

**PATHWAYS ACADEMY ADULT EDUCATION**  
**Regular Meeting of the Board of Directors**

**Minutes**

**Wednesday, March 3, 2021**  
**Closed Session begins at 1:45 p.m.**  
**Regular Meeting Begins at 2:15 p.m.**



**ADULT EDUCATION**

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

**Zoom Meeting Information**

**Dial In:** (669) 900-9128

**Meeting ID:** 963 5886 0149

**Join URL:** <https://zoom.us/j/96358860149>

**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 1:51 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 March 3, 2021.

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.*

**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: 1:53 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)

*No action taken in closed session.*

**6. RECONVENE REGULAR MEETING**

Time: 2:18 p.m.

**7. PLEDGE OF ALLEGIANCE**

Led by: *Rudy Kastelic*

**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, Director

**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 Regular Board Meeting that was held on February 10, 2021

**Consent Calendar - Business/Financial Services**

10.2. Check Register - February 2021

**Consent Calendar - Policy Development**

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

**Board Policies: Revised**

***4000 Series - Personnel Services***

- 4000-PA Personnel Concepts and Roles Policies
- 4010-PA At-Will Employment Policy
- 4015-PA Equal Employment Opportunity Policy
- 4020-PA Background Check Policy
- 4025-PA Tuberculosis Risk Assessment and Examination Policy
- 4030-PA Immigration Compliance Policy
- 4035-PA Mandated Reporter - Child Abuse and Neglect Reporting Policy

- 4040-PA Corporal Punishment Policy
- 4045-PA Professional Boundaries Policy
- 4050-PA Whistleblower Policy
- 4055-PA Internal Complaint Policy
- 4060-PA Prohibiting Unlawful Harassment, Discrimination, and Retaliation Policy
- 4065-PA Meal Period and Rest Break Policy
- 4070-PA Lactation Accommodation Policy
- 4075-PA Drug, Alcohol, Tobacco-Free Workplace Policy
- 4080-PA Acceptable Use of Technology Policy
- 4085-PA Payroll Withholdings Policy
- 4105-PA Paid Sick Leave Policy
- 4110-PA Pregnancy Disability Leave Policy
- 4125-PA Victims of Crime Policy
- 4130-PA Remote Work Policy

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.*

**11. BUSINESS/FINANCIAL SERVICES**

**11.1. (Action) Approval of the Second Interim Financial Report**

\_\_\_\_\_ It is recommended the Board approve the Second Interim Financial Report for Pathways Academy Adult Education (#2052 Warner and #1828 Acton-Agua Dulce).

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.*

**12. POLICY DEVELOPMENT**

**12.1. (Action) Approval of New Board Policies**

It is recommended the Board approve the proposed policies. These policies

will replace the current policies and will allow the Board to address any related complaints or issues that may be raised in the school/work environment.

**4000 Series - Personnel Services**

- 4170-PA Injury and Illness Prevention Policy
- 4170E-PA Injury and Illness Prevention Plan

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.***

**13. CALENDAR**

The next scheduled meeting will be held virtually on April 14, 2021.

**14. BOARD COMMENTS**

The Board thanks Director, Jarom Luedtke, and staff for their focus and dedication to PAAE students. They mention that it is comforting to see a light at the end of the tunnel financially. The Board is pleased with the developing WIOA partnerships and appreciate the wonderful, tough group that continues to push Pathways Academy Adult Education forward.

**15. CEO COMMENTS**

The CEO praises all of the staff that made this meeting and study session a reality. He acknowledges the team’s hard work on an informative presentation of student data. The CEO suggests exploring the creation of an internal dashboard for Pathways Academy Adult Education that clears a path for understanding this data.

**16. ADJOURNMENT**

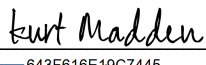
The Regular meeting of the Board of Directors adjourned at 2:42 p.m.

Moved by TSchaaf Seconded by RKastelic

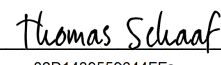
<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Charlie Padilla	X			
Rudy Kastelic	X			
Thomas Schaaf	X			

***Motion carried unanimously, 3-0.***

Signed:

DocuSigned by:  
  
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Kurt Madden  
Secretary, Governing Board

Signed:

DocuSigned by:  
  
82D14386596445F...  
Thomas Schaaf  
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.*