

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



**ADULT EDUCATION**

**Agenda**

**Tuesday, February 28, 2023**  
**Regular Meeting Begins at 9:00 a.m.**

**The meeting will be held virtually.**

**Join by telephone or via Zoom conferencing link below:**

**Dial In: 1-669-900-9128**

**Meeting ID: 868 3219 4521**

**Join URL: <https://us06web.zoom.us/j/86832194521>**

**MISSION STATEMENT**

**PACSAE seeks to develop literate, educated thinkers and achievers who:**

Respect themselves, Respect others, Pursue knowledge, Apply facts and theories to solve problems, Participate productively in the economy and their communities, and Become motivated and able to learn for a lifetime.

**PACSAE will pursue this vision with a philosophy of:**

Hiring, supporting, and continuously training a high-quality faculty and administration, Working cooperatively with staff, students, and client agencies, Tailoring education programs to meet each student's needs, Assessing students on an ongoing basis, and Holding ourselves accountable for producing positive outcomes.

**To achieve our objectives, PACSAE will:**

Market our school as broadly as possible to attract talented faculty and staff, Create program-improvement teams among our staff, our students, and our client agencies, Develop Student Achievement Plans for each of our students, Employ innovative real-time assessment instruments to measure student needs and progress, and Monitor our success in improving student competencies—awarding achievement and correcting deficiencies.

**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 760-290-4898 Ext. 101.

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

Time: \_\_\_\_\_

**1.1. Roll Call**

|                 |                         |
|-----------------|-------------------------|
| Rudy Kastelic   | Chair                   |
| Thomas Schaaf   | Vice Chair              |
| Charlie Padilla | Chief Financial Officer |

**2. APPROVE/ADOPT AGENDA**

It is recommended the Board of Directors adopt as presented, the agenda for the Regular Board meeting of February 28, 2023.

Roll Call Vote:

Rudy Kastelic  
 Thomas Schaaf  
 Charlie Padilla

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_

**3. BOARD GOVERNANCE**

**3.1. (Action) Approval of Resolution No. 2023-02-28 Recognizing a State of Emergency and Re-Authorizing Teleconferenced Meetings Pursuant to AB 361**

It is recommended the Board approve Resolution No. 2023-02-28 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.

Roll Call Vote:

Rudy Kastelic  
 Thomas Schaaf  
 Charlie Padilla

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_

**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: \_\_\_\_\_

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

Roll Call Vote:

Rudy Kastelic

Thomas Schaaf

Charlie Padilla

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_

**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.

**7. RECONVENE REGULAR MEETING**

Time: \_\_\_\_\_

**8. PLEDGE OF ALLEGIANCE**

Led by: \_\_\_\_\_

**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.** WASC Update/Schedule Times, School Highlights, Graduation Ceremony, PACSAE Retreat, Legislative Advocacy, & PACSAE Retreat, Presented by Jarom Luedtke, Executive Director

**10.2.** Mission Statement Discussion

**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 Regular Board Meeting that was held on January 18, 2022

**11.2.** 2022-2023 Board Meeting Calendar

**11.3.** 2023-2024 Board Meeting Calendar

## **Consent Calendar - Business/Financial Services**

11.4. Check Register - January 2022

## **Consent Calendar - Personnel Services**

11.5. Approval of 2023 IRS Mileage Reimbursement Rate

11.6. Job Descriptions

## **Consent Calendar - Policy Development**

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

### **Policies: Revised**

The following are current policies that have been revised to provide clarity or alignment with changes in law or procedures.

### **1000 Series - Community Relations**

1035-PAAE Access to Public Records Policy

### **4000 Series - Personnel**

4000-PAAE Personnel Concepts and Roles Policy

4015-PAAE Equal Employment Opportunity Policy

4020-PAAE Background Check Policy

4025-PAAE Tuberculosis Risk Assessment and Examination Policy

4030-PAAE Immigration Compliance Policy

4035-PAAE Mandated Reporter - Child Abuse and Neglect Reporting Policy

4040-PAAE Corporal Punishment Policy

4045-PAAE Professional Boundaries Policy

4050-PAAE Whistleblower Policy

4055-PAAE Internal Complaint Policy

4060-PAAE Prohibiting Unlawful Harassment, Discrimination, and Retaliation Policy

4065-PAAE Meal Period and Rest Break Policy

4070-PAAE Lactation Accommodation Policy

4075-PAAE Drug, Alcohol, and Tobacco-Free Workplace Policy

4080-PAAE Acceptable Use of Technology Policy

4085-PAAE Payroll Withholdings Policy

4090-PAAE COBRA Benefits Policy

4110-PAAE Pregnancy Disability Leave Policy

4115-PAAE Family Medical Leave Act and California Family Rights Act Policy

4125-PAAE Victims of Crime Policy

4130-PAAE Remote Work Policy

4150-PAAE Mileage Reimbursement Policy

4160-PAAE Children of Teachers Policy

4165-PAAE Employee Driving Policy

**Board Policies: Reviewed**

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

**4000 Series - Personnel Services**

4010-PAAE At-Will Employment Policy

4105-PAAE Paid Sick Leave Policy

**Consent Calendar - Education/Student Services**

**11.8. Comprehensive School Safety Plan (CSSP), February 2023**

Roll Call Vote:

Rudy Kastelic

Thomas Schaaf

Charlie Padilla

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_

**12. BUSINESS/FINANCIAL SERVICES**

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

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

Roll Call Vote:

Rudy Kastelic

Thomas Schaaf

Charlie Padilla

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_

**12.2. (Action) Approval of Board Meeting Location Options Memorandum from Young, Minney, & Corr LLP**

It is recommended the Board approve the Board Meeting Location Options Memorandum from Young, Minney, & Corr LLP as presented.

Roll Call Vote:

Rudy Kastelic

Thomas Schaaf

Charlie Padilla

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_

**13. POLICY DEVELOPMENT**

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

It is recommended the Board approve the proposed policy. This policy will allow the Board to address any related complaints or issues that may be raised in the school/work environment.

**9000 Series - Board Policies**

9015 PAAE Location of Meetings of the Governing Board of Directors

Roll Call Vote:

Rudy Kastelic

Thomas Schaaf

Charlie Padilla

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_

**14. CALENDAR**

The next scheduled meeting will be held on March 23, 2023 at 9:00am.

- The Board will inform the Executive Director thirty (30) days in advance if the board will be attending in-person at Warner Unified School District.
- Board members may participate telephonically under the pre-pandemic Brown Act rules. The Board will inform the Executive Director fourteen (14) days prior if they are participating telephonically and the address where they will be participating from. The meeting agendas must state the address or otherwise describe the location of the telephonic board member participation, which must be a public accessible location. The agenda must be posted at each telephonic location for a regular meeting 72 hours before the meeting and 24 hours before a special meeting.

**15. BOARD COMMENTS**

- Future agenda items

**16. CEO COMMENTS**

**17. ADJOURNMENT**

The Regular meeting of the Board of Directors adjourned at \_\_\_\_\_ p.m.

Roll Call Vote:

Rudy Kastelic

Thomas Schaaf

Charlie Padilla

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_

FOR MORE INFORMATION

For more information concerning this agenda, contact  
Pathways Academy Adult Education. Telephone, 760-290-4898 Ext. 101