

PATHWAYS CHARTER SCHOOL BOARD OF DIRECTORS MEETING MINUTES - DRAFT

October 2, 2008 – Call to Order: 6:30 PM

Benicia Learning Center
1350 Hayes St. Suite A-30, Benicia, Ca. 94510

Meeting also available by teleconference at:

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

And

Lake Learning Center
21389 Stewart St. Ste. E, Middletown, Ca. 95461

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

2.0 Roll Call

3.0 Approval of the Agenda

4.0 Comments from the Audience

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

5.0 Closed Executive Session – closed session began at 6:35

5.1 Existing Due Process complaint- Name withheld because exposure would jeopardize student confidentiality.

5.2 Audit Exception Finding

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

5.3 Employee recognition process

6.0. Reconvene Open Session: 7:28

Report from Closed Session

Discussed closed session items: due process, audit exception finding which states we received the ALJ Audit Exception Appeals Panel: original proposed penalty be reduced to 350,000 paid over 8 years. The next piece is the ALJ report goes to EAAP and will meet in Closed Session.

Discussion of Employee Recognition which will be discussed in Open Session.

7.0 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.

- Sonoma: no comments
- Lake: no comments
- Solano: No comments

8.0 Community Board Member Candidate Statements and Election 7:30 P.M. – 7:50

Eligible voters in the Community Board election are parents or legal guardians of a Pathways student, and a Pathways student who is eighteen (18) years of age or older at the time of the election

System set up for communications across the two other Learning Centers.

A coin was flipped in favor of Eva speaking first in front of the web cam.

Eva Pintor: parent, Pathways' student gave her candidate speech.

Alex Banuelos: parent, Pathways Charter School gave his candidate speech.

Each candidate highly qualified.

Questions were taken from each area.

- Q: Do you both have time to place into this role?
- AB: *"If you want to get something done, ask a busy person." Busy people have momentum. Currently working a job for three people. It's a matter of commitment and choice. I don't watch TV which saves me a lot of time. Either way, it's o.k.*
- EP: *I would say, yes, I am a busy person. I own two businesses and run a consulting business. It's a method I used for 20+ years. Being on a Board insures that.*

Q: What are your priorities for Pathways?

EP: *It's a hard one. I'm not politically motivated. I'd like to see some issues for my own son who would like to play on a football team. I would like to represent the parents and hear their issues.*

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

AB: No motivation other than trying to help out my kids and what they're involved in. I'm not aware of this school being that this is my first year with PCS. I'm usu. Taking the role as the support as the Facilitator and take on the role of balance calming fights as they arise. I'm clear headed, reasonable and like to see things come to justice. I'm fresh and new. I can't say much more than that.

Any other questions from either area?

Ballots were passed out for the local area votes in Solano County. Votes were collected in each of the Learning Centers. Announcement of the winner will be made this week.

9.0 Reports and Correspondence

9.1 Director's Report – see attached.

Comments: Free Lunch counts can add significantly to our budget. We currently do not have a process for tracking poverty counts. Office staff can collect that data. We will be finalizing that during the month of October. Info due at P1. We will be compared with all schools which can skew our demographics. (We don't have to provide the lunch!)

9.2 Administrative Team Reports: AC reports (attached). Any questions from the Board? None.

Report from Curric. Coordinator report – numbers: not all Solano numbers are in. 25 students in Soc. Studies; English: 41; Lake: 18; Math: 19 (some in an on-site class); Science: 19 students. Solano numbers are not in. Numbers to compare with last year can be included next month.

Report from Special Services Dept. – we're saving money by doing Social Skills classes ourselves. Would we save money if we did the "LIPS" program. Several case mgrs working on reading comprehension goals. Shifting responsibilities from Speech Therapists to Case Managers.

9.3 Board Member Reports

Staff rep reported (see attached)

All Board Members attended the CSDC conference. We have materials available for anyone interested.

10.0 Discussion/Action items

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

10.1 Approval of minutes (Action) all in favor of approval.

10.2 Employee Recognition (Discussion) –

Discussion: The Board ought to be recognizing our staff both classified and certificated. What could be the process:

Suggested process:

- Solicit info from AC and Director a recognition of employees who have provided service that have gone above and beyond.

- Employees would receive letters of approval and recognition which would also be placed in their HR file.
- Solicitations could be taken from students, parents, teachers and other staff.
- Open rolling process.
- Discussion of the recommendations on Closed Session
- This becomes a standing item on the Closed Session Agenda.
- Two letters read for Tammy Dier and Paige Lieberman sent to them and placed in personnel files.

10.3 403-B Plan Documents Review (Discussion)

We are required by IRS regs to develop such a plan. We've been looking at a third party administrator for this. A Rep from ING was present to discuss the plan. (see attached description)

Jan 1 '09 – must have a written plan which details the employees and their involvement with 403bs. Guidelines surrounding these two plans.

For School Districts: staffing usually doesn't permit for the monitoring of such plans. As third party administrators, we could take the responsibility away from the remitters.

We have made available a 457b plan (runs parallel to a 403 b) Difference: they can separate from the service before age 59 1/2

ING = 7th largest provider around the world.

No fees attached up front.

They are "no load plans".

Staff awareness: office staff attended a conference pertaining 403bs. ING was present. They stood out to the staff. They were given a timeline. IRS is really on the districts to get the plans in place. Employees will be made aware of the "universal availability".

This will be an action item for the November Board Meeting.

There will be a written plan given out to the employees.

Director will bring the resolution pertaining to this matter.

We will discuss vendors and eligibility at the next Board Meeting. There will be a website available for employees to go to with information regarding our plan.

10.4 CSDC Conference Summary (Discussion)

Entire Board (4/5) and entire Admin team. CSDC offers great insight into all things Charter.

Handouts can be given out.

The Board attended a "For the Board" session. We are not legally bound to the Brown Act but we run ourselves closely to that.

Comment from the audience:

10.5 Pathways Staff and Community Feedback Forms Review (Discussion)

Staff rep discussed desire to have a job satisfaction survey for our staff as it pertains to their jobs. Are they getting enough support. Perhaps consolidation of some of the forms. One survey per person for all areas of their job.

Recommendation: to pull a sub committee together to review feedback forms. Two members of the Board stepped forward to review feedback forms.

Comments: Ask staff what they might like to see on the surveys.

10.6 Harmony Annual Report (Discussion)

Copy of last year's report from the (Interim) Director of the School from the 07-08 school year. This report was on the October '07 Board Meeting Agenda.

Annual report due by October 16, 2008 to the Harmony School Board.

Superintendent, Harmony School District present to comment. He is unsure his Board would except a postponement of the report.

Director, PCS is confident he can pull this together by the October 16, 2008. Our Board President can be available to sign anything prior to the meeting. No special meetings required to meet deadline.

10.7 Budget Update After State Budget Settlement (Discussion) - see attached report. Question about Categorical Block Funding at \$568.00, not \$528.00

10.8 Center Update (Discussion)

Definition of "Majority" hammering out.

Benicia Supt. Was met with about possibly sponsoring our Solano County Learning Center.

In an effort to increase enrollment in Sonoma County, full page fliers were sent out in all the Sonoma County Homeschoolers Association newsletter.

Solano County enrollment needing some increase.

Meeting with Dave Miller, Superintendent of Harmony School District scheduled for Oct. 3 to discuss enrollment and Learning Centers issues.

Will address three strategies.

Director will return back with information at the November Board Meeting.

10.9 Board Member Appointed Seat Procedure (Discussion)

There may be more than one nominee. There are interview questions available for us to use. Board comprised of whoever was elected tonight plus the three remaining members plus our "Interim" member (if not considering the Appointed position).

Question from the Audience: letters submitted by September 15. No more nominations are being taken.

The Appointed Seat is an “expertise” need. No residency requirements for this seat.

Ben Ford is currently the continuing Appointed Member (ending in February)

Seats are outlined in our Bylaws.

Joel is filling the Community position.

Currently, we will have two candidates in November for the Appointed position.

“Area of expertise” should be asked amongst staff who they would like represented at the Board Level.

10.10 WASC Update Discussion) - see WASC related memo.

Quantitative data gathered by Oct 13. We will then begin preparing our narrative for our WASC committee. We expect to have that completed by Winter break to include STAR Testing data, CLEAR Writing data. Currently there are teachers collecting data about various methods of assessments including end of year tests for Algebra, Languages, and Community Service hours.

What data is out there that we can collect?

How do we use this data?

SARC (School Accountability Report Card) being generated for years past (that weren't done for the past two years. We are required to do this. Top priority for Director.

10.11 403-B Plan Documents Review (Discussion) – listed above

11.0 Consent items

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

11.1 Budget Transfers – Sharon’s budget transfers to be sent out. Sharon commented about details in the budget transfers. We need dollar amounts.

11.2 Staff Modifications

One 50% was moved to 80%

11.2 New Vender Course Instructors (VCIs) – process of VCI application was reviewed.

1. Application received; TB Testing given out; DOJ process to go through and then Board Approval.

Vendors up for approval:

Marin Shakespeare Company

Nimbus Arts, St. Helena – Art Instruction

Nora Ray for a Writing class and Math support class

Lisa Casey for a Cooking class

ABC Music Store and Academy in Benicia

Giovanni Isolani – Chemistry in Benicia

Susan Byrnes, piano lessons in Lake County

Jennifer Deutsch – Art classes, Lake County

VOTE: All applications for VCIs approved by the Board unanimously.

12.0 Adjournment: 9:36.

Next meeting: Thursday, November 6 at the Santa Rosa Coffee Center

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