

ROADS EDUCATION ORGANIZATION

MINUTES - Scheduled Meeting of the Governing Board

Saturday, November 12, 2016

8:30 AM

*This meeting was held at the following
location:*

*Solana Beach Courtyard
717 Hwy 101, Solana Beach CA 92075*

Members of the Governing Board: Jim Lewis, Tom Halvorsen, Cory Black, Kevin Harrigan

AGENDA

The Roads Education Organization complies with ADA requirements and, upon request, will attempt to reasonably accommodate individuals with disabilities by making meeting materials available in appropriate alternative formats (pursuant to Government Code Section 54953.2). Anyone requiring reasonable accommodation to participate in the meeting should contact the Executive Director at (530) 906-0658, 48 hours prior to the meeting.

Saturday, November 12, 2016 – 8:30 AM

1 OPENING SESSION

1.1 Call to Order & Roll Call.

The meeting was called to order by Chair / President Jim Lewis at 8:36am.

Governing Board members present: Board Chair Jim Lewis, Dr. Tom Halvorsen, Kevin Harrigan, Nominee Ralph Holmes

Absent: Cory Black

Also present: Mountain Empire USD Superintendent Dr. Kathy Granger, Pivot Executive Director Jayna Gaskell, EdTec representative Bryce Fleming, Pivot Program Director Kareen Poulsen, Pivot Director of Curriculum & Fiscal Services Liz Jones, several members of Pivot San Diego and Pivot Riverside staff, one student from Pivot San Diego.

Flag salute was performed.

1.2 Agenda Modifications & Approval of Agenda

No modifications to the agenda.

Motion to approve agenda: Halvorsen

Second: Harrigan

Vote: Unanimously approved

2 PUBLIC COMMENT

This time is reserved for citizens, employees, and representatives of school groups to address the Board on items that are not on the agenda. By law the Board cannot take action upon or discuss items that are not on the approved agenda, but welcomes your comments. Persons addressing the Board are asked to state their names and whether or not they are a resident of the district. The Board President reserves the right to limit comments from the public as well as the amount of time spent on any one topic.

No comments from the public were made.

3 ACTION ITEM

3.1 Election of Board Member Ralph Holmes – Board Chairman, Jim Lewis

Jim Lewis introduced Ralph Holmes, and acknowledged the positive contributions that Mr. Holmes can make to the Board, given his commitment and background in finance.

Motion to elect Ralph Holms as a Governing Board Member: Lewis

Second: Harrigan

Vote:

Black	Absent
Halvorsen	Aye
Harrigan	Aye
Lewis	Aye

Ralph Holmes accepted the position of Governing Board Member of Roads Education Organization.

4 REPORTS TO THE BOARD

4.1 San Diego Presentation – San Diego staff and students

The Board and Pivot San Diego presenters discussed marketing/outreach success, enrollment increase, and other news regarding the San Diego resource center.

4.2 Director of Operations Report – Liz Jones and Jayna Gaskell

The Board requested additional data detailing our student populations attending Pivot for credit recovery, advanced programs, etc.

4.3 Director of Curriculum and Fiscal Services Report – Liz Jones

Dr. Tom Halvorsen requested that the Director of Curriculum offer an updated tour/demonstration of the Brain Honey platform before the January Board meeting. Embedded/benchmark assessments were discussed with respect to K-8 courses. The Board Members also

expressed their need for close communication and involvement in any negotiations and agreements regarding establishing credit.

4.4 *Program Director Report – Kareen Poulsen*

Discussion included safety assessments/plans and expansion of Career Technical Education programs and internships.

4.5 *Financial Update and 2015-16 Budget – EdTec*

Cash flow and the College Readiness Block Grant funds were discussed; as well as the potential impact of Proposition 55, enrollment, and attendance rates on the 2016-2017 budget and multi-year financial plan. Allocation of home office expenses were also discussed.

4.6 *Executive Director Report – Jayna Gaskell*

The Board advised on the Riverside charter renewal and marketing projects.

5 **DISCUSSION/ACTION ITEMS**

5.1 ***Shasta decision update – Jayna Gaskell***

Discussion only. No Board action required at this time.

5.2 ***College Readiness Grant***

No Board action required at this time. The Executive Director and the Board discussed the College Readiness Block Grant and associated spending plan. The approval of the spending plan will be on the January Board meeting agenda.

5.3 ***Request for TK approval; 1 student – Liz Jones***

Motion to approve admittance: Holmes

Second: Halvorsen

Vote: Unanimously approved

5.4 ***Bylaws revision – Jayna Gaskell***

Proposal to amend the bylaws will extend Board Member terms from two years to four years, and officer terms will be lengthened to two years. ~~New term lengths will take effect upon the expiration of each Board Member's existing term of service.~~

New term lengths will be effective immediately. Any existing 2 years terms will become 4 year terms at this time.

Motion to amend bylaws as specified in proposal: Halvorsen

Second: Harrigan

Vote:

Black	Absent
Halvorsen	Aye
Harrigan	Aye
Holmes	Aye
Lewis	Aye

5.5 Home Office Expense Allocation – Bryce Fleming

Motion to approve: Holmes
 Second: Harrigan
 Vote: Unanimously approved.

5.6 Financial Policies Update - Jayna Gaskell and Liz Jones

Further amendments:

- Add the Board Treasurer as a signatory on Roads Education Organization bank accounts.
- Include Board Treasurer as an alternate signer/approver everywhere that Board Chairman is listed.
- Add credit cards everywhere debit cards are listed.
- Adjust thresholds: Expenses up to \$20,000 must be approved by either Executive Director or Director of Fiscal Services. Expenses \$20,000-\$30,000 must be approved by Board President/Chairman or Board Treasurer, and Executive Director or Director of Fiscal Services. Amounts \$30,000+ must be approved by Board President/Chairman or Board Treasurer, and Executive Director. Checks over \$20,000 must be signed by two of the bank account signatories.

Motion to adopt new financial policies, including all aforementioned amendments: Halvorsen
 Second: Harrigan
 Vote:

Black	Absent
Halvorsen	Aye
Harrigan	Aye
Holmes	Aye
Lewis	Aye

5.7 Board Meeting Calendar

Proposed meeting schedule:
 Friday, September 2, 2016 at 10am in Santa Rosa

Saturday, November 12, 2016 in San Diego
Saturday and Sunday, January 28-29, 2017 in Sonoma/Napa area
Saturday, March 25, 2017 – location TBD
Saturday, June 17, 2017 – location TBD

Updated schedule of upcoming Board meetings:

Friday and Saturday, January 27-28, 2017 in Sonoma at 8:30am
Saturday, March 25, 2017 in Chico at 8:30am
Saturday, June 10, 2017 in Santa Rosa at 8:30am

Motion to approve updated schedule: Halvorsen
Second: Holmes
Vote: Unanimously approved.

5.8 Possible Board Approval of Resolution Regarding Executive Compensation

Motion to adopt Resolution 2016.01: Halvorsen
Second: Harrigan
Vote:

Black	Absent
Halvorsen	Aye
Harrigan	Aye
Holmes	Aye
Lewis	Aye

5.9 Board ratification of approval of Executive Director employment agreement, retroactive to July 1, 2016

Motion: Lewis
Second: Harrigan
Vote: Unanimously approved.

6 CONSENT AGENDA

6.1 Approval of Minutes

6.2 Approval of Check Registers

Motion to approve consent agenda: Harrigan
Second: Holmes
Vote: Unanimously approved.

7 **CLOSED SESSION**

The board adjourned into closed session at 2:00pm.

7.1 **Public Employee Performance Evaluation (Government Code Section 54957) Title: Executive Director**

The board reconvened into public session at 2:30.

7.2 *Report Out of Closed Session*

No action was taken in closed session

8 **ADJOURNMENT**

The Governing Board adjourned the meeting at 2:35.

Motion to adjourn: Harrigan

Second: Holmes

Vote: Unanimously approved