

PATHWAYS CHARTER SCHOOL
BOARD OF DIRECTORS MEETING
October 17th, 2018 – Call to Order: 6:30 PM

Minutes

By Elizabeth Sanchez

150 Professional Center Drive, Suite D
Rohnert Park, Ca. 94928

And by Web-Ex from

Cedric Lutes

2517 W St Apt 8

Sacramento, CA 95818

This meeting will be broadcast via WebEx from Rohnert Park. Persons interested in attending this meeting remotely should contact Sara Jordan at sara.jordan@pathwayscharter.org for a WebEx invitation.

Pathways Charter School Board of Directors meetings are open to the public, except for certain subjects that are addressed in closed executive session in accordance with the Brown Act. If any member of the public wishes to attend and requires special accommodations due to conditions outlined in the Americans with Disabilities Act, please contact the School Director at least 24 hours prior to the meeting.

Board Goals 2018-19

Goal #1: The Board will work collaboratively with the Executive Director to review and revise, as needed, Board policies and operational procedures.

Goal #2: The Board will work with the Executive Director and Charter Impact Services to develop and monitor a fiscally sound budget for the school year.

Goal #3: The Board will support the administration and teachers in working to promote academic accountability among all students enrolled in Pathways Charter School.

Goal #4: The Board will promote a positive culture through effective communication in order to build strong relationships between and among all levels of the school community.

Goal #5: The Board will continue to develop and encourage a culture of professional learning at all levels of the school community.

1.0 Call to Order: *Ken Moulton 6:30 PM*

2.0 Roll Call: *Leslie Scatchard, Ken Moulton, Carolyn Gephart, Wilson, Kon Choo, Sara Jordan, Michele Blaisdell, Brenda Peterson, Elizabeth Sanchez; Online: Cheryl Townsend, Jill Dorsey, Naomi Yedlosky (Cedric Lutes absent)*

3.0 Approval of the Agenda: *Christine motion and Carolyn second. Unanimous approved.*

4.0 Comments From The Audience

Visitors are allowed to address the Board for up to three (3) minutes on items not on the agenda for a total of 20 minutes per topic. With Board consent, the President may increase or decrease the time allowed for public comment. The Board does not respond or take action on these comments.

No comments

5.0 Reports and Correspondence

5.1 Executive Director's Report: *Reviewed report. See attached.*

Sex ed. Curriculum. Nothing yet, families can opt out if they chose to.

5.2 Administrative Team Reports:

- *Cheryl Townsend reviewed her report online. Sonoma current enrollment 228 with a waitlist of 25-30.*
- *Jill Dorsey review her attached report. Strong enrollment with a waitlist. Vallejo continues to consider a new site.*
- *Michele Blaisdell: reviewed attached report. Enrollment is light. Teachers are full especially since Melisa's change of employment. Janet Van Winkle is working out well as well as Andrianna.*
- *Sara wants to adjust the librarian hours and will bring that up to the board later. Sharon Payne, librarian, is working on her multiple subject credential so she may be less available*
- *Elizabeth Sanchez: Reviewed attached report: continue to look for new case manager in Vallejo and new school psychologist.*
- *Naomi: reviewed attached report. Continues to support seniors.*
- *Brenda Peterson: reviewed attached report. 50% of her students are failing online classes but that is actually better than past student performance and most are close to passing if they would just do the work. Students who put in the time and effort are simply not putting in time. We currently have about 60 loaner laptops out.*

5.3 Board Member Reports:

Ken shared about an opportunity he had to read to first graders.

6.0 Consent Items

Consent items are routine, non-controversial agenda items that will be approved or rejected as whole, without extensive discussion or debate. Motion to approve agenda. Carolyn moved and Kon second. Unanimous approval.

6.2 Director's Reimbursement and Expenditure Approvals

6.3 New VCI / Employee Approvals

6.4 Summary of checks (included in financial packet in 7.2 below)

6.5 Letter of resignation from Melisa Leong

7.0 Information, Correspondence, Discussion, Action

7.1 Community Director Election: *Board has the opportunity to interview the new candidate. Ken Moulton. The next term is 3 years. Ken spoke of his time here at PCS and he would be honored to serve again. The vote was unanimous for Ken Moulton*

7.2 Monthly financial presentation: Jim Weber, Charter Impact (7:00)

See attached report: Audit is in progress and should be ready by next board meeting.

- *CTEIG shift in funding from prior year.*
- *IDEIA potential cut of \$39,000 but may not happen. Budget can sustain cut if it happens.*
- *Overall cash position of school is strong, Overall revenue is \$30,000 above budget.*
- *Cash balance will be strong at the end of the year. After December we'll be more solid with the quarterly payment.*
- *Kon inquired if we could apply for an overdraft at the bank to have in place in case we require it. Sara will inquire.*
- *Charter Impact will review compliance issues to see if there are any new requirements.*
- *No unusual charges over \$2000*

7.3 Committee Updates: Site, Hiring and Finance:

- *Finance: The committee has met and hopes to have a recommendation to the staff in early November. It is unclear how much beyond 2% will be available to present to the staff in increases due to many other variables. Minimum wage requirements will need to be implemented.*
- *Site Committee: met and has a criteria of needs sheet to include many variables included in this report. Jill and Sara will start to tour available sites. According to realtors there are no properties available in American Canyon that meet our*

requirements. Mare Island is also a possibility.

- *Interviewing team: The interview happens this week and the hope is that the decision will happen the same day. Presently the candidates are internal applicants.*
- *7.4 Enrollment Update: See attached report. As of today our average enrollment is at 404; two students shy of our target of 406. Attendance won't be known until the end of Oct. with a target of 97.8*
- *7.5 Discuss draft policy: Admissions and Enrollment:*
- *Will be on next meeting for approval.*
- *See attached for details, Proof of residency will be added and required once adopted. This is presented as first reading for board.*
- *Discussion of ideal enrollment high and low. It varies from region to region. Training new staff is much more involved than a typical school. Predicting enrollment is challenging.*
- *7.6 Discuss draft policy: Student Records: attached for review by board. Summary: who has access to student record legally.*
- *7.7 CAASPP: Results/Dashboard: See attached report*
- *State hasn't released results yet but will be soon in the Fall. See chart for details.*

7.8 Harmony Annual Report: Report is included in PDF report minus the appendices.

- *Harmony has a copy with the charter renewal.*

8.0 Action Items

8.1 Adopt Policy: Immigration Enforcement Policy:

Last month brought up for discussion with no request for changes by board.

Motion moved by Kon Choo, second: Carolyn Wilson Approved unanimously.

9.0 Agenda Items for Next Board Meeting (November 2018)

Google meet next month instead of webex to reduce fees.

November 14th 2018	Consent:	Discuss Seat new board member	Action Select Officers
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	<p>October budget transfers and expenditures</p> <p>Directors reimbursements & mileage</p> <p>October Minutes</p> <p>New VCI's</p>	<p>Enrollment update</p> <p>Finance Committee Update</p> <p>Acceptance of Analysis of Math Placement Data</p> <p>Discuss CTE/IT job description</p> <p>Audit Results</p> <p>CAASPP:Dashboard</p>	<p>Adopt Policy: Admissions and Enrollment</p> <p>Adopt Policy: Student Records</p>
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10.0 Closed Session : 8:07

10.1 Public Employment: Open Marin IST position

11.0 Report From Closed Session 8:23 pm

Nothing to report

12.0 Adjournment 8:24 PM

