

PATHWAYS ACADEMY ADULT EDUCATION
Regular Meeting of the Board of Directors
Virtual/Zoom Conferencing



ADULT EDUCATION

Minutes

Wednesday, December 14, 2022
Regular Meeting Begins at 12:00 p.m.
Closed Session Begins at 12:05 p.m.

The meeting will be held virtually.
Join by telephone or via Zoom conferencing link below:

Dial In: 1-669-900-9128

Meeting ID: 889 3535 5031

Join URL: <https://us06web.zoom.us/j/88935355031>

1. CALL TO ORDER AND ROLL CALL

Time: 12:01 p.m.

1.1. Roll Call

Charlie Padilla	Chair	<i>Present</i>
Rudy Kastelic	Vice Chair	<i>Present</i>
Thomas Schaaf	Chief Financial Officer	<i>Present</i>

Charlie Padilla, Chair, left the meeting early at 2:40 p.m.

2. APPROVE/ADOPT AGENDA

It is recommended the Board of Directors adopt as presented, the agenda for the Regular Board meeting of December 14, 2022.

Moved by RKastelic

Seconded by TSchaaf

Roll Call Vote:

Ayes Nays Abstained Absent

Charlie Padilla

X

Rudy Kastelic

X

Thomas Schaaf

X

Motion carried unanimously, 3-0.

3. BOARD GOVERNANCE

3.1. (Action) Approval of Resolution No. 2022-11-9 Recognizing a State of Emergency and Re-Authorizing Teleconferenced Meetings Pursuant to AB 361

It is recommended the Board approve Resolution No. 2022-11-9 authorizing continued use of remote teleconferencing provisions pursuant to AB 361 and Government Code section 54953.

OPTION 1

BE IT FURTHER RESOLVED, that the governing board has reconsidered the circumstances of the State of Emergency and finds that COVID-19 continues to pose an imminent threat to the health and safety of the community and directly impacts the ability of the members to meet safety in person.

OPTION 2

BE IT FURTHER RESOLVED, that the governing board has reconsidered the circumstances of the State of Emergency and finds that state or local officials continue to impose or recommend measures to promote social distancing.

The Board chose Option 2.

Moved by TSchaaf

Seconded by RKastelic

Roll Call Vote: Ayes Nays Abstained Absent

Charlie Padilla X

Rudy Kastelic X

Thomas Schaaf X

Motion carried unanimously, 3-0.

4. PUBLIC COMMENT - CLOSED SESSION

The public has a right to comment on any items of the closed session agenda. Members of the public will be permitted to comment on any other item within the Board’s jurisdiction under section 8.0 Public Comments at Board Meetings.

5. ADJOURN TO CLOSED SESSION

Time: 12:03 p.m.

The Board will consider and may act on any of the Closed Session matters listed in Agenda Item 6.0.

Moved by RKastelic

Seconded by TSchaaf

Roll Call Vote: Ayes Nays Abstained Absent

Charlie Padilla X

Rudy Kastelic X

Thomas Schaaf X

Motion carried unanimously, 3-0.

6. CLOSED SESSION

Conference with Legal Counsel – Existing Litigation Gov. Code section 54956.9(d)91)

- a. Teshami Reid v. The Collaborative Charter Services Organization, et al.
- b. Yvette Lares v. The Collaborative Charter Services Organization, et al.

Public Employee Performance Evaluation Pursuant to Government Code 54957

- a. Performance Evaluation - 1st Review, Executive Director

7. RECONVENE REGULAR MEETING

Time: 1:06 p.m.

Thomas Schaaf, Chief Financial Officer, reported no action was taken.

8. PLEDGE OF ALLEGIANCE

Led by: Charlie Padilla

9. PUBLIC COMMENTS/RECOGNITION/REPORTS

Please submit a Request to Speak to the Board of Directors using the chat feature on the right hand side of the Zoom platform. Please state the agenda item number that you wish to address prior to the agenda item being called by the Board President. Not more than three (3) minutes are to be allotted to any one (1) speaker, and no more than twenty (20) minutes on the same subject. This portion of the agenda is for comments, recognitions and reports to the Board and is not intended to be a question and answer period. If you have questions for the Board, please provide the Board President with a written statement and an administrator will provide answers at a later date.

10. CORRESPONDENCE/PROPOSALS/REPORTS

10.1. School Highlights & WASC Update, Presented by Jarom Luedtke, Executive Director

10.2. Board Travel & Expenses

- PAAE 3020 Expenses Fiscal Policy Draft
- Things to consider: Purchase Card; Travel stipend; Administrative Assistant books travel; schedule of who will travel which month; etc.

11. CONSENT CALENDAR

Items listed under Consent Calendar are considered routine and will be approved/adopted by a single motion. There will be no separate discussion of these items; however, any item may be removed from the Consent Calendar upon the request of any member of the Board, discussed, and acted upon separately.

Consent Calendar - Board Meeting Minutes

11.1. Minutes of the Board Study Session that was held on November 9, 2022

11.2. Minutes of the Regular Board Meeting that was held on November 9, 2022

11.3. Board Meeting Calendar

Consent Calendar - Business/Financial Services

11.4. Check Register - October 2022

11.5. Check Register - November 2022

Consent Calendar - Policy Development

11.6. Approval of existing policies revised, reviewed, and eliminated by staff for the 2022-2023 school year.

Policies: Revised

The following is a current policy that has been revised to provide clarity or alignment with changes in law or procedures.

3000 Series - Business/Fiscal- Non-instructional

- 3000 Fiscal Policy Overview
- 3005 Purchasing Fiscal Policy
- 3011 Accounts Payable and Record Keeping Policy
- 3015 Accounts Receivable Fiscal Policy
- 3025 Finance and Asset Fiscal Policy

5000 Series - Students

- 5015 Title IX Harassment Intimidation Discrimination and Bullying Policy

Moved by TSchaaf	Seconded by RKastelic			
<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Charlie Padilla				X
Rudy Kastelic	X			
Thomas Schaaf	X			

Motion carried unanimously with board members present, 2-0.

12. BUSINESS/FINANCIAL SERVICES

12.1. (Action) Approval of the First Interim Financial Report

It is recommended the Board approve the First Interim Financial Report for Pathways Academy Adult Education - Warner (#2052) for the 2022-2023 school year.

Moved by RKastelic	Seconded by TSchaaf			
<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Charlie Padilla	X			
Rudy Kastelic	X			
Thomas Schaaf	X			

Motion carried unanimously, 3-0.

Item was moved ahead in the agenda due to timing of the presenter.

12.2. (Action) Approval of CliftonLarsonAllen (CLA) Annual Audit Report - Year Ended June 30, 2022 - Pathways Academy Adult Education

It is recommended the Board approve the Annual Audit Report - Year Ended June 30, 2022, for Pathways Academy Adult Education.

Moved by TSchaaf	Seconded by RKastelic			
<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Charlie Padilla	X			
Rudy Kastelic	X			
Thomas Schaaf	X			

Motion carried unanimously, 3-0.

Item was moved ahead in the agenda due to timing of the presenter.

13. POLICY DEVELOPMENT

13.1. (Action) Approval of New Board Policies

It is recommended the Board approve the proposed New Board Policies as presented. This will ensure adherence with State and federal laws related to student services and instruction.

5000 Series - Students

5090-PAAE Repeat Course Policy
5095-PAAE Transcript Revisions Policy

Moved by TSchaaf	Seconded by RKastelic			
<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Charlie Padilla				X
Rudy Kastelic	X			
Thomas Schaaf	X			

Motion carried unanimously with board members present, 2-0.

14. ORGANIZATIONAL STRUCTURE OF THE BOARD

14.1. (Action) Election of Board Member Positions

1. Chair of the Board- Rudy Kastelic

Moved by TSchaaf	Seconded by RKastelic			
<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Charlie Padilla				X
Rudy Kastelic	X			
Thomas Schaaf	X			

Motion carried unanimously with board members present, 2-0.

2. Vice Chair of the Board - Thomas Schaaf

Moved by TSchaaf	Seconded by RKastelic			
<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Charlie Padilla				X
Rudy Kastelic	X			
Thomas Schaaf	X			

Motion carried unanimously with board members present, 2-0.

3. Chief Financial Officer - Charlie Padilla

Moved by RKastelic	Seconded by TSchaaf			
<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Charlie Padilla				X
Rudy Kastelic	X			
Thomas Schaaf	X			

Motion carried unanimously with board members present, 2-0.

15. CALENDAR

The next scheduled meeting will be held virtually on January 18, 2022.

16. BOARD COMMENTS

The Board appreciates the efforts the Executive Director and his team has made. They appreciate the positive update on the graduation rate, ADA, and enrollment. The Board would like all new policies to have a first reading then be brought back as an action item moving forward. The Board believes we will rise to the new challenge presented in today's meeting concerning where the board meetings will be held. The Board is grateful for their new positions on the Board.

17. CEO COMMENTS

The CEO appreciates the candid conversations during this board meeting. He appreciates the entire PACSAE team. He is excited for the change and growth of our school. The CEO appreciates the Board's support and congratulates their new board appointments.

18. ADJOURNMENT

The Regular meeting of the Board of Directors adjourned at 3:02 p.m.

Moved by TSchaaf	Seconded by RKastelic			
<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Charlie Padilla				X
Rudy Kastelic	X			
Thomas Schaaf	X			

Motion carried unanimously with board members present, 2-0.

Signed:

Signed:

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Charlie Padilla
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Charlie Padilla
Chair, Governing Board

DocuSigned by:
Tabitha Richard
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Tabitha Richard
Clerk, Governing Board