1. **Call to Order:** The meeting was called to order at 5:32 pm.

2. **Introductions and Greetings:**

3. **Roll Call:**
   - Evergreen Institute of Excellence Advisory Council:
     - *Members present:* Brad Mendenhall, Leila Dumore, Savannah Bueb and Terrie Runolfson.
     - *Member absent:* Sandy Papesh, Roxanne Vine

4. **Approval of Agenda:** On a motion made by Savannah Bueb and a second by, Terrie Runolfson, the agenda was approved.

5. **Approval of Minutes from December 6, 2016 Meeting:** On a motion by Brad Mendenhall and a second by Savannah Bueb, the minutes for the 12/6/2016 meeting were approved.

6. **Time Allocation:** N/A

7. **Assignment of Jobs:** N/A

8. **Progress Reports:**
   - **Budget Review**-Sonia Freitas, business manager, presented the EIE first interim budget to the EUSD Board at the 12/13/2016 meeting. EIE had an ending fund balance of $135,000. EIE will need to allocate fund for instructional services and curriculum for high school students. We need to be mindful of the minimum requirements that need to be met to maintain 100% funding for our non-classroom based program. Evergreen Institute of Excellence Charter and Supt. Mendenhall are looking into additional facilities options for our expanding needs. First interim overview will be sent via email for your review.
   - **Learning Organization**-Enrollment remains steady at 105 students. Shasta College Spring registration has taken place. Our students will mainly be taking Monday and Wednesday classes with our support staff on campus from 11:30-1pm. Transcripts are mostly done for all high schoolers. There are a few edits and changes, but they are coming out great. This is due to all Camden’s hard work and back office work in Aeries and Calpads. EIE has started the hiring process for part-time secretary for EIE Charter and for EUSD Preschool. Mrs. Bueb mentioned checking with Tehama Calworks so see about some free assistance along the clerical lines. Teachers and Director Dumore are meeting bi-weekly covering professional development trainings, assessment data and standard based curriculum.
9. **Discussion/Action Items:**
   A) **LCAP Review** - In the coming months, Director Dumore will report out about progress made towards LCAP goals. EIE Charter will be sending out surveys looking for stakeholder input and begin generating ideas for the 2017/18 LCAP.
   B) **Calendar Proposal 2017/18** - Director Dumore hopes to bring a calendar option for next year that accommodates Shasta College’s schedule, while keeping in mind our homeschool families’ needs. The 2016/17 calendar has been appreciated by all so far.
   C) **Office Assistant** - Noted previously.
   D) **Additional Teaching Staff** - EIE Charter will begin the hiring process for another full time permanent teacher. We are at capacity unless Director Dumore and Ms. Wendt increase their caseloads.
   E) **New High School Advisory Member** - We are looking for a 7th-10th grade student to be a representative on the Evergreen Institute of Excellence Advisory Council.

10. **Future Agenda Items:**
    1) LCAP Review
    2) Calendar Proposal 2017/18
    3) Closing enrollment for Current School Year/Date for Enrollment for 2017/18
    4) Material Revision of Petition

11. **Evaluation of Meeting:** The meeting was productive and informative.

12. **Next Meeting:** The next EIE Advisory Council Meeting will be **February 7, 2017** at 5:30pm in the Middle School Library.

13. **Adjournment:** On a motion by Brad Mendenhall and a second by, Terrie Runolfson, the meeting was adjourned at 6:43 pm.