

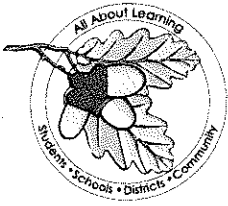
**Tehama eLearning Academy
Governance Committee
Meeting Minutes
February 4, 2015**

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, and Mr. Wes Grossman were also present.

- Call to Order** Mr. Tim Morehouse called the meeting to order at 3:40 pm.
- Roll Call and Pledge Of Allegiance** Present: Morehouse, DuVarney, Barrow.
Mr. Tim Morehouse led the Pledge of Allegiance.
- Approval of Agenda** Mr. DuVarney moved, seconded by Mrs. Barrow, to approve the agenda for this meeting held on the above date. The motion carried unanimously (Morehouse, DuVarney, Barrow).
- Consent Agenda** The Governance Committee Minutes from the December 3 and December 10, 2014 meetings were included in the agenda packet, as well as Authorizing Signatures for 2014-2015. Approval of the Consent Agenda was moved by Mrs. Barrow and seconded by Mr. DuVarney. The motion carried unanimously (Morehouse, DuVarney, Barrow).
- Principal's Report** Mrs. Barrow shared that there are currently 120 students enrolled and 14 on the waitlist. There is a new student orientation scheduled for Tuesday February 10th. TeLA has been utilizing School Messenger on Sunday evenings to send weekly updates to parents and students. TeLA had a Family Night on January 29th, and there were 68 people that attended. Pizza and drinks were shared and families played some interactive group games. There was also a parent feedback form available to request parent input, but not many were utilized. Going forward, TeLA will plan to have Family Night events twice per semester. There are also two upcoming college presentations at the school. Fashion Institute will present to students on February 9th, and Institute of Technology will be there on February 24th. Possible future presenters will include Chico State and Sac State. TeLA would also like to send students to the College Night event in Shasta County. As discussed at the last Governance Committee meeting, TeLA's attendance policy has changed for this semester. Now students are required to

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- Principal's Report (cont)** login to their online classwork every school day. As was the requirement previously, they are also required to complete at least 10 lessons per week. This is a big adjustment, especially for the students that have been enrolled at TeLA for several years. As a result of this, lower attendance is anticipated for January but should improve thereafter. Setting realistic and achievable goals was discussed, as well as putting improvement procedures in place and measuring those results.
- CBO Report** Mrs. Cottingham briefly discussed the Authorized Signatures that were included in the consent agenda. Advertising was discussed with the intent of boosting TeLA enrollment, and expenses will be researched and proposed.
- TeLA Revised Charter** The Charter was included in the agenda packet. Mr. Charles Allen has been replaced by Mr. Rich DuVarney on the Governance Committee. It was also noted that TeLA should include a parent representative on the Committee.
- Period 1 Attendance** The Period 1 Attendance Certification for 2014-2015 was discussed. The TeLA ADA number for period 1 was 105.91 which is lower than the ADA used to compute the budget. This will result in a budget deficit. Mrs. Cottingham estimated the minimum ADA we needed in order to avoid a deficit was 115. This number will be researched and verified at the next meeting.
- Next Meeting Date** The next meeting will be held on Wednesday, April 1, 2015 at TCDE – 3:30 pm.
- Adjournment** There being no further business the meeting was adjourned at 4:47 pm.



TEHAMA COUNTY DEPARTMENT OF EDUCATION

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January 14, 2015

Executive Director and Governance Committee
Tehama eLearning Academy

RE: 2014/2015 1st Interim Budget

As the chartering authority for the Tehama eLearning Academy, our office has completed its review of the 1st Interim Budget Report for 2014/2015 in compliance with the provisions of Education Code 47604. 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 the following two years.

The Charter's budget, as projected, fully meets these criteria.

Additional changes, including attendance, new state programs, and the Governor's proposed 2015/2016 budget will be addressed in the 2nd Interim Report as more solid information becomes available. A complete listing of any technical corrections and recommendations has been sent directly to the chief business official.

The technical details of how to calculate LCFF entitlements are becoming routine with the benefit of a full year of implementation, the California Department of Education's 2013/2014 P2 certification, and continued refinements to the FCMAT LCFF Calculator. Nonetheless, the fiscal operating environment for districts and charters remain somewhat uncertain, and each district or charter must address its own unique set of risk factors in determining budget priorities and creating multi-year projections. We encourage the Charter to assess the MYP and have a contingency plan if the proposed Gap Funding is not realized, especially in the 2016/2017 Fiscal year.

Although the Governor has eliminated most of the deferrals, cash flow monitoring is still a critical aspect of a district's fiscal health. We encourage the Charter to closely monitor its cash throughout the year.

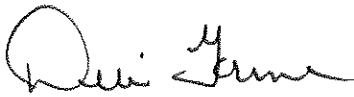
We are committed to working closely with the Charter to support efforts to maintain the sound financial condition of Tehama eLearning Academy. To that end, our office will continue to provide the latest available information and budget guidance in a timely

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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.

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