

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



ADULT EDUCATION

Minutes

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>

1. CALL TO ORDER AND ROLL CALL

Time: 9:00 a.m.

1.1. Roll Call

Rudy Kastelic	Chair	<i>Present</i>
Thomas Schaaf	Vice Chair	<i>Present</i>
Charlie Padilla	Chief Financial Officer	<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 February 28, 2023.

Moved by TSchaaf

Seconded by CPadilla

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
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Rudy Kastelic X

Thomas Schaaf X

Charlie Padilla X

Motion carried unanimously, 3-0.

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.

The Board chose Option 2.

Moved by CPadilla	Seconded by TSchaaf			
<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Rudy Kastelic	X			
Thomas Schaaf	X			
Charlie Padilla	X			
<i>Motion carried unanimously, 3-0.</i>				

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: 9:04 a.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 CPadilla			
<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Rudy Kastelic	X			
Thomas Schaaf	X			
Charlie Padilla	X			
<i>Motion carried unanimously, 3-0.</i>				

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.

Tom Schaaf, Vice Chair, reported no action was taken during closed session.

7. RECONVENE REGULAR MEETING

Time: 9:59 a.m.

8. PLEDGE OF ALLEGIANCE

Led by: Charlie Padilla

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 2023

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

A motion was made to pull 4055-PAAE Internal Complaint Policy from the consent calendar. All other items on the Consent Calendar are approved.

Moved by CPadilla

Seconded by TSchaaf

Roll Call Vote:

Ayes Nays Abstained Absent

Rudy Kastelic	X
Thomas Schaaf	X
Charlie Padilla	X

Motion carried unanimously, 3-0.

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.

Moved by TSchaaf	Seconded by CPadilla			
<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Rudy Kastelic	X			
Thomas Schaaf	X			
Charlie Padilla	X			

Motion carried unanimously, 3-0.

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.

Moved by CPadilla	Seconded by TSchaaf			
<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Rudy Kastelic	X			
Thomas Schaaf	X			
Charlie Padilla	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 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

Moved by TSchaaf	Seconded by CPadilla			
<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Rudy Kastelic	X			
Thomas Schaaf	X			
Charlie Padilla	X			

Motion carried unanimously, 3-0.

14. CALENDAR

The next scheduled meeting will be held on March 23, 2023 at ~~9:00am~~ 10:00 am.

- 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 - N/A

The Board appreciates the work that went into WASC. They are happy to see the growth in ADA, enrollment, and the graduation rate. They appreciate the CEO’s growth in legislative knowledge and they would like to add this to his job description in the future.

16. CEO COMMENTS

The CEO appreciates all the comments from the Board. He appreciates the staff that he works with. He is glad to see the growth in ADA, enrollment, and the graduation rate as well.

17. ADJOURNMENT

The Regular meeting of the Board of Directors adjourned at 11:19 a.m.

Moved by CPadilla

Seconded by TSchaaf

Roll Call Vote:

<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
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Rudy Kastelic

X

Thomas Schaaf

X

Charlie Padilla

X


Motion carried unanimously, 3-0.

Signed:

Signed:

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Rudy Kastelic
Chair, Governing Board

Tabitha Richard
Clerk, Governing Board