

**Tehama eLearning Academy**  
**GOVERNANCE COMMITTEE MEETING**

Meeting Minutes

October 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, Wes Grossman, TCDE Asst. Supt. of Business Services, Karen Reno, Christy Vail, Carly Martinez, Brianna Eaton, Kelly Boles, Mary Thoreson, Amanda Rogers, Kandyce Cox, Destiney Cox and Jacki Roach were present.

- Call to Order                      Mr. Morehouse called the meeting to order at 3:34 P.M.
- Roll Call and Pledge Present: Barnard, Houchins, Morehouse, Manuel, Matray  
of Allegiance
- Approval of Agenda              Ms. Houchins moved, seconded by Ms. Manuel to approve the agenda. The motion carried unanimously (Barnard, Houchins, Morehouse, Manuel and Matray).
- Consent Agenda                  Approval of the consent agenda was moved by Ms. Houchins and seconded by Ms. Manuel. The motion carried unanimously (Barnard, Houchins, Morehouse, Manuel and Matray).
- Audience with Groups and/or Individuals              New staff, parent and student introductions were made by Mary Thoreson
- Administrator Report              M. Barnard's report included, 91 enrolled, we have four full time teachers and one 30 day substitute, iReady update 7-10<sup>th</sup> grades assessed. 50% are below grade level, iReady lessons are 50 minutes math and 50 min English/language arts weekly, there will be growth testing at end of semester 1, and at the end of the school year. New class Selfie 2.0, with our social emotional advisor has 19 students. Tamara is working on an after school club. Home visit referral form has been created and home visits will be set up. Adult School flyer is new. 7-8<sup>th</sup> grade students attended maker space & will attend the hatchery in a few weeks
- Chief Business Officer Report              D. Cottingham reported month one average daily attendance was 75.84 with 82 enrolled and 93.51% attended. Discussion followed. There will be a need to

replace some of the Apple laptops used by the teachers before year end.

Donation	L Manuel Moved, seconded by K Matray to accept the \$250 Sun Country Quilters donation. The motion carried unanimously (Barnard, Houchins, Morehouse, Manuel and Matray).
2015-16 Unaudited Actuals	D. Cottingham presented the 15-16 Unaudited Actuals. K. Matray moved, seconded by L. Houchins to approve the 15-16 Unaudited Actuals as presented. The motion carried unanimously (Barnard, Houchins, Morehouse, Manuel and Matray).
Authorized Signatures	K. Matray moved, seconded by L. Manuel to add Michelle Barnard as an Authorized Signature to all three sections of the Authorized Signature form for the 2016-17 school year. The motion carried unanimously (Barnard, Houchins, Morehouse, Manuel and Matray).
Non-Certificated Salary Schedule	Lorna Manuel Moved, seconded by Michelle Barnard to approve revisions to the Non-Certificated salary Schedule effective 07/01/16. The motion carried unanimously (Barnard, Houchins, Morehouse, Manuel and Matray).
2016-17 SARB Contract	L, Manuel moved, seconded by L. Houchins to approve the 2016-17 SARB contract with TCDE. The motion carried unanimously (Barnard, Houchins, Morehouse, Manuel and Matray). T. Morehouse suggested that we check with CDE regarding Attendance/SARB requirements for TeLA.
TCDE 2016-17 Budget Approval Letter	D. Cottingham reported that TCDE had reviewed and approved our 2016-17 budget. The approval letter was included in the GC packet.
TeLA Proposed Disposal Inventory	Karin Matray moved, seconded by L. Manuel to approve the Disposal Inventory list with the addition of the old Adult Ed fax machine. The motion carried unanimously (Barnard, Houchins, Morehouse, Manuel and Matray). The items will go to North Valley Services & Salvation Army
TeLA Governance Policy Committee	Recommended Changes to the TeLA Charter were reviewed for the second time. Karin Matray moved, seconded by Michelle Barnard to approve the changes to add a parent and a student to the Governance committee. The motion carried as follows: Ayes-Barnard, Houchins, Morehouse, Matray and Noes-Manuel.

Counseling Position	K. Matray shared LCAP history regarding the counselor position which was changed to college & career readiness counseling and added a social advisor to the LCAP. We currently do not employ college & career counselor/CSU specialist, etc. We could contract with an outside person to offer college & career counseling maybe Job Training center, or could train the teachers. The Governance Committee directed M. Barnard and M. Thoreson to get more Info. K. Matray moved, seconded by L. Manuel to approve the Social/Emotional Advisor position. The motion carried unanimously (Barnard, Houchins, Morehouse, Manuel and Matray).
TeLA Governance Policies	The need for the following were discussed: Administrative policies (staff handbook), need to adopt policies, Student appeals vs suspension process, voting, Math assessment policy, lactating student policy. Get the right wording on the website.
WASC Accreditation Mid-cycle visit	M. Barnard reported that the WASC committee will meet with board, staff, parents and students on October 24th 7:30-8am. A schedule of events was included in the GC packet. M. Barnard will send out the final agenda when confirmed by the WASC committee.
LCAP Update	The LCAP brochure has been updated. Goals have been shared with the staff. Survey for parents was completed online at Family night by 15 parents. An email will be sent to all parents to complete it online.
Governing Committee Discussion	NONE
Adjournment	The next meeting is scheduled for November 10, 2016. There being no further business the meeting was adjourned