

**ROADS EDUCATION ORGANIZATION**  
**DBA PIVOT CHARTER SCHOOLS**

Regular Meeting of the Governing Board  
Saturday, March 14, 2020  
8:30 a.m.

Location:

*Pivot Charter School North Bay, 2999 Cleveland Avenue, Santa Rosa, CA 95403*

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.
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Anyone may attend this meeting via phone or video conference at one of the Pivot Charter School resource centers or on a personal device. The meeting will be broadcast at all Pivot Charter School resource centers: 2999 Cleveland Avenue, Santa Rosa, CA 95403; 1350 E. 9 <sup>th</sup> Street, Suite 150, Chico, CA 95928, 4300 Green River Road, Suite 108, Corona, CA 92880; 1030 La Bonita Drive, Suite 100, San Marcos, CA 92087; 41729 Road 409, Mendocino, CA 95460. If joining from a personal device, use the following URL to join the meeting: <a href="http://join.me/129-533-178">http://join.me/129-533-178</a> or call (415) 594-5500 and enter Conference ID 129-533-178#.
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**AGENDA & MINUTES**

**1. OPENING SESSION**

**1.1 Call to Order & Roll Call**

The meeting was called to order by Chairman Lewis at 8:40 a.m.  
Governing Board Member roll call:

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

Also present: Pivot staff members

**1.2 Flag Salute**

**1.3 Agenda Modifications & Approval of Agenda**

No modifications were made to the agenda.

Motion to approve agenda: Holmes

Second: Siegel

Vote:

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

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

Executive Director Jayna Gaskell provided some information about how school administration has been addressing the public health recommendations issued in light of the novel Coronavirus (COVID-19). Two of the Pivot Schools have spring break scheduled for the week of March 16, 2020 and therefore operations would not be greatly impacted. The two schools which were not scheduled to be on spring break would have their resource center activities largely suspended as of March 16, 2020.

## 3. REPORTS AND PRESENTATIONS TO THE BOARD

- 3.1 Financial Report – Chief Business Officer
- 3.2 Executive Director Report – Executive Director
- 3.3 Student Data Report – Director of Systems & Accountability

## 4. DISCUSSION/ACTION ITEMS

### 4.1 Appointment of Ad Hoc Budget & Finance Subcommittee – Board Chairman

Chairman Lewis appointed Members Ralph Holmes and Pat Martel to serve on the Ad Hoc Budget and Finance Subcommittee for the purpose of developing the 2020-21 budget.

### 4.2 10 Year Anniversary Update – Ad Hoc 10 Year Anniversary Planning Committee

Discussion was held regarding the event planning and fundraising efforts associated with the Roads Education Organization & Pivot Charter Schools 10 year anniversary.

### 4.3 Pivot Charter School San Diego II Facilities – Executive Director

A motion was made to exclude Suite 140 from the lease renewal for Pivot Charter School – San Diego II resource center facilities.

Motion: Martel  
 Second: Holmes  
 Vote:

Halvorsen	Absent
Harrigan	Aye

Holmes	Aye
Lewis	Aye
Martel	Aye
Siegel	Aye
Sutherland	Aye

**4.4 Pivot Charter School North Bay: Caspar Creek Program – Executive Director**

A motion was made to discontinue Roads’ operation of the Caspar Creek program and facility after the end of the 2019-20 year.

Motion: Martel  
 Second: Siegel  
 Vote:

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

**4.5 Form 700 – Chief Business Officer**

Discussion was held regarding Form 700 requirements, and all individuals needing to submit Form 700 were encouraged to do so as soon as possible.

**4.6 Ratification of Second Interim Budget Report for Pivot Charter School – North Bay – Chief Business Officer**

Motion to ratify: Martel  
 Second: Lewis  
 Vote:

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

**4.7 Ratification of Second Interim Budget Report for Pivot Charter School North Valley II – Chief Business Officer**

Motion to ratify: Martel  
 Second: Lewis  
 Vote:

Halvorsen	Absent
Harrigan	Aye

Holmes	Aye
Lewis	Aye
Martel	Aye
Siegel	Aye
Sutherland	Aye

**4.8 Ratification of Second Interim Budget Report for Pivot Charter School – San Diego II – Chief Business Officer**

Motion to ratify: Martel  
 Second: Lewis  
 Vote:

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

**4.9 Ratification of Second Interim Budget Report for Pivot Charter School Riverside – Chief Business Officer**

Motion to ratify: Martel  
 Second: Lewis  
 Vote:

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

**5. CONSENT AGENDA**

- 5.1** Approval of Minutes – January 31, 2020; February 1, 2020
- 5.2** Approval of EdTec Check Registers – January 2020
- 5.3** Approval of Galaxy Check Registers – January & February 2020

No requests were made to remove or modify any items on the consent agenda.

Motion to approve consent agenda: Sutherland  
 Second: Martel  
 Vote:

Halvorsen	Absent
Harrigan	Aye
Holmes	Aye
Lewis	Aye
Martel	Aye

Siegel	Aye
Sutherland	Aye

The Board adjourned into closed session at 10:32 a.m.

## 6. CLOSED SESSION

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

The Board reconvened into open session at 12:13 p.m.

## 7. REPORT OUT OF CLOSED SESSION

No action was taken in closed session.

## 8. NEXT REGULARLY SCHEDULED BOARD MEETING(S)

Date	Time	Location
Thursday, May 14, 2020	10:00 a.m.	Teleconference
Saturday, June 6, 2020	8:30 a.m.	Pivot Charter School North Bay/Sonoma County

The Board noted that they would like to call a Special Meeting for the week of March 23, 2020. The date and time would be finalized once it was determined when a quorum of Board Members could be available.

## 9. ADJOURNMENT

The meeting was adjourned by Chairman Lewis at 12:14 p.m.