



# Pacific Coast Academy

## Regular Board Meeting

---

### Date and Time

Thursday January 22, 2026 at 6:00 PM PST

### Location

Pacific Coast Academy Office  
13915 Danielson St. #200, Poway, CA 92064

---

### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>6:00 PM</b>
<b>A.</b> Call the Meeting to Order		Ben Fung	1 m
<b>B.</b> Roll Call of Board Members		Ben Fung	1 m
<b>C.</b> Public Comments			
<b>D.</b> Approval of the Agenda	Vote	Ben Fung	1 m
<b>E.</b> Executive Director Report		Krystin Demofonte	20 m
<b>F.</b> Legislative Updates		Jennifer McQuarrie	15 m
<b>II. Finance</b>			<b>6:38 PM</b>
<b>A.</b> November Financial Report	Vote	Kate Eng	10 m

	Purpose	Presenter	Time
<b>B.</b> Resolution to Open Revolving Line of Credit	Vote	Kate Eng	5 m
<b>C.</b> Resolution to Open Bank Account for PCA School Facilities LLC	Vote	Kate Eng	5 m
<b>D.</b> Resolution to Transfer of Funds to PCA School Facilities LLC	Vote	Kate Eng	5 m
<b>E.</b> Resolution to Appoint Manager for PCA School Facilities, LLC	Vote	Kate Eng	5 m
<b>F.</b> 2024-2025 Audit Report	Vote	Shari Erlendson	10 m

**III. Other Business 7:18 PM**

<b>A.</b> 2024-2025 School Accountability Report Card (SARC)	Vote	Gillian Simcox	10 m
<b>B.</b> 2026-2027 School Calendars	Vote	Krystin Demofonte	5 m
<b>C.</b> Continuation of the Facilities Use Agreement for Dehesa Records Office	Vote	Krystin Demofonte	5 m
<b>D.</b> Referral Protocols for Addressing Pupil Behavioral Health Concerns Policy	Vote	Krystin Demofonte	5 m
<b>E.</b> Executive Director Evaluation Procedure	Discuss	Ben Fung	15 m

**IV. Consent Agenda 7:58 PM**

The items below form our consent agenda. The items are considered by the Executive Director to be of a routine nature and are acted on with one motion. Any recommendation may be removed at the request of any Board Member and placed under new and/or unfinished business. The last item in this section is a single vote to approve the items en masse.

- A.** Approve Minutes
  - Approve Minutes
  - Approve minutes for Special Board Meeting on December 10, 2025
- B.** Artificial Intelligence (AI) Policy
- C.** Admissions/ Public Random Drawing/Lottery Policy

	Purpose	Presenter	Time
<b>D.</b> 2025-2026 Employee Handbook			
<b>E.</b> 2025-2026 Compensation Policy and Stipend Chart			
<b>F.</b> Comprehensive School Safety Plan			
<b>G.</b> Educational Records Policy			
<b>H.</b> Harassment, Discrimination, Intimidation & Bullying Prevention Policy			
<b>I.</b> Immigration Enforcement Policy			
<b>J.</b> Immigration Enforcement Policy Related to the Detention or Deportation of a Student's Family Member			
<b>K.</b> Invoices over 100K			
<b>L.</b> Approve Consent Agenda This Is The Vote To Approve The Consent Agenda Items.			
<b>V. Closing Items</b>			<b>7:58 PM</b>
<b>A.</b> Announcement of Next Scheduled Meeting- March 12 at 6:00pm	FYI	Ben Fung	1 m
<b>B.</b> Adjourn Meeting	Vote	Ben Fung	

Prepared By:  
Jennifer Faber

Noted By:

Board Secretary

Public comment rules: Members of the public may address the Board on agenda or non-agenda items. Please communicate orally your desire to address the board when the board asks for public comments. Speakers may be called in the order that requests are received. We ask that comments are limited to 2 minutes each, with no more than 15 minutes per single topic so that as many people as possible may be heard. When a member of

the public utilizes a translator to address the board, those individuals are granted twice the allotted time. When the board utilizes simultaneous translation equipment in a manner that allows the board to hear the translated public testimony simultaneously, those individuals are allotted 2 minutes each. By law, the Board is allowed to take action only on items on the agenda. The Board may, at its discretion, refer a matter to school staff or calendar the issue for future discussion.

Note: Pacific Coast Academy Governing Board encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact the Pacific Coast Academy Office at [\(619\) 749-1928](tel:6197491928) at least 48 hours before the scheduled board meeting so that we may make every reasonable effort to accommodate you. (Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. § 12132)).