

**Tehama eLearning Academy
Governance Committee
Meeting Minutes
October 1, 2014**

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, Ms. Christine Walrath, Secretary, Mr. Jeremy Kriss, Teacher, and Ms. Angel Herrera were also present. Mr. Charles Allen and Ms. Lorna Manuel were absent.

- Call to Order** Mr. Tim Morehouse called the meeting to order at 3:45 pm.
- Roll Call and Pledge Of Allegiance** Present: Barrow, Morehouse, Bouchard.
Mr. Tim Morehouse led the Pledge of Allegiance.
- Approval of Agenda** Ms. Bouchard moved, seconded by Ms. Barrow, to approve the agenda for this meeting held on the above date. The motion carried unanimously (Barrow, Morehouse, Bouchard).
- Consent Agenda** The Governance Committee Minutes from the August 6th meeting were included in the agenda packet, as well as the Adult Ed Agreement between TCDE and TCDSS, the Approval of 2014/2015 LCAP (incorrectly listed on agenda as Budget Adoption Correspondence), and the TeLA Salary Schedules and Employment Contracts for 2014/2015. Approval of the Consent Agenda with the noted LCAP correction above was moved by Ms. Bouchard and seconded by Mrs. Barrow. The motion carried unanimously (Barrow, Morehouse, Bouchard).
- Principal's Report** Mrs. Barrow noted there have been discussions about implementing SARB letters with the existing Academic Probation letters that TeLA has already implemented. Attendance is being taken every week instead of every month, resulting in a decline of ADA numbers. TeLA currently has 116 enrolled with 23 on the waitlist. There is a new student orientation planned for October 21st, and after that, all full-time teachers should have 33 students and part-time teachers should have 20. One of the TeLA teachers, Mr. Kriss, has developed an extensive outline of new requirements for the Senior Projects this year. All graduating seniors are aware and the expectations have been communicated. Mrs. Barrow has met with all students enrolled in the WEE program, there are currently 7. There have been no updates on the UC Doorways Certification

Tehama eLearning Academy Governance Committee Minutes – October 1, 2014 (cont.)

Principals Report (cont.) but our application has been submitted. There are no updates on the implementation of School Messenger service, but a quote has been received. Ms. Bouchard complimented Mrs. Barrow and all others involved in the implementation of the new TeLA website, and noted the many improvements that have been made.

CBO Report Mrs. Cottingham shared the unaudited actuals from 2013/2014. Revenue increased, along with expenses, but the overall net result was positive. Mrs. Cottingham also explained the financial impact of the reduction in ADA this semester.

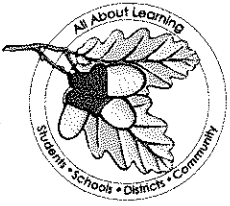
Approval of Unaudited Actuals (2013/2014) The unaudited actuals were included in the agenda packet, and were discussed by Mrs. Cottingham in the CBO Report. Ms. Bouchard moved, seconded by Mrs. Barrow, to approve the Unaudited Actuals. The motion carried unanimously (Barrow, Morehouse, Bouchard).

Election of Officers The election of officers for the 2014/2015 Committee were as follows: Ms. Bouchard nominated Tim Morehouse as Committee Chair, and Mr. Morehouse accepted the nomination. Ms. Bouchard nominated Ms. Manuel as Committee Vice-Chair. Ms. Bouchard moved, seconded by Mrs. Barrow, to elect Mr. Morehouse and Ms. Manuel. The motion carried unanimously (Barrow, Morehouse, Bouchard).

Lease Extension The extension of the lease for 715 Jackson St, Suite B was included in the agenda packet and discussed by Mrs. Cottingham. After discussing this and other possible options, this topic was tabled and will be included as an ongoing agenda item for future meetings. Ms. Bouchard moved, seconded by Mrs. Barrow, to table the Lease Extension. The motion carried unanimously (Barrow, Morehouse, Bouchard).

Next Meeting Date The next meeting will be held on Wednesday, December 3rd, 2014 at TCDE – 3:30 pm.

Adjournment There being no further business the meeting was adjourned at 5:05 pm.



TEHAMA COUNTY DEPARTMENT OF EDUCATION

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August 15, 2014

Governance Committee and Tehama County Board of Education
Tehama eLearning Academy

RE: 2014/2015 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 2014/2015 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.

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 charter. Immediate concerns are listed below.

Cash Flow

The State's budget has not fully removed all the cash deferrals. Therefore, it is still vital for the Charter 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 2013/14 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 general fund to include the recently approved Budget Adoption, the Estimated Actuals for the 2013/14 year as well as the actual data for the previous six years.

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

Sincerely,



Debbie Towne
Director of Business Services

cc: Denise Cottingham, Business Manager

Enclosure: Trend Analysis

Tehama eLearning Academy - Non-Certificated Salary Schedule

2014-15

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	\$9.00	\$1,560	\$18,720	\$10.93	\$1,895	\$22,737	\$12.30	\$2,132	\$25,579	\$15.62	\$2,708	\$32,498
2	\$9.23	\$1,599	\$19,188	\$11.20	\$1,942	\$23,305	\$12.67	\$2,196	\$26,346	\$16.09	\$2,789	\$33,473
3	\$9.46	\$1,639	\$19,668	\$11.48	\$1,991	\$23,888	\$13.05	\$2,261	\$27,137	\$16.58	\$2,873	\$34,477
4	\$9.69	\$1,680	\$20,159	\$11.77	\$2,040	\$24,485	\$13.44	\$2,329	\$27,951	\$17.07	\$2,959	\$35,511
5	\$9.93	\$1,722	\$20,663	\$12.07	\$2,091	\$25,097	\$13.84	\$2,399	\$28,789	\$17.58	\$3,048	\$36,577
6	\$10.18	\$1,765	\$21,180	\$12.37	\$2,144	\$25,725	\$14.26	\$2,471	\$29,653	\$18.11	\$3,139	\$37,674
7	\$10.44	\$1,809	\$21,709	\$12.68	\$2,197	\$26,368	\$14.68	\$2,545	\$30,543	\$18.66	\$3,234	\$38,804
8	\$10.70	\$1,854	\$22,252	\$12.99	\$2,252	\$27,027	\$15.12	\$2,622	\$31,459	\$19.22	\$3,331	\$39,968
9	\$10.97	\$1,901	\$22,809	\$13.32	\$2,309	\$27,703	\$15.58	\$2,700	\$32,403	\$19.79	\$3,431	\$41,167
10	\$11.24	\$1,948	\$23,379	\$13.65	\$2,366	\$28,395	\$16.05	\$2,781	\$33,375	\$20.39	\$3,534	\$42,402
11	\$11.52	\$1,997	\$23,963	\$13.99	\$2,425	\$29,105	\$16.53	\$2,865	\$34,376	\$21.00	\$3,640	\$43,674
12	\$11.81	\$2,047	\$24,562	\$14.34	\$2,486	\$29,833	\$17.02	\$2,951	\$35,407	\$21.63	\$3,749	\$44,985
13	\$12.10	\$2,098	\$25,176	\$14.70	\$2,548	\$30,579	\$17.53	\$3,039	\$36,470	\$22.28	\$3,861	\$46,334
14	\$12.41	\$2,150	\$25,806	\$15.07	\$2,612	\$31,343	\$18.06	\$3,130	\$37,564	\$22.94	\$3,977	\$47,724
15	\$12.72	\$2,204	\$26,451	\$15.45	\$2,677	\$32,127	\$18.60	\$3,224	\$38,691	\$23.63	\$4,096	\$49,156
16	\$13.03	\$2,259	\$27,112	\$15.83	\$2,744	\$32,930	\$19.16	\$3,321	\$39,851	\$24.34	\$4,219	\$50,631
17	\$13.36	\$2,316	\$27,790	\$16.23	\$2,813	\$33,753	\$19.73	\$3,421	\$41,047	\$25.07	\$4,346	\$52,150
18	\$13.69	\$2,374	\$28,485	\$16.63	\$2,883	\$34,597	\$20.33	\$3,523	\$42,278	\$25.82	\$4,476	\$53,714

Elective Tutors will be paid at the hourly rate of \$30.00.

Effective: 7/1/2014

Approved: 7/25/2014

**Tehama eLearning Academy - Certificated Salary Schedule
2014-15**

	A	B	C	D
Step	BA + 30	BA+45	BA+ 60	BA+75
1	\$38,580	\$39,738	\$40,930	\$42,158
2	\$39,738	\$40,930	\$42,158	\$43,423
3	\$40,930	\$42,158	\$43,423	\$44,725
4	\$42,158	\$43,423	\$44,725	\$46,067
5	\$43,423	\$44,725	\$46,067	\$47,449
6	\$44,725	\$46,067	\$47,449	\$48,872
7	\$46,067	\$47,449	\$48,872	\$50,339
8	\$47,449	\$48,872	\$50,339	\$51,849
9	\$48,872	\$50,339	\$51,849	\$53,404
10	\$50,339	\$51,849	\$53,404	\$55,006
11	\$51,849	\$53,404	\$55,006	\$56,657

Salary Schedule reflects a 180 day work schedule.

Certificated Staff performing Extra Duty and Part-time or Short Term Contracts will be paid at the hourly rate of \$35.00

\$650 Annual Stipend for Masters Degree

Contract days will be adjusted for Adult Education Teacher

Certificated Substitutes will be paid at the daily rate of \$90.00

Certificated Counselors will be paid at the hourly rate of \$50.00

Effective: 07/01/14

Approved: 07/25/14