

PATHWAYS ACADEMY ADULT EDUCATION

Regular Meeting of the Board of Directors

Virtual/Zoom Conferencing



ADULT EDUCATION

Agenda

Tuesday, December 9, 2025

Regular Meeting Begins at 9:00 a.m.

The meeting will be held in-person.

**Location: 24641 Washington Ave
Murrieta, CA 92562**

Telephonic locations:

1430 5th Street, Imperial Beach, CA 91932
5062 Glen View Place, Bonita, CA 91902

Join by telephone or via Zoom conferencing link below:

Dial In: 1-669-444-9171

Meeting ID: 828 8608 1088

Join URL: <https://us06web.zoom.us/j/82886081088?jst=2>

MISSION STATEMENT

Our mission is to provide a high-quality education within a fully virtual, flexible environment that empowers students ages 16 and above to earn their high school diploma at no cost.

Through personalized support and strong community partnerships we equip students with the skills and knowledge needed to achieve their academic and career goals.

THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY

The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY

Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting Pathways Academy Adult Education at 760-290-4898 Ext. 101.

1. CALL TO ORDER AND ROLL CALL

Time: _____

1.1. Roll Call

Thomas Schaaf	Chair
Charlie Padilla	Vice Chair
Robert Daily	Board Member

2. APPROVE/ADOPT AGENDA

It is recommended the Board of Directors adopt as presented, the agenda for the Regular Board meeting on December 9, 2025.

Roll Call Vote:

Thomas Schaaf
Charlie Padilla
Robert Daily

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

3. PLEDGE OF ALLEGIANCE

Led by: _____

4. PUBLIC COMMENTS/RECOGNITION/REPORTS

Please submit a Request to Speak to the Board of Directors using the chat feature on the right hand side of the Zoom platform. Please state the agenda item number that you wish to address prior to the agenda item being called by the Board President. Not more than three (3) minutes are to be allotted to any one (1) speaker, and no more than twenty (20) minutes on the same subject. This portion of the agenda is for comments, recognitions and reports to the Board and is not intended to be a question and answer period. If you have questions for the Board, please provide the Board President with a written statement and an administrator will provide answers at a later date.

5. CORRESPONDENCE/PROPOSALS/REPORTS

- 5.1.** School Highlights, Presented by Jarom Luedtke (CEO & Executive Director)
- 5.2.** Deveau Burr Group, LLC (DBG) Highlights, Presented by Andrea Deveau & Gina Plate
- 5.3.** Retention Rates & Student Performance, Presented by Starla Tyler (Director)
- 5.4.** WASC Update, Presented by Moana Miller (Special Projects Coordinator)
- 5.5.** 2025-26 Mid-Year Local Control Accountability Plan (LCAP) Update Presented by Moana Miller (Special Projects Coordinator)
- 5.6.** Annual Board Training, Presented by Kevin Davis (Partner at Procopio)

6. CONSENT CALENDAR

Items listed under Consent Calendar are considered routine and will be approved/adopted by a single motion. There will be no separate discussion of these items; however, any

item may be removed from the Consent Calendar upon the request of any member of the Board, discussed, and acted upon separately.

Consent Calendar - Board Meeting Minutes and Calendar

- 6.1.** Minutes of the Regular Board Meeting that was held on September 9, 2025
- 6.2.** Minutes of the CEO Evaluation Committee Meeting that was held on September 23, 2025

Consent Calendar - Business/Financial Services

- 6.3.** Check Register - September - November 2025

Consent Calendar - Education/Student Services

- 6.4.** Approval of 2025-2026 English Learner Master Plan
- 6.5.** Approval of Parent/Guardian & Student Handbook

Consent Calendar - Personnel Services

- 6.6.** Approval of WIOA Student Success Coach Job Description
- 6.7.** Approval of WIOA Student Support Specialist Job Description
- 6.8.** Approval of Admissions & Workforce Programs Manager Job Description
- 6.9.** Approval of Employee Handbook

Consent Calendar - Personnel Services

- 6.10.** Approval of Personnel Report
- 6.11.** Approval of existing policies revised, reviewed, and eliminated by staff for the 2025-2026 school year.

Policies: Review & Revised

The following policies have been reviewed and revised when necessary with minor changes to improve clarity and alignment with current practices.

5000 - Student Services

- 5000 Concepts and Roles
- 5010 Educational Records and Student Information Policy
- 5015 Harassment, Intimidation, Discrimination, and Bullying Policy
- 5020 Comprehensive Self-Harm/Suicide Prevention
- 5030 Immunization Policy
- 5035 Student Freedom of Speech and Expression Policy
- 5045 Acceptable Use Policy
- 5050 Academic Integrity Policy
- 5070 Transgender and Gender Nonconforming Student Nondiscrimination Policy
- 5085 Communicable, Contagious, or Infectious Disease Prevention
- 5090 Repeat Course Policy
- 5095 Transcript Revisions Policy

Roll Call Vote:
Thomas Schaaf
Charlie Padilla
Robert Daily

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

7. BUSINESS/FINANCIAL SERVICES

7.1. (Action) Approval of CliftonLarsonAllen (CLA) Annual Audit Report - Year Ended June 30, 2025 - Pathways Academy Adult Education

It is recommended the Board approve the Annual Audit Report - Year Ended June 30, 2025, for Pathways Academy Adult Education.

Fiscal Impact: None

Roll Call Vote:
Thomas Schaaf
Charlie Padilla
Robert Daily

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

7.2. (Action) Approval of 2025-2026 First Interim Financial Report

It is recommended the Board approve the 2025-2026 First Interim Financial Report, for Pathways Academy Adult Education.

Roll Call Vote:
Thomas Schaaf
Charlie Padilla
Robert Daily

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

8. EDUCATION/STUDENT SERVICES

8.1. (Action) Approval of 2024-25 School Accountability Report Card (SARC)

It is recommended the Board approve the 2024-25 School Accountability Report Card (SARC) for Pathways Academy Adult Education.

Fiscal Impact: None

Roll Call Vote:
Thomas Schaaf
Charlie Padilla
Robert Daily

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

9. ORGANIZATIONAL STRUCTURE OF THE BOARD

9.1. (Action) Election of Board Member Positions

1. Chair of the Board

Roll Call Vote:

Thomas Schaaf
Charlie Padilla
Robert Daily

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

2. Vice Chair of the Board

Roll Call Vote:

Thomas Schaaf
Charlie Padilla
Robert Daily

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

3. Chief Financial Officer

Roll Call Vote:

Thomas Schaaf
Charlie Padilla
Robert Daily

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

4. Clerk

Roll Call Vote:

Thomas Schaaf
Charlie Padilla
Robert Daily

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

10. PERSONNEL SERVICES

10.1. (Action) Approval of New Job Descriptions

It is recommended the Board approve the new job descriptions, which establish clear responsibilities and qualifications to support school operations and program needs, for the following positions:

1. Assistant Registrar
2. English Learner Program Specialist
3. Lead Education Specialist
4. Counseling Assistant
5. Teacher on Special Assignment (TOSA)
6. Instructional Assistant on Special Assignment

Roll Call Vote:

Thomas Schaaf
Charlie Padilla
Robert Daily

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

11. POLICY DEVELOPMENT

11.1. (Action) Approval of New Board Policies

It is recommended the Board approve the proposed policy. This policy will allow the Board to address any related complaints or issues that may be raised in the school/work environment.

5000 Series - Board Policies

5025 PAAE Title IX Policy and Grievance Procedures for Sexual Harassment

Roll Call Vote:

Thomas Schaaf
Charlie Padilla
Robert Daily

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

12. PUBLIC COMMENT - CLOSED SESSION

The public has a right to comment on any items of the closed session agenda.

13. ADJOURN TO CLOSED SESSION

Time: _____

The Board will consider and may act on any of the Closed Session matters listed in Agenda Item 12.0.

Roll Call Vote:

Thomas Schaaf

Charlie Padilla

Robert Daily

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

14. CLOSED SESSION

Public Employee Performance Evaluation Pursuant to Government Code 54957

a. Performance Evaluation - 1st Review, CEO & Executive Director

15. RECONVENE REGULAR MEETING

Time: _____

16. CALENDAR

The next scheduled regular board meeting will be held on March 10, 2026 at 9:00am.

- The Board will inform the Executive Director thirty (30) days in advance if the board will be attending in-person at Warner Unified School District.
- Board members may participate telephonically under the pre-pandemic Brown Act rules. The Board will inform the Executive Director fourteen (14) days prior if they are participating telephonically. The meeting agendas must state the address or otherwise describe the location of the telephonic board member participation, which must be a public accessible location. The agenda must be posted at each telephonic location for a regular meeting 72 hours before the meeting and 24 hours before a special meeting.

17. BOARD COMMENTS

- Future agenda items

18. CEO COMMENTS

19. ADJOURNMENT

The Regular meeting of the Board of Directors adjourned at _____.

Roll Call Vote:

Thomas Schaaf

Charlie Padilla

Robert Daily

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

FOR MORE INFORMATION

For more information concerning this agenda, contact
Pathways Academy Adult Education at 951-331-3988.