



**Tehama eLearning Academy
GOVERNANCE COMMITTEE MEETING**

Meeting Minutes

June 18, 2020

Virtual Meeting via ZOOM

<https://us02web.zoom.us/j/8584875577?pwd=dE5SSHBFBQ0k2SzFPa3JhM2s2d29kdz09>

Meeting ID: 858 487 5577

Password: 683611

The meeting of the Tehama eLearning Academy Governance Committee was held on the above date. In addition to the Committee members: Melanie Lee, Michelle Barnard, Lourie Larcade, Phyllis Avilla were present for all of the meeting and Karen Reno was present for a portion of the meeting.

1. Call to Order	Sara called the meeting to order at 3:32
2. Roll Call	Present: Alethea Vazquez, Sara Smith, Linda Houchins, Angela Woolbert (Michael Brown was also present for a portion of the meeting).
3. Consent Agenda 3.1 Approval of Agenda 3.2 Approval – Governance Committee Minutes 4/09/2020	Alethea moved to approve the agenda. Linda seconded, all others in attendance approved. Alethea moved to approve the minutes of the April 9, 2020 meeting. Linda seconded, all others in attendance approved.
4. Audience with Groups and/or Individuals to Speak	None
5. Administrator Report	Michelle presented an Administrator Report (attached) including an update on the plan for returning to school. She has asked staff for feedback, and is gathering information to solidify a plan. Sara explained the plan will be presented to the Tehama County Health Services Agency for approval. Mandates regarding face covering indoor and outdoor for all schools will be followed. Sara informed that the county office and county schools will be releasing PSA's to positively influence the attitude toward procedures necessary for our schools to open. Contact tracing and increased hygiene will be important. Personal opinions vary but mandates will need to be followed.
6. Chief Business Officer Report 6.1 2020/21 Original Budget 6.2 2020/21 EPA Budget	6.1 Lourie presented the attached budgets pointing out funds set aside for moving expenses when the new building is completed. She noted that some numbers are down in expectation of possible changes in ADA variance and property taxes. Linda moved to accept the 20/21 Original Budget, Alethea seconded, all others in attendance approved. 6.2 Following Lourie's presentation, Alethea moved to approve the 20/21 EPA Budget, Linda seconded, all others present approved.

7. New Business

- 7.1 Tobacco Free School Policy/Assurance Letter
- 7.2 Compliance Work
- 7.3 Mathematics Placement Policy
- 7.4 Student Use of Technology Policy and Acceptable Use
- 7.5 Early High School Graduation Policy
- 7.6 New Hire – Math Teacher
- 7.7 Technology MOU TCDE
- 7.8 COVID-19 Operations
- Written Report
- 7.9 Return to School Guidance/Surveys
- 7.10 2020/21 Meeting Dates

7.1 Michelle reported that TeLA is participating in a tobacco free program with TCDE which requires a policy that is communicated with staff, signs posted, education disseminated. Alethea moved to approve policy and assurance letter, Linda seconded, all others present approved.

7.2 Michelle referenced the recent charter Bill and ongoing efforts to maintain compliance, including maintaining required policies and website content. Additional policies to be presented at the next meeting.

7.3 Michelle presented attached policy explaining students will be assessed and placed in appropriate class without discrimination. Alethea moved to approve the Mathematics Placement Policy, Linda seconded, all others in attendance approved.

7.4 Michelle presented the Student Use of Technology Policy and Acceptable Use which was created with Dave Lopez's input, information will be updated in the student handbook as well. Students and parents will sign a copy upon enrollment. Linda moved to approve, Alethea seconded, all others in attendance approved.

7.5 Michelle presented the Early High School Graduation Policy, attached. She noted TeLA had three 11th graders graduate this year. It is preferred that all students meet the requirements to be college and career ready to qualify for early graduation. Linda asked about seniors and Michelle pointed out the policy would be applied to seniors who graduate in December. Sara stated that some students have a plan for acceleration that our school allows. Michelle pointed out students attending Shasta classes are more likely to have the credits to graduate early. Sara asked how social and emotional maturity would be measured. Michelle stated conversations with parents would be part of the basis for maturity. Other charter school's policies were evaluated in the creation of this policy. There is not a cap for credits that can be earned per semester due to some students being close to achieving credits at the end of first semester and finishing those at the beginning of second semester. Sara clarified that courses are issued by teachers under Principal's supervision and suggested a method to keep students from being issued too many classes putting them on track to graduate early. Michelle suggested disqualifying 10th graders or under. Sara expressed concern about rigor of curriculum if students are able to accelerate very rapidly. Angela expressed support for the policy to ensure that it's in a student's best interest to graduate early. Angela moved to accept the Early High School Graduation Policy, Linda seconded, all others present approved.

7.6 Informational only, Michelle noted that TeLA has been trying to hire a math teacher with a math credential for a very long time. Trey Nichols is a second-year teacher who actually graduated from TeLA. He's excited about working with TeLA. He will start in August. Sara stated that adding a credentialed math teacher rounds out our requirements very nicely.

7.7 Michelle stated the Technology MOU with TCDE is very similar to last year's MOU. TCDE provides technology support for TeLA. Alethea

	<p>moved to approve and Angela seconded, all others in attendance approved.</p> <p>7.8 Michelle presented a succinct report of how TeLA responded to COVID-19 restrictions. Main change was not providing on site tutoring classes and electives. English Learners have access that includes translation and read-to feature in the language of choice. Bags of food were provided to many families and information given about other food resources. Students have access to their curriculum 24/7 and tutoring was available during the week. We did not provide childcare but referred those in need to an appropriate agency.</p> <p>Alethea moved to approve the COVID-19 Operations Written Report, Linda seconded, all others in attendance approved.</p> <p>7.9 Included in Administrator Report</p> <p>7.10 20/21 Governance Meeting dates presented</p>
<p>8. Old Business 8.1 LCAP Update 8.2 WASC Update (TeLA Action Plan)</p>	<p>8.1 Michelle shared attached update, preliminary information – College & Career Readiness Indicators, attached. Increased percentage of students who graduated Prepared for College & Career Readiness Indicator. Number of students who completed concurrent classes was affected by COVID-19 as many students did not continue working in their classes after on site was discontinued. Talking points at bottom to be discussed with staff to address solutions, particularly students behind in English. Parents are asked to sign a notification acknowledging when their student hasn't completed the required credits at the end of year if they want to continue as a student at TeLA. TeLA no longer exits students who don't reach credit requirements in effort to maintain compliance with charter laws, Michelle is consulting with a law firm for clarification on the matter.</p> <p>8.2 Information included in the updates earlier in the meeting.</p>
<p>9. Governing Comm. Discussion</p>	<p>Alethea will no longer be a Governance Committee member as she is taking a position at Corning Elementary. A new member will be selected. Gratitude of Alethea's service was expressed. Michelle will share a copy of the graduation video with Sara Smith who can show to Governance members.</p>
<p>10. Adjournment</p>	<p>There being no further business, Michaele moved to adjourn, the meeting was adjourned at 4:28 pm.</p>
<p>Next Meeting: August 20, 2020</p>	