

ROADS EDUCATION ORGANIZATION
DBA PIVOT CHARTER SCHOOLS

Regular Meeting of the Governing Board
Saturday, November 3, 2018
8:30 a.m.

Location:

700 North Main Street, Corona, CA 92880

Members of the Governing Board:

*James Lewis, Kevin Harrigan, Tom Halvorsen, Ralph Holmes,
Patricia Martel, Steve Siegel, OJ Sutherland*

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) 550-7616 at least 48 hours prior to the meeting.

Anyone who is unable to attend this meeting in person may arrange to attend via phone or video conference at one of the Pivot Charter School resource centers or on a personal device. If attending at one of the resource centers, contact the Site Administrator to arrange access. If joining from a personal device, use the following URL to join the meeting: meet.google.com/bmc-iikh-yfh or call (224) 475-4244 and enter PIN #773 323 284#

AGENDA & MINUTES

1. OPENING SESSION

Estimated Agenda Item Start Time
8:30 a.m.

1.1 Call to Order & Roll Call

The meeting was called to order by Chairman Lewis at 8:30 a.m.
Governing Board Member roll call:

Halvorsen	Present
Harrigan	Absent
Holmes	Present
Lewis	Present
Martel	Present
Siegel	Present
Sutherland	Absent

1.2 Flag Salute

1.3 Agenda Modifications & Approval of Agenda

No modifications were made to the agenda.

Motion to approve agenda: Halvorsen

Second: Holmes

Vote:

Halvorsen	Aye
Harrigan	Absent
Holmes	Aye

Lewis	Aye
Martel	Aye
Siegel	Aye
Sutherland	Absent

2. PUBLIC COMMENT

8:40 a.m.

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 Chair reserves the right to limit comments from the public as well as the amount of time spent on any one topic.

Pivot Riverside Educational Coordinator Brandon Gagnano addressed the Board regarding the chartering process which took place during the 2017-18 school year, and expressed thanks to the Board for their hard work.

3. REPORTS AND PRESENTATIONS TO THE BOARD

3.1 Pivot Riverside Report – local staff

8:45 a.m.

Topics presented: Emergency preparedness, community service projects, benchmark assessments, field trips and Fun Fridays, hands on projects and instruction integrated with online courses, ASB, instruction and support for English Learners, elementary program growth and engagement, facilities project update.

3.2 Operations Report – Systems & Accountability Coordinator

9:00 a.m.

Topics discussed include final data on 17-18 enrollment and withdrawal rates, 18-19 re-enrollment and new enrollment, and demographics.

3.3 Financial Report – Chief Business Officer

9:15 a.m.

The Board discussed enrollment rates and operating incomes for all Pivot Schools and provided guidance on what they would like to see at the next financial report.

3.4 Executive Director Report – Executive Director

9:45 a.m.

Topics discussed include relationships with new authorizers, WASC accreditation process for new charters, facilities, upcoming changes required due to legislation, January strategic planning meeting.

3.5 Marketing Update – Tripepi Smith

10:00 a.m.

Topics of note include Spanish language advertising and the North Bay area marketing campaign.

3.6 Special Education Report – Director of Special Education and Executive Director

10:20 a.m.

This presentation served as an informational session for Board Members regarding special education and related laws, as well as updates on what special education currently looks like at Pivot. Data was presented, including number and percentage of students with Individual Education Plans at each Pivot school.

BREAK: 10:50 a.m. - 11:00 a.m.

4. DISCUSSION ITEMS

11:00 a.m.

4.1 Financial Policies & Procedures Section I.B.4 – Chief Business Officer

The Board discussed Section I.B.4 and determined that no formal change to the written policies and procedures was needed. Guidance was provided regarding implementation of Section I.B.4: When the Executive Director and/or Chief Business Officer determine there is a need to utilize this provision, they will notify the members of the ad-hoc budget and finance sub-committee via email (within 48 hours if possible). If timing/urgency of the contract allows, the email should include a cutoff date/time for questions and comments, after which the contract signing will proceed if no serious objections were voiced. The contract will be added on the consent agenda at the next regularly scheduled Board meeting.

4.2 RCOE's Mandated Use of the Galaxy Financial System for Pivot Charter School Riverside – Chief Business Officer

The Board expressed concern over the fact that revenues were not able to be transferred from Pivot Riverside's county treasury account to its associated Bank of America account via common methods allowed by other counties and districts. Galaxy setup and implementation challenges were discussed.

If RCOE requires Pivot Riverside to use the Galaxy system extensively for this to happen, the school is forced to comply because it cannot operate without revenues. However, the Board is very concerned about the details of implementing the Galaxy system, as well as the legal implications of utilizing multiple financial systems for Roads Education Organization schools. Of particular concern are the areas of payroll, employer identification numbers, and payment associated with contracts covering all schools.

It was decided that whenever decisions need to be made regarding Galaxy which the Executive Director and/or Chief Business Officer don't feel comfortable making without input from Board Members, Board Chairman Lewis and/or Board Secretary Halvorsen should be consulted, granted the decisions do not require official Board action. Any decisions requiring Board action would be brought before the entire Board at the next Board meeting.

5. ACTION ITEMS

11:20 a.m.

5.1 Approval of Contract: SDCOE Agreement for Charter School Retirement Reporting Services for Pivot Charter School San Diego II – Chief Business Officer

Motion to approve and authorize CBO to sign: Martel

Second: Siegel

Vote:

Halvorsen	Aye
Harrigan	Absent
Holmes	Aye
Lewis	Aye
Martel	Aye

Siegel	Aye
Sutherland	Absent

5.2 Resolution 2018-15: Participation in CalSTRS for Pivot Charter School San Diego II – Chief Business Officer

Motion to approve and adopt: Martel

Second: Holmes

Vote:

Halvorsen	Aye
Harrigan	Absent
Holmes	Aye
Lewis	Aye
Martel	Aye
Siegel	Aye
Sutherland	Absent

5.3 Resolution 2018-16: Participation in CalSTRS for Pivot Charter School Riverside – Chief Business Officer

Motion to approve and adopt: Martel

Second: Holmes

Vote:

Halvorsen	Aye
Harrigan	Absent
Holmes	Aye
Lewis	Aye
Martel	Aye
Siegel	Aye
Sutherland	Absent

5.4 Resolution 2018-17: Participation in CalSTRS for Pivot Charter School North Valley II – Chief Business Officer

Motion to approve and adopt: Martel

Second: Holmes

Vote:

Halvorsen	Aye
Harrigan	Absent
Holmes	Aye
Lewis	Aye
Martel	Aye
Siegel	Aye
Sutherland	Absent

5.5 Authorization to Close County Treasury Fund for Pivot Charter School San Diego – Chief Business Officer

Motion to authorize closure once all funds have been transferred out: Martel

Second: Siegel

Vote:

Halvorsen	Aye
Harrigan	Absent
Holmes	Aye
Lewis	Aye
Martel	Aye
Siegel	Aye
Sutherland	Absent

5.6 RCOE Certification of Signatures Forms – Chief Business Officer

Motion to approve: Siegel

Second: Martel

Vote:

Halvorsen	Aye
Harrigan	Absent
Holmes	Aye
Lewis	Aye
Martel	Aye
Siegel	Aye
Sutherland	Absent

5.7 Resolution 2018-18: Pivot Charter School Riverside Special Instructions for Signing – Chief Business Officer

It was noted that there was an addition to the resolution document at the end regarding one signature required in Galaxy. The individual who signs in Galaxy will be responsible for obtaining the proper approvals according to Roads Education Organization policy.

Motion to approve and adopt as amended: Siegel

Second: Martel

Vote:

Halvorsen	Aye
Harrigan	Absent
Holmes	Aye
Lewis	Aye
Martel	Aye
Siegel	Aye
Sutherland	Absent

5.8 Approval of Contract: Spectrum Center, Inc. – Chief Business Officer

It was noted that this is a contract ratification, not approval.

Motion to ratify: Halvorsen

Second: Holmes

Vote:

Halvorsen	Aye
Harrigan	Absent
Holmes	Aye
Lewis	Aye
Martel	Aye
Siegel	Aye
Sutherland	Absent

5.9 Ratify Unaudited Actuals: Pivot Online Charter North Bay – Chief Business Officer

Motion to ratify: Halvorsen

Second: Martel

Vote:

Halvorsen	Aye
Harrigan	Absent
Holmes	Aye
Lewis	Aye
Martel	Aye
Siegel	Aye
Sutherland	Absent

5.10 Ratify Unaudited Actuals: Pivot Charter School North Valley – Chief Business Officer

Motion to ratify: Halvorsen

Second: Martel

Vote:

Halvorsen	Aye
Harrigan	Absent
Holmes	Aye
Lewis	Aye
Martel	Aye
Siegel	Aye
Sutherland	Absent

5.11 Ratify Unaudited Actuals: Pivot Charter School San Diego – Chief Business Officer

Motion to ratify: Halvorsen

Second: Martel

Vote:

Halvorsen	Aye
Harrigan	Absent

Holmes	Aye
Lewis	Aye
Martel	Aye
Siegel	Aye
Sutherland	Absent

6. CONSENT AGENDA

11:45 a.m.

- 6.1 Approval of Minutes – August 31, 2018
- 6.2 Approval of Check Registers – August, September 2018
- 6.3 Approval of Local Dashboard Indicator Reports for all schools operating in 2017-18 and 2018-19 school years

No modifications were made to the consent agenda.

Motion to approve: Lewis

Second: Martel

Vote:

Halvorsen	Aye
Harrigan	Absent
Holmes	Aye
Lewis	Aye
Martel	Aye
Siegel	Aye
Sutherland	Absent

The Board adjourned into closed session at 11:47 a.m.

7. CLOSED SESSION

11:50 a.m.

- 7.1 Public Employee Performance Evaluation (Government Code Section 54957)
Title: Executive Director
- 7.2 Conference with Labor Negotiators (Government Code Section 54957.6), agency designated represented, Jayna Gaskell: all unrepresented employees

8. REPORT OUT OF CLOSED SESSION

The Board reconvened into open session at 1:26 p.m.

No action was taken in closed session.

9. NEXT REGULARLY SCHEDULED BOARD MEETING(S)

Date	Time	Location
Friday, January 25, 2019 and Saturday, January 26, 2019	8:30 a.m. 8:30 a.m.	Pivot Charter School North Bay 2999 Cleveland Avenue Santa Rosa, CA 94503

10. ADJOURNMENT

Chairman Lewis adjourned the meeting at 1:28 p.m.