

PATHWAYS ACADEMY ADULT EDUCATION
Regular Meeting of the Board of Directors



ADULT EDUCATION

Minutes

Tuesday, March 12, 2024

Regular Meeting Begins at 9:00 a.m.

The meeting will be held in person.

**Location: 24641 Washington Ave
Murrieta, CA 92562**

Telephonic locations:

1430 5th Street, Imperial Beach, CA 91932
1950 Wolf Canyon Loop, Chula Vista, CA 91913

Join by telephone or via Zoom conferencing link below:

Dial In: 1-669-900-9128

Meeting ID: 817 9444 1346

Join URL: <https://us06web.zoom.us/j/81794441346>

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>Absent</i>

2. APPROVE/ADOPT AGENDA

It is recommended the Board of Directors adopt as presented, the agenda for the Regular Board meeting of March 12, 2024.

Moved by TSchaaf

Seconded by Rkastelic

Roll Call Vote:

Ayes Nays Abstained Absent

Rudy Kastelic

X

Thomas Schaaf

X

Charlie Padilla

X

Motion carried, 2-0.

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: 9:02 a.m.

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

Moved by TSchaaf	Seconded by Rkastelic			
<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, 2-0.</i>				

5. CLOSED SESSION

Conference with Legal Counsel – Existing Litigation Gov. Code section 54956.9(d)91)

- a. Yvette Lares v. The Collaborative Charter Services Organization, et al.

6. RECONVENE REGULAR MEETING

Time: 9:17 a.m.

Thomas Schaaf, Vice Chair, reported the board took no action.

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.

There were no public comments.

9. CORRESPONDENCE/PROPOSALS/REPORTS

- 9.1. School Highlights & Counseling Team Introduction, Presented by Jarom Luedtke, Executive Director
- 9.2. Educational Partner Input Survey Results Presentation, Presented by Moana Miller, Special Projects Coordinator
- 9.3. Comprehensive Support & Improvement (CSI) Plan Presentation, Discussion, & Input
- 9.4. Charter Impact Contract Discussion

- 9.5. 2024-2025 Board Meeting Calendar - First Reading
- 9.6. Chief Executive Officer (CEO) Succession Plan - Draft Discussion

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 and Calendar

- 10.1. Minutes of the Regular Board Meeting that was held on December 13, 2023
- 10.2. Minutes of the Special Board Meeting that was held on January 8, 2024

Consent Calendar - Business/Financial Services

- 10.3. Check Registers- December 2023 - February 2024

Consent Calendar - Education/Student Services

- 10.4. 2024-2025 School Instructional Calendars

Consent Calendar - Personnel Services

- 10.5. Approval of Certificated Personnel Report
- 10.6. Approval of Classified Personnel Report

Consent Calendar - Policy Development

- 10.7. Approval of existing policies revised, reviewed, and eliminated by staff for the 2023-2024 school year.

Policies: Reviewed

The following is a current policy that has been reviewed and no changes were necessary.

1000 - Community Relations

- 1035 Access to Public Records Policy

4000 - Personnel

- 4000 Concepts and Roles
- 4010 At-Will Policy
- 4015 Equal Employment Opportunity Policy
- 4025 TB Testing Policy
- 4030 Immigration Compliance Policy
- 4035 Mandated Reporter - Child Abuse Policy
- 4040 Corporal Punishment Policy
- 4045 Professional Boundaries Policy
- 4050 Whistleblower Policy
- 4055 Internal Complaint Policy

- 4060 Unlawful Harassment/Discrimination Policy
- 4065 Meal and Rest Period Policy
- 4070 Lactation Accommodation Policy
- 4085 Payroll Withholdings Policy
- 4090 COBRA Policy
- 4105 Paid Sick Leave Policy
- 4110 Pregnancy Disability Leave Policy
- 4125 Victims of Abuse Leave Policy
- 4150 Mileage Reimbursement Policy
- 4160 Children of Teachers Policy Excel

Policies: Revised

The following is a current policy that has been revised to provide clarity or alignment with changes in law or procedures.

1000 - Community Relations

- 1025 Uniform Complaint Procedures Policy

4000 - Personnel

- 4020 Background Check Policy
- 4075 Drug, Alcohol and Smoke-Free Workplace Policy
- 4080 Acceptable Use of Technology Policy
- 4115 Family and Medical Leave Act Policy
- 4165 Employee Driving Policy
- 4170/ 4170E* Injury Illness Prevention Plan

A motion was made to remove 4020 - Background Check Policy for discussion by TShaaf and seconded by RKastelic.

Following a discussion, RKastelic proposed a motion to remove the credit history section from Policy 4020, which was seconded by TShaaf. With this amendment, the Board approved Policy 4020 - Background Check Policy.

Moved by TSchaaf	Seconded by Rkastelic			
<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, 2-0.</i>				

11. BUSINESS/FINANCIAL SERVICES

11.1. (Action) Approval of Annual Audit Engagement Services Agreement between CliftonLarsonAllen (CLA) for Pathways Academy Adult Education

It is recommended the Board approve the annual Audit Engagement Services between CliftonLarsonAllen (CLA) for Pathways Academy Adult Education for the year ending June 30, 2025.

Moved by TSchaaf	Seconded by Rkastelic			
<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, 2-0.

11.2. (Action) Approval of CliftonLarsonAllen (CLA) 990 Form Income Tax Return - Year Ending June 30, 2023.

It is recommended the Board approve the CLA 990 Form Income Tax Return - Year ended June 30, 2023, for Pathways Academy Adult Education.

Moved by TSchaaf	Seconded by Rkastelic			
<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, 2-0.

11.3. (Action) Approval of Second Interim Financial Report

It is recommended the Board approve the Second Interim Financial Report for Pathways Academy Adult Education.

Moved by TSchaaf	Seconded by Rkastelic			
<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, 2-0.

12. PUBLIC COMMENT - CLOSED SESSION

The public has a right to comment on any items of the closed session agenda.

13. ADJOURN TO CLOSED SESSION

Time: 11:55 a.m.

The Board will consider and may act on any of the Closed Session matters listed in Agenda Item 14.0.

Moved by TSchaaf	Seconded by Rkastelic			
<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, 2-0.

14. CLOSED SESSION

Public Employee Performance Evaluation Pursuant to Government Code 54957

- a. Performance Evaluation - 2nd Review, Executive Director

15. RECONVENE REGULAR MEETING

Time: 12:41 p.m.

Thomas Schaaf, Vice Chair, reported the board took no action.

16. CALENDAR

Study Session- April 12, 2024 at 1:30pm

The next scheduled regular board meeting will be held on April 30, 2024 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. 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.

17. BOARD COMMENTS

The Board is grateful for the counselors' presentation, finding it enjoyable. They were pleased to hear from our graduate and thankful for their participation in today's meeting.

18. CEO COMMENTS

The CEO is appreciative of the Board and looks forward to our next meeting.

19. ADJOURNMENT

The Regular meeting of the Board of Directors adjourned at 12:54 p.m.

Moved by TSchaaf

Seconded by Rkastelic

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, 2-0.


Signed:

DocuSigned by:

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Rudy Kastelic
Chair, Governing Board

Signed:

DocuSigned by:

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Tabitha Richard
Clerk, Governing Board