

# PATHWAYS CHARTER SCHOOL BOARD OF DIRECTORS MEETING

## **ANNUAL ORGANIZATIONAL MEETING**

November 5, 2009 – Call to Order: 6:30 PM

Coffee Learning Center  
620 Hoen Ave.  
Santa Rosa Ca. 95405

**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 2 working days prior to the meeting.**

**1.0 Call to Order: 6:44**

**2.0 Roll Call: Eva Pintor, President; Joel Lutes, Allison Greene**

**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 Election of new Community Board Member- Joel Lutes, candidate.**

Joel was present to give his speech about remaining on the Board for another term.

**6.0 Closed Executive Session: 6:51**

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## 6.1 Personnel

### **7.0. Reconvene Open Session**

Report from Closed Session

We welcome Kit Mayberry back as an 80% Independent Study Teacher

### **8.0 Comments from the Audience**

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### **9.0 At-Large Board Position**

9.1 Consideration of filling at-large Board position

Charlotte Asher was present and introduced herself. She stated her experience and educational background in Alternate Education programs.

Discussion took place as to the process of appointing the Board member. It was determined that Charlotte is observing this meeting and will consider coming back to the December meeting for an interview.

COMMENT FROM THE AUDIENCE: another potential Board candidate's name was mentioned.

The Board President reminded everyone of the process that potential candidates send a letter of interest to her. She is happy to receive and review each of them.

### **10.0 Reports and Correspondence**

10.1 Director's Report – See attached;

In addition, the Director added that he has connected our program with APLUS+ Learning. After Administration attending their conference, we are now an APLUS Certified, personalized learning operation.

10.2 Administrative Team Reports – See attached;

In addition, the Special Services Dept. offered the first Health Screenings today. We are offering screenings in the Solano area tomorrow.

COMMENTS: The Health screenings have been a good solution for several concerns.

10.3 Budget Manager's report – see attached.

10.4 Board Member Reports – no Board reports were given.

### **11.0 Discussion/Action items**

*Some items may require Action from the Board and are noted as such.*

11.1 Approval of October minutes (Action);

The Board voted to approve the October minutes of the Special Meeting.

VOTE: AG/JL; 3-0

#### 11.2 Annual Election of Board Officers- President- Secretary, Treasurer (Action)

DISCUSSION: We will reelect members of the Board to these positions. Currently, our President is Eva Pintor, Treasurer is Bob Gordon; Secretary is Dr. Robert Tavonatti.

The President spoke about being in this seat on the Board. She appreciates that nothing is ignored or “swept under” with Pathways Charter School.

The Board voted for each of these positions to remain as is:

VOTE FOR PRESIDENT: AG/JL; 2-0

VOTE FOR SECRETARY: AG/JL; 3-0

VOTE FOR TREASURER: AG/JL; 3-0

Our Treasurer spoke to the fact that he’s a “Penny Pincher” at heart and finds his job to be interesting.

#### 11.3 Annual review and modification of Pathways Charter School ESLRs (Action)

See the attached ESLRs for 2009.

DISCUSSION: The ESLRs are incorporated into the Student Assignment Sheets. ESLRs are posted around the Coffee Learning Center. We discuss with students and parents as to how they are responding to the ESLRs. “The Able Researcher” category was discussed at length.

RECOMMENDATION: To work towards effective Benchmarking with all ESLRs. For the ESLR pertaining to Research, it is highly encouraged to bring in highly effective resource materials beyond largely visited search engines on the World Wide Web.

COMMENT FROM THE AUDIENCE: ISTs appreciate what the Advisory Chairs have posted on our website in regards to quality online resource.

The Board voted to adopt the ESLRs as presented for 2009.

VOTE: JL/AG; 3-0

#### 11.4 Annual WASC action plan review (Action) – see attached

The Board voted to approve the Schoolwide Action Plan.

VOTE: JL/AG; 3-0

#### 11.5 Annual staff handbook review (Discussion);

RECOMMENDATIONS:

To have the Staff Handbook reflect the new Charter. References made to the enrollment process in the interview process to be refined and align more closely with what is stated in our Charter; To define better the step by step enrollment process for the IST.

Change wording of "Facilitator" to "IST" on page 21

11.6 Annual student handbook review (Discussion)

11.7 Annual review of feedback forms (Discussion)

RECOMMENDATION: To add this item to the next Administration Meeting agenda.

11.8 Annual review of student performance data (Discussion)

Student Performance Data was reviewed. We still scored higher than the average score of IS Charter Schools. In comparison to IS schools, we consistently out performed and even scored higher than state Charter IS Schools. Our goal is to make API and AYP next year. The Director attended a workshop on the topic of API and AYP at the APLUS+ Conference. Curriculum is being cross referenced with the STAR Scores. The Curriculum Coordinator is working with the Director in this area. WE are also looking at strategies to improve Math instruction in an IS model. Students who were listed as "Below Basic" on their STAR Scores are being treated individually.

The Board has requested Progress Reports on these areas.

RECOMMENDATION: To bring this item to an Admin meeting agenda and bring back to the Board.

11.9 Annual Harmony report review (Action)

The Board reviewed the Annual Harmony report and voted to approve the report as presented.

VOTE: JL/AG; 3-0

11.10 Approval of Pathways Charter School Petition Renewal (Action)

MOVE TO APPROVE THAT THE DIRECTOR STATES THE CHANGES AND REPORTS THEM TO THE BOARD. SHOULD THE CHARTER INCUR SIGNIFICANT CHANGES, IT WILL BE BROUGHT BACK TO THE BOARD AT A FUTURE MEETING.

11.11 Policy Update on Student Budgets (Action)

MOVE TO APPROVE THIS WITH SUGGESTED AMENDMENTS.

AMENDMENTS: pertaining to the Entertainment DVDs and CDs; Field trips/family tickets for activities.

VOTE: AG/JL; 3-0

11.12 Policy Proposal on Classified Vacation Days Cap (Discussion):

An acceptable vacation policy is one that places a "cap" or "ceiling" on vacation pay accruals. A "cap" simply places a limit on the amount of vacation that can accrue; that is, once a certain level or amount of accrued vacation is earned but not taken, no further vacation or vacation pay accrues until the balance falls below the cap.

Policy Revisions Proposed:

- Put a "cap" of 240 hours on vacation pay accruals

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- “Spell out” the vacation accrual schedule (which is not included in the current policy) for full time employees, which is:
  - 1- 2 years - 2 weeks (80 hours)
  - 3 - 4 years – 3 weeks (120 hours)
  - 5 years and above – 4 weeks (160 hours)
 \*vacation time for part-time employees is pro-rated
- “Spell out” how any vacation time accrued is paid out at the end of employment, and that any used vacation time not yet accrued, is deducted from the employee’s final paycheck.

## 12.0 Consent items

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

### 12.1 BUDGET TRANSFERS

### 12.2 NEW VENDOR COURSE INSTRUCTORS (VCIs)

*Erik Keilholtz for a Project based learning to develop skills in Language Arts, Math, Science, Social Studies and the arts with an Interdisciplinary approach*

*Kit Mayberry, Teaching Biology and Chemistry vendor for Sonoma and Marin*

*Kathy Byrne, Piano lessons in Lake County*

*Napa School of Music*

The Board voted to approve each of the new VCIs as presented.

VOTE: AG/JL; 3-0

## 13.0 Adjournment: This meeting was adjourned at 9:13.

**Pathways Charter School Director's Report  
Robert Tavonatti**

**11/5/09**

<u>ENROLLMENT</u>	Sept.	Oct.	Nov.
<b>Sonoma</b>	<b>186</b>	<b>203</b>	<b>206</b>
<b>Lake</b>	<b>64</b>	<b>65</b>	<b>66</b>
<b>Solano</b>	<b>137</b>	<b>142</b>	<b>143</b>
<b>Marin</b>	<b>48</b>	<b>57</b>	<b>58</b>
<b>Napa</b>	<b>71</b>	<b>71</b>	<b>73</b>
<b>Total</b>	<b>506</b>	<b>538</b>	<b>546</b>

Our budget is based on a population of 530 students. We started the school year with fewer students than expected, however we have now exceeded our target population. We still have interviews scheduled, although they are tapering off and we do not expect much more increase than we currently have.

**CHARTER RENEWAL**

I met with Dave Miller and Margaret Merchat on October 16 to do a second review of the Charter renewal document. I have made all of the updates that were discussed at that time. Margaret has concerns about the use of out-of-county vendors which has not been finalized at this writing. Margaret has been in contact with our attorney, Lisa Corr, and Lisa is getting an opinion from the CDE regarding the issue. We await further feedback and look forward to completing the renewal process at the November 19 Harmony Board meeting.

**MOU**

The MOU extension between Pathways and Harmony was approved by the Harmony Board at their October meeting. The current MOU will be in effect until the charter is renewed and a new MOU can be developed.

**PROFESSIONAL DEVELOPMENT OPPORTUNITIES**

The Charter School Development Center hosted their Fall Intensive Conference in Santa Rosa on October 5<sup>th</sup> and 6<sup>th</sup>. Two Pathways Board members and the administrative team attended the conference. The conference was very informative. Additionally, the APLUS+ Organization, which specializes in independent study charter schools hosted its annual conference on October 28, 29,

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and 30 in Monterey. Sara Wilson, Michele Blaisdell, Janice Thompson, and I attended the conference. It was an excellent conference and we learned much about how to improve our organization. We attended workshops on understanding API/AYP, teacher accountability, professional development strategies, NCLB compliance, legislative updates, writing and math workshops, and audit preparation.

We joined the APLUS+ organization this year and have been very impressed with the level of professional support they are providing to us.

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## **Sonoma/Marin Board Report November 5<sup>th</sup>, 2009**

### **Enrollment:**

As anticipated, we have lost a few students on probationary contracts and a few others have moved out of the area. However, we have been able to continue to increase or hold steady our enrollment due to the huge influx of new applicants.

### **Sonoma**

Enrolled: 206  
Pending enrollments: 4  
Pending interviews: 2

### **Marin**

Enrolled: 56  
Pending enrollments: 1  
Pending interviews: 1

### **Teachers:**

In Sonoma County, due to a combination of increased enrollment and the ARRA funds we are excited to announce that we are able to bring Kit Mayberry back on staff at 80%. She will continue to teach her classes in Sonoma and Marin, will carry a roster load of independent study students and can now serve in the full science department chair capacity. We are excited to have her back in our staff. In Marin County, due to increase enrollment, we were able to move Nora Plofker-Ray to 100%. I have set professional development goals with all of the teachers that are due for performance evaluations this year. We will monitor the progress on these goals as we approach the spring evaluation time.

### **Center**

Chrysy will be working full time for the next month in her Accounts Payable position at the main office. In the interim, we have hired Di Makin 2 days a week to cover the front office

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707-573-6117**

at the Coffee Learning Center. It is great to have Di at the center since she knows the program and is friendly and helpful.

**Other:**

This week we will be offering the CAHSEE to 11<sup>th</sup> and 12<sup>th</sup> graders that still need to pass the test. We have appropriately 12 students testing each day in Sonoma County (Tuesday-English Language Arts and Wednesday – math).

## **Program Coordinator Report to the PCS Board – November, 2009**

### Core Subject Departments and College Prep

As of November 1, Kit Mayberry returned to the PCS staff (after operating as a vendor in August-October); this will allow her to be more available as Science Department chair (v. Science Advisor). Tammy, Nathan, and Allison continue as English, Mathematics, and Social Studies chairs, respectively, with Erle continuing to provide additional support in Social Studies and Foreign Languages.

Chairs, students, and teachers are getting used to the online advisory hours (via Ning through Web School Pro), and most of the independent college prep students are participating in the online hours, although we have a few who aren't able to because of scheduling conflicts. Chairs log student attendance and participation, which they send weekly to the appropriate ISTs and ACs. Eventually, we hope to dispense with the attendance reports as teachers will be encouraged-required to monitor their own students' participation (via review of blog postings and/or attendance at the hour, when possible). As previously discussed, we've encouraged our college prep students to participate in regional or community college classes for Math and Science; however, we do have a few independent students, most of whom participate in the weekly advisory hour. In Math, Nathan posts a question of the week and discusses problems students have with their assignments. In Science, Kit checks-in with students and fields individual questions. English and Social Studies have many more participants, and Tammy and Allison each conduct two online hours per week to accommodate the larger number of students. Tammy gives general assignments and/or follows up on current student work, with students uploading samples and questions via the blog feature of the Ning site. Allison assigns work connected to the portfolio elements and asks students to complete online quizzes connected to their texts.

I visited the Solano/Lower Napa October staff meeting, to discuss high school and college prep matters, and to encourage the students in this region to enroll in college prep courses and participate in the advisory hours.

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Ongoing projects include: increasing staff and student familiarity with and utilization of the advisory hours; continuing development of course outlines and curricular alternatives, as possible; teacher training re uploading end-of-semester student portfolio elements; updating high school resources at the PCS website (working with Tammy and Lisa); working with Nathan and Robert to track math course diagnostics, finals, and curricula.

### Clear Writing

The fall Clear Writing prompt and assignment were made available to teachers in mid-October, and students will be completing their essays within the next few weeks. As previously discussed, one of the major changes in Clear Writing this fall involves reading and scoring the papers; instead of having a dedicated team of readers, all staff will receive training for and subsequently participate in evaluating student papers. Tammy and I will travel to all three regional meetings during the week of November 16, to train the staff and then lead the teachers in reading and scoring the fall essays; former Clear Writing readers will be on hand in each region to help support their colleagues. While I look forward to full staff participation – and the professional development and collegial opportunities such participation will provide – I anticipate that it may be a somewhat unwieldy process. With our WASC visiting committee’s encouragement, we continue to fine-tune the administration of this writing assessment.

### Charter Renewal and WASC Action Plan

Work with Robert and the admin team regarding the charter continued in October, including development of the current K-8 benchmarks in the core subject areas. In addition, I worked with Robert and Denice to review our WASC action plan for 2009-10 and to set goals for the year. Ongoing projects include: further review and revision of the benchmarks; review and possible revision of the core high school objectives; data collection support; other items as determined by the final 09-10 action plan and the charter renewal process.

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### Conferences and Strategic Planning

Along with the admin team and members of the Board, I attended the CSDC conference in early October, as well as the A-Plus conference in late October (with Robert, Sara, and Janice), and I am in the process of preparing a recapitulation of the A-Plus conference sessions I attended to share with the rest of the admin team. After attending both conferences, I am struck with the importance of the admin team coming together to make even more explicit our strategic plan for Pathways and to determine which elements of the educational program need our greatest attention.

Board Report  
Special Services Department  
November 5, 2009

We currently have 36 students enrolled with active IEPs. We continue to be in flux with student coming and going.

Robert and I met with our school nurse and discussed our obligations to the general ed. population to do vision, hearing and scoliosis screenings. We are required to do scoliosis screenings for girls in grade seven and boys in grade eight. Vision screening is to be done on all students upon school entry and every third year thereafter through grade 8. Hearing screenings shall be given in kindergarten or first grade and in second, fifth, eighth, tenth or eleventh grade.

Based upon this information we have offered health screenings in all three areas. We had to cancel Lake County's screenings due to lack of interest. Santa Rosa's screening will take place on Nov. 5<sup>th</sup> and we have 6 students signed up. Napa/Solano County's screening is scheduled for Nov. 6<sup>th</sup> at Jill Escareno's house. We have about 8 students scheduled there.

I attended a 504 training along with Claudia Jalaty in Oct. This was offered through Marin County's Office of Education and the presenter was nationally renowned speaker Perry Zirkel. The presentation was full of good information including current changes in 504 laws. Our special ed. staff has been attending classes offered through SCOE on how to hold IEP meetings that work for schools and families and the current "hot spots" on IEPs. All of this training helps keep our staff well educated on how to stay in compliance with special ed. law.

**Pathways Charter School -- 607 Bobelaine Drive -- Santa Rosa -- California -- 95405 --  
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**Board Meeting November 5, 2009  
Pathways Charter School  
2009/2010 Budget Update**

The original budget was for an enrollment of 530 with an attendance rate of 98% and ADA of 519.40. Those ADA rates were as follows:

	<u>K-3</u>	<u>4-6</u>	<u>7-8</u>	<u>9-12</u>
General Purpose Block Grant	\$5,037	\$5,144	\$5,265	\$6,110
Categorical Block Grant	\$404	\$404	\$404	\$404
<u>Total</u>	<u>\$5,441</u>	<u>\$5,548</u>	<u>\$5,669</u>	<u>\$6,514</u>

Since then the budget has changed drastically. The new ADA rates are as follows:

	<u>K-3</u>	<u>4-6</u>	<u>7-8</u>	<u>9-12</u>
General Purpose Block Grant	\$5,031	\$5,108	\$5,256	\$6,098
Categorical Block Grant	\$401	\$401	\$401	\$401
<u>Total</u>	<u>\$5,432</u>	<u>\$5,509</u>	<u>\$5,657</u>	<u>\$6,499</u>

Not only has the rates decrease slightly, it is still a reduction of about \$39,000 overall. Also, there is a one-time reduction of \$252.83 per 08-09 P2 ADA which adds up to a revenue decrease in our budget of \$140,311.

The budget for Other State Revenue, which used to be restricted money and is now going right in to the unrestricted general fund was budgeted at about \$17,550 and is now increased to \$25,595

**Pathways Charter School -- 607 Bobelaine Drive -- Santa Rosa -- California -- 95405 --  
707-573-6117**

\$62,500 every year for eight years. Our actuals are negative because our encumbrances are \$287,327, which includes special ed. Vendors and that is over budgeted by \$20,812.

I have also been working on the Cashflow spreadsheet and everything looks good except for the month of June when all revenue is being deferred except for the In-Lieu property taxes but with our payroll obligations, this is the month which we have to analyze, that is if all of our expenditures stay consistent and we don't incur more expenses than projected. This year and next year are projected to be the worst financial years for education, so we all need to be cautious about our spending before we get towards the end of the year and need to do major cuts to help with this budget.

There are many budget transfers left to do before the First Interim Report in December that I will be working on.

The current enrollment is at 541 with an ADA of 530.18 which is more than the budget was created and as we look forward, we will need to work on good solid enrollment projections for P-2 and hopefully enrollment will continue to grow to help with the revenue.

On the Financial Statement Report 13, we have a negative beginning balance that you can see on the last page of this report. This is because we have a \$500,000 liability which will always affect our ending fund balance even though we are paying installments of

## PATHWAYS CHARTER SCHOOL

### EXPECTED SCHOOLWIDE LEARNING RESULTS (ESLRs)

We expect that every Pathways graduate is a life-long learner who is:

- **An effective communicator** – using oral, written, visual, or performance expressions to clearly convey ideas and concepts.
- **A responsible learner** – managing time, materials, and resources to make positive life choices; applying academic and social skills to life experiences; successfully interacting with others; and understanding and participating in his/her community, nation, and world.
- **A critical thinker and creative problem-solver** – utilizing knowledge, intelligence, and experience to find possible solutions and make ethical decisions that can be applied to academic, personal, and real-world situations.
- **An able researcher** – compiling information from a variety of reliable sources and evaluating, synthesizing, and interpreting findings to respond to a guiding research question.