



**Tehama eLearning Academy  
GOVERNANCE COMMITTEE MEETING**

Meeting Minutes

April 9, 2020

ZOOM Meeting per COVID-19 Precautions

The meeting of the Tehama eLearning Academy Governance Committee was held on the above date via Zoom due to COVID-19 Precautions. In addition to the committee members: Michelle Barnard, Lourie Larcade, Jim Hirsch, Melanie Lee, Karen Reno, and Phyliss Avilla were present.

<b>1. Call to Order</b>	Sara Smith called the meeting to order at 3:31
<b>2. Roll Call</b>	Present: Sara Smith, Alethea Vazquez, Linda Houchins, Michaele Brown
<b>3. Consent Agenda</b> 3.1 Approval of Agenda 3.2 Approval of Minutes 2/06/2020	<ul style="list-style-type: none"> <li>• Linda Houchins moved to approve the agenda, Alethea Vazquez seconded, all others in attendance approved.</li> <li>• Alethea Vazquez moved to approve the minutes from the 2/06/2020 meeting, Linda Houchins seconded, all others in attendance approved.</li> </ul>
<b>4. Audience with Groups and/or Individuals to Speak</b>	None
<b>5. Administrator Report</b>	<ul style="list-style-type: none"> <li>• Michelle Barnard shared the attached administrator report. She noted that TeLA is in a unique position during the COVID-19 precautions as students were already working online. Some students are working very well with one graduating already.</li> <li>• TeLA reached enrollment cap at 130 students for the first time which resulted in a lottery for new students at the last enrollment. Enrollment has been ongoing as students exit.</li> <li>• Staff is working closely with seniors to ensure graduation despite campus being closed. Guidance from CDE is that students should graduate if they were on track for graduation prior to campus closure.</li> <li>• Two staff positions are available for the next school year: Math Teacher and Administrative Assistant.</li> <li>• Teachers are all working from home and mental health clinicians are providing support to students and families.</li> <li>• Adult Ed is not accepting new students at this time with the exception of students from Cal Works - 101 adults are currently enrolled. Deactivated students can be reactivated.</li> </ul>
<b>6. Chief Business Officer Report</b> 6.1 2nd Interim Budget Report 6.2 Revised Salary Schedules	<ul style="list-style-type: none"> <li>• <b>6.1</b> Lourie Larcade shared the three year budget projection, budget assumptions, and page one and two of the SACS. She reported that the 2nd Interim Budget has been posted</li> </ul>

approved. A little deficit is projected in 20/21 due to expectation of the new building allowance being spent and increasing a part time position to a full time position next year but it should be offset with increasing ADA.

- **6.2** Revised Salary schedules proposed by Lourie Larcade, no changes to rates of pay, substitute salary was removed to a separate salary schedule with an increase from \$100/day to \$125/day to stay competitive with the district and county rates. Lourie will send out the substitute salary schedule. Linda Houchins moved to approve the Certificated and Non Certificated Salary Schedules, Michaele Brown seconded, all in attendance approved.

**7. New Business**

- 7.1 2020-2021 TeLA School Calendar
- 7.2 Covid-19 Policies (2)
- 7.3 New Hire - Office Manager
- 7.4 School Closure Update
- 7.5 Early Graduation Policy

- **7.1** Michelle Barnard presented the proposed 2020/21 TeLA school calendar. She noted that it followed the pattern from last year, 180 student attendance days, graduation date doesn't conflict with RBHS. Spring semester dates need to be changed to 20/21. Linda Houchins moved to approve the calendar with the noted corrections, Alethea Vazquez seconded, all in attendance approved.
- **7.2** Lourie Larcade presented two policies; HR 6201 Families First Response Act Policy details new leaves available to employees due to the COVID-19 virus, and the COVID-19 Telecommuting Policy & Procedure outlining responsibilities and procedures for working from home. Once approved, the policies will be sent to all TeLA employees. Linda Houchins moved to approve both policies, Michaele Brown seconded, all others in attendance approved.
- **7.3** New hire - Melanie Lee will serve as Office Manager. Katelyn Lynch vacated the position to return to a former job. Sara Smith noted that there was the possibility of looking at other applicants from the Office Manager Position as candidates for the Administrative Assistant position. That is on hold due to current circumstances. Michaele Brown moved to approve, Linda Houchins seconded, all others in attendance approved.
- **7.4** We have shared with families that TeLA, like all Tehama County schools, will be closed for the duration of the school year. Sara Smith noted an effort to clarify that campuses are closed while distance instruction continues. The Superintendents will continue to meet and monitor the COVID-19 situation. A School Messenger call went out to all families yesterday and Michelle will follow up with a letter.

Michelle Barnard shared an engagement report to show student activity. Some students haven't been working due to various

reasons including illness, some who don't have internet access and students who relied heavily upon extra on site support. Google Meets is being utilized by teachers and paraprofessionals. FaceTime has also been used. Linda Houchins asked if there was a plan for those without internet access - they have been informed of hot spots and internet services available. Wifi does work in the school parking lot. Sara Smith noted officials are seeing an increase in family stress and child abuse reports, emphasizing the need to continue to be in close contact with students. Continue to push out resources and support through teachers and Raphael Lamas. Most families responded to Raphael's initial outreach indicating they felt confident in their ability to provide for their families during this time and some are reluctant to leave their homes for additional support.

- **7.5** Michelle Barnard foresees more students being on track to graduate early. TeLA has had students on track to graduate early in the past and communicating with parents about their desires has been important. Michelle would like to see students college and career ready if they graduate early. There is a resistance to limiting credits earned per semester, since some students come to TeLA credit deficient. Linda Houchins agreed that a college and career readiness requirement is a great idea for graduating a full year early. Sara Smith suggested looking at examples from other schools. If students are completing credits at a very rapid rate, there may be a need to make sure their courses are at the appropriate level. Principal approval could be required to allow for assessment of individual situations. Sara suggested asking Michelle Jordan from the WASC visiting committee what her school does to address this issue. Michelle stated that she would request feedback from California Charter Schools. Sara suggested that Michelle report her findings at the next meeting. Michaele Brown suggested evaluating motives for early graduation and what the student's plan is for the future.

**8. Old Business**  
8.1 LCAP Update  
8.2 WASC Update (TeLA Action Plan)

- **8.1** Sara stated that LCAP activity has been slowed due to the COVID-19 situation. Michelle has updated much of the annual report. Expecting some guidance from CDE soon. Sara reported that Michelle has shared a document of goals with the staff to get feedback. Sara suggested proceeding with preparation even without direction from CDE. Michelle stated that surveys have been completed.
- **8.2** Michelle shared and discussed the attached TeLA Action Plan. She has sent it to the WASC committee. TeLA staff will continue to work on the action plan and revise. Michelle described some items in the plan.

	<ul style="list-style-type: none"> <li>❖ Curriculum - There is a continuous need to look at the curriculum as curriculum constantly changes and TeLA needs greater ability to make adaptations for our students than is currently available. Odysseyware is more adaptable than PLP but isn't in the best format for TeLA.</li> <li>❖ Four Year Plan - Working on all ninth graders having a four year plan including doing a CTE pathway or taking Shasta College classes as eleventh graders. Sara noted this will help assess a student's situation when they want to graduate early.</li> <li>❖ Looking at SEL resources and assessment tools to identify and address strengths and needs of our students. Middle School will begin using Character Counts Planners.</li> <li>❖ Writing focus - core curriculum has more student writing, encouraging writing in all electives, grade level writing course for those not attending intervention classes and including writing in intervention classes.</li> <li>❖ Looking into STAR testing rather than iReady which is a very long assessment, plan to pilot with older students. Desire to better use data to drive instruction in the future.</li> <li>❖ Plans to increase the number of students taking a-g classes and providing greater access to science lab classes next year.</li> </ul>
<b>9. Governing Comm. Discussion</b>	None
<b>10. Adjournment</b>	There being no further business, Michael Brown moved to adjourn the meeting, Linda Houchins seconded and the meeting was adjourned at 4:16
<b>Next Meeting</b>	June 11, 2020 Special Meeting Public Hearing LCAP