

PATHWAYS CHARTER SCHOOL
BOARD OF DIRECTORS MEETING
August 26th, 2020 – Call to Order: 6:30 PM
Regular Meeting AGENDA

NOTE: Governor Newsom's Executive Order modified the provisions of the Brown Act during this health emergency to allow all board members to telecommute. The public may also request a meeting invitation.

This meeting will be broadcast via Zoom. Persons interested in attending this meeting remotely should contact Sara Jordan at sara.jordan@pathwayscharter.org for an 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

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

2.0 Roll Call

3.0 Approval of the Agenda

4.0

4.1 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.

4.2 Seat new community board member Roscoe Kersey

5.0 Reports and Correspondence

- 5.1 Executive Director's Report
- 5.2 Administrative Team Reports
- 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 Approval of Minutes from meeting on June 24th, 2020
- 6.2 Director's Reimbursement and Expenditure Approvals
- 6.3 New VCI / Employee Approvals
- 6.4 Summary of checks (included in financial packet in 7.1 below)

7.0 Information, Correspondence, Discussion, Action

- 7.1 Monthly financial presentation: Jim Weber, Charter Impact
- 7.2 Enrollment and Staffing Update
- 7.3 Discuss updated Budget 2020-21 and recommendations from finance committee
- 7.4 Discuss new requirement: Learning and Attendance Plan

8.0 Action Items

- 8.1 Board Resolution 2020-21-01 regarding operations under Covi-19 emergency
- 8.2 Approve Covid-19 Response and Transition Plan
- 8.3 Approve new policy on Telecommuting during Health Emergencies
- 8.4 Present Commendation for Kon Choo
- 8.5 Approve Unaudited Actuals 2019-20
- 8.6 Board letter to staff
- 8.7 Approve Staff Handbook 2020-21
- 8.8 Approve EPA actuals for 2020-21

9.0 Agenda Items for Next Board Meeting : September 2020

Discussion	Action
Enrollment update	Approve New budget 2020-21 adoption Public Hearing LCAP Learning and Attendance Report Approve date for special meeting 9/16+ IIPP
Assessment Update	
Finance Committee Update	
Discuss Board Goals	
Health and Safety Updates	

10.0 Closed Session:

10.1 Public Employment: Executive Director Contract

11.0 Report From Closed Session

12.0 Adjournment

4.2 Seat new community board member Roscoe Kersey

Oath of Office for Board Members

As a member of the Board, consistent with my fiduciary duties, I shall consistently strive to promote the best interests of Pathways Charter School as a whole and, to that end, shall adhere to the following ethical standards:

Student-Centered Focus

I will be continuously guided by what is best for all students at Pathways Charter School.

Equity in Attitude

- I will be fair, just, and impartial in all my decisions and actions.
- I will accord others the respect I wish for myself.
- I will encourage expressions of different opinions and listen with an open mind to others' ideas.

Trustworthiness in Stewardship

- I will keep in mind that, alone, I am not the Board and as such I will not act on behalf of the Board or make representations on behalf of the Board unless specifically authorized to do so.
- I will be accountable to the public by representing School policies, programs, priorities, and progress accurately.
- I will work to ensure prudent and accountable use of School resources.
- I will make no personal promises or take private action that may compromise my performances or my responsibilities.

Honor in Conduct

- I will tell the truth.
- I will not release confidential information.
- I will share my views while working for consensus.
- I will respect the majority as the decision of the Board.
- I will base my decisions on fact rather than supposition, opinion, or public favor.

Integrity of Character

I will refuse to surrender judgment to any individual or group at the expense of Pathways Charter School as a whole.

- I will consistently uphold all applicable laws, rules, policies, and governance procedures.
- I will not disclose information that is confidential by law or that will needlessly harm Pathways Charter School if disclosed.

Commitment to Service

- I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.

- I will diligently prepare for and attend Board meetings.
- I will avoid personal involvement in activities the Board has delegated to the Director.
- I will seek continuing education that will enhance my ability to fulfill my duties effectively.

5.0 Reports and Correspondence

5.1 Executive Director's Report (see page 6)

5.2 Administrative Team Reports (see pages 7-12)

5.3 Board Member Reports

Director's Report, Sara Jordan

August, 2020

Pandemic

Keeping on top of state and county regulations and updates has been a fulltime job this summer. Several of our agenda items relate to on-going operations during the pandemic.

Audit

We have our full fiscal audit on Friday September 18th and are preparing all of the advanced documentation as requested by the audit firm. The board will see their full report this December for approval.

Staffing

We hired a new full-time teacher to serve Marin and Sonoma students. With this hire we can serve all currently enrolled students. Currently all special education students can be served by existing staff. We are still finalizing their DIS services.

Inservice

Staff had three full days of back-to-school training. See the agenda [here](#). With our more remote working conditions we are working hard to stay connected with staff, keep everyone safe and support the emotional health of our staff and students.

Fires

Unfortunately, wildfire season has started early. As of the writing of this report, several staff in multiple counties were evacuated. We hope for quick containment.

Sonoma Board Report August 2020

Christine Bendik, Principal

2020-2021 Enrollment

Target Enrollment: **229**

Total Enrollment: **248**

Introduction

Many, many thanks to Sara and the Board of Directors for giving me an opportunity as the new Sonoma Principal. I am very excited to be in this position. I have enjoyed working as an IST for the past 5 years and now look forward to my new challenges and adventures as the Sonoma principal. Cheryl provided excellent mentoring last year while I completed my preliminary admin credential and I am fortunate to continue with Sara's amazing guidance and leadership.

Staff Updates

We are excited to welcome our new IST, Jennifer Rees, who will be working between Marin and Sonoma. Building our community will be a focus this year. It is important to me that my staff feels valued, supported and engaged. To begin, I will schedule regular visits into classrooms and set-up monthly check-ins with each staff member.

Learning Center

We are prepared to follow the COVID health and safety guidelines. A self monitoring station has been set-up at the entrance to the learning center as well as cleaning supplies available in all classrooms, offices, and staff bathroom.

Fall Orientation

Our schedule for fall orientation has changed from being onsite to being teacher lead so IST's can "train" their students. New and returning students need this support so they are prepared to start high school. We are also organizing an elementary meet n greet drive by so families can pick up their material and briefly meet their Thursday class teachers.

Fall Classes

We are keeping our onsite class schedule but moving classes to online format. Once our learning center can reopen we will be able to easily transition students back into onsite classes without needing to make any schedule changes.

Solano-Napa Board Report
Jill Dorsey
August 2020

Enrollment updates:

Target enrollment: 119
Current enrollment: 122
Napa: 37
Solano: 85

Staff updates:

Our first regional inservice day will be focused on community building and connecting as a staff especially with our current situation. I want to focus on acknowledging how we are doing as individuals, as a community and discuss self care as well as strategies to support our students and families.

Testing and Support Services:

Our goal is to implement the fall benchmark assessments virtually for returning families and as much as possible in person for new students. For our county at this time, we are unable to provide direct instructional support onsite according to the county monitoring list.

Center:

We are focused in preparing our regional site based on updated cleaning protocols, health and safety guidelines, etc.

Events:

Our focus will be to support new and returning students with transitioning back into a school “mode” and making sure they know how to access all orientation resources to be ready to begin school on September 8th.

Michele Blaisdell
Marin Regional Principal
August 2020

ENROLLMENT

Target: 65

Enrolled: 78

- Enrollment interest in Marin (and schoolwide) has been unprecedented; our lottery pool stands at 92. Given the state mandates and budget realities, however, and barring an unanticipated drop in signed Master Agreements, the only students we are likely to add this fall would be siblings of our current students. In addition to our continuing and newly-enrolled students, we have a handful of families returning to Pathways after several years away at other programs, as well as a number of younger siblings joining us this year.

STAFF / PD

- We are excited to welcome new IST, Jennifer Rees, who will be primarily based in Marin and serve families in both Marin and Sonoma. Jennifer has years of experience in education across a number of grade levels, in private and public settings, in California and internationally. Sara, Christine, and I will train and mentor Jennifer as she learns the ropes at Pathways.
- Our first back-to-school in-service day on Wednesday 8/19 included plenty of time for regional collaboration and individual work time. During our group activities, each staff member had time to reflect on their practice as educators and to set their intentions regarding how best to serve students and their families under these challenging, ever-shifting conditions. The schoolwide sessions have offered a mix of nuts-and-bolts training details paired with resources and supports for healthy service to our community.

CLASSES / ORIENTATIONS

- We will move forward with the classes and student support services that were planned and published at the end of last year, with the shift to online-only presentation. Given our relative success with the rapid shift to online last spring, I am optimistic that we will be able to provide an even stronger instructional experience for our students this fall.
- Our new teacher, Jennifer, will take over the middle school offerings on Mondays, and we will publish her updated class information at the beginning of next week.
- To help younger students find more success in the online learning environment, the instructors for our Grades K-5 classes will offer online parent orientation sessions prior to the start of classes.
- Students in Grades 6-8 and 9-12 will have orientation opportunities both with their ISTs during the first week of school and with their instructors when they begin classes.

LEARNING CENTER

- We have established COVID-19-informed health and safety practices at the San Rafael center. Staff have been presented with some training information during in-service and staff meetings, and they have additional personal training to complete.

ASSESSMENT / SUPPORT

- Pathways continues to refine and expand our intervention and support services for struggling students and we are committed to this in Marin. Building on the practice we established last year, the Marin teachers will meet weekly to strategize and discuss the interventions needed for each student.

Student Services Board Report

Elizabeth Sanchez

August 2020

SPECIAL ED.

We're off and running with quite an increase of students with IEPs. We have had so much interest in our program due to Covid and hopefully also the way we work with families and students. As of today, Aug. 20th, we have 69 students with IEPs, 2 pending students, which means the previous district started the evaluation process but was unable to finish it, and 2 initial evaluations. We will complete those assessments if possible. Both Special Ed. case managers have full rosters at 28 students each and I have asked them if they are willing to take on extra students for hourly pay. I have a roster of 15 students of speech only. AnnMarie Izaba is serving students in all three regions and Davida is in Sonoma County.

Delivery of services:

I have reached out to all of our DIS providers and informed them that as a public school, Pathways cannot deliver any in-person services until the county is off the watch list for 14 days. We can meet to complete assessments if the parent and contractor are willing and with the necessary precautions in place. Completing assessments for initials and triennials will be challenging given the current circumstances.

Case managers will meet with students virtually paying special attention to new families to make sure they understand our process and they feel supported during these time. We continue to contract with Presence Learning and have increased the amount of time we will contract with them due to the increase in enrollment. They are providing mostly speech and mental health services with the occasional occupational therapy support.

The SELPA is scheduling weekly Steering Committee meetings now instead of monthly due to the many challenges facing schools. I feel as if Pathways is in a good position to support students and I appreciate having the SELPA's support as we navigate through the legal logistics of meeting our deadlines and assessing students.

Naomi Yedlosky

Guidance Coordinator

August

- Summer Contracts and Summer JC Classes
 - I'm meeting with students this week and next to finalize summer work and add summer credits as appropriate.
- Senior meetings will begin in late September/early October. Student surveys will be used to determine requests. Meetings include course schedule review, grad-check, preliminary Individual Career & Academic Plan (ICAP) outline, and follow-up scheduling and planning as needed.
- JC Jumpstart Grad Program meetings will begin in October.
- The Guidance Department will be using the Counseling Session Log feature in the SIS this year that is connected to Contact Manager. The feature allows members of the team to leave detailed notes and keep a historical record of interactions with students. Teachers, principals, and SPED case workers all have access to the counseling notes.
- I'm working with the registrar to review new incoming transcripts and will assist teachers as needed to provide course planning support.

Brenda Peterson

CTE/IT Coordinator Report:

Student Support:

- Prepping for chromebook and WiFi hotspot distribution for students: currently 108 requests for chromebooks and/or hotspots pending.
- Developing tech resources for students and families accessible on the website and youtube channel
- Teaching 4 classes Fall 2020 (Leadership, Computer Graphics & Media A, Graphics & Media Projects A, Game & Simulation Design A, Game & Simulation Projects A)

Staff Support:

- Prioritizing staff support for online teaching, supporting students and families with online learning, and access to information:
 - Inservice training
 - Appointment slots & coaching
 - Website pages
 - Youtube channel
 - Email and google drive shared folders & docs
- Coaching 2 new CTE teachers and all BUZZ instructors for 2020-21

IT Projects:

- Setting up Microsoft 365 for faculty for 2020-21
- Setting up GoGuardian for admin management of student devices off campus and teacher ability to monitor & support students with devices/accounts off campus
- Prepping for 2020-21 inservice trainings and student orientations
- I achieved Google Certified Trainer status!
- Developing and promoting training videos for staff support (how-to guides)
- Continuing work on Curriculum Development Project (CDP) technology support needs
- Soliciting quotes for technology equipment as determined by tech plan and budget
- Ongoing searching and curating information about technology integration to help staff and students excel

CTE Projects:

- Advisory board meeting and CTEIG reporting coming in Fall 2020
- Ramping up CTE with 2 new pathways (Child Development and Entrepreneurship) for Fall 2020-21 start

6.0 Consent Items

- 6.1 Approval of Minutes from regular meeting 6/24/20 (*see below pages 14- 22*)
- 6.2 Director's Reimbursement and Expenditure Approvals (*see PDF bundle pages 1-20*)
- 6.3 New VCI and Employee Approvals (*see below page 23, PDF pages 21-27*)
- 6.4 Summary of checks (included in financial packet in 7.1 below)

PATHWAYS CHARTER SCHOOL
BOARD OF DIRECTORS MEETING
June 24th, 2020 – Call to Order: 6:30 PM
Regular Meeting AGENDA

MINUTES

Michele Blaisdell

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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.

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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 Ken at 6:33PM

2.0 Roll Call

Online via Zoom: Ken Moulton (and later by phone), Kon Heong Choo, Michael Hulum, Roscoe Kersey, Jim Weber, Sara Jordan, Michele Michele, Carolyn Gephart-Wilson (later arrival at 6:43PM).

3.0 Approval of the Agenda

Motion to approve: Roscoe

Second: Kon and Mike

Vote: unanimous approval

4.0 Comments From The Audience: NONE

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5.0 Reports and Correspondence

5.1 Executive Director's Report: Sara Jordan

See materials submitted in the Board packet. Additional comments or questions:

- Spending a lot of time in meetings with SCOE, CDE, various agencies, etc., as well as quite a bit of time on the **budget** (to be addressed later in agenda).
- Brief overview of plans for **fall opening** included in packet; Sara will bring a fuller description of the plan in August for Board approval. This is a prudent step to take re transparency and to help guard against potential liability.
- Roscoe asks about liability concerns related to possible COVID exposure for students or staff while at school site if safety protocols are not handled appropriately.
- Sara reports that RESIG has made it abundantly clear there's no insurance protection available for communicable diseases, including COVID.
- Given heightened concerns about school access, coronavirus, etc., we need to maintain high levels of awareness, transparency, and accountability. Plus, with our service

counties in varying stages of openness, there can be additional confusion and complication.

- In August, when all schools are publishing updated opening information, it is important that we take steps to share our plans, clearly and openly and with Board approval.
- Ken asks about the level of information available to parents.
- Sara: We've already shared a lot of information about our opening plans and we'll continue to do so. SCOE health and safety protocols and information are available to families, as well.
- Updates re **LCAP**: new Learning Continuity and Attendance Plan. The template is not available yet, will delay implementation of LCAP, and there will be a new report/plan to submit by the end of September. Sara will come to the Board with more information in August, if available.
- Ken asks for confirmation about the transition back from the "hold harmless" grading practices this spring to normal grading practices come fall.
- Sara: Yes, back to normal, and we were already in the process of adopting some new schoolwide grading practices which we'll implement in the fall, as well.

5.2 Administrative Team Reports

See materials submitted in the Board packet. Additional comments or questions:

FYI, Other administrative staff already on summer break.

- Sara comments on the positive transition in the Sonoma Principal position: Christine eagerly jumped in, has been cross training with Cheryl and Sara, making the transition easier.
- Michele reports that the Marin lottery pool has further increased since her report.
- Per Sara, current enrollment in SIS projected at 477. We've already offered seats to this number of students, so if they want to attend, we have to serve them. Likely see 10-15% attrition rate, but even with that we'll still have a number of students to serve above our ADA allotment cap of 403.
- Another challenge of the increased enrollment is the impact on special ed services.
- The current high numbers are probably not sustainable post-COVID crisis.

5.3 Board Member Reports

Ken presents Board commendations for retiring staff members:

- Cheryl Townsend as Sonoma County Principal
- Louise Mangan as Library Manager
- Susan Hall as Independent Study Teacher

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 Approval of Minutes from meetings on May 20th, 2020

6.2 Director's Reimbursement and Expenditure Approvals

6.3 New VCI / Employee Approvals

6.4 Summary of checks (included in financial packet in 7.1 below)

6.5 SELPA Local Plan 2020-21

Motion to approve: Ken

Second: Carolyn

Votes: unanimous approval

7.0 Information, Correspondence, Discussion, Action

7.1 Monthly financial presentation: Jim Weber, Charter Impact

See materials submitted in the Board packet. Additional comments or questions:

Jim walks through document highlights:

- May Highlights: just-announced changes at state level will impact previous budget and LCAP projections.
- Enrollment: no changes to ADA
- Revenue
- Expenses
- Surplus / (Deficit) & Fund Balance
- Cash Balance
- Compliance Deadlines: date for Fall 2020 audit settled
- Appendices: none pulled for additional review

7.2 Enrollment and Outreach Update

See materials submitted in the Board packet. Additional comments or questions:

- Current projected is 477, but we assume a 10-15% attrition rate on the actual students who will show up in August and sign Master Agreements, so, more likely to see 420-430.
- While we'd like to grow some, the current state budget and trailer bill will cap our enrollment at 402-403. This means we won't receive funding from the state for any students above 403; however, we are obligated to serve whatever portion of the 477 do show up.
- Over the 477 (or whatever portion of that number actually shows up), even if we lose some of those students, we may not end up replacing them from our lottery pool/waitlists without the funding or capacity to support them.
- More re potential new teacher hire during the budget conversation.

7.3 Assessment Updates: Adequate Progress

See written report/materials submitted in the Board packet. Additional comments or questions:

- Renaissance assessment data included for consideration to pair with our CAASPP scores. (Remember, no CAASPP this year.)
- Report highlights Math Ren scores and percentage not meeting SGP. Not a great number, but not particularly surprising, given that math progress is a goal and area of focus.
- New online programs will be added for support and supplementation next year, as well as the position of a staff Math Coach to work with elementary students and families.
- Sara previewed the document describing our updated cycle of assessment, intervention, and evaluation. This increasingly-formalized process will be shared again in the fall.

8.0 Action Items

8.1 Community Election of Board Member Seat: Letter of interest from Roscoe Kersey

See materials submitted in the Board packet. Additional comments or questions:

Re-elected by vote of authorized meeting attendees with our thanks for his continuing service.

8.2 Adopt the MOU with HUSD on Cash Borrowing

See materials submitted in the Board packet. Additional comments or questions:

- An additional MOU for support in the face of uncertain fiscal terrain for the coming year.
- This combined with the PPE loan will allow us to access additional funds, if needed, due to under-funding, deferrals, etc. This is especially important since we aren't authorized to access some of the sources of funds available to other programs.
- It is unusual to have a sponsor district make this offer to their charter, so we're lucky.

Motion to approve: Roscoe

Second: Kon

Vote: unanimous approval*

*Except Ken, who lost the internet during the initial vote; however, when he returned online, he voiced his approval.

8.3 Adopt 2020-21 Annual Budget

See materials submitted in the Board packet. Additional comments or questions:

- Per Sara, see "update" section under the Executive Director's Recommendation. We are waiting for the final state budget.
- Reference chart for clarification:
 - Enrollment: budget 385, projected max 477, probable state cap 403. FYI, the Board is not adopting a different budget than previously considered.
 - Attendance rate: 98%
 - ADA: 393 on capped enrollment of 403
 - LCFF funding: ?
 - Funding to school: even if enrollment is capped, higher rate per pupil, means possible funding equivalent of 403 students (vs 385).
- This should allow funding for new teacher hire to accommodate current projected higher enrollment.

- Other decisions and priorities to be considered in the finance committee, once we know more from the state.
- Tonight, the request is to adopt our conservative budget based on 385 students. We think we can rely on likely effective funding of 403, which can support a new teacher hire. The rest of the assumptions and priorities will be revisited with the finance committee and a revised budget considered once we know more.
- Not committing to any “fund back” items right now. Not concerned about salary cuts right now.
- Roscoe asks if the enrollment cap in proposed legislation is a foregone conclusion. Sara reports not necessarily, there’s been a lot of pushback, but it seems unlikely to change. There just isn’t enough money to restore the originally-projected budget cuts of 10% *and* guarantee funding enrollment numbers for district schools (who are losing enrollment to other programs, including independent study, given the current concerns).
- Ken asks about enrollment projections and interest.
- Sara: Let’s say we have 450/477 enrolled show up, we should be able to serve with new teacher hire and additional admin student support, including any special ed services needed. We may need to consider additional staffing or funding for special education.
- If we lose any of those students throughout the year, we probably won’t replace them from the lottery pool/waiting list. We won’t have additional per student funding to cover them.
- But the reversal of the expected cuts does allow us to fund new hire. PPE loan may allow us to cover additional student costs, and we have access to the Harmony loan, if needed.
- Per Jim: We had a workable budget based on the May revise numbers, so adding back in the potential restored funding gives us some room even with lack of funding for student growth (enrollment funding caps). We’re in a relatively strong position, assuming no major, additional, unexpected costs with students.

- We have everything in place to move forward but probably won't make additional budget decisions until we come back in the fall and see enrollment actuals.
- Harmony and SCOE have seen this budget and given their stamps of approval.

Motion to approve: Kon

Second: Carolyn

Vote: unanimous approval

8.4 Approve the 2019-20 LCAP Operations Report

See materials submitted in the Board packet. Additional comments or questions:

- New LCAP template, new three-year cycle was considered earlier in the year. Now, we've learned that a new state report template and expectation is still to come.
- This action item is a brief LCAP Operations report in light of the recent coronavirus-related impact on school operations.
- Keep in mind that the COVID crisis shut down many schools for weeks, unlike the very brief disruption we experienced at Pathways.

Motion to approve: Roscoe

Second: Mike

Vote: unanimous approval

8.5 Approve the EPA Report 2020-21

See materials submitted in the Board packet. Additional comments or questions:

- This report is required to be presented and approved every year, then posted on our website.

Motion to approve: Ken

Second: Kon

Vote: unanimous approval

9.0 Agenda Items for Next Board Meeting: August 2020

Discussion	Action
Appoint Community Member	Back-to-School Letter
Budget Updates Since Adoption	Approval of Unaudited Actuals <i>(if available)</i>
Enrollment Update	Approval of new Staff Handbook
Staffing Updates	Adopt COVID Response Plan
Health and Safety Updates	Attendance and Learning Report <i>(LCAP replacement due by September 30)</i>

10.0 Closed Session: NONE

11.0 Report From Closed Session: N/A

12.0 Adjournment by Ken at 7:33PM

TOPIC/AGENDA ITEM: Board Item 6.3 New Employees and VCI Approvals

New Employee(s):

Name: Jennifer Rees Date: 8/18/20

Location: Sonoma/Marin

Position Title: Certificated

Position: 1.0 FTE Independent Study Teacher

Contract Term: 11 mo. 2020-21

Salary: \$66,541 Annual

New VCI Vendor(s):

Business Name/Contact Person: Ethic Arts Institute International (Lisa Saunders)

County(s): Marin

Grade(s): K-12

Subject(s): World Dance, Mindful Yoga

Cost: Dance \$150 per session / Yoga \$120 per session

PATHWAYS CHARTER SCHOOL BOARD

TOPIC/AGENDA ITEM: 7.1 Monthly financial presentation: Jim Weber

ISSUES INVOLVED/FISCAL IMPLICATIONS (IF ANY):

The Board will monitor the financial health of the school.

EXECUTIVE DIRECTOR'S RECOMMENDATION:

Please see the attachment for the full financial presentation for July 2020. Jim Weber will be online to review the documents which now include the dashboard as well as other items. **See PDF to be sent Monday 8/24**

PATHWAYS CHARTER SCHOOL BOARD REPORT

TOPIC/AGENDA ITEM: 7.2 Enrollment and Staffing Update

ISSUES INVOLVED/FISCAL IMPLICATIONS (IF ANY):

Enrollment is the driver of our revenue and thereby budget. Furthermore Pathways must assure that Sonoma County has 50% + 1 of our total student population.

EXECUTIVE DIRECTOR'S RECOMMENDATION:

The chart below shows our enrollment as of August 15th. As a reminder, our true enrollment is not finalized until students have their initial meeting and sign the MAster Agreement. We still anticipate that these figures will decrease by the first day of school, but still stay well above our target for 385. ***We are in a strong position and can hopefully keep our numbers above 430 in order to set a strong base for enrollment in 2021-22 while also not overloading staff this year.***

Enrollment Monitoring				
As of 8.21.20	Sonoma	Solano/Napa	Marin	TOTALS
Fall target	210	110	65	385
Registered	251	115	79	445
Percentage of target)	120%	105%	121%	115%

PATHWAYS CHARTER SCHOOL BOARD REPORT

TOPIC/AGENDA ITEM: 7.3 Discuss updated Budget 2020-21 and recommendations from finance committee

ISSUES INVOLVED/FISCAL IMPLICATIONS (IF ANY):

The board is responsible for the fiscal oversight of the school and approval of any budgets.

EXECUTIVE DIRECTOR'S RECOMMENDATION:

In the spring, we adopted a budget based on the assumption that the State was cutting the LCFF by 10%. In July, the State adopted a budget which did not cut LCFF funding to schools however it did cap ADA based on the school's P2 from 2019-20. Pathways will also receive a small portion of the Covid Relief funds called Learning Loss Mitigation Funds (LLMF) in the amount of \$58,000. The impact to Pathways is a surplus as described below. **See PDF Bundle pages 28-30.**

We have already added in new expenses to address the needs of increased student population which include:

1. **Staffing** *(in attached draft budget)*
 - a. IST hire \$80K
 - b. IST sub budget \$10K
 - c. Sped CM \$15,000
2. **Services/Supplies assumption of enrollment at 450** *(in attached draft budget)*
 - a. DIS sped \$25,000 (total \$165K exposure could be up to \$200k)
 - b. Student budget for students from 385 to 450
 - c. Health Improvements/supplies: Programmable thermostats in RP \$4500, more PPE, janitorial supplies/services \$5,000
3. **We now need to decide what other new expenses to "Fund back"** . **These are not in budget yet. Currently our net position is \$313K and we want to keep the surplus at \$200K- therefore we can allocate about \$113 more in expenses. The proposal from finance is to add:**

- i. Staff step raise approx.: \$67,000 (***effective 9/25? All staff even those that saw increase do to min wage changes?***)
- ii. PD budget: +/- \$5,000
- iii. Counseling support for Tier 2 \$22,000 + (LLMF credit)
- iv. Reinstate Tech Plan: \$13,000 - \$26,000 (LLMF credit)

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TOPIC/AGENDA ITEM: 7.4 Discuss new requirement: Learning and Attendance Plan

ISSUES INVOLVED/FISCAL IMPLICATIONS (IF ANY):

The Board is responsible for monitoring the successful implementation of the school's mission and vision as well as all state reporting requirements.

EXECUTIVE DIRECTOR'S RECOMMENDATION:

Due to the Covid-19 crisis, the State has suspended the annual LCAP requirements this year. In lieu of that reporting requirement, LEA's must adopt a Learning Continuity and Attendance Plan by September 30th. Schools must first hold a public hearing to allow members of the public and school community to give input into that plan. Given the short timeframe, we will need to hold our public hearing at our meeting on September 16th and then schedule a special meeting between September 16th and 30th to approve the report. The major areas of the plan include:

- Overview of the impacts of Covid-19 on instruction
- Input on the plan from stakeholders
- The steps we will take to return to classroom based instruction
- A description of our distance learning plan including fiscal resources allocated
- Strategies we used to mitigate learning loss
- A description of how we supported mental health and social-emotional well being
- Description of our pupil outreach and engagement strategies
- Description of our nutrition program
- Calculations of how we increased or improved services to foster youth, low income and English Learners.

This document is specifically written for site-based programs which will mean that we need to adjust our responses to fit our non-classroom based model. I am awaiting dates for regional training.

PATHWAYS CHARTER SCHOOL BOARD REPORT

TOPIC/AGENDA ITEM: 8.1 Approve Board Resolution 2020-21-01 regarding operations under Covid-19 emergency

ISSUES INVOLVED/FISCAL IMPLICATIONS (IF ANY):

The Board is responsible for oversight of school operations and direction to the Executive Director.

EXECUTIVE DIRECTOR'S RECOMMENDATION:

Last spring the Board approved this same model resolution provided by legal in order to allow the Director more flexibility to respond to evolving issues related to operations during the Covid-19 crisis. The Director requests that the board adopt this same resolution for the 2020-21 schoolyear.

Pathways Charter School Board of Directors
Resolution #2020-2021- 01
CONCERNING MEASURES TO ADDRESS THE ORGANIZATIONAL AND
EDUCATIONAL IMPACTS OF THE COVID-19 VIRUS

WHEREAS, Pathways Charter School Board of Directors operates learning centers in Sonoma, Marin, Napa and Solano counties (collectively “Pathways Charter School”);

WHEREAS, the safety and well-being of all students, staff, parents and stakeholders of the schools operated by Pathways Charter School is paramount; and

WHEREAS, in December 2019, an outbreak of respiratory illness due to a coronavirus now known as COVID-19 was first identified in Wuhan City, China and has since spread to more than 75 countries, including the United States; and

WHEREAS, on January 23, 2020 the national Centers for Disease Control (“CDC”) activated its Emergency Response System to provide ongoing support for the response to COVID-19 across the country; and

WHEREAS, on January 24, 2020, the California Department of Public Health activated its Medical and Health Coordination Center and on March 2, 2020, the California Office of Emergency Services activated the State Operations Center to support and guide state and local actions to preserve public health; and

WHEREAS, on March 4, 2020 the Governor of the State of California declared an emergency statewide relating to COVID-19 and has directed state agencies to provide updated and specific guidance to schools; and

WHEREAS, Pathways Charter School has been monitoring advice provided by the California Department of Education (“CDE”), the CDC, and the State and County health departments; and

WHEREAS, the number of confirmed cases of COVID-19 is growing at an alarming rate both around the world and in California; and

WHEREAS, more than 9,400 Californians in 49 counties are in “home monitoring” based on travel-related exposure to the virus; and

WHEREAS, experts anticipate that, while a high percentage of individuals affected by COVID-19 will experience mild flu-like symptoms, some will have more serious symptoms and require hospitalization, particularly individuals who are elderly or already have underlying chronic health conditions; and

WHEREAS, Pathways Charter School has some students, staff and family members who are likely at risk of more serious symptoms as a result of other health conditions; and

WHEREAS, there are numerous legal and organizational impacts to decisions made in response to the COVID-19 virus and strict adherence to provisions in existing school policies and/or procedures of the Pathways Charter School might prevent, hinder, or delay appropriate actions to prevent and mitigate the effects of COVID-19;

NOW THEREFORE BE IT RESOLVED THAT THE Board of Directors of Pathways Charter School directs the following:

1. Pathways Charter School shall be closed should the chartering authority, or local, state or federal government officials, including, but not limited to, the County Public Health Department (“Relevant Authorities”) direct or recommend the closure;
2. The Executive Director may close any School for up to five (5) school days based on the Executive Director’s determination that it is necessary to protect student and/or staff health and safety; the Executive Director must seek the Board’s authority for any closure longer than five (5) school days; Closure means non-ADA days.
3. The Executive Director, in consultation with local health and school officials, may determine when instructional classes and services shall be offered virtual, in-person or a hybrid delivery
4. In order to immediately protect the health and safety of pupils and employees, the Executive Director may waive any school or organization-wide policy or procedure to implement directives from Relevant Authorities;
5. The Executive Director shall have the authority to exclude anyone from school campus other than students and employees, including parents and volunteers, in order to minimize risk of COVID-19 exposure from the surrounding community;
6. In order to immediately protect the health and safety of pupils and employees, the Executive Director or designee may exclude pupil(s) or employee(s) from school or school activities as necessary to implement guidance or directives from Relevant Authorities or applicable law;
7. The Executive Director or designee may hire additional staff or independent contractors as necessary or convenient for purposes of performing tasks recommended by Relevant Authorities or that the Executive Director deems necessary in his/her discretion to mitigate the actual or potential impacts of COVID-19. The Executive Director or designee shall consult Pathways Charter School legal counsel regarding collective bargaining agreement provisions impacting this authority if applicable;
8. The Executive Director or designee may direct that all parent meetings, conferences, discussions, or other required parent interactions be held telephonically in order to minimize potential exposure of our students and staff by parents or other community members;
9. As necessary, the Executive Director , in consultation with Pathways Charter School legal counsel, is directed to negotiate agreements or side letters with collective bargaining units, if any, relating to actual or potential impacts of COVID-19 on the terms and conditions of employment for represented employees and bring such revised agreements to the Board for approval;

10. As necessary, the Executive Director, in consultation with Pathways Charter School legal counsel, is directed to negotiate revisions to employment agreements for unrepresented employees relating to impacts on the terms and conditions of employment caused by the actual or potential impacts of COVID-19;
11. As necessary, the Executive Director, in consultation with Pathways Charter School legal counsel, is directed to negotiate any necessary changes to or cancellations of other non-employment contracts in order to mitigate losses that Pathways Charter School would otherwise incur, or to provide different levels and types of services needed, as a result of actual or potential impacts of COVID-19;
12. The Executive Director, in consultation with Pathways Charter School legal counsel and our granting agency, shall propose revisions to the academic calendar for the 2020-21 academic year, if necessary;
13. The Executive Director, in consultation with Pathways Charter School legal counsel and our granting agency, shall prepare and file all necessary requests and supporting documentation to preserve full apportionment funding;
14. The Executive Director, in consultation with Pathways Charter School legal counsel, may approve use of virtual, independent study or other programs designed to serve students who otherwise might be unserved;
15. The Executive Director is directed to continuously inform families about updates to information and directives being received from Relevant Authorities; and
16. The Executive Director shall keep Pathways Charter School Board and the charter school's parents and staff informed of his/her implementation of the provisions of this Resolution.
17. The Executive Director shall consult with Pathways Charter School's insurer for any advisement as to how to deal with virus related issues.
18. The Executive Director or designee shall ensure that services to special education students continue to be provided in off-campus locations when appropriate and possible in the event of a school closure.
19. The Executive Director shall ensure that free and reduced-price meals are provided to eligible students in the event of school closure unless this is impossible or commercially unreasonable.
20. In order to immediately protect the health and safety of pupils and employees, the Executive Director or designee may restrict or cancel the use of school facilities by off-campus groups and may restrict or cancel extra-curricular activities, field trips, sports, or other school activities sponsored by student or parent groups.
21. The Executive Director, after consulting the Board Chair, shall have the authority to exceed the level of expenditures that would ordinarily trigger the requirement to also obtain approval of the Board Chair or Board of Directors under Board fiscal policies in order to pay for expenses related to the items contained in this Resolution. However, the cumulative total of such expenses shall not reduce the Pathways Charter School's unrestricted reserves lower than three (3) percent without prior approval of the Board of Directors.

PASSED AND ADOPTED by the Board of Directors of the Pathways Charter School on this 26th day of August 2020.

AYES:

NOES:

ABSTAIN:

ABSENT:

Secretary
Pathways Charter School

PATHWAYS CHARTER SCHOOL BOARD REPORT

TOPIC/AGENDA ITEM: 8.2 Approve Covid-19 Response and Transition Plan

ISSUES INVOLVED/FISCAL IMPLICATIONS (IF ANY):

The Board is responsible for oversight of school operations including the health and safety of students and staff.

EXECUTIVE DIRECTOR'S RECOMMENDATION:

It is best practice to communicate our "Covid Response and Transition Plan" to all stakeholders and collect feedback. We have posted shorter versions of this document to the ebulletin and shared it with staff. Staff will receive training on these protocols on August 19th. It is likely that sections of this plan will be used in our K-8 Waiver request as well as our Learning Continuity and Attendance Plan. The Director asks that the board adopt this response plan, after which time the full version will be posted to our website.

DRAFT: Pathways Charter Covid-19 Response & Transition Plan

Overview

Pathways is committed to the health and safety of its students and staff. Pathways follows and adheres to all guidelines and orders published by the California Department of Public Health (CDPH), the Sonoma County Health Officer and Sonoma County Office of Education (SCOE).

[CDE Guidelines on School Reopening](#)

[Sonoma County Roadmap to Reopening](#)

[CDPH Industry Guidance: Reopening Schools](#)

This plan applies to all learning center sites governed by Pathways CHarter school including:

School Main Office

150 Professional Center Drive, Suite C

Rohnert Park CA 94928

Ph: (707) 585-6510

Fax: (707) 585-6515

Office Hours:

8:30am-4:00pm Monday-Friday

Rohnert Park Learning Center

150 Professional Center Drive, Suite D

Rohnert Park CA 94928

Ph: (707) 585-6520

Fax: (707) 585-6515

Solano/Lower Napa Learning Center

301 Georgia Street, Suite 260

Vallejo CA 94590

Ph: (707) 642-2450

Fax: (707) 642-2208

Marin Learning Center

4340 Redwood Hwy, Suite E-356

San Rafael CA 94903

Ph: (415) 524-2798

As per Governor Newsom's mandates announced on July 17th, 2020, while any of our three counties with learning centers are on the State watch list, Pathways will also follow these guidelines described below. This guidance represents a shift from local control to state directives. The CA Department of Public Health will now play a stronger role in setting the criteria for reopening school facilities.

1. Schools may only open for in-person instruction after their county has been off of the [county monitoring list](#) for 14 consecutive days. During this time staff may work at school sites as they are essential workers. Students may come to the site for any instructional services up to 15 minutes while the county is on the watch list. Pathways may submit a waiver request to allow grades K-6 to be exempt from this criteria for the purpose of 1:1 or small group services at our sites, especially to underserved populations. The status of this request is pending. Also, for the purpose of orientation, we may bring in cohorts of no more than 10 students using masks and social distancing while the county is still on the watch list. For further details see the sections below on the range of services and supports we provide and how they are impacted. The different service counties of Pathways may be under different orders. We will monitor county status [here](#).
2. Once a county is removed from the watchlist, Pathways will come into compliance with the State requirements by implementing the following criteria:
 - a. All staff and students 3rd grade and above must wear a full facial covering when visiting a school site (*see section below for further details*). Anyone who refuses to wear a mask will be excluded from school/attendance at the site.
 - b. Staff must maintain a 6 foot distance from students.
 - c. Pathways will have systems for: symptom checks, quarantine protocols, hand washing stations and sanitizing and disinfecting procedures (*see section below for further details*).
 - d. Pathways will support a cohort of staff in accessing Covid-19 testing regularly as available and practical given regional testing availability. State will provide contract tracers who prioritize schools.
3. Once we move off the watch list and reopen, then the following criteria are used to determine any classroom, school or district closures. These criteria are used rather than monitoring when the County returns to the watch list. This criteria is applied through collaboration between the Pathways Director, Sonoma County Superintendent of Public Schools and Sonoma County Public Health Officer:
 - a. A classroom closes if a positive case is identified.
 - b. A school site closes if multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/student/staff are cases within a 14-day period,
 - c. District (all sites) closes if at least 25% of schools are closed.

Monitoring and Response Plan:

Conditions regarding the virus change rapidly. The Executive Director will continuously monitor new updates, county announcements and other related informational updates regarding the virus in our local counties. The Executive Director has been given broad authority by the Board to alter the conditions at the school sites, the working conditions of staff or learning delivery for students in order to respond to changing health conditions (see Board Resolution 2020-21-01). Pathways will follow the illness reporting requirements as outlined by the Sonoma County Health Officer and Sonoma County Office of Education.

Instruction

In all aspects of our instructional program, our priority is to serve all students's academic as well as socio-emotional needs, with particular emphasis on serving underserved and vulnerable subgroups such as low-income students, English Language Learners and special education students.

Classes:

Based on the governor's July 17, 2020 order, ***we are making the decision now that all learning center classes will be conducted online for all of the fall 2020 semester even if the county moves off the watch list.*** Teachers will facilitate online class sessions using the platform of their choice (Google Meet or Zoom). The school purchased Zoom licenses and offered those to staff. The classes will keep the same meeting times and frequency as per the site schedules on the school website. In December, the Director will evaluate the health and safety conditions, using the criteria outlined by CDPH and in consultation with Sonoma County Superintendent of Public Schools and Sonoma County Public Health Officer, to determine if we can return to on-site instruction by spring semester 2021.

Student meetings:

In fall 2020, the vast majority of student meetings will occur online. However, IST's have been given authority to decide which *initial orientation meetings* need to occur on-site under the health protocols outlined here. Most teachers feel that families new to Pathways will need an initial orientation meeting in-person. Students who struggled on full distance learning may also need more in-person meetings. All meetings at the learning center must be voluntary. Student meetings may not occur in the teacher home or the family's home.

Specialized Instructional Services:

Specialized instructional services such as special education and English Language Development will occur online unless the county of service within Pathways receives approval on their waiver for grades K-6. If the waiver is approved, providers will determine which of these support services need to occur on-site in fall 2020 and ***which were successful online in spring*** 2020 and will stay online for fall 2020. Furthermore, during the first month of school, teachers and admin will monitor student engagement and determine if other support services need to be offered on-site for designated groups.

Distribution days:

In spring 2020, we held weekly distribution days at each learning center for approximately 8 weeks. These days allowed families to come pick up technology equipment and curriculum items or paperwork left by their teacher. We will continue to hold these weekly distribution days throughout the fall 2020 semester. Specifics will be posted on the website and Google calendars. All health protocols must be followed during distribution days (masks, social distancing etc) and visits must be limited to 15 minutes.

Assessments:

In spring 2020, the statewide Smarter Balanced and ELPAC testing were canceled in spring 2020. Pathways did hold a remote testing session over a two week period for our in-house benchmark system (Renaissance). In fall 2020, we will again have a window for Renaissance testing which may be held remotely online or in-person at learning centers with social distancing for students who require accommodations. Likewise, we will hold our annual math placement testing and high school writing diagnostic primarily online with individual in-person sessions available as determined necessary by the IST or Case Manager. Pending the decision from SCOE, we will hold initial assessments for the evaluation of special education at our sites with social distances and other precautions. We will follow the guidelines for ELPAC testing as well: [Guidance for Physical Distanced in Person Administration](#)

Grading:

In spring 2020, beginning in the fourth quarter, all student grades were “held harmless” meaning that a student could not earn a final grade any lower than their third quarter progress report grade. In fall 2020, we will return to traditional grading systems. During student orientation week, we will stress this fact and be very clear about student expectations. While our general grading practices allow for a fair degree of flexibility (all work can be submitted for credit within the six week learning period), staff will stay alert to any other equity barriers that might warrant further grading flexibility.

Communication

The director has stayed in consistent communication with both the staff and parent communities. Some of the resources used for this communication include email, ebuletin, the school website, videos and the school Facebook page. We have also converted a dedicated page of our website to emergency resources including Covid-19, PSPS events and other emergency situations. Last year, Pathways developed a text alert system for parents and staff which we only use for Urgent Communications. Good communication is essential in emergency situations.

Health and Safety Procedures

Pathways adheres to all state and local health orders and has put into place the necessary safety protocols to prevent the spread of Covid-19 at our sites and offices. These measures include those outlined by CDPH:

- Limit the number of staff on site at any one time (*site-specific based on health guidelines*). Staff may not bring their own children to their work site without advanced written permission and signing and indemnification waiver.
- Establish a cap on the total number of people in each room/space as well as the total occupancy at each site. This is to help ensure good air quality.
- Post social distancing requirements and enforce the use of tape on floor or plexiglass/physical barriers to limit contact.
- Post signs on cleaning protocols, handwashing etc

- Inform staff and that public that masks required indoors for everyone grade 3 and higher and recommended for all. We have masks available at all sites in the event that one is needed. Exceptions are outlined in the [CDPH Guidelines on Facial Coverings](#).

Age	Face Covering Requirement
Under 2 years	No
2 years – Second grade	Strongly encouraged. Face shield can be worn instead of mask.
Third grade and above	Yes, unless exempt

- Provide staff access to gloves and other PPE.
- Enhance cleaning and sanitization. Frequent sanitization with supplies in each room and hand sanitizer stations strategically positioned around the site.
- Limit food to personal food items and removal of any communal dishes and utensils.
- Adapt physical layout of spaces to prevent close contact (e.g. removing chairs in seating areas, removing food service items in kitchens)
- Implement symptom screening from home and upon arrival using guidelines from County Health, CDC and SCOE.
- Expand fresh air ventilation and flow in HVAC vent and through use of windows and doors.
- Investigate and implement as approved by landlord improved HVAC filtration through installing higher quality filters
- Coordinate with any tenants co-housed in rented learning center sites to ensure all occupants are following the health orders.
- Each site will designate one entrance and at least one primary exit in order to manage the flow of people in the center.

Screening:

Anyone (*staff, students, parents*) planning to come to one of our learning centers or offices must comply with these screening requirements.

1. *At home*, prior to leaving to come to a Pathways site, each individual must review this checklist (see below). If the answer is yes to any of the questions or symptoms, then the individual is not cleared to come to the school site and should follow the steps below. If the answer is no to all questions and symptoms, then the individual may leave home to travel to the school site.
2. *Upon arrival at the school site*, each individual must check in at the self-check in station and once again follow the steps in the checklist at each station which includes temperature screening. If the answer is yes to any of the questions or symptoms, then the individual is not cleared to stay at the school site and should leave and follow the steps outlined in the section below “What to do if you are sick”. If the answer is no to all

questions and symptoms, then the individual may check in on the attendance sheet provided and proceed inside the building.

[Back-to-School Screening Checklist](#)

[Regreso a la escuela: Herramienta de examen de la COVID-19](#)

What to do if you are sick or exposed:

If a staff member or student becomes ill or has been exposed, they should follow the procedures below. If a staff member learns of a student who has been exposed or tested positive, they should report this information to their principal who will report to the Director. Only the Director will contact Public Health and follow this flowchart ([English](#) and [Spanish](#)) for communication. All privacy laws such as FERPA must be followed. The County Public Health will handle contact tracing for anyone who has close exposure defined as contact of less than 6 feet and for longer than 15 minutes.

Additional resources (Solano Public Health)

Guidance for Responding to COVID-19 in the Workplace, August 3, 2020

<https://www.solanocounty.com/civicax/filebank/blobdload.aspx?BlobID=32827>

This document can be found on the Solano County FAQ Isolation and Exposure page

https://www.solanocounty.com/depts/ph/coronavirus_links/faq_isolation_and_exposure.asp

If you feel sick, exhibit symptoms or are diagnosed: ([CDPH](#))

- **Stay home! !**
- If you are a staff member, report you absent to your supervisor/teacher. Special Covid sick leave (Family First CoronaVirus Act) stays in place until Dec 31st, 2020.
- Consult their health care professional
- **Persons with COVID-19 who have symptoms** and were instructed to care for themselves at home may discontinue isolation under the following conditions: (as per CDC and California Department of Public Health)
 - At least 3 days (72 hours) have passed since recovery, defined as resolution of fever without the use of fever-reducing medications; **AND**
 - Improvement in respiratory symptoms (1) (e.g., cough and shortness of breath); **AND**
 - At least 10 days have passed since symptoms first appeared.
- **Exposure:** For individuals who have had close contact with a person who is COVID-19 positive, stay home for a period of 14 days from the day of exposure. Household members and intimate partners of COVID-19 positive persons should also be quarantined for this period, as well as anyone who has had unprotected contact with an

infected person's body fluids and/or secretions, such as being coughed or sneezed on, sharing utensils or saliva, or providing care without wearing appropriate protective equipment, such as a facemask and gloves.

- **Before returning to school or work**, contact the school to verify you have met requirements which may include a medical authorization to return to work/school.

Covid-19 Testing

- Consistent with CDPH Guidance, the Charter School will implement surveillance testing based on local disease trends periodically, as testing capacity permits and as practicable, and if directed by the local public health order. Examples of recommended frequency include testing all staff over 2 months, where 25% of staff are tested every 2 weeks, or 50% every month to rotate testing of all staff over time.
- Provided that doing so is supported by a local public health order, the Charter School expects students and staff to get tested as soon as possible after developing one or more COVID-19 symptoms or if one or more household members or close contacts tested positive for COVID-19.
- In the event of a positive test result:
 - o The Charter School requires that parents/guardians and staff notify school administration immediately if the student or staff tested positive for COVID-19 or if one of their household members or non-household close contacts tested positive for COVID-19.
 - o Upon receiving notification that staff or a student has tested positive for COVID-19 or been in close contact with a COVID-19 case, the Charter School will take actions as required in section on reporting.

Reporting

In the event of one or more confirmed COVID-19 case(s) the Charter School will follow the CDPH Framework for Reopening K-12 Schools, including implementation of the following practices:

- o Notify the county public health department immediately by emailing and calling the phone number provided for Sonoma County Public Health for use by schools (not available to the public).
- o Notify all staff and families in the school community of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws.
- o Close off areas used by any sick person and do not use before cleaning and disinfection. Follow cleaning and ventilation procedures in Section 6 and 7.
- o Investigate the COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection.
- o Update protocols as needed to prevent further cases in accordance with CDPH Guidelines ("Responding to COVID-19 in the Workplace").

- o Implement communication plans for exposures at worksites, and potential facility closures to include outreach to students, parents, teachers, staff and the community.
- o Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools.
- o Provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school facility is closed, including discouraging students or staff from gathering elsewhere.
- o Develop a plan for continuity of education. Consider in that plan how to also continue nutrition and other services provided in the regular school setting to establish alternate mechanisms for these services to continue.
- o Maintain regular communications with the local public health department.
- o Where stable classroom cohorts have been maintained: All students and staff should be instructed to get COVID-19 testing and remain quarantined at home for 14 days.
- o Where stable classroom cohorts have not been maintained: Utilize class seating rosters and consultation with teachers/staff to identify close contacts to the confirmed COVID-19 case in all classrooms and on-campus activities.
 - § A “close contact” is someone who has been within six feet of the person who tested positive for a prolonged period of time (at least 15 minutes) regardless of face covering use, or someone who had direct physical contact or shared eating or drinking utensils with that person, or if that person sneezed, coughed, or somehow got respiratory droplets on you.
 - § Close contacts should be instructed to get COVID-19 testing and should remain quarantined at home for 14 days.
- o For all settings: Provide information regarding close contacts to the county public health department via secure fax or email.

Sanitization:

Pathways has implemented new cleaning and sanitization protocols to help limit the spread of the virus. All staff must:

- Take the [online training](#) for proper use of disinfectants as per Healthy Schools Act
- Use [appropriate disinfectants](#) provided to wipe down the office or classrooms that they use at the end of the day including surfaces and door handles. Frequently touched surfaces in the school include, but are not limited to: Door handles, Light switches, Sink handles, Bathroom surfaces, Tables, Student Desks and Chairs
- Keep supplies stored in the proper location away from students.
- Wash hands frequently.
- Report to the Center Manager when supplies run low.
- Each learning center must determine means to daily
 - o Disinfect restrooms
 - o Common spaces such as kitchens
 - o Copy machines and other high touch surfaces
 - o Dispose of trash.

Testing:

Once the school reopens its sites, the school will encourage staff to seek Covid-19 testing in cohorts. The school will access any resources provided by the county to schools for quicker and more efficient testing. Currently, no additional testing support has been offered to schools.

Training:

Pathways has provided consistent training to staff in regards to the Covid-19 crisis. This training has included instructional delivery best practices for online learning, the use of online learning platforms and review of safety requirements and protocols. Throughout the spring of 2020, Pathways held online all staff meetings approximately every other week and concluded the year on Friday June 12th with a half-day online training. In Fall of 2020, we will open school with our traditional 3 days of in-service. The first day will be a socially distanced workday at regional work sites. The two other days will consist of four hours of online training each day. The training topics again include best practices for online instruction, health and safety updates and protocols as well as other instructional improvement projects. We have also addressed staff self-care and will continue to do so as we know that the impact of this crisis takes its toll on our staff. Pathways is committed to ensuring that our staff have the necessary knowledge and tools to effectively navigate this new learning environment. Bi-monthly all staff virtual meetings will be held for the duration of online learning in order to keep staff informed, troubleshoot issues and provide updated training.

Staff Resources

Pathways has provided a variety of resources to all staff and has been tremendously flexible in accommodating individual staff members needs during this crisis. During the Spring of 2020, staff predominantly worked from home. Pathways worked to provide all necessary resources, such as technology equipment, at staff homes in order to ensure they could work effectively from home. All hourly employees were asked to review and sign a work-from-home waiver and to keep in close daily communication with their supervisor. Pathways offered the federally approved Covid sick leave and also expanded the flexibility of our own leave policy.

For fall 2020, all hourly non-exempt staff were asked to return to daily work at their work site beginning in mid-august. Certificated staff were asked to consider their needs in regards to accessing the learning centers for resources and to make a schedule in collaboration with their supervisor. All certificated staff were asked to work from their work site at least one day a week in order to retrieve items left by families, process new orders and help with distribution of items and other communal tasks. Pathways will continue to monitor the health and well-being of our staff and to offer appropriate accommodations and flexibility. The Board will be considering a Telework Policy which will further outline how this option works during this Covid-19 crisis.

PATHWAYS CHARTER SCHOOL BOARD REPORT

TOPIC/AGENDA ITEM: 8.3 Approve new policy on Telework during Health Emergencies

ISSUES INVOLVED/FISCAL IMPLICATIONS (IF ANY):

The Board is responsible for the approval of school policies

EXECUTIVE DIRECTOR'S RECOMMENDATION:

This draft represents a comprehensive telework policy which would apply in any health emergency to both exempt (salaried) and non-exempt (hourly) employees. This policy is a model policy from legal which I have expanded to cover other public health circumstances outside of Covid-19 (fire, smoke etc.) and have adapted to our setting. A few things to note:

- This policy makes it clear that telework is only authorized by prior written approval from the supervisor.
- Please also note that there is a distinction between voluntary telework for the convenience of the employee and required telecommuting in instances when the school is required to be closed. Currently all telework in the fall would be voluntary.
- Under this policy not all employees would have the same access to telework nor the same schedules.

If the Board does approve this policy, any staff who wish to telework will need to notify their supervisors who will respond in writing using the final version of the attached draft memos. The Director asks that the board adopt this new policy.

Pathways Charter School
DRAFT
Temporary Telework Policy
To Address Public Health Emergencies and
Remote Working Conditions

Purpose

Pathways Charter School (the “School”) recognizes approved teleworking as a necessary work arrangement while the School is closed during any ongoing public health emergencies such as coronavirus (“COVID-19”) pandemic, wildfires, air quality events. This policy details conditions and requirements which apply to all temporary telework assignments during the School’s closure due to any such emergency as identified by the Executive Director.

Definition

Teleworking allows employees to work at home or in an approved remote location for all or part of their regular workweek. Teleworking is not an entitlement, nor is it a school-wide benefit. This temporary arrangement in no way alters or changes the terms and conditions of employment with the School, and the promulgation of this Policy creates no employee rights in relation to teleworking. Furthermore, the School has the right to refuse to make telework available to an employee and to terminate a telework assignment without cause at any time in its sole and unreviewable discretion.

General Requirements

Employees shall not telework unless they *receive advance written approval from the School*. Employees shall make arrangements with their supervisor and co-workers to address on-site job demands that arise, including returning to the work site to perform certain job duties as needed or as directed by their supervisor. Employees shall be responsible for following all School policies and procedures when teleworking. Employees shall also be solely responsible for the performance of their telework duties; assistance from third parties is strictly prohibited.

Nonexempt employees will be required to (1) record all hours worked as assigned by the School and (2) take and document applicable meal/rest periods. Nonexempt employees must also receive written approval from a supervisor prior to working additional hours or overtime. Failure to comply with timekeeping and work hours requirements may result in disciplinary action, up to and including termination from employment.

Eligibility Considerations

Consideration will be given to employees who work in positions adaptable for telework assignments, particularly those who have demonstrated work habits and performance well-suited to successful teleworking. In the sole discretion of the School and its management, the following eligibility factors will be considered:

- The employee has a position where effective communication can be accommodated electronically;
- The employee's telework assignment will not be detrimental to the productivity or work quality of other employees or the effective operation of the School;
- The employee must be able to perform work from home or an approved remote location without distractions or unnecessary risk to the security of School data, records, networks, or confidentiality generally;
- The employee's equipment and software must meet the School's guidelines/standards, and the employee's needs for Information Technology ("IT") support must be minimal;
- Telework sites must be in California;
- The employee must be effective at working independently for extended periods of time;
- The employee has demonstrated or can demonstrate effective time-management skills by completing tasks efficiently and within any required deadlines;
- The employee must maintain connections with work groups or teams from their remote work location; and
- The employee has no recent or pending corrective or disciplinary actions.

Supervisor Responsibilities

Supervisors managing employees who have been permitted to telework must effectively:

- Implement the telework policy/guidelines;
- Conduct remote supervision;
- Understand the technology and tools necessary for successful remote supervision; and
- Establish communication protocols with telework employees, including making continued efforts to involve teleworking employees in office/department events, messages, etc. as applicable to preserve teamwork.

Supervisors will assess each employee's progress on a telework assignment periodically to ensure the employee's compliance with telework requirements, and address any work-related issues, including completing evaluations and other performance management as appropriate.

Communication and Accessibility

Employees and supervisors must determine how communication between the teleworking employee, the worksite, and/or other employees also teleworking will be handled. Employees shall keep their supervisor and as needed, their co-workers or other School stakeholders (e.g., students and/or parents), informed of their availability so these individuals know how and when to reach the employee during the employee's telework assignment. Employees must be accessible by phone and email at all times to their supervisor, co-workers, School stakeholders, and the School generally during assigned work hours. Employees must notify their supervisors if they leave their telework site during agreed upon hours, aside from applicable meal and rest periods. Employees must post their telework schedule on their calendar, including applicable meal and rest periods. Employees must also remain flexible in their scheduling, and shall be available to attend staff meetings and other meetings as required by their supervisor.

Safety

The telework space is considered an extension of the School's worksite. Employees will have the same responsibility for safe practices, accident prevention, and accident/injury reporting as in the regular worksite. In case of injury, accident, theft, loss, or tort liability related to telework, the employee must immediately report the event to their supervisor and allow the School or its authorized agent to investigate and/or inspect the telework site as needed.

Employees are responsible for establishing and maintaining a designated, adequate workspace at their telework location. When the telework location is the employee's home, the employee is responsible for ensuring the location is safe (free from hazards and other dangers to the employee or equipment), clean, professional, and free of distractions (e.g., children, pets, electronic devices, etc.).

Employee will not access any confidential information (for example, SIS) while using open, non-secured wireless networks (for example, Starbucks WiFi, Hotel WiFi, Library WiFi, etc.)

Supplies, Equipment, and Furniture

The School will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software) for each telework assignment on a case-by-case basis. The School will not provide office furniture for the workspace at home. In the event of voluntary telework arrangements, employees may need to bring equipment back and forth from home to work and may not be provided with dedicated equipment for home use.

All necessary technology equipment will be supplied and maintained by the School, subject to availability. Equipment supplied by the School is to be used for work purposes only. Employees must sign an inventory of all School property and agree to protect the items from damage or theft. Employees shall not be entitled to reimbursement for their use of School property. Employees shall be held liable to the School whenever their wrongful or negligent act or omission causes loss, theft, disappearance, damage to, or destruction of School property. Upon cessation of a telework assignment, all School property must be returned to the School.

Reimbursement

Voluntary Telework: Most telework options are voluntary and for the convenience of the employee. When this is the case, all necessary tasks such as printing, accessing office supplies or high-quality internet, must be done from the work site. All employees have access to google voice in lieu of personal cell phones. When telework is optional no reimbursement will be provided unless authorized in advance in writing on a case-by-case basis.

Required Telework: Should a situation arise when the school must have all employees work from home, the School shall reimburse employees for actual and necessary expenses incurred in the employee carrying out School business only when it is determined that there is no option for the employee to work from their regional site and when such expenses are expressly authorized and preapproved by the School. Expenses will be pro-rated by week as applicable.

INTERNET REIMBURSEMENT: Employees are eligible to submit reimbursement for the employee's costs for internet at up to \$20 per month, based upon a reasonable percentage of work-related use.

CELL PHONE REIMBURSEMENT: Employees are eligible to submit reimbursement for the employee's cell phone bill up to \$20 per month, based upon a reasonable percentage of work-related use. Phone expenses are limited to the *employee's share* of the plan, taxes, and access fees. (i.e., an employee on a "family plan" may receive reimbursement only for the cost of their phone line).

Employees who believe their expenses exceed the reimbursement the School provides shall be required to submit copies of their internet and/or cell phone bill for review. Such bills may be redacted as needed to remove any private/confidential information.

Information Security and Confidentiality

Employees must never provide any third parties access to the School network or share network access passwords, and must comply with all policies and procedures related to information security and network access.

Consistent with the School's expectations of information security for employees working at the office, teleworking employees must ensure that their telework location is secure and communications provided or sensitive work performed from the telework location remain confidential, away from the presence of family members or guests. Any School materials taken home, such as confidential personnel or pupil records, must be kept in a secure space within the telework location and not be made accessible to any third parties, including the employee's family members or guests. Steps which employees may take to increase security of School materials/information include use of locked file cabinets and desks, regular password maintenance, shielding computer monitors, and any other actions appropriate for the position and the telework location.

Performance Standards

Employees must maintain the same or an improved level of productivity and work quality while teleworking. If productivity and/or work quality begin to decline, the telework assignment will be reevaluated to determine if changes can be made or termination of the telework assignment is warranted. Telework allows a high amount of flexibility for an employee to complete their work in a timely and proper manner, and it is expected that employees will not abuse this opportunity by allowing their productivity or work quality to decline.

Professional Boundaries

Employees must maintain appropriate levels of professionalism when interacting remotely with students and/or student's family members in full compliance with the School's "Professional Boundaries: Staff/Student Interaction" policy and as summarized below:

- Limit communications with students to issues involving School activities or classes only;

- Ensure professional communications with students by avoiding conversations of an overly personal, inappropriate, sexual, offensive, or indecent nature;
- Respect the privacy rights of students by ensuring communications and/or documents involving confidential pupil information are safeguarded appropriately;
- Maintain the same degree of formality as would be appropriate when working on-site, including in manner of speech, tone, method of communication, and appearance and dress, particularly when the employee may be communicating with students via video chat; and
- Continue to comply with any and all School policies, including enforcing appropriate student behavior and student discipline, child abuse and neglect reporting protocols, and prohibitions on harassment or other inappropriate conduct.

For a copy of the School's Policy, please visit www.pathwayscharter.org- About Us- School Board- Policies. Employees who fail to demonstrate acceptable professional boundaries during a telework assignment may be subject to disciplinary action, up to and including termination from employment.

Evaluation and Duration

Evaluation of employee performance during the teleworking assignment may include daily interaction by video, phone and/or email between the employee and the supervisor, and weekly face-to-face and/or video meetings whenever possible to discuss work progress and problems, as needed.

The School may modify or terminate telework assignments at any time, with or without cause or advance notice. Although not required, the School shall endeavor to provide seven (7) days' notice of the modification or termination of any telework assignment whenever possible. All telework assignments shall be subject to termination upon resumption of regular onsite duties at the School following the COVID-19 pandemic or other health emergency.

PATHWAYS CHARTER SCHOOL BOARD REPORT

TOPIC/AGENDA ITEM: 8.4 Present Commendation to Kon Choo

ISSUES INVOLVED/FISCAL IMPLICATIONS (IF ANY):

The Board is responsible for the maintenance of its membership.

EXECUTIVE DIRECTOR'S RECOMMENDATION:

Kon Choo has faithfully served on the Pathways Board for seven years. The Pathways staff and community owe her a tremendous amount of gratitude and appreciation for her years of service and dedication. To honor her service, we will present a commendation and gift.

WHEREAS, Kon Choo has served Pathways Charter School as a School Board Member and Treasurer since November, 2013; and

WHEREAS, Kon has shown commitment and compassion to her role in supporting the school and staff;

WHEREAS, Kon has shared her financial expertise in her role as treasurer;

WHEREAS, Kon has demonstrated tremendous commitment to Pathways' educational model in her lengthy service to the school; therefore be it

RESOLVED: That the Board of Directors of Independent Paths to Learning, Inc. recognizes Kon Choo for her contributions to the success of Pathways Charter School; and be it further

RESOLVED: That the Board of Directors recognizes the value Kon has brought to our school community; and be it finally

RESOLVED: That the Board of Directors acknowledges and commends Kon for her years of service to Pathways Charter Schools and considers her a friend to the students and staff of Pathways Charter School

Adopted this 26th day of August 2020 at Rohnert Park, California

Ken Moulton, Board President

Carolyn Wilson, Board Member

Michael Hullam, Board Member

Roscoe Kersey, Board Member

PATHWAYS CHARTER SCHOOL BOARD REPORT

TOPIC/AGENDA ITEM: 8.5 Approve Unaudited Actuals 2019-20

ISSUES INVOLVED/FISCAL IMPLICATIONS (IF ANY):

The Board is responsible for the fiscal oversight of the school and approval of required annual reports.

EXECUTIVE DIRECTOR'S RECOMMENDATION:

This is an annual report that must be approved by the Board. This report covers the 2019-20 school year as our actual revenue and expenses as known prior to our fall audit. The Director requests that the Board approve this report on the Unaudited Actuals for 2019-20. The Board will see the full report on the audit later this winter. **See PDF to be sent Monday 8/24**

PATHWAYS CHARTER SCHOOL BOARD REPORT

TOPIC/AGENDA ITEM: 8.6 Board letter to staff

ISSUES INVOLVED/FISCAL IMPLICATIONS (IF ANY):

One of the Board's goals is to stay in communication with the staff.

EXECUTIVE DIRECTOR'S RECOMMENDATION:

Annually the Board determines if it would like to write a welcome back letter to staff. Typically the Board appoints one member to write and send this letter on behalf of the full Board.

PATHWAYS CHARTER SCHOOL BOARD REPORT

TOPIC/AGENDA ITEM: 8.7 Approve Staff Handbook 2020-21

ISSUES INVOLVED/FISCAL IMPLICATIONS (IF ANY):

The Board is responsible for the maintenance and approval of policies.

EXECUTIVE DIRECTOR'S RECOMMENDATION:

Each year we make edits to the staff handbook to reflect new laws, regulations and policies. We have kept the document in track changes to make it easier to see the changes and additions.

The major changes areas were **(Please see PDF pages 31 to end):**

- We have reworked the job descriptions for IST's and Case Managers to align with the California teaching standards. No changes to actual duties were made.
- We clarified and expanded on language around time off
- We added the telework policy (if you do not approve that policy tonight it will be removed from this handbook)
- We updated the caseload formula to reflect the changes adopted last spring.
- Added language on location rights
- Added and/or clarified language in the following policies:
 - Sexual Harassment Prevention Training
 - Personal Necessity Leave
 - Lactation Accommodation
 - Benefits and Pay during a Leave of Absence
 - CA Minimum Exempt Salary Thresholds
 - Certificated Sick Leave; Substitute Teacher Procedures
 - Staff Work Practices under Emergency Declarations
 - Student Budgets and EMR Orders

TOPIC/AGENDA ITEM: 8.8 Approve EPA Actuals 2020-21

ISSUES INVOLVED/FISCAL IMPLICATIONS (IF ANY):

The Board is responsible for the maintenance and approval of annual fiscal reports.

EXECUTIVE DIRECTOR'S RECOMMENDATION:

This is the same report that you saw in June except that this one is synced with our actuals. It is best practice to reapprove now and then it will be posted to the website. **See PDF to be sent Monday 8/24**