



**Tehama eLearning Academy**  
**GOVERNANCE COMMITTEE MEETING**  
 Meeting Minutes  
**Thursday, October 12th, 2017**

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, Andrea Stoich from TeLA, Denise Cottingham from TCDE, Robert Crowell parent of two TeLA students.

<b>Call to Order</b>	<b>October 12, 2017</b> Karin Matray called the meeting to order at 3:40pm
<b>2. Roll Call</b>	Present: Karen Matray, Lorna Manuel, Michelle Barnard, Lourdes Knowles, Kandyce Cox
<b>3. Approval of Agenda</b>	Lorna moved, Michelle Seconded, all agreed; Agenda was approved.
<b>4. Consent Agenda</b>	4.1 Governance Committee Minutes from August 17th, 2017 - Lorna moved, Michelle Seconded, all others in attendance approved.
<b>5. Audience with Groups and/or Individuals</b>	None.
<b>6. Administrator Report -- Including Local Indicators/CBE Dashboard</b>	<p>Michelle gave her administrator's report and began by saying we have 103 students currently enrolled in TeLA, with 10 of those students being new enrollments from the September orientation.</p> <p>Michelle gave a brief review of family night, which 58 people attended. She also noted that the auditors who came to TeLA in August found everything in order with no recommendation for improvement.</p> <p>She also explained to those in attendance that we had two students, Addisen and April Crowell who were honored at the Elks Lodge 10/12/2017 for student of the month.</p> <p>Michelle noted that on 8/25/2017 we held a TEAM training at TeLA in which all TeLA, Lincoln Street, and Adult Ed staff attended.</p> <p>On 10/09/17 and 10/10/17 Katelyn at Joni attended the Aeries conference, and TeLA is currently looking to hire an additional Para Educator, with the position closing October 16th.</p>

	<p>Michelle also gave the i-Ready update which highlighted the students improvement in high school reading, along with additional improvements in other areas.</p> <p>Staff will be working collaboratively to complete a self-reflection on the local indicator items of; appropriately assigned teachers, curriculum access, safe, clean facilities, implementation of standards, parent engagement and school climate. The information will be reported to CDE for the dashboard.</p>
<p><b>7. Chief Business Officer Report</b></p>	<p>D. Cottingham reviewed budget packet and explained budget, and summarized that out end of year reserves for the 2016/2017 budget were higher than anticipated, and emphasized the need to use that money to purchase more learning, teaching, and staff materials.</p>
<p><b>8. New Business</b>        8.1 Approval of Hire of New Staff        8.2 Contract for Criterion        8.3 2017-2018 Budget        8.4 Field Trip List        8.5 Social Media        8.6 Video Project        8.7 Chromebook Disposal        8.8 TeLA Premium Reduction Plan for 2017-2018        8.9 2016-2017 Unaudited Actuals</p>	<p>8.1 Katelyn Lynch was introduced as the new Secretary/Registrar at TeLA. It was discussed that at further meetings we would like to have a written process about the approval of new hires but Lorna Manuel moved to approve, Michelle Barnard seconded, and all others in attendance approved.</p> <p>8.2 Michelle gave an overview of the contract for Criterion by explaining that it will be used to give students real time feedback while they are writing in the program to improve writing skills, and noted that this is also aligned to meet our WASC requirements. This program is \$8.00 per student each year, but there is a \$300 one-time staff training to teach them how to use Criterion. Lorna asked about the grading feature, and Michelle explained that we would not use that feature. Lorna motioned, Lourdes Knowles seconded, all others in attendance approved.</p> <p>8.3 Denise reviewed the 2017-2018 budget adoption and that this has been approved by Richard Duvarney.</p> <p>8.4 Michelle went over the field trip list, confirmed that the policies and procedures now align. Michelled motioned, Andrea Stoich seconded, all other in attendance approved.</p> <p>8.5 Michelle explained that she has been approached by teacher Megan MacCaughey with an interest in developing a Facebook page and wanted input from the board about creating one. Karen Matray recommended that Michelle speaks with David Lopez at TCDE, and as long as the Facebook page follows the guidelines set by the Department of Ed, we can proceed with the page.</p> <p>8.6 Michelle spoke with the group about, and showed one of the videos that is shown online. She noted that it would be used to try to raise awareness and support for our school within the community. It is \$3,500 for a one minute video highlighting our school.</p> <p>8.7 The group reviewed the list of Chromebooks TeLA is requesting approval to dispose of, and Michelle explained that all of these chromebooks are at their end-of-life, and no longer have supporting updates and operating systems. Lorna Manuel motioned, Robert Crowell seconded, and all others in attendance approved.</p>

	<p>8.8 Denise explained the Premium Reduction Plan, which means that employees health insurance cost is taken out of their check before taxes, and noted it is the same process as last year and just needs to be approved by the board each year. Lorna motioned, Kandyce Cox seconded, and all others in attendance approved.</p> <p>8.9 Denise gave a summary of the unaudited actuals for the 2016-2017 year and reviewed the designations for the reserved/overflow money from that year. Michelle motioned, Kandyce Cox seconded, all others in attendance approved.</p>
<p><b>9. Old Business</b>  9.1 ChromeBook Security  9.2 Policy Update  9.3 WASC Update</p>	<p>9.1 Michelle gave an update for the Chromebook security by explaining that the 'bug tags' have been ordered for the Chromebooks, but we are still looking for a more economical antenna provider/installer.</p> <p>9.2 Michelle gave a policy update, stating that we already have 5 policies approved, and plan to have 3 more on the agenda at the next meeting for approval.</p> <p>9.3 Michelle gave the WASC update by detailing what the staff plans to do to meet all criteria. It was mentioned that we are still looking for a "physical science' or 'lab science' course for students, Lorna mentioned looking into an electrical or engineering class.</p>
<p><b>10. Governing Committee Discussion</b></p>	<ol style="list-style-type: none"> <li>1) Kandyce Cox asked about having a school dance for TeLA students only, which would offer them more social opportunities. Lourdes recommended that we speak with the students and approach them with this opportunity and get their input on what they would like to do. Robert Crowell said he has DJ equipment.</li> <li>2) Lorna explained that there is a teacher training Friday 11/17/2017, \$50.00 per person, for digital/electronic applications.</li> <li>3) Karen Matray gave an update on the new TeLA building at the TCDE location next to Lincoln Street School. She said the planning stages are still in the architect's hands.</li> <li>4) Karen Matray said that the LCAP was approved with small adjustments to the wording and typo corrections.</li> <li>5) Robert Crowell asked if we would be doing the Six Flags field trip again this year. Michelle said we were still planning on it and we're still deciding whether it would solely be offered as an incentive trip or not.</li> <li>6) Michelle shared the charts Megan MacCaughey made with the students responses, when they were asked what kind of trips or incentives they would be interested in for improved test scores/effort.</li> </ol>
<p><b>Adjournment :</b></p>	<p>There being no further business the meeting was adjourned at 4:48pm.</p>
<p><b>Next Meeting : December 14, 2017</b></p>	