

**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, Laurie Larcade from TCDE

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| **Call to Order** | **December 14, 2017** Karin Matraycalled the meeting to order at 3:36pm |
| **2. Roll Call** | Present: Karin Matray, Michelle Barnard, Linda Houchins, Lourdes Knowles, Kandyce Cox |
| **3. Approval of Agenda** | Michelle Barnard Motioned, Lourdes Seconded, all others in attendance approved. |
| **4. Consent Agenda** | Governance Committee Minutes from October 12, 2017 – Michelle Barnard moved, Lourdes Knowles seconded, all others in attendance approved. |
| **5. Audience with Groups and/or Individuals** | None. |
| **6. Administrator Report -- Including Local Indicators/CBE Dashboard** | Michelle Barnard detailed TeLA’s course offering, going over the different programs we have and explaining the different features and styles of them. Lourdes said that she preferred our Edgeniuty courses because of the interactivity and format of the program. Michelle also spoke about the plan to fill the learning gaps by purchasing additional curriculum courses – accelerated reader and star math. Michelle went over the parent survey results, from the survey that was given at the November family night, which highlighted that most students and parents of TeLA felt that our school was meeting, or exceeding their expectations. |
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| **8. New Business**  8.1 Child Abuse Reporting Policy  8.2 Suspension/Expulsion Policy  8.3 Dress Code Policy  8.4 Active Shooter Protocol  8.4.1 Governance Committee Direction  8.5 Inventory Disposal List  8.6 2017-2018 Certificated and Classified Salary Schedule Increase  8.7 TeLA Lease Extension with Red Bluff Professional Building | 8.1 Linda Houchins motioned, Michelle Barnard seconded, all others in attendance approved.  8.2 Linda Houchins inquired about the detention wording in the policy, as we typically don’t keep students for detention, Michelle responded by explaining we feel the need to keep the wording there, in case we do feel the need to use it at some point. Michelle Barnard moved, Kandyce Cox seconded, all others in attendance approved.  8.3 Linda Houchins noted she didn’t see any wording prohibiting tattoos, Michelle agreed that it was not in the policy, but that we do have wording barring gang related affiliations.  8.4 Michelle Barnard explained that while we have addressed other emergency events, we have not yet had an active shooter drill, but have been asked about our protocol. She continued, letting the group know that she has had two police officers here to evaluate our building, to advise on an action plan, and that the form drafted by our teachers includes their advice. She note that she is bringing this to the committee for direction.  8.4.1 The committee reviewed the Active Shooter Protocol and advised that we use verbiage from the CAL OES doc. Karin Matray asked about the evacuation plan & location being across a busy street, and Michelle responded that this location was given to us by RBPD and has been used for a number of years. Karin recommended that we clean up the draft a bit and take out repetitive wording, and get more information about the option of having visitors and students ‘buzz in’ at the door, as they do at TCDE. She also asked that we gather more information about the meeting place, and also having a panic button, then bringing this back to the board for approval at the next governance meeting. Kandyce Cox motioned, Linda Houchins seconded, all others in attendance approved  8.5 Michelle Barnard moved, Linda Houchins seconded, all others in attendance approved.  8.6 Laurie detailed the 1% increase and retro-pay at 1% to the month of July, to be paid out to staff in the December check. Linda Houchins moved, Kandyce Cox seconded, all others in attendance approved.  8.7 Denise detailed the lease extension, advising that we are looking to extend the lease for TeLA to 06/30/2019 to allow ample time for completion of construction of the new TeLA building, and to move. The board noted that we would need to have Karin Matray’s name on the document for signature, instead of Rich DuVarney’s. Linda Houchins moved to approve, Michelle Barnard seconded, all others in attendance approved. |
| **9. Old Business**  9.1 Dashboard Local Indicators Report  9.2 Written Hiring Process  9.3 Charter Revision Update  9.4 LCAP Update – Dashboards Data Release  9.5 WASC Update | 9.1 Michelle explained that the local indicators requirement has been met, per the rubricks, information received from the survey given to parents and students on family night.  9.2 All members reviewed the written hiring process for TeLa, advising that we need to correct spelling on items #9, and insert the finished one into the staff binder.  9.3 Michelle shared the “opening statement” in the charter revision, that we have been advised we are in the bottom 1% of all charter schools in California, and that we have now implemented a multiple measure review, which demonstrates student growth that is not reflected on their state testing. Michelle provided highlighted the data showing that in the first year of iReady testing, of the students that participated in both tests, 73% improved their math, and 77% improved their reading by at least one grade level. She also noted that in 2016 TeLA students were 123 points from meeting the standard, and in 2017 our students are now 90 points from meeting the standard, which is an above average rate of improvement for a school.  9.4 Karin Matray let the board know that the dashboard was release on Thursday and explained that while TeLA does not have all categories showing data (because the minimum amount of students per category to report data is 30), there are some categories showing. She emphasized the importance of having this data available, because we will have to reference this in the LCAP results.  9.5 Michelle explained that the WASC report is due 6 weeks before the WASC visit in March, and that her and the teachers have been working on the WASC together. Michelle shared Andrea Stoich’s report about her work with students to help them determine their career paths and develop educations plans to help them meet their goals. |
| **10. Governing Committee Discussion** | Linda Houchins addressed the group, and let everyone know she attended the CETPA conference recently. She noted that we are now approaching the deadline to have our websites 504 & 508 compliant. She noted that one of the speakers at the conference advised that lawyers are now looking for websites that are not in compliance, and that businesses are now contacting agencies to offer their services to get their website compliant.  Linda Houchins also brought up the idea of a ‘TeLA Café’ when we are building at our new location. She explained that TCDE does not have a café, and that it would be great to include this as a licensed kitchen, and give the students the opportunity to take Culinary CTE classes as well as nutrition courses for the ECE CTE courses. |
| **Adjournment :** | There being no further business the meeting was adjourned at 4:51pm. |
| **Next Meeting : February 8, 2018** |  |