

## **eSCHOLAR ACADEMY GOVERNANCE COMMITTEE**

November 20, 2013

The first regular meeting of the eScholar Academy Governance Committee was held on the above date. In addition to the Committee Members, Mr. Wes Grossman, Assistant Superintendent of Business Services, Mrs. Denise Cottingham, CBO, and Ms. Christine Walrath, Secretary, were also present.

- Call to Order** Mr. Charles Allen called the meeting to order at 3:00 pm.
- Roll Call and Pledge Of Allegiance** Present: Allen, Barrow, Morehouse, Manuel, Bouchard  
Mr. Allen led the Pledge of Allegiance.
- Approval of Agenda** Ms. Bouchard moved, seconded by Ms. Manuel, to approve the agenda for this meeting held on the above date. The motion carried unanimously.
- Election of Officers** Mr. Allen nominated Mr. Morehouse as President. Mr. Allen nominated himself as Committee Clerk. Ms. Manuel moved, seconded by Mr. Allen, to approve election of the aforementioned as Officers. The motion carried unanimously.
- Establish Meeting Calendar 2013-2014** Next committee meeting to be held on January 15, 2013, at 3:00 pm. Future meetings will be held at 3:00 pm on March 19 and June 25, 2013, or on the same day as TCDE board meetings. Ms. Manuel moved, seconded by Mr. Allen, to approve election of the meeting calendar. The motion carried unanimously.
- Consent Agenda** Salary Schedules, Job Descriptions, Employment Contracts, and the 2013-2014 School Calendar were included in the agenda packet. Ms. Bouchard moved, seconded by Ms. Manuel, to approve the aforementioned materials. The motion carried unanimously.
- Chief Business Officer Report** Mrs. Cottingham presented 2012-2013 Unaudited Actuals as well as the 2013-2014 Budget.
- Resolution 11-20-13-1:** Mr. Allen moved, seconded by Ms. Manuel, to adopt Resolution of eScholar Academy Adopting a Premium Reduction Plan Under Section 125 of the Internal Revenue Code of 1986, a copy of which was included in the agenda packet. The motion carried unanimously.
- Authorizing Signatures for 2013-2014** Mrs. Cottingham proposed the following signers for 2013-2014: Mr. Grossman, Mrs. Cottingham, and Mr. Allen for budget revisions and interfund transfers; and Mr. Allen, Mr. Grossman, and Mrs. Barrow for payment of expenditures. Ms. Manuel moved, seconded by Ms. Bouchard, to designate the aforementioned signers for 2013-2014. The motion carried unanimously.

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- Enrollment Policy** Ms. Bouchard moved, seconded by Mr. Allen, to adopt the Student Enrollment Policy which differentiated between eSA 7-12 and eSA adult education. The motion carried unanimously.
- Business Management Services** Ms. Manuel moved, and Mrs. Barrow seconded, to accept the Memorandum of Understanding with Tehama County Department of Education for Business Management Services. The motion carried unanimously.
- Administrative Services** Mrs. Barrow moved, and Ms. Bouchard seconded, to accept the Memorandum of Understanding with Tehama County Department of Education for Professional Administrative Services. The motion carried unanimously.
- Education Protection Account - Actual** Mr. Allen moved, and Ms. Manuel seconded, to adopt the 2012-2013 Actual Education Protection Account Expenditures. The motion carried unanimously.
- Education Protection Account - Proposed** Mr. Allen moved, and Ms. Bouchard seconded, to adopt the 2013-2014 Proposed Education Protection Account Expenditures. The motion carried unanimously.
- Committee Discussion** Mr. Allen thanked Mrs. Barrow for putting new procedures in place to make eSA policies more consistent. Ms. Bouchard noted that she had already noticed a positive impact on student morale. Mr. Allen also thanked Mrs. Cottingham for monitoring school purchases and for having a positive impact on the budget. Ms. Manuel offered assistance to eSA with regard to Common Core Standards and teacher development.
- Next Meeting Date** The next meeting will be held on January 15, 2013 in the Board Meeting Room – Tehama County Department of Education - 3:00 pm.
- Adjournment** There being no further business the meeting was adjourned at 3:50 pm.