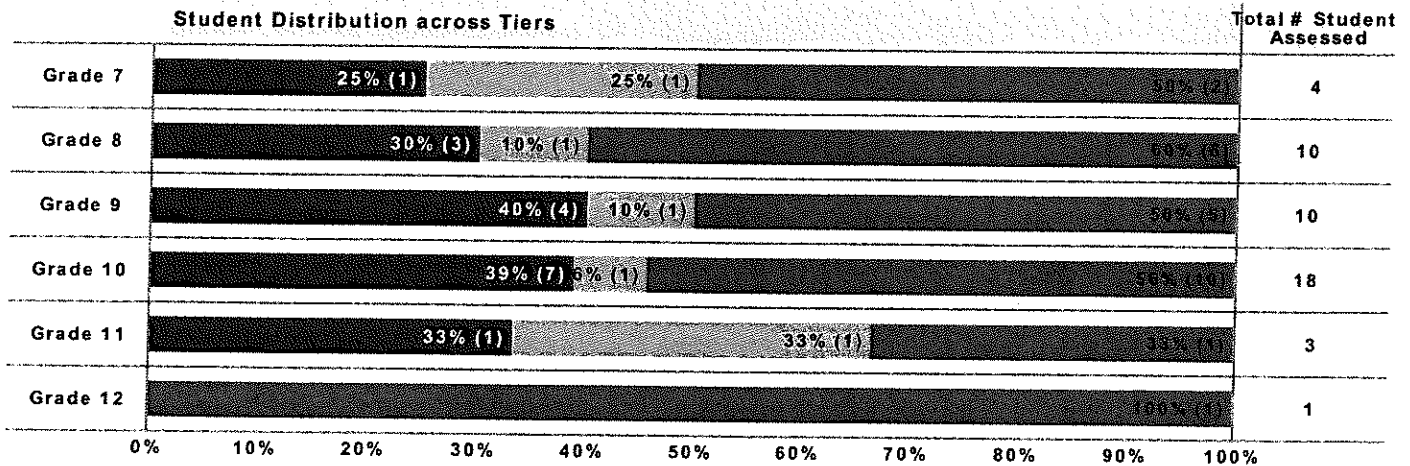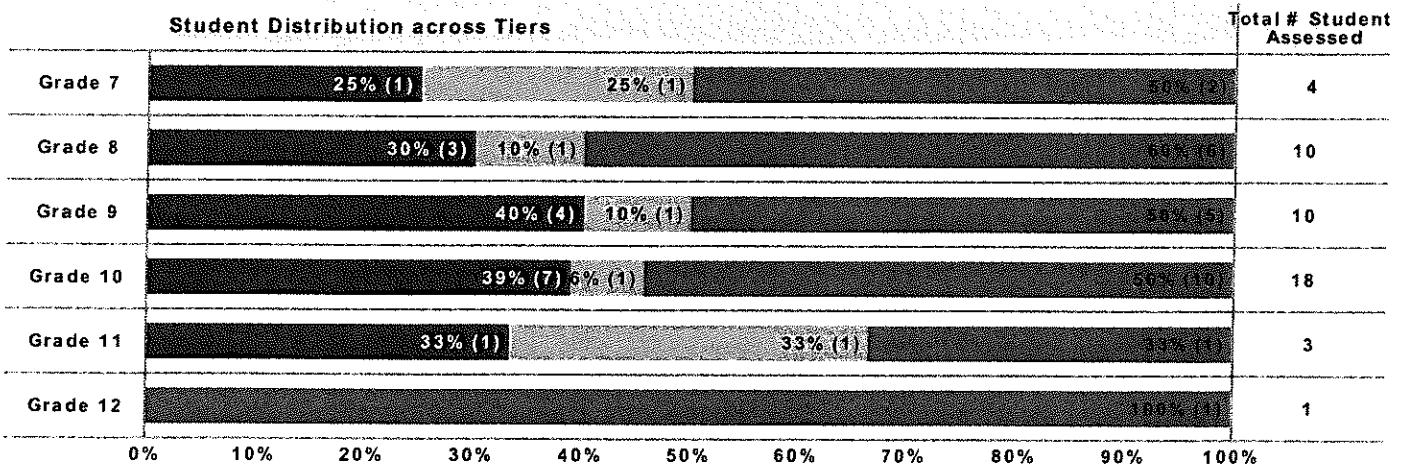Use this report to review school-wide Diagnostic Assessment results by performance tiers for RTI.

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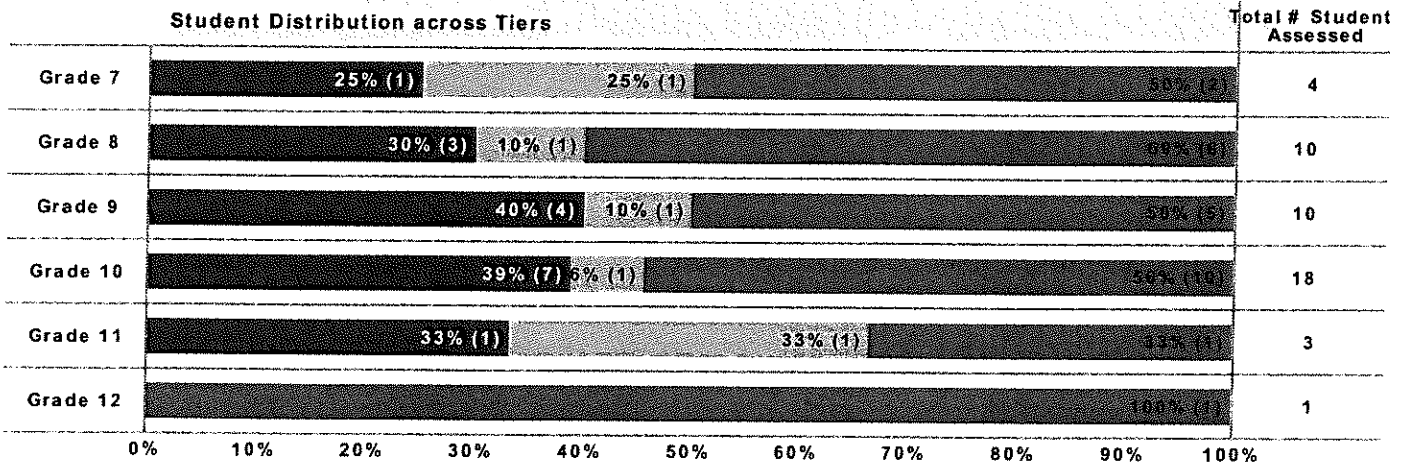## School Summary

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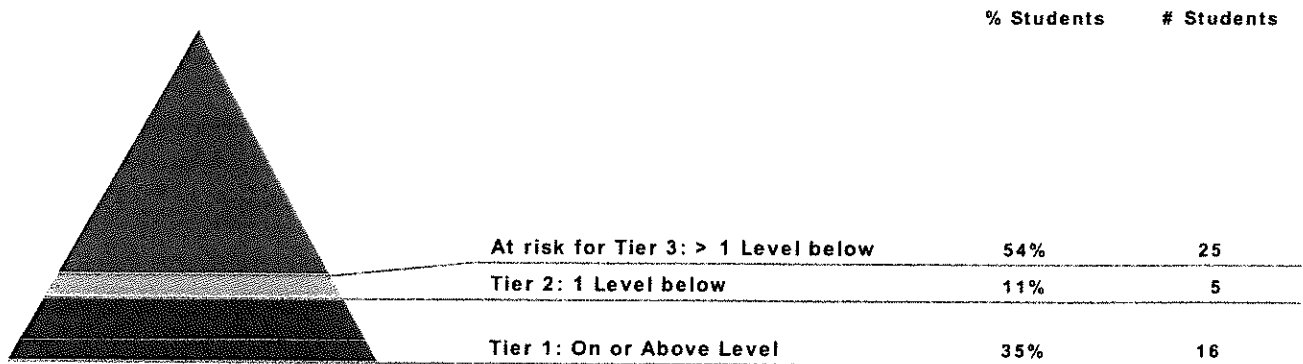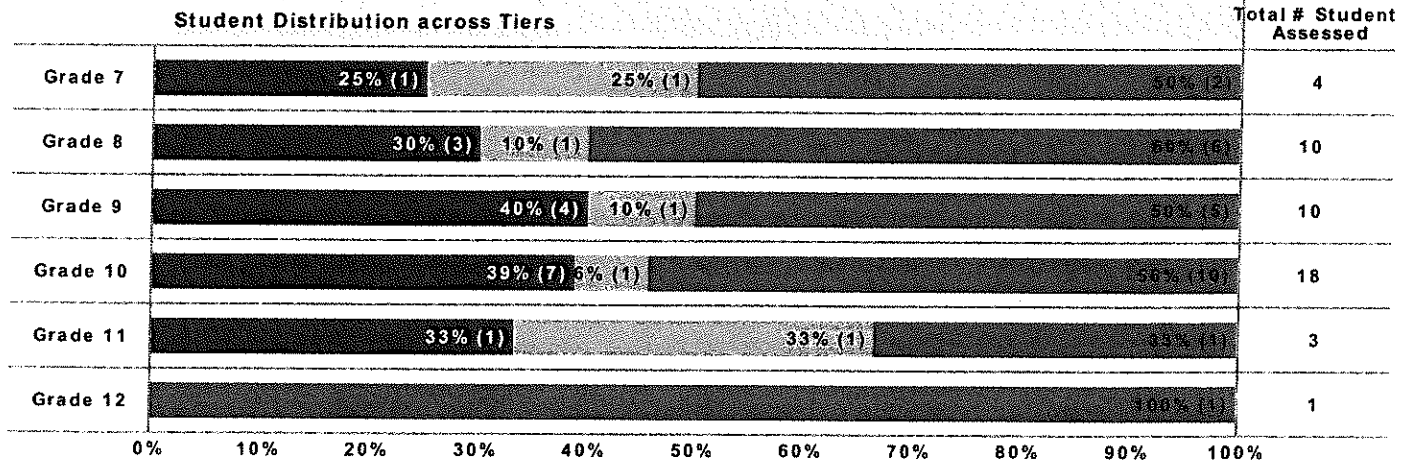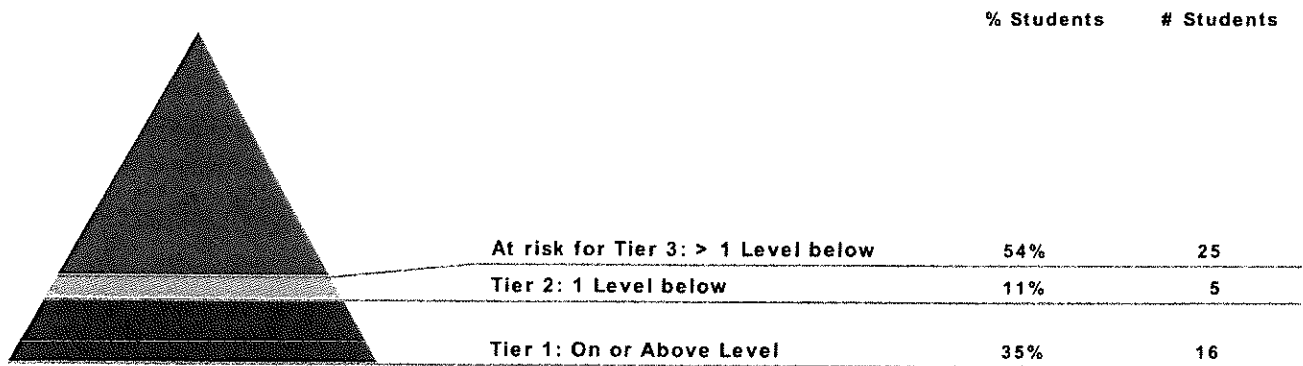■ Tier 1: On or Above Level   ▨ Tier 2: 1 Level below   ■ At risk for Tier 3: > 1 Level below

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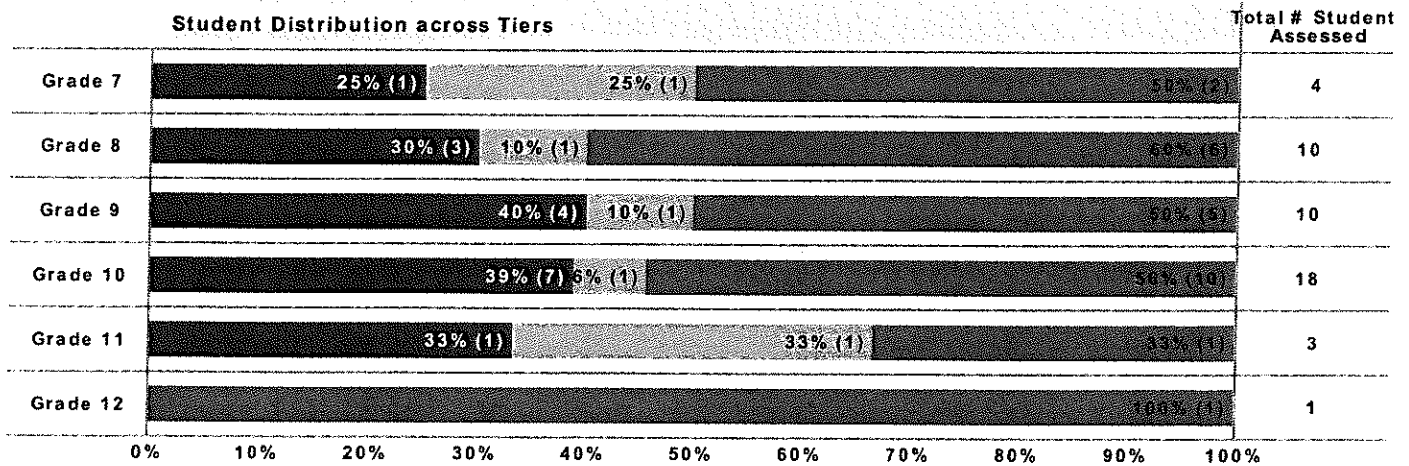Use this report to review school-wide Diagnostic Assessment results by performance tiers for RTI.

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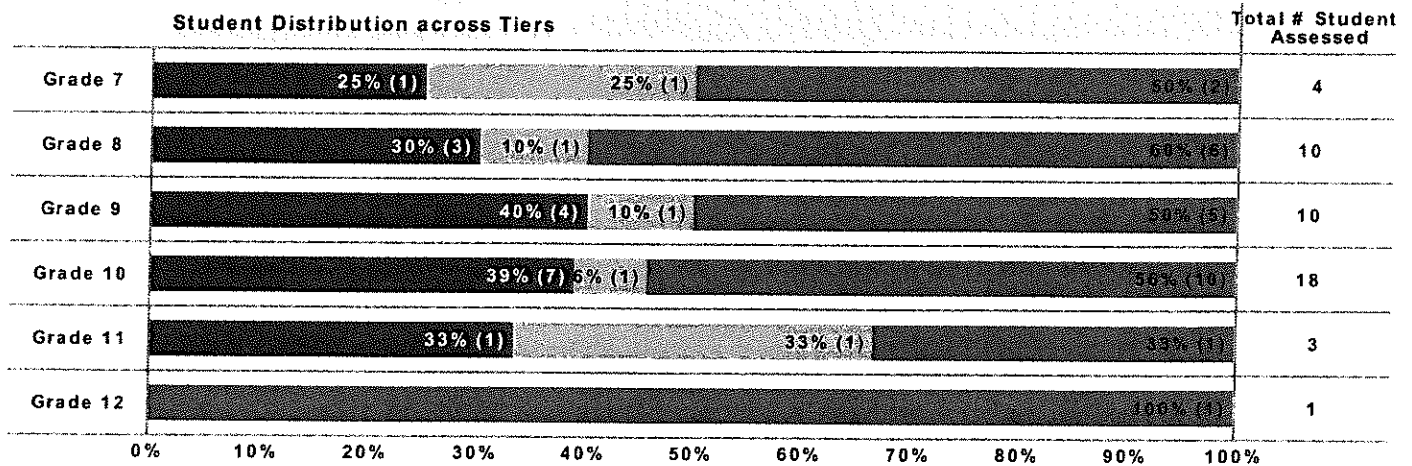Use this report to review school-wide Diagnostic Assessment results by performance tiers for RTI.

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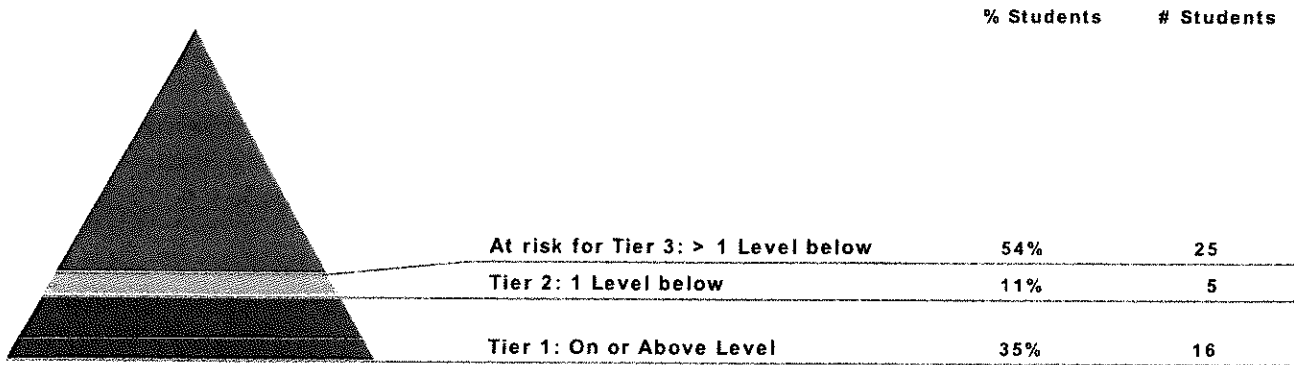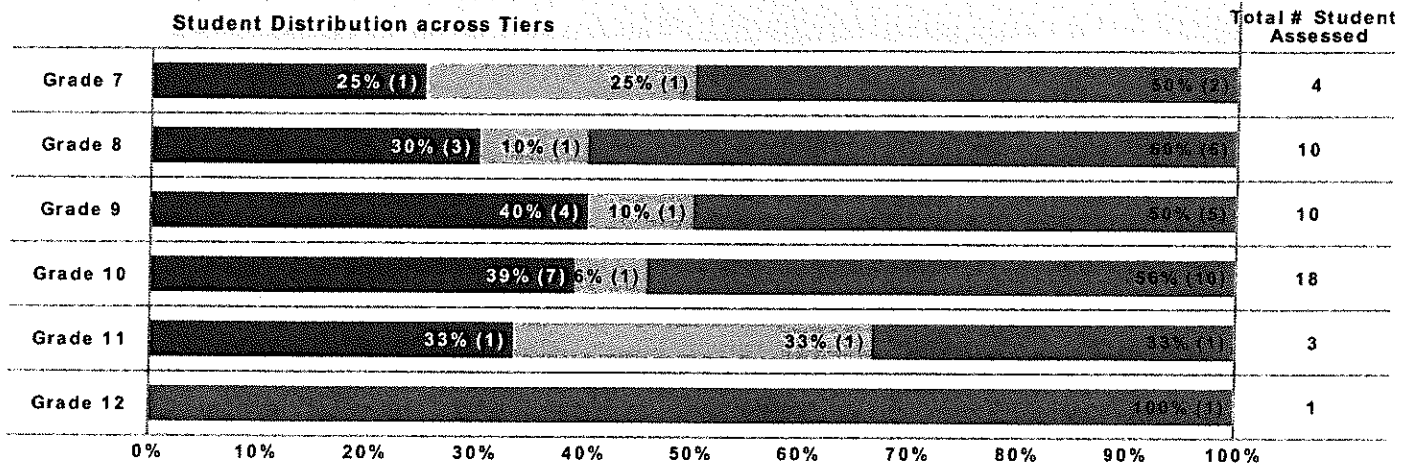■ Tier 1: On or Above Level   ▨ Tier 2: 1 Level below   ■ At risk for Tier 3: > 1 Level below

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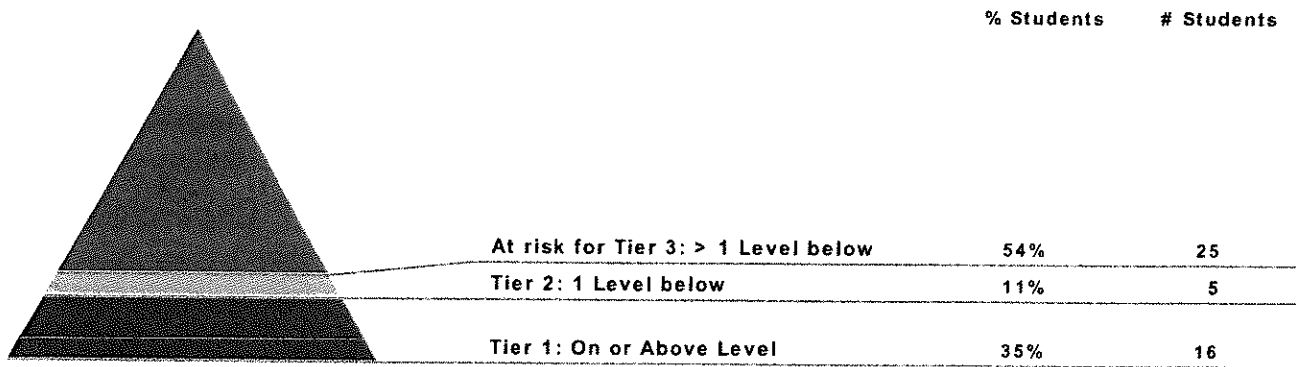

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tela
Tehama eLearning Academy

Proposed Disposal of Inventory
October 13, 2016

- 14 ea. Comdial telephones

- Miscellaneous old books (encyclopedias)

- 1 Fax Machine (Adult Ed)

- 1 Phone (Adult Ed)

☒ Approved for disposal

☐ Denied for disposal
Reason for denial: _____

Michelle Baumd   _10/20/16_

Signature   Date