

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



ADULT EDUCATION

Minutes

Wednesday, September 14, 2022
Regular Meeting Begins at 1:00 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: 818 7984 3767

Join URL: <https://us06web.zoom.us/j/81879843767>

1. CALL TO ORDER AND ROLL CALL

Time: 1:17 p.m.

1.1. Roll Call

Charlie Padilla	President	<i>Present</i>
Rudy Kastelic	Vice President	<i>Present</i>
Thomas Schaaf	Clerk	<i>Present</i>

2. APPROVE/ADOPT AGENDA

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

A motion was made by Rudy Kastelic, Vice President, to pull item 11.3 from the Consent Agenda and move it to Business Financial as an action item as 12.3 for discussion.

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. 2022-9-14 Recognizing a State of Emergency and Re-Authorizing Teleconferenced Meetings Pursuant to AB 361

It is recommended the Board approve Resolution No. 2022-9-14 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.

Board members selected Option 2

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.

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.

There were no public comments.

5. ADJOURN TO CLOSED SESSION

Time: 1:25 p.m

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

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.

6. CLOSED SESSION

Conference with Legal Counsel – Anticipated Litigation Gov. Code section 54956.9

- a. Significant exposure to litigation pursuant to d(2) – 1 matter

Public Employee Performance Evaluation Pursuant to Government Code 54957

- a. Performance Evaluation, Executive Director

7. RECONVENE REGULAR MEETING

Time: 2:14 p.m.

Thomas Schaaf, Clerk, reported the Board approved the Procopio Engagement Agreement 3-0

8. PLEDGE OF ALLEGIANCE

Led by: Rudy Kastelic

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.

There were no public comments.

10. CORRESPONDENCE/PROPOSALS/REPORTS

- 10.1.** School Highlights, Presented by Jarom Luedtke, Executive Director

Important items discussed in these highlights include the following:

California Dashboard Local Indicators

LEAs are required to annually complete the California Dashboard self-reflection report. The State Board of Education adopted performance standards that require LEAS to annually measure its progress. Pathways Academy Charter School is currently using the self-reflection tool and will have the local indicator results completed and submitted to the CDE by September 30, 2022 deadline. The local indicators report includes the following information about our school:

Appropriately assigned teachers and student access to standard aligned instructional materials.

PACSAE progress on the implementation of the state standards

PACSAE progress on parent and family engagement

PACSAE Educational Partners' perceptions on our school safety and connectedness

PACSAE progress on students having access and are enrolled in a broad course of study

The results of the PACSAE Local Indicator self-reflection will be shared at the next board meeting on October 12, 2022.

- 10.2. Human Resource Update, Presented by Cindy Frazee, Human Resource Consultant
- 10.3. Fiscal Update, Presented by Rebecca Heinrichy, Charter Impact Director of Client Finance
- 10.4. Intervention Plan, Presented by Ericka Grant, Assistant Director and Intervention & Transition Coordinator and Jarom Luedtke, Executive Director

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 August 10, 2022
- 11.2. Minutes of the Regular Board Meeting that was held on August 10, 2022
- 11.3. *Minutes of the Special Board Meeting that was held on August 24, 2022 -Item moved to 12.3*

Consent Calendar - Business/Financial Services

- 11.4. Check Register - July 2022
- 11.5. Ratification of the submission of the 2022-23 Consolidated Application to the California Department of Education

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			
<i>Motion carried unanimously, 3-0</i>				

12. BUSINESS/FINANCIAL SERVICES

12.1. (Action) Approval of the Unaudited Actuals Financial Report 2021-2022

It is recommended the Board approve the Unaudited Actuals Financial Report dated July 1, 2021 to June 30, 2022, for Pathways Academy Adult Education, Warner - #2052.

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			
<i>Motion carried unanimously, 3-0.</i>				

12.2. (Action) Approval of the 2021-22 Education Protection Account (EPA) Actual Expenditures

It is recommended the Board approve the 2021-22 Education Protection Account (EPA) Actual Expenditures for Pathways Academy Adult Education, Warner (#2052).

No motion was made to open the item, but the item was presented by Jarom Luedtke, Executive Director, and the Board voted on the item.

<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.

12.3. (Action) Approval to Amend Item 7.1 of the Minutes of the Special Board Meeting that was held on August 24, 2022

It is recommended by the Board that the following changes be made to the Minutes of the Special Board Meeting that was held on August 24, 2022 to include the following on item 7.1:

The Executive Director qualified for the bonus based on a budget backup document that codes the Executive Director’s time as more than fifty percent instructional related.

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.

13. ORGANIZATIONAL STRUCTURE OF THE BOARD

13.1. (Action) Adoption of Amended Bylaws

It is recommended that the Board of Directors adopt the Amended Bylaws to reflect changes in law.

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.

13.2. (Action) Election and Clarification of Corporation Officers

In accordance with the Board Bylaws Article VIII Officers of the Corporation, Section 3. Election of Officers, it is recommended the Board of Directors conduct the annual election for the following officer positions:

Fiscal Impact: None.

A motion was made to add the position of Vice Chair to the agenda as item 13.2 item 2.

1. Chair *Charlie Padilla*

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.

2. Vice Chair *Rudy Kastelic*

A motion was made to change the title of the Vice President to Vice Chair.

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. President/CEO *Jarom Luedtke*

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. Chief Financial Officer/Treasurer *Thomas Schaaf*

A motion was made to select the title Chief Financial Officer and not to include Treasurer as the title.

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.

5. **Secretary/Clerk** *Tabitha Richard*

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.

14. PERSONNEL SERVICES

14.1. (Action) Approval of CEO/Executive Director Goals and Evaluation Process for the 2022-2023 School Year

It is recommended the Board approve the CEO/Executive Director Goals and Evaluation Process as presented during the Board of Directors Study Session on September 14, 2022.

1. Evaluation Timeline -
The Board agreed to meet with the Executive Director- September 2022, December 2022, March 2023, and May 2023

2. Evaluation Template -
The Evaluation Template should include the Executive Director Job Duties and Executive Director Smart Goals.
The Board would like the Evaluation draft to be sent to them 2 weeks prior to the Evaluation.

3. Evaluator Selection -
All 3 of the Board of Directors will work collaboratively to evaluate the CEO/Executive Director.

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.

15. CALENDAR

The next scheduled meeting will be held virtually on October 12, 2022.

16. BOARD COMMENTS

The Board would like to thank the entire team for their hard work on the Bylaws. They appreciate the meeting being very effective. The Board would also like to congratulate all who are embarking on a new position and/or new title. They appreciate our new financial team and our attorney for their help in assisting our organization. The Board is proud of our entire organization, the students, and especially our graduates.

17. CEO COMMENTS

The CEO appreciates how productive this meeting has been. He appreciates how his team has been able to collaborate together. The CEO appreciates the support of the Board and all their efforts with assisting Pathways Academy.

18. ADJOURNMENT

The Regular meeting of the Board of Directors adjourned at 3:48 p.m.

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.

Signed:

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Charlie Padilla
Chair, Governing Board

Tabitha Richard
Secretary, Governing Board