

**PATHWAYS CHARTER SCHOOL
BOARD OF DIRECTORS MEETING**
September 14, 2022 – Call to Order: 6:00 PM

This meeting will be broadcast via Zoom. Persons interested in attending this meeting remotely should contact Brenda Peterson at brenda.peterson@pathwayscharter.org for an invitation or on our school website in the [schoolwide calendar](#), and here.

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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 director@pathwayscharter.org, at least 24 hours prior to the meeting.

Board Goals

Goal #1: The Board will work collaboratively with the Executive Director to reevaluate the population of students best served by Pathways Charter School and seek new ways to attract and market to that student population.

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**
- 2.0 Roll Call**
- 3.0 Approval of the Agenda**
- 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.

5.0 Reports and Correspondence

- 5.1. Executive Director Report (page 3 below)
- 5.2. Leadership Team Reports (pages 4-10 below)
- 5.3. Board Member Reports

6.0 Consent Items

Consent items are routine, non-controversial agenda items that will be approved or rejected as a whole, without extensive discussion or debate.

- 6.1. Director's Reimbursements and Expenditure Approvals
- 6.2. Unaudited Actual Reports
- 6.3. Education Protection Account (EPA) Final Expenditures
- 6.4. Approval of prior meeting's minutes (pages 11-16 below)

7.0 Information, Correspondence, Discussion

- 7.1. Monthly financial presentation: Jim Weber, Charter Impact
- 7.2. Enrollment and staffing update (page 17 below)
- 7.3. Finance Committee update: next meeting Friday, September 16 at 2:00pm
- 7.4. Safety Committee update: next meeting Monday, October 3rd at 2:00pm
- 7.5. Staff Handbook update
- 7.6. Board goals

8.0 Action Items

- 8.1. Executive Director 3% COLA (page 18 below)
- 8.2. Determination on the Need to Teleconference Board Meetings due to Public Health Emergency

9.0 Agenda Items for Next Board Meeting

10.0 Closed Session

- 10.1. Senior Center Manager new position

11.0 Report from Closed Session

12.0 Adjournment

5.0 Reports and Correspondence

5.1 Executive Director Report

Had a successful opening to the school year, anecdotal evidence suggests the opening felt smoother than previous years.

Enrollment

- Total = 301 as of September 9th, 2022.. Details to follow in principal reports.

Staff

- Offered Registrar position to Susanna Hernandez
 - SIS experience and Spanish bi-lingual
 - Target start date at the end of September? / background check already cleared
- ELD Department Chair, Alicia Fernandez resigned for another position
- Revised the IST contract to simpler language
- Updated Department Chair stipend agreements to \$3,000 up from \$2,500 per previous Board meeting approval
- Recognize Solano-Napa Center Manager Alyssa Payne with title change to Senior Center Manager and

Operations

- Introductory legal meeting with Young, Minney, & Corr
- Introductory audit meeting with Chavan & Associates, including Jim
- Introductory meeting with SIS / School Pathways

Goals & Objectives

- Themes: Refresh, Restore, and Reimagine
 - Staff input on schoolwide reimagining
 - Marketing - Who we are, website redesign
 - Recruitment
- Build Harmony Union relationship and relationships with partner districts
- Staff professional development
 - SMARTIE goals (Specific, Measurable, Achievable, Relevant, Time-Bound, Inclusive, and Equitable)
- WASC preparation
 - Committee formation
 - Training

5.2 Leadership Team Reports

Christine Bendik
Sonoma Principal

Current Enrollment: **167**
Target Enrollment: 225
4 students in process

Enrollment

- We have 3 Master Agreements that need signatures for new students
- 4 students are in the enrollment process

Staff /Learning Center

- We had another resignation, which affects our elementary class schedule. I worked with the elementary staff to adjust our elementary class offerings. I appreciate the teacher's willingness to collaborate and find a solution. I will be teaching 2 elementary classes.
- We are getting ready for high school classes to begin

Assessment/Support

- This week was new student orientation and Ren testing.
- Overall our new student orientation went smoothly
- I will be scheduling and holding 504 meetings

Events

- Back to school skate day will be Sept. 22nd

Jill Dorsey
Solano / Napa Principal

Enrollment:

Target enrollment: 105

Current enrollment: 89

Napa: 14

Solano: 75

In-process: 3

Number of students enrolled in county being served by out of county staff: 32

Staff:

All Solano-Napa staff, including myself, are working above and beyond to meet the needs of our region while we continue to be understaffed. I am currently working at almost a 1.4 FTE since we have been unable to fill the open position; this includes serving independent study students and onsite instructional responsibilities. Due to understaffing, we have had to change all regional staff designations to accommodate student needs. For example, a teacher who was previously designated as serving 7th-12th is now TK-12th. This presents challenges, including stress and a significant learning curve for those staff working with new grade-levels, especially younger students. I have been doing my best to support them during this time and helping them with August tasks related to serving TK-5th families. This is a short-term solution but is not sustainable. I am mindful of the potential for burnout of my staff if we are unable to hire a qualified person to work locally. We have had several individuals apply for the IST position but have been unable to fill this position for various reasons, including individuals not showing up for interviews, canceling interviews, accepting other positions, etc. That being said, now that the school year has begun if and when an individual *is* hired there will be several months of mentorship, training, and support, and we'll want to be particularly attentive when transferring students to new ISTs mid-year.

Testing and Support Services:

As students complete their fall benchmark assessments I have been generating and sending reports to parents as well as class instructors (as appropriate).

I have also been working on drafting a student survey that will be connected to the Tier 1 checklist to give the ISTs and other staff more insight into each student. This survey includes questions related to self-care and overall well-being.

Learning Center:

Few updates from the last report. Alyssa and I have designated space for each leadership team and out-of-county staff member to use when onsite to support our region. We also met with the Keystone staff that will be working with our region this year.

Onsite classes are ready to go! Most of the high school classes are near capacity. Our middle school class enrollments have fluctuated due to last-minute withdrawals; however, we are also inviting several new families with MS students who will hopefully register for onsite classes.

Events:

Our regional new student orientation was held on September 7th for 6th-12th graders, and it was well attended. Our assessment sessions throughout the week were also well attended. At least 80% of 3rd-11th graders in our region completed their fall benchmark assessments during

the first week of school. I scheduled and sent an eBulletin to new families offering new family orientations; however, no one responded or attended.

My plan is to offer IS 101 workshops for new 6th-12th grade students during late September or mid-October.

Marin Report: September 2022
Michele Blaisdell, Principal

ENROLLMENT / STAFF

*Target for 2022-23: 65 / Total currently enrolled: 67**

	County
44	Marin
3	Napa
16	Solano
4	Sonoma

- **Enrollment:** Lower enrollment numbers in Marin combined with the loss of staff in other regions mean that Marin teachers are available to serve Napa, Solano, and Sonoma-residing students. *Please note distinction between total number of students served by Marin staff vs Marin-residing students.
- **Staff:** No changes. Appreciation to all Marin staff for stepping up to support colleagues and students across the school.

CLASSES / LEARNING CENTER

- **Fall classes:** The schoolwide Morning Meetings for TK-3 students began on Tuesday 9/6, taught by Marin teachers Loree Lewandowski and Jennifer Rees. All other classes (schoolwide online as well as at regional onsite) begin as of Monday 9/12. In part due to our current enrollment pattern, we have very small class rosters for the San Rafael K-5 classes, and slightly more robust numbers for the 6-8 offerings.
- **COVID safety and protocols:** Weekly testing for staff and students has resumed at the learning center. In addition to onsite testing, we still have plenty of at-home testing kits available for pick up at the learning center.

ASSESSMENT / SUPPORT

- **Keystone:** The school's leadership team has resumed its collaboration with Keystone. I've met with the lead therapist and undergraduate intern who will be the primary service providers and resources for Marin students, staff, and parents/guardians. We'll offer social-emotional support to students and will incorporate it into our existing tiered intervention system. Updated intake, schedules, and other logistics, are still in-process and will begin to settle, and integrate into our intervention process, throughout September.
- **Orientation week:** Unfortunately, we faced some significant internet/tech challenges, but they have since been sorted out. We've tried several approaches to orientation in Marin and, on balance, this year's model seemed to work the best so far: morning and afternoon sessions offered each day for three days, with one room dedicated to orientation guidance and onboarding activities, and a second room reserved for back-to-school Ren Math and Reading tests. Some students completed these baseline assessments during orientation week, and we have the month of September to finish them with all eligible students.

EVENTS

- **Back-to-school social:** Our Marin back-to-school social in the park is being held the day I prepared this report -- the end of the students' first week back, on Friday 9/9 at Marinwood Park -- and I'll share how it went at the Board meeting.

Elizabeth Sanchez
Student Services
September 2022

Special Education:

- We have 38 students with IEPs.
- Davida and I are beginning to schedule IEP meetings and assessments. Our DIS providers have scheduled almost all students requiring services and those begin this week.
- I am continuing to reach out to new families to make sure they have a clear understanding of our program and service delivery model.
- I am on site in Vallejo on Wednesdays to provide in person services and support to students and teachers along with teaching a google classroom. I was also able to attend student orientation in Vallejo.

Student Services

- Alicia Fernandez has accepted a new position in the Gravenstein School District which leaves us with an opening within the English Language Department. She was a very strong asset to our school and she will be missed. Susan and I are working on a plan moving forward to manage the ELPAC testing. Alicia will complete the initial assessments for new students. We have time to figure out the Spring testing which may involve us contracting with another district.
- Presently there are approximately 16 students who are EL designated.
- I am beginning to assess first graders for early literacy assessment. Loree Lewandowski is also assessing first graders.

Naomi Yedlosky
Guidance Coordinator

Staff Support

- Teacher Assistance
 - Course and Class placement recommendations based on transcripts
 - Transcript analysis for seniors in need of preliminary grad-checks
 - Clarification of approved course titles, elements, and standards
- Guidance Department
 - Management of Master Course List and Course Catalogs
 - High school CMS class registration oversight and facilitation of requested class changes, a-g completer needs, and monitoring high and low enrollments.
 - ISTs have access to Manual Reg in the SIS until October 14th and may withdraw students from CMS classes and/or PLS courses without penalty. After that 6-week deadline a student may be dropped from a class or course and receive grade and credit(s) to-date.
- Registrar Duties
 - Taking over transcript tracking including entry, errors and changes needed
 - Official transcript processing
 - Summer contract retrieval and entry completed
 - Summer JC transcript retrieval and entry completed
 - Fall JC enrollment verification completed
- Grad Paths
 - Reviewing [PCS Three Grad Paths Presentation](#) with teachers
 - Completing ACSD and State Minimum Mapping Documents with principals, teachers, and Elizabeth as needed. Posting to Contact Manager for all to reference
 - Coordinating State Minimum Contracts. Posting to the Grad Tracking Sheet for all to reference.

Student Support

- Scheduling student meetings with grads that are potential a-g completers
- Revising Senior Survey to go out: 9/26
- Revising college timeline checklists (in progress)
- SVHS Study Hall: I'm running a new weekly support session for students enrolled in any Silicon Valley High School course
- Senior Study Hall: I'm running a new weekly support session for seniors that have been approved for a shift to the State Minimum Diploma
- JC Jumpstart Program (on hold)

Leadership:

- Math Department work, potential pilot of new fourth year advanced math course; Math Reasoning with Connections for 23-24
- Early/Mid-Year Grad approvals with principals
- Course Load Waiver approvals with principals
- Class Conflict approvals with principals
- CSU Counselor Conference, September 23rd in Sacramento

Brenda Peterson

CTE / IT

September 2022

Student & Family Support:

- I hosted orientation sessions for new (and some returning) middle and high school students in Rohnert Park, Vallejo, and Marin as well as an online session for DONI students in Sonoma. It was a great opportunity to meet our new students, get them set up with their online accounts, and welcome them to our school.
- Gloria has been kept busy filling student requests for loaner chromebooks and hotspots. We still have plenty of loaner devices.
- I've cleaned up our google accounts and license distribution, eBulletin group lists, and have been kept busy resetting passwords and enabling student portal accounts.

Staff Support:

- Many staff are linking google classrooms to their CMS classes to facilitate communication, grades and assignments.
- I've been able to meet with most staff over the last few weeks, supporting their individual tech support needs and working through any issues they're experiencing.

IT Projects:

- We've transitioned from TMobile to Verizon for wifi hotspot service, and are in the process of adding 20 additional hotspots (from other SCOE districts) to our initial purchase of 25 hotspots. That should meet our demand, but we can add more as needed.
- We partner with many online curriculum platforms, and this is a busy time of year to get integrations and accounts/licenses all set up. All of our students and staff are able to access BrainPop (and BrainPop Jr, Español, and Francois), Canva, Adobe Creative Cloud, Enchanted Learning, Reading A-Z, MangaHigh, and many more.
- We had a week of terrible internet service in Marin that resolved when I found a rogue router hiding behind the copy machine!
- Our student information system, School Pathways, has consistent bugs and glitches which have taken a lot of time to troubleshoot. It is currently the best solution for our type of non-classroom-based Independent Study.

CTE Projects:

- I'm teaching online Career & College Readiness, Computer Graphics & Media, Graphic & Media Projects, and Game & Simulation Design classes this Fall, which begin this Friday.
- Dan Seltzer is teaching Child Development Theory and Practice CTE classes, and Nathan Feileacan's Marketing and Entrepreneurship classes are on pause this year. Both teachers are clearing their CTE credentials this semester.
- We'll set a CTE advisory Council meeting for later in the Fall semester.

6.0 Consent Items

6.4 Approval of prior meeting's minutes

**PATHWAYS CHARTER SCHOOL
BOARD OF DIRECTORS MEETING**
August 24, 2022 – Call to Order: 6:00 PM
DRAFT Minutes: Michele Blaisdell

This meeting will be broadcast via Zoom. Persons interested in attending this meeting remotely should contact Brenda Peterson at brenda.peterson@pathwayscharter.org for an invitation or on our school website in the [schoolwide calendar](#), and below.

Join Zoom Meeting

<https://us06web.zoom.us/j/88645878504?pwd=Rm5VWEEdVSTVQRHEzTXAwTlk5dmVadz09>

Meeting ID: 886 4587 8504 | Passcode: 352414

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Meeting ID: 886 4587 8504

Find your local number: <https://us06web.zoom.us/u/kcQjFpOYxl>

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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

By Carolyn at 6:01pm

2.0 Roll Call

Board members: Carolyn, Maria, Kegan, and late arrival, Jennifer at 6:08pm

Executive Director: Susan

Leadership Team: Jill, Christine, Elizabeth, Naomi, Brenda, Michele

Additional: Jim Weber, Familia Mendiola, Gabriel Arongo

3.0 Approval of the Agenda

Motion to approve: Carolyn

Second: Kegan

Ayes: Carolyn, Kegan, Maria

Nays: n/a

4.0 Comments from the Audience

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None

5.0 Reports and Correspondence

5.1 Executive Director's Report, Susan Takami

Verbal highlights include:

- Because item to watch right now is enrollment, update that today's number is slightly lower than what was named in the report; more details from Principals
- Expect to see additional interest as students begin and then want to leave local schools
- Staffing changes discussed, including reconfiguring Registrar's position and have posted new job description; interest and interviews scheduled
- Important to give staff a clear message of their value, appreciate their extra efforts

5.2 Leadership Team Reports

Sonoma Principal's Report, Christine Bendik

Verbal highlights include:

- Staffing adjustments and coverage
- Checked total school enroll numbers today (313), but fielding lots of interest, especially for high school
- Clean up from water leak at RPLC

Solano/Napa Principal Report, Jill Dorsey

Verbal highlights include:

- Loss of staff, adjustments, coverage from other regional staff
- Hoping to hire a quality applicant
- Currently have a waitlist for Solano/Napa

Marin Principal Report, Michele Blaisdell

Verbal highlights include:

- Staffing support, appreciation for stepping up to help cover Solano/Napa
- Shared updated enrollment numbers

Student Services, Elizabeth Sanchez

Verbal highlights include:

- Eligible students fluctuating (35 today vs 38 reported)
- Elizabeth serving Solano/Napa, Davida Sonoma and Marin remotely

Addressed question from Familia Mendiola re: teacher meeting and orientation (Tammy Dier's Sonoma County student)

5.2 Leadership Team Reports, cont'd

Guidance Coordinator, Naomi Yedlosky

Verbal highlights include:

- Evaluating students for state minimum diploma eligibility
- Stepping back from dual enrollment support
- Impact of registrar duties needing coverage

CTE/IT Coordinator, Brenda Peterson

Verbal highlights include:

- Busy time, licenses to renew, tech devices for new/returning students
- Encouraging more CTE class/pathway participation
- Offering tech support for Board members using PCS email account, other

5.3 Board Member Reports

None

6.0 Consent Items

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- 6.1 Approval of prior meeting's minutes (June 2022)
- 6.2 Director's Reimbursements and Expenditure Approvals
- 6.3 New VCI/Employee Approvals
- 6.4 Summary of checks (included in financial packet in 7.1 below)
- 6.5 2022/23 ConApp application for federal funding

Motion to approve: Kegan

Second: Carolyn

Ayes: Carolyn, Maria, Kegan

Nays: n/a

7.0 Information, Correspondence, Discussion

7.1 Monthly financial presentation: Jim Weber, Charter Impact

- July taken up with looking at the end of last year
- Current activity focused on this year's budget

7.2 Enrollment and staffing update

- Enrollment down but staffing is also down

7.3 Discuss recommendations from Finance Committee

- Met on Wednesday 8/17
- See Action 8.1 for recommendation of COLA increase
- Concern re: recent staff departures and desire to keep PCS attractive to employees
- Also looking at increased stipend for Department Chairs b/c hasn't been increased since 2015 or 2016, and duties have expanded
- Stipends and mileage for staff members who are taking on extra duties to cover departed/departing staff, training for new staff

7.4 Discuss Board goals

- Agendize for September meeting to find a time for separate meeting and focus
- Need to reconsider student recruitment in light of staff/school capacity

7.4 Discuss Board member participation on Safety and Finance committees

- Finance Committee: Susan, Jim, April, Alyssa, Nathan, Christine and Michele, Carolyn
 - Meetings once/month on Fridays TBD
- Safety Committee: Susan, April, principals, center managers, Kegan
 - Meetings once/month on Mondays at 2PM

8.0 Action Items

- 8.1 Approve staff 3.0% COLA increase as recommended by finance committee
- Support concern about need for COLA and keeping staff
 - Maria asks about reasons for recent staff departure
 - Jill re: Sarah shared no negatives about Pathways but positives about an unexpected opportunity
 - Kegan observes that staff have been asked to do so much over the past year, lots of change, so surmises that other opportunities may be attractive. And we're in that position again. So we need to appreciate them.
 - Comments that not just PCS-specific trend but teachers are needed elsewhere, lots of variables
 - Elizabeth, are we competitive with other schools?
 - Recent job postings have had mixed results, will update
 - Jennifer's area of special interest: what causes people to quit, stay, other

Motion to approve COLA increase: Maria

Second: Kegan

Ayes: Carolyn, Maria, Jennifer, Kegan

Nays: n/a

- 8.2 Approve Board member(s) to participate on Safety and Finance committees

Motion to approve participation (as discussed at 7.4 above): Kegan

Second: Maria

Ayes: Carolyn, Maria, Kegan, Jennifer

Nays: n/a

- 8.3 Determination on the Need to Teleconference Board Meetings due to Public Health Emergency

- Do we know when this opportunity will end?
- Susan explains that the COVID-related portion of this option has ended, but Governor has now made state of emergency due to Monkeypox
- Thinks the state will eventually need to modify the Brown Act or take another action to allow ongoing teleconference meetings
- Jennifer asks if tele-meetings increased Board participation
 - Per Carolyn, no, there were fluctuating otherwise
- Hybrid meetings discussed

Motion to approve teleconference Board meetings: Kegan

Second: Jennifer

Ayes: Carolyn, Kegan, Maria, Jennifer

Nays: n/a

9.0 **Agenda Items for Next Board Meeting: September 2022**

- Enrollment and staffing update

- Finance Committee update
- Safety Committee update
- Adopt Staff Handbook
- Adopt Safety Plan
- Board Goals Review and Training
- School Climate
- Other TBD

Open session adjourned by Carolyn at 6:52pm

Closed session opened by Carolyn at 6:52pm

10.0 Closed Session:

10.1 Teacher contract language

10.2 Stipends, hourly increases, and mileage reimbursements for staff taking on additional short term duties

10.3 Department Chair stipends

Closed session adjourned by Carolyn at 7:33pm

Open session re-opened by Carolyn at 7:33pm

11.0 Report from Closed Session

No report from closed session

12.0 Adjournment

Adjourned at 7:33pm by Carolyn

7.2 Enrollment update

Grade	Marin	Napa	Solano	Sonoma	Totals
TK	1	0	0	2	3
KN	1	0	4	9	14
1	2	4	3	9	18
2	1	0	3	8	12
3	1	1	5	7	14
4	5	0	4	8	17
5	2	1	2	7	12
6	8	2	5	9	24
7	3	1	5	14	23
8	11	1	6	13	31
9	2	1	4	17	24
10	1	1	11	13	26
11	4	2	16	27	49
12	3	0	7	24	34
Totals	45	14	75	167	301

8.1 Executive Director 3% COLA

	A	B	C	D
1	ONLY the Board can change this scale in a vote in a public open session board meeting			
2	DIRECTOR	1		
3	1	\$115,544		
4	2	\$117,899		
5	3	\$120,258		
6	4	\$122,622		
7	5	\$125,116		
8	6	\$127,116		
9	7	\$129,658		
10	8	\$132,251		
11				
12				