

# PATHWAYS CHARTER SCHOOL BOARD OF DIRECTORS MEETING

## ANNUAL ORGANIZATIONAL MEETING MINUTES

November 6, 2008 – 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:** *the meeting was called to order at 6:35 pm*

**2.0 Roll Call:**

*Attending were Ben Ford, President, Joel Lutes, Eva Pintor, Alex Banuelos, Allison Greene, Robert Tavonatti*

**3.0 Approval of the Agenda:**

*Action: The Board voted to approve the agenda. M/S/P: JL/EP; VOTE: 5-0*

**4.0 Comments from the Audience:** *no comments were made 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.

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## **5.0 Seating of new Community Board Member- Alex Banuelos**

*Our new Board member was seated and the Board gladly welcomed him.*

## **6.0 Closed Executive Session**

6.1 Special Education due process complaint- Name withheld because exposure would jeopardize student confidentiality

6.2 On-going litigation-audit exception

6.3 Personnel

## **7.0. Reconvene Open Session**

Report from Closed Session

*Personnel news: retirement of Business Office Manager. We are sad to see her go.*

*Staff Acknowledgments:*

*Jessyca Lytle – CP English classes*

*Kit Mayberry – Science Lab supports*

*Vicki Craver for her support of the Solano Learning Center working hours beyond expectations.*

## **8.0 Comments from the Audience**

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- *WE have a student who is taking Government attending tonight's meeting.*
- *It was commented that Vicki Craver should be recognized for "holding the fort" last year in Solano during the hiring process of the new Area Coordinator.*

## **9.0 Board Positions**

9.1 Interview and appointment of At-large Board Member- Eva Pintor, nominee

*Questions and answers are as follows:*

Q: Why are you interested in serving on the Pathways board?

*I like the Board members and the parents. I can help to fill in areas to fill in any gaps.*

Q: What do you feel is the value of charter schools? *Options!!*

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Q: What is your vision of a good educational program?

*For a parent to get to participate in helping to design an educational program for their own child by working alongside with others who have the expertise as well as listening to student advice.*

Q: Describe an experience you have had (good and bad) with either conventional and/or independent learning methods of education.

*My own children have experienced Public, Private, Home School and two different alternative charter schools. I wanted to develop the "person" of my own kids which is what I believe is a good educational program.*

Q: The charter for Pathways covers students in Sonoma, Lake, Marin, Napa, and Solano counties. Are you willing to travel to meetings throughout our areas of coverage if necessary? **Yes.**

Q: . If selected as a board member, are you willing to make a two-year commitment? **Yes.**

Q: . Are you willing to attend meetings at least once per month (generally no more than 10 times per year)? **Yes.**

Q: What special qualities and abilities would you bring to the board?

*I have experience in Finance, Graphic Design, advertising, media personality, and the ability to make it friendly for everyone.*

Q: Do you have any experience working with organizations in a complex legal and regulatory environment, or financial/fiscal expertise? **Yes, both non-profit and private sectors.**

Q: Do you have any questions? **No.**

**Action: The Board voted to appoint Eva Pintor to the Board. M/S/P: AG/AB/VOTE: 4-0**

## **10.0 Reports and Correspondence**

### 10.1 Director's Report

Q: *Any "hot lunch" counts returned?*

A: *We are expecting them back in by mid next week.*

### 10.2 Administrative Team Reports

*Sonoma – AC could not be present for personal reasons.*

*Solano/Lower Napa – AC is not present due to Maternity leave.*

*Note: The Sonoma and Lake ACs will be helping with the Solano AC work during her maternity leave.*

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*Lake/Upper Napa – AC was present.*

*Special Services – Director available for questions. Comparison with last year: a few students have disenrolled. Enrollment is beginning to increase again. No questions were asked of the Special Services Director.*

*Curriculum Coordinator was present to answer questions. No questions asked.*

#### 10.3 Budget Manager's report –

*The Business Manager went with the School Services of California numbers due to the Governor's most recent announcement of cuts. These numbers are more conservative than the CSDC recommendations.*

#### 10.4 Board Member Reports

*Staff Rep (see attached report) announced Curriculum Library cleanup days; Feedback forms discussed: Sub committee met and reviewed the Parent feedback form. The sub committee plans to meet again to discuss the Teacher feedback forms. It is recommended that the Parent Rep participate in the sub committee in December.*

### **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)

*Action: The Board approved the October minutes as presented M/S/P: JL/EP/VOTE: 5-0*

#### 11.2 Annual Charter review and modification of Pathways Charter School Mission Statement (Action)

*Recommendation: The Mission Statement be rewritten. This change can be part of the Charter. This statement comes from the entire staff who developed this at the teacher in-service late this summer. Renewal of our Charter comes up in December '09. This can be discussed at that time.*

*Action: The Board approved that the Mission Statement be approved as presented with possible modifications made to it in the Fall of '09. M/S/P: JL/EP/VOTE: 5-0*

#### 11.3 Annual school accountability report card (SARC) review (Action)

*(in Harmony Report, page 35 Appendix B) This needs to be uploaded to the new website and sent to the state (the URL). A couple of minor modifications needed based on information from the State received today. One pertaining to #38 School Finances. The new number is a bit higher than the old. These changes will be made prior to the uploading it to the website.*

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*Action: Upon these changes, the Board voted to approve the SARC report.*

*M/S/P: EP/AG/VOTE: 5-0*

11.4 Annual action plan review (Action)

(SEE ATTACHED Action Plan)

*The Director would like a resolution from the Board for this at the next meeting.*

*Action: The Board approved the Schoolwide Action Plan as a working document to be amended as needed.*

*M/S/P: AB/AG/VOTE: 5-0*

11.5 Annual staff handbook review (Action)

*The Board received and discussed the staff handbook. The Director will be given recommended changes as needed. The Director intends to update this annually and welcomes feedback. It was noted that this is "like a contract" for all staff who are "At Will" employees.*

*Action: The Board voted to receive the Staff Handbook as a working document in which Board policies are placed as they pertain to staff employment. M/S/P: AG/JL/VOTE: 5-0*

11.6 Annual student handbook review (Action)

*The Board appreciates all the work that has been invested into this handbook prior to distributing them to our students and families this year.*

*Action: The Board voted to approve the student handbook. M/S/P: EP/AG/VOTE: 5-0*

11.7 Annual review of feedback forms (Action) – *Discussion about the Parent feedback form that was reviewed by the sub committee.*

11.8 Annual Harmony report review (Action)

*The Director would like to plan to have this approved. The Superintendent of the Harmony District would like to review the MOU.*

*Action: The Board voted to approve the Annual Harmony Report.*

*M/S/P: AG/AB/VOTE: 5-0*

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## 11.9 Pathways Charter School 403B & 457

*Action: The Board voted to approve the resolution for the plan from ING.*

ROLL CALL VOTE: Eva Pintor - AYE, Joel Lutes - AYE, Ben Ford - AYE, Allison Greene - AYE, Alex Banuelos – AYE

## 11.10 New Pathways website (discussion)

*The new website is hosted by Web School Pro. This site contains advertisements which has kept our costs lower. School documents are still in the process of being uploaded.*

*Address: [www.pathwayscharter.org](http://www.pathwayscharter.org)*

*We are looking forward to seeing it!*

*RECOMMENDATION: To have a web design class, possibly even student led. Students can help update the website for the school as a possible “community service”.*

## 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.

Teacher transfers (attached)

### 12.1 BUDGET TRANSFERS

### 12.2 NEW VENDOR COURSE INSTRUCTORS (VCIs)

*Action: The Board voted to approve the Vendor Course Instructors as presented.*

*M/S/P: AG/JL/VOTE: 5-0*

**13.0 Adjournment:** *This meeting was adjourned at 8:40 pm.*

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