

**PATHWAYS ACADEMY ADULT EDUCATION**  
**Regular Meeting of the Board of Directors**  
**Virtual/Zoom Conferencing**



**Minutes**

**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>**

**CALL TO ORDER AND ROLL CALL**

Time: 9:00 a.m.

**1.1. Roll Call**

Thomas Schaaf	Chair	<i>Present</i>
Charlie Padilla	Vice Chair	<i>Present</i>
Robert Daily	Board Member	<i>Present</i>

**1. APPROVE/ADOPT AGENDA**

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

Moved by	CPadilla	Seconded by	RDaily
<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u> <u>Absent</u>
Thomas Schaaf	X		
Charlie Padilla	X		
Robert Daily	X		

*Motion carried, 3-0.*

**3. PLEDGE OF ALLEGIANCE**

Led by: Robert Daily

**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.

*There were no public comments.*

**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

Moved by	RDaily	Seconded by	CPadilla
<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u> <u>Absent</u>
Thomas Schaaf	X		
Charlie Padilla	X		
Robert Daily	X		

**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

Moved by CPadilla    Seconded by RDaily  
Roll Call Vote:    Ayes   Nays   Abstained   Absent  
 Thomas Schaaf        X  
 Charlie Padilla        X  
 Robert Daily           X

*Motion carried, 3-0.*

**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.

Moved by CPadilla    Seconded by RDaily  
Roll Call Vote:    Ayes   Nays   Abstained   Absent  
 Thomas Schaaf        X  
 Charlie Padilla        X  
 Robert Daily           X

*Motion carried, 3-0.*

**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

Moved by RDaily    Seconded by CPadilla  
Roll Call Vote:    Ayes   Nays   Abstained   Absent  
 Thomas Schaaf        X  
 Charlie Padilla        X  
 Robert Daily           X

*Motion carried, 3-0.*

**9. ORGANIZATIONAL STRUCTURE OF THE BOARD**

**9.1. (Action) Election of Board Member Positions**

**1. Chair of the Board**

Moved by CPadilla    Seconded by RDaily  
Roll Call Vote:    Ayes   Nays   Abstained   Absent  
 Thomas Schaaf        X  
 Charlie Padilla        X

Robert Daily X

*Thomas Schaaf was nominated for Chair.  
Motion carried, 3-0.*

**2. Vice Chair of the Board**

Moved by	RDaily	Seconded by	TShaaf		
<u>Roll Call Vote:</u>		<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Thomas Schaaf		X			
Charlie Padilla		X			
Robert Daily		X			

*Charlie Padilla was nominated for Vice Chair.  
Motion carried, 3-0.*

**3. Chief Financial Officer**

Moved by	CPadilla	Seconded by	RDaily		
<u>Roll Call Vote:</u>		<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Thomas Schaaf		X			
Charlie Padilla		X			
Robert Daily		X			

*Rebecca Heinricy was nominated for Chief Financial Officer.  
Motion carried, 3-0.*

**4. Clerk**

Moved by	TSchaaf	Seconded by	RDaily		
<u>Roll Call Vote:</u>		<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Thomas Schaaf		X			
Charlie Padilla		X			
Robert Daily		X			

*Tabitha Richard was nominated for Clerk.  
Motion carried, 3-0.*

**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

Moved by RDaily      Seconded by CPadilla  
Roll Call Vote:      Ayes   Nays   Abstained   Absent  
 Thomas Schaaf              X  
 Charlie Padilla              X  
 Robert Daily                X

*Motion carried, 3-0.*

**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

Moved by CPadilla      Seconded by RDaily  
Roll Call Vote:      Ayes   Nays   Abstained   Absent  
 Thomas Schaaf              X  
 Charlie Padilla              X  
 Robert Daily                X

*Motion carried, 3-0.*

**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: 12:08

The Board will consider and may act on any of the Closed Session matters listed in Agenda Item 14.0.

Moved by RDaily      Seconded by CPadilla  
Roll Call Vote:      Ayes   Nays   Abstained   Absent  
 Thomas Schaaf              X  
 Charlie Padilla              X  
 Robert Daily                X

*Motion carried, 3-0.*

**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: 1:11p.m.

*The Vice Chair reported no action taken during the closed session.*

**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

Board members expressed appreciation for Jarom’s leadership, highlighting his effectiveness in building a strong team, and shared holiday well-wishes. The Board commended teacher Erica and student Jocelyn for an excellent presentation, noting that the report demonstrated increased student engagement and reflected positive momentum for the organization.

**18. CEO COMMENTS**

The CEO expressed appreciation for a productive and well-prepared board meeting, noting that members consistently come prepared and contribute meaningful discussion. The CEO reaffirmed a strong commitment to the Board and emphasized the value of regular one-on-one meetings and open communication outside of formal meetings. Gratitude was also shared for the leadership team.

**19. ADJOURNMENT**

The Regular meeting of the Board of Directors adjourned at 1:20 p.m.


Moved by	CPadilla	Seconded by	RDaily		
<u>Roll Call Vote:</u>		<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Thomas Schaaf		X			
Charlie Padilla		X			
Robert Daily		X			

*Motion carried, 3-0.*

Signed:

Signed by:  
  
99C7BBDBA38B48D...  
Thomas Schaaf  
Chair, Governing Board

Signed:

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Tabitha Richard  
Clerk, Governing Board