



**Tehama eLearning Academy**  
**GOVERNANCE COMMITTEE MEETING**  
 Meeting Minutes  
**Thursday, May 10, 2018**

The meeting of the Tehama eLearning Academy Governance Committee was held on the above date. In addition to the Committee members: Katelyn Lynch from TeLA was present

<b>Call to Order</b>	<b>May 10, 2018</b> Karin Matray called the meeting to order at 2:32pm
<b>2. Roll Call</b>	Present: Karin Matray, Lourie Larcade, Lorna Manuel, Linda Houchins, Michelle Barnard.
<b>3. Consent Agenda</b> 3.1 Approval of Agenda 3.2 Governance Committee minutes from February 08, 2018	3.1 / 3.2 Approval of Consent Agenda - Linda Houchins motioned to approve, Lorna Manuel Seconded, all others in attendance approved.
<b>4. Audience with Groups and/or Individuals to Speak</b>	None.
<b>5. 2nd Interim Report</b>	Lourie detailed the 2nd interim report, indicating that some of the funds needed to be pulled back because it was not being spent as budgeted. Lourie reviewed that the certificated salary was up \$25,000 for Dr Stoich and classified was up \$7,000 due for Amy Williams. She also noted that the P2 attendance was 88.20%, with month 8 at 90.34%. Michelle Barnard motioned, Linda Houchins seconded, all others in attendance approved.
<b>6. New Business</b> <b>6.1 2018-2019 TeLA Calendar</b> <b>6.2 Suspended Credit Procedure</b> <b>6.3 Authorizing Signatures</b> <b>6.4 17/18 Professional Administrative I Services MOU</b> <b>6.5 New Teacher Job Description</b> <b>6.6 New Teacher 2018/2019 Job Posting</b> <b>6.7 New TeLA Administrative Assistant Position</b> <b>6.8 2018/2019 Governance Committee Meeting Dates</b>	6.1 - Michelle explained that the calendar is similar to last year, and follows the RBHS calendar. Lorna Manuel motioned, Michelle Barnard seconded, all others in attendance approved. 6.2 - Michelle Barnard explained the suspended credit procedure, notion that many high schools have similar practices, and that it would ensure that none of our students who transfer from other schools mid-semester lose out on credits that they have earned. Karin asked if there were any issues with Aeries being able to process this information, or if it would have any miscalculations. Linda Houchins stated that it should not create any issues, and that she has been working with Megan MacCaughey to discuss credit counting procedures and GPA calculations to ensure that there are no errors. Linda Houchins motioned, Lorna Manuel seconded, all others in attendance approved. 6.3 Lourie Larcade reviewed the need for an updated authorizing signatures form, as Denise Cottingham was still listed as an authorizing

signature, and that Lourie Larcade (herself) should be added to replace Denise and a Fiscal Agent. She also noted that we should add Wes Grossman as an additional Authorized Signer to the Payment of Expenditures. Linda Houchins motioned, Michelle Barnard seconded, all others in attendance approved.

6.4 REMOVED - Agenda Adjustment

6.5 Michelle Barnard explained the updated job description to match the unique needs of our school, which now includes teacher review of transcripts to determine the classes and credit count needed to be on track to graduate. Lorna Manuel asked about include the need for teachers to attend school events, such as family night, as part of the job description. Michelle explained that it is in the contract which is signed by teachers, and going forward for the 2018/19 school year, teachers will be asked to complete a sign up sheet selecting which two family nights they will attend that school year. Linda Houchins asked Michelle if she should provide a printout of classes + CBEDS codes for Aeries, so that teachers could use that as a tool when assigning classes. Michelle replied that Joni Samay was still going to be the person entering transcripts and classes into Aeries. Lorna Manuel motioned to approve the job description with the current revisions, but with the knowledge that it will be revised and brought back to The Board at a later date to include a 'required skills' and 'required knowledge' portion. Linda Houchins Seconded, all others in attendance approved.

6.6 Michelle Barnard advised the board that Christy Vail has turned in her letter of resignation, but will be teaching some elective classes at TeLA, and that we are posting a full time teaching position to fill the vacancy.

6.7 Michelle detailed the new Administrative Assistant position at TeLA which will encompass both the Secretary/Registrar duties, along with those listed on the existing Administrative Assistant position at TCDE, and will also include CALPADS, being the Attendance Supervisor, in addition to posting, tracking, and screening applicants for job postings on EdJoin. Linda Houchins motioned, Michelle Barnard seconded, all others in attendance approved.

6.8 The board reviewed the future dates for governance meetings.

<p><b>7.0 Discussion</b></p>	<p>Lorna Manuel asked if we were able to find a TeLA senior to speak at 8th grade graduation. Michelle responded advising that we did not, as no senior were interested but let the board know that we were able to get Sean Wilson to speak at both the 8th grade and 12th grade ceremonies.</p> <p>Karin Matray advised the board that TCDE has been looking into safety/management/emergency response technologies, and passed around a pamphlet for RAPTOR, which is one that Rich DuVarney is considering using. She explained it is something that TeLA may want to consider using if they are interested in it. It has 3 different management systems, which are Visitor, Volunteer, and Emergency management systems. The visitor scans their ID, which is photo copied and stored internally, the data is then checked in national databases for any indication that the individual should not be on school campuses, and if cleared, an ID is printed for the visitor which expires at the end of the day.</p> <p>Michelle Barnard noted that TeLA is continuing its partnership with the Job Training Center, utilizing our AEBG funds to provide paid summer internship programs to our 18 year old students who can benefit from the training and experience.</p>
<p><b>8.0 Adjournment :</b></p>	<p>There being no further business the meeting was adjourned at 3:08pm.</p>
<p><b>Next Meeting : June 14,2018</b></p>	