

ROADS EDUCATION ORGANIZATION
DBA PIVOT CHARTER SCHOOLS

Regular Meeting of the Governing Board
Friday, August 31, 2018
Closed Session 10:00 a.m. / Open Session 10:30 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 who is unable to attend this meeting in person may arrange to attend via video conference at one of the school resource centers or on a personal device. Contact any Pivot Charter School for more information.
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AGENDA & MINUTES

1. OPENING SESSION

1.1 Call to Order & Roll Call

The meeting was called to order by Chair / President Lewis at 10:00 a.m.

Governing Board Member Roll Call:

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

1.2 Flag Salute

1.3 Agenda Modifications & Approval of Agenda

No modifications were made to the agenda.

Motion to approve agenda: Holmes

Second: Halvorsen

Vote:

Halvorsen	Aye
Harrigan	Absent

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.

No comments from the public were made.

3. CLOSED SESSION

The Board adjourned into closed session at 10:05 a.m.

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

4. REPORT OUT OF CLOSED SESSION

The Board reconvened into open session at 10:57 a.m.

Chairman Lewis acknowledged that action was taken in closed session relating to open session items 7.1 and 7.2. Action taken in closed session will be reflected in open session action for items 7.1 and 7.2.

5. REPORTS AND PRESENTATIONS TO THE BOARD

- 5.1** Financial Report – Chief Business Officer
- 5.2** Executive Director Report – Executive Director

Facilities projects and associated costs were discussed, and agreements for leases and tenant improvements will be addressed in items 7.12 through 7.15.

6. DISCUSSION ITEMS

- 6.1** Review of Executive Director Compensation Comparable Salaries – Board Chair

Chairman Lewis presented comparable salaries from three different sources. It was noted that it is difficult to find a position comparable to the Executive Director of Pivot Charter Schools, as it is a unique position managing multiple charter schools spread across the state of California. As such, a wide range of positions and salaries were reviewed. Board members noted that the review was very thorough and they are satisfied that all requirements regarding review of comparable salaries have been met.

7. ACTION ITEMS

7.1 Resolution 2018-5: Executive Director Compensation – Board Chair

Resolution 2018-5 acknowledges the unique requirements and circumstances related to the position of Executive Director of Pivot Charter Schools. The resolution does call for a performance bonus; action was taken in closed session to determine the amount, and this needs to be reflected in open session. The Board Members agree on a one-time performance bonus of \$30,000 which shall not be included in the Executive Director's employment agreement or base salary.

Motion to approve and adopt the resolution, with performance bonus as proposed: Martel

Second: Holmes

Vote:

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

7.2 Approve Employment Agreement Reflecting Updated Compensation for Executive Director – Board Chair

Action was taken in closed session to determine the terms of the Executive Director's employment agreement, and will be reflected in open session here. It is proposed that the term of the Executive Director's employment agreement will be four (4) years: July 1, 2018 through June 30, 2022. Salary will be \$185,000 paid twice monthly. Vacation leave will accrue to a maximum of twenty-two (22) days annually, and may be carried over to a cap of forty-four (44) days. Sick leave is set at twelve (12) days annually and will accrue without limit.

Motion to approve the employment agreement for the Executive Director as proposed: Martel

Second: Halvorsen

Vote:

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

7.3 Resolution 2018-7: Establish a Charter School Enterprise Fund for Pivot Charter School San Diego II – Chief Business Officer

Motion to approve and adopt: Siegel

Second: Martel

Vote:

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

7.4 Resolution 2018-8: Resolution for Wire Transfers for Pivot Charter School Riverside – Chief Business Officer

Motion to approve and adopt: Holmes

Second: Siegel

Vote:

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

7.5 Resolution 2018-9: CalSTRS Employer Paid Member Contributions for Pivot Charter School North Bay – Chief Business Officer

A motion was made to approve and adopt the resolution with an effective date of July 1, 2018, and to authorize the Chief Business Officer to sign any contracts or agreements related to activating STRS for the new Pivot Charter School North Bay.

Motion: Sutherland

Second: Halvorsen

Vote:

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

7.6 Resolution 2018-10: CalSTRS Employer Paid Member Contributions for Pivot Charter School North Valley II – Chief Business Officer

A motion was made to approve and adopt the resolution with an effective date of July 1, 2018, and to authorize the Chief Business Officer to sign any contracts or agreements related to activating STRS for the new Pivot Charter School North Valley II.

Motion: Sutherland

Second: Halvorsen

Vote:

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

7.7 Resolution 2018-11: CalSTRS Employer Paid Member Contributions for Pivot Charter School Riverside – Chief Business Officer

A motion was made to approve and adopt the resolution with an effective date of July 1, 2018, and to authorize the Chief Business Officer to sign any contracts or agreements related to activating STRS for the new Pivot Charter School Riverside.

Motion: Sutherland

Second: Halvorsen

Vote:

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

7.8 Resolution 2018-12: CalSTRS Employer Paid Member Contributions for Pivot Charter School San Diego II – Chief Business Officer

A motion was made to approve and adopt the resolution with an effective date of July 1, 2018, and to authorize the Chief Business Officer to sign any contracts or agreements related to activating STRS for the new Pivot Charter School San Diego II.

Motion: Sutherland

Second: Halvorsen

Vote:

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

7.9 Resolution 2018-13: STRS Redeposit 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	Aye

7.10 Resolution 2018-14: Amend the Pivot Charter Schools 403(b) Plan Document – Chief Business Officer

Motion to approve and adopt with an effective date of July 1, 2018: Sutherland
 Second: Siegel
 Vote:

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

7.11 Approve revision to Financial Policies & Procedures – Chief Business Officer

Financial Policies & Procedures have been updated to reflect current Board Officer positions.

Motion to approve: Halvorsen
 Second: Siegel
 Vote:

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

7.12 Facilities Lease for Roads Education Organization new home office – Executive Director

Motion to approve: Siegel
 Second: Martel
 Vote:

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

7.13 Contractor Agreement for Roads Education Organization new home office – Executive Director

Motion to approve: Martel

Second: Siegel

Vote:

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

7.14 Facilities Lease for Pivot Charter School Riverside new resource center – Executive Director

Motion to approve: Sutherland

Second: Siegel

Vote:

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

7.15 Contractor Agreement for Pivot Charter School Riverside new resource center – Executive Director

Motion to approve: Siegel

Second: Martel

Vote:

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

Sutherland	Aye
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8. CONSENT AGENDA

- 8.1 Homeless Education Policy for all Pivot Charter Schools operating in 2018-19
- 8.2 Mathematics Placement Policy for all Pivot Charter Schools operating in 2018-19
- 8.3 Suicide Prevention Policy for all Pivot Charter Schools operating in 2018-19
- 8.4 Approval of Contract: Presence Learning
- 8.5 Approval of Minutes – June 9, 2018
- 8.6 Approval of Minutes – June 12, 2018
- 8.7 Approval of Check Registers – May, June, July 2018

Motion to approve consent agenda: Lewis

Second: Martel

Vote:

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

9. NEXT REGULARLY SCHEDULED BOARD MEETING(S)

Date	Time	Location
Saturday, November 3, 2018	8:30 a.m.	Pivot Charter School Riverside 4300 Green River Road, Suite 108 Corona, CA 92880

It was noted that the location of the next Board meeting may change, due to lack of a sufficiently large meeting room at Pivot Charter School Riverside. The Board will determine a location which will accommodate all who wish to attend the meeting in person. The location of the meeting will be posted in accordance with all applicable requirements and timelines.

10. ADJOURNMENT

The meeting was adjourned by Chair / President Lewis at 12:17 p.m.