

PATHWAYS ACADEMY ADULT EDUCATION
Regular Meeting of the Board of Directors

Minutes

Wednesday, January 13, 2021
Regular Meeting Begins at 1:00 p.m.



ADULT EDUCATION

1430 5th Street, Imperial Beach, CA 91932
903 Connecticut Street, Imperial Beach, CA 91932
4506 Rita Street, La Mesa, CA 91941

Zoom Meeting Information

Dial In: (669) 900-9128

Meeting ID: 979 5803 9014

Join URL: <https://zoom.us/j/97958039014>

MISSION STATEMENT

Our mission is to honor students and stakeholders by providing ongoing support and servant leadership in a professional, cohesive, and collaborative manner. We will strengthen programs through collaboration, innovation, communication, and sharing of resources.

THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY

The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY

Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting Pathways Academy Adult Education at 760-494-9646.

1. CALL TO ORDER AND ROLL CALL

Time: 1:00 p.m.

1.1. Roll Call

Thomas Schaaf	President	<i>present</i>
Charlie Padilla	Vice President	<i>present</i>
Rudy Kastelic	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 January 13, 2021.

Remove Item 9.6.

Moved by CPadilla Seconded by RKastelic

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Thomas Schaaf	X			
Charlie Padilla	X			
Rudy Kastelic	X			

Motion carried unanimously, 3-0.

3. 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.

4. ADJOURN TO CLOSED SESSION

Time: 1:02 p.m.

The Board will consider and may act on any of the Closed Session matters listed in Agenda Item 5.0.

5. CLOSED SESSION

Conference with Legal Counsel regarding Potential Litigation: 2 matters

There is significant exposure to litigation against the Agency pursuant to Government Code Section 54956.9(d)(2)

Public Employee Performance Evaluation Pursuant to Government Code 54957

a. CEO Evaluation

6. RECONVENE REGULAR MEETING

Time: 1:59 p.m.

No action taken in closed session.

7. PLEDGE OF ALLEGIANCE

Led by: *Thomas Schaaf*

8. 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.

9. CORRESPONDENCE/PROPOSALS/REPORTS

- 9.1. School Highlights - Presented by Jarom Luedtke, School Director
- 9.2. Special Education Presentation - Dr. Ericka Walters
- 9.3. Contrarian’s Guide to Leadership - Chapter 9
- 9.4. DMS Monthly Update (DMU) - November 2020, Presented by Karl Yoder
- 9.5. DMS Mid-Year Check-in Evaluation - December 2020
- 9.6. Charter Services Organization Mid-Year Update, Presented by Dr. David Franklin
- 9.7. CEO SMART Goals Mid-Year Update

10. 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

10.1. Minutes of the Special Board Meeting that was held on December 18, 2020

Moved by RKastelic Seconded by TSchaaf

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Thomas Schaaf	X			
Charlie Padilla	X			
Rudy Kastelic			X	

Motion carried unanimously, 3-0-1.

Consent Calendar - Business/Financial Services

10.2. Check Register - December 2020

Consent Calendar - Personnel Services

10.3. Employee Handbook Revisions

10.4. IRS Mileage Reimbursement Rate Change

Consent Calendar - Policy Development

10.5. Approval of existing board policies reviewed and revised by staff for the 2020-2021 school year.

Board Policies: Revised

4115 Family and Medical Leave Act Policy

Moved by RKastelic Seconded by CPadilla

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Thomas Schaaf	X			
Charlie Padilla	X			
Rudy Kastelic	X			

Motion carried unanimously, 3-0.

11. BUSINESS/FINANCIAL SERVICES

11.1. (Action) Approval of Memorandum of Understanding with Career Institute, Workforce Investment Opportunity Act (WIOA) Program Service Provider

It is recommended the Board approve the Memorandum of Understanding with Career Institute, a WIOA Program Service Provider.

Moved by RKastelic Seconded by CPadilla

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Thomas Schaaf	X			
Charlie Padilla	X			
Rudy Kastelic	X			

Motion carried unanimously, 3-0.

12. PERSONNEL SERVICES

12.1. (Action) Approval of Revision to Employee Lease Agreement - Attachment A (Job Description - Chief Executive Officer)

It is recommended the Board approve the revisions to the job description for Chief Executive Officer included as Attachment A in the Employee Lease Agreement.

Roll Call Vote:

Thomas Schaaf
Charlie Padilla
Rudy Kastelic

Moved by CP Seconded by RK Ayes 3 Nays _____ Absent _____

13. POLICY DEVELOPMENT

13.1. (Action) Approval of New Board Policies

It is recommended the Board approve the proposed new board policy.

1000 Series: Community Relations

1035 Access to Public Records Policy

Moved by RKastelic Seconded by CPadilla

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Thomas Schaaf	X			
Charlie Padilla	X			
Rudy Kastelic	X			

Motion carried unanimously, 3-0.

14. ORGANIZATIONAL STRUCTURE OF THE BOARD

14.1. (Action) Election of Board Member Positions

1. President of the Board

Moved by RKastelic *to nominate Charlie Padilla for President of the Board*
Seconded by TSchaaf

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Thomas Schaaf	X			
Charlie Padilla	X			
Rudy Kastelic	X			

Motion carried unanimously, 3-0.

2. Vice President of the Board

Moved by CPadilla to nominate Rudy Kastelic for Vice President of the Board

Seconded by TSchaaf

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Thomas Schaaf	X			
Charlie Padilla	X			
Rudy Kastelic	X			

Motion carried unanimously, 3-0.

3. Clerk of the Board

Moved by CPadilla to nominate Thomas Schaaf for Clerk of the Board

Seconded by RKastelic

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Thomas Schaaf	X			
Charlie Padilla	X			
Rudy Kastelic	X			

Motion carried unanimously, 3-0.

15. CALENDAR

The next scheduled meeting will be held virtually on February 10, 2021.

16. BOARD COMMENTS

The Board wishes everyone a Happy New Year. They recognize that 2020 was a tough year and thank staff for their hard work. The Board expresses their appreciation for their fellow members and the tremendous preparation, involvement, and discussion all members put forth. The Board is grateful for the Pathways Academy Adult Education team, working together, and the continuing effort from all to grow the organization.

17. CEO COMMENTS

The CEO thanks Thomas Schaaf for the legacy he left as Board President from where the organization started to where it is now. He praises all of the Board members for their teamwork and everything they

have done together and continue to do. The CEO highlights that the team is monitoring everything going on, building relationships, and great work is being done to remain strong.

18. ADJOURNMENT

The Regular meeting of the Board of Directors adjourned at 3:09 p.m.

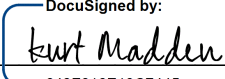
Moved by CPadilla Seconded by RKastelic

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Thomas Schaaf	X			
Charlie Padilla	X			
Rudy Kastelic	X			

Motion carried unanimously, 3-0.

Signed:

Signed:

DocuSigned by:

 Kurt Madden
643F616E19C7445...
 Secretary, Governing Board

DocuSigned by:

 Rudy Kastelic
A5BA501BFAF84A8...
 Clerk, Governing Board

In compliance with Government Code section 54957.5, open session materials distributed to Board Members for review prior to a meeting may be viewed at the School at 100 East San Marcos Blvd., Suite 350, San Marcos, California, or at the scheduled meeting. Board Agenda back-up materials may also be requested by calling the School at 760-494-9646. In addition, if you would like a copy of any record related to an item on the agenda, please contact the office.

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications or accommodations, including auxiliary aids or services in order to participate in the public meeting of the District's governing board, please contact the School at 760-494-9646. Notification 72 hours prior to the meeting will enable the School to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the School shall also make available this agenda and all other public records associated with this meeting in appropriate alternative formats for persons with a disability.