

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



**ADULT EDUCATION**

**Minutes**

**Wednesday, May 11, 2022**

**Regular Meeting Begins at 12:00 p.m.**

**Closed Session Begins at 12:05 p.m.**

**Regular Meeting Reconvene 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: 895 3406 6648**

**Join URL: <https://us06web.zoom.us/j/89534066648>**

**1. CALL TO ORDER AND ROLL CALL**

Time: 12:00 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>

*Kurt Madden, CEO, requested that the agenda be amended prior to adopting the agenda:*

*-Remove Board Policy 9223 from item 13.1 to be brought back at the June board meeting.*

**2. APPROVE/ADOPT AGENDA**

It is recommended the Board of Directors adopt as presented, the agenda for the Regular Board meeting of May 11, 2022.

Moved by TSchaaf

Seconded by CPadilla

Roll Call Vote:

Ayes   Nays   Abstained   Absent

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.

*There were no public comments.*

**4. ADJOURN TO CLOSED SESSION**

Time: 12:04 p.m.

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

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.*

**5. CLOSED SESSION**

Public Employee Performance Evaluation Pursuant to Government Code 54957

- a. Performance Evaluation, Director

**6. RECONVENE REGULAR MEETING**

Time: 1:08 p.m.

*Thomas Schaaf, Clerk, reported action was taken during the closed session to approve Performance Evaluation of the Director with a unanimous vote, 3-0.*

**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.

*There were no public comments.*

## **9. CORRESPONDENCE/PROPOSALS/REPORTS**

- 9.1. School Highlights, Staff Recognition, Presented by Jarom Luedtke, Director
- 9.2. Organizational Chart for 2021-2022 and Proposed 2022-2023, Presented by Jarom Luedtke, Director
- 9.3. 2022-2023 Board Meeting Calendar - First Reading, Presented by Kurt Madden, Board Consultant

## **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 April 20, 2022

### **Consent Calendar - Business Services**

- 10.2. Check Register - April 2022
- 10.3. Approval of Surplus of Electronic Devices

### **Consent Calendar - Personnel Services**

- 10.4. Approval of 2022-2023 Certificated Employee Work Year Calendar
- 10.5. Approval of 2022-2023 Classified Employee Work Year Calendar

### **Consent Calendar - Policy Development**

- 10.6. Approval of existing board policies revised, reviewed, and eliminated by staff for the 2021-2022 school year.

### **Board Policies: Reviewed**

The following policies are being brought to the Board without changes for annual review.

### **3000 Series - Business/Non-Instructional**

- 3000-PAAE Fiscal Policy Overview
- 3005-PAAE Purchasing Fiscal Policy
- 3011-PAAE Accounts Payable and Record Keeping Policy
- 3015-PAAE Accounts Receivable Fiscal Policy

3020-PAAE Expenses Fiscal Policy  
3025-PAAE Finance Fiscal Policy

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.*

**11. BUSINESS/FINANCIAL SERVICES**

**11.1. (Action) Approval of Charter Impact Business Management Services 2022-2023**

It is recommended the Board accept the recommendation from the CEO to enter into a contract for charter school business management services beginning July 1, 2022 through June 30, 2023, with Charter Impact for Pathways Academy Adult Education.

**Fiscal Impact:** \$69,800

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.*

**11.2. (Action) Approval of 2022-2023 Edmentum Contract (Renewal)**

It is recommended the Board approve the 2022-2023 Edmentum Contract for Pathways Academy Adult Education - Warner (#2052).

**Fiscal Impact:** \$12,027.20

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.*

**11.3. (Action)                      Approval of Sage Intacct Accounting Service Contract (Renewal)**

It is recommended the Board approve the Sage Intacct Accounting Service

Contract for Pathways Academy Adult Education - Warner (#2052).

**Fiscal Impact:** \$5,116.73

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. PERSONNEL SERVICES -**

### **12.1. (Action) Approval of Job Description, Job Title, Salary Schedule, Placement on Salary Schedule, and Length of Contract for the Current Director**

It is recommended the Board approve the major components of a contract proposal for the current Director that consist of an updated job description and salary schedule, salary placement, and length of contract. The final draft of the contract will be presented at the upcoming June 15, 2022, board meeting.

**Fiscal Impact:** \$153,920.62

*Charlie Padilla, President, Motion made to approve the Job Description separately.*

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.***

*Charlie Padilla, President, Motion made to approve the Job Title separately.*

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.***

*Rudy Kastelic , Vice President, Motion made to approve the Salary Schedule as shown, Placement on Salary Schedule, and Length of Contract for the Current Director with the following provisions:*

- *trigger language that protects the organization, should there be a decline in funding, student enrollment or ADA*
- *a one year contract*

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, 2-1.***

### **12.2. (Action) Approval of 2022-2023 Strategic Staffing Plan**

It is recommended the Board approve the 2021-2022 Strategic Staffing Plan for Pathways Academy Adult Education - Warner (#2052).

**Fiscal Impact:** \$ 1,175,360.99

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. POLICY DEVELOPMENT**

### **13.1. (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.

#### **9000 Series - Board By-Laws**

9200 PAAE	Limits of Board Member Authority
9222 PAAE	Resignation
9223 PAAE	<i>Filling Vacancies</i>
9224 PAAE	Oath or Affirmation
9224E PAAE	Oath or Affirmation Exhibit
9230 PAAE	Orientation
9240 PAAE	Board Training
9250 PAAE	Remuneration, Reimbursement and Other Benefits
9260 PAAE	Legal Protection
9270 PAAE	Conflict of Interest

9270E PA AE Conflict of Interest

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.***

**14. CALENDAR**

The next scheduled meeting will be held virtually on June 15, 2022.

**15. BOARD COMMENTS**

The Board feels a lot was completed at today’s meeting and decisions that are being made have the best interest of the students. They thank the staff at Pathways Academy.

**16. CEO COMMENTS**

Jarom Luedtke thanks the board for their ideas and questions in today’s meeting and it shows that they are doing their due diligence. He talked about the budget reserve and how it has increased in the last year. He appreciates the Board’s support.

**17. ADJOURNMENT**

The Regular meeting of the Board of Directors adjourned at 3:44 p.m.

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			

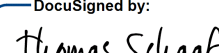
***Motion carried unanimously, 3-0.***

Signed:

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Charlie Padilla  
President, Governing Board

Signed:

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Thomas Schaaf  
Clerk, Governing Board