APPROVED

Pacific Coast Academy

Minutes

Regular Scheduled Meeting

Date and Time
Thursday November 19, 2020 at 6:00 PM

Meeting held via Teleconference

Zoom Link
https://zoom.us/j/98318733724

Meeting ID: 983 1873 3724

Join by Phone
(669) 900-6833

Directors Present
Amanda McArthur (remote), JD Luckesen (remote), Jessica Ackermann (remote), Johnny Tran (remote), Kelly Durso (remote)

Directors Absent
None

Guests Present

Jennifer Faber (remote), Shari.erlendson@pacificcoastacademy.org (remote), krystin.demofonte@pacificcoastacademy.org (remote)

I. Opening Items

A. Call the Meeting to Order

Kelly Durso called a meeting of the board of directors of Pacific Coast Academy to order on Thursday Nov 19, 2020 at 6:00 PM.

B. Roll Call of Board Members

C. Approval of Agenda

Johnny Tran motioned to approve the agenda. Amanda McArthur Seconded.
-Unanimous

D. Public Comments

No public comment was made.

E. Approve Minutes

Amanda McArthur made a motion to approve the minutes from Regular Scheduled Meeting on 10-29-20.
Johnny Tran seconded the motion.
The motion was approved with the change of spelling error of "obstained" changed to "abstained" along with Kelly's last name added in a few sections.

The board **VOTED** unanimously to approve the motion.

II. Consent Agenda

A. Residency Policy

This item is included in the consent agenda. The last item in this section is a single vote to approve them en masse.

B. Employee Handbook

This item is included in the consent agenda. The last item in this section is a single vote to approve them en masse.

C. Educational Vendor Policies and Procedures

This item is included in the consent agenda. The last item in this section is a single vote to approve them en masse.

D.

Approve Consent Agenda

Johnny Tran made a motion to Approve Consent Agenda Items.
Amanda McArthur seconded the motion.
This Is The Vote To Approve The Consent Agenda Items
The board **VOTED** unanimously to approve the motion.

III. Finance

A. Budget Overview for Parents - Public Hearing

Kelly Durso opened the public hearing at 6:08pm.

Rupi Boyd, Director of School Support, shared that each school district receives funding from different sources: state funds under the Local Control Funding Formula (LCFF), other state funds, local funds, and federal funds. LCFF funds include a base level of funding for all schools and extra funding - called "supplemental and concentration" grants based on the enrollment of high needs students (foster youth, English learners, and low-income students).

The Budget Overview for Parents (BOP) highlights how we are spending funds for our high needs groups of students. If we spent under the amount that was allocated, we would need to explain why.

One parent commented in chat asking what are the plans are for student's instructional funding for the next school year. Shari Erlendson responded that the purpose of the BOP speaks directly to specific funding areas. She noted that we are still looking at budget and instructional amounts for next year and will be sharing that soon.

Rupi Boyd reiterated that this budget is only in relation to the high needs students and demonstrates where we spend those funds.

Kelly Durso informed parents that they can email comments and suggests in regards to the BOP to Krystin Demofonte or Shari Erlendson to have them considered before the next board meeting.

Kelly Durso closed the public hearing at 6:21PM

B. October Financials

Amanda McArthur made a motion to approve the October Financials.

Johnny Tran seconded the motion.
Tyler Myers shared an overview of the October Financials.
Tyler shared that not much changed from last month.
We are still in compliance for SP740 Requirements.
ADA is fixed to last year's P2.
Main change for this month is revenue.
Expense is not too far off from the budget (40 million).
Deficit is at $153,000 (for October), but anticipates bringing in Corona Virus relief revenue to help.
Cash balance is below the 15% but getting higher. Anticipate it getting better especially after completing the application for the PPP loan.
Granite Mountain still reflected into the payback.
Other Entities: Those payments that were due were received. Triumph is showed as "unpaid" as it is a closed school. They will pay what they are able.

Kelly Durso asked where we are on PPP loan forgiveness. Tyler Myers responded we are working on finalizing calculations and then will upload to portal. The process is just getting started and many schools are just getting portal access.

The board **VOTED** unanimously to approve the motion.

IV. Executive Director Report

A. Executive Director, Krystin Demofonte, shared schoolwide updates on the following items.

Community Activities: Discover Days for November focuses on the theme of Zoopendous Days and December is Winter Wonder Stem. There is currently a virtual Turkey Trot which is a friendly competition between staff and families.

Roll over planning Amount: SB 98 requires charter schools to use all funds in current school year. Therefore, there will be no roll-over funds for next year.

Dehesa Oversight Process: First upload of documents is December 11th.

6 areas of focus

- **Educational Program and Student Services**
- **Fiscal and Business Systems**
- **Governance**
- **Operations and Facilities**
- **Personnel**
- **Special Education**

Enrollment Update: Numbers haven't changed since our last meeting. Current is 4295 and target is 4315.

Updates from Family Liaisons: They have been matching students for the Thanksgiving card exchange. Vendors are no longer allowed to advertise on PCA FB Page. The Family Liaisons are doing an audit of the FB page to remove those that are vendors. They are still helping with translating documents and hosting Spanish workshops for parents. Some frustrations expressed by parents due to things still being virtual.

Covid-19 Update: Orange, Imperial, San Diego and Riverside are still in purple tier and continue to be virtual.

In Person Services Plan: Working with legal to develop a plan to allow in-person services while in purple tier. Two Step Process: 1) Vendors share reopening plan with liability waiver. PCA vendor team will review and approve. 2) Parents sign additional waiver related specifically to COVID-19 services.

V. Operations

A. Commercial Property Lease Agreement

Jessica Ackermann made a motion to approve the Commercial Property Lease Agreement.
Johnny Tran seconded the motion.
Shari Erlendson shared that last month a lease agreement was brought to the board for a property to be used as a temporary administrative office for the Special Education Department. Unfortunately, although approved by the board that lease fell through. An alternate location has been found. It is slightly more expensive, but it has been built into the budget. Authorizer and SELPA have reviewed and approve of the use for our school.

Amanda McArthur asked if we will be using proper safety and confidentiality protocol and John Egnor, Special Education Deputy Director, confirmed they would be.

John Egnor explained that the rent of $615 will be the monthly amount but there will be a few additional initial fees, such as for keys or a security deposit.

Kelly Durso noted she will be signing the actual lease.

The board **VOTED** unanimously to approve the motion.

B. Registration of Visitors/Guests Policy

Amanda McArthur made a motion to approved the Registration of Visitors/Guests Policy.
Jessica Ackermann seconded the motion.

Krystin Demofonte shared that this policy was an item requested by the oversight process. It outlines processes and safety procedures for allowing visitors to our facilities such as the lending library.

The board **VOTED** unanimously to approve the motion.

VI. Academic Excellence

A. English Learner Master Plan

Amanda McArthur made a motion to approve the English Learner Master Plan.
Johnny Tran seconded the motion.
Maria Kirkbride, Director of School Support and Development, shared about the English Learner (EL) Master Plan. The EL Master Plan is to be updated each year. The plan includes an outline of the program for EL students.

Kelly Durso commented that she felt the whole plan was complete and comprehensive and proud of what we offer to our EL students.
The board **VOTED** unanimously to approve the motion.
JD Luckesen joined meeting at 7:05pm.

VII. Other Business

A. Executive Director Evaluation Process and Procedures

Kelly Durso explained how there are two responsibilities of the board: 1) Fiduciary Responsibility 2) Evaluate CEO. Kelly feels there is room for improvement on the process for the CEO evaluation. Kelly would like the board members to do some homework on the process for evaluating a CEO/Executive Director. Next board meeting she wants the members to come with solid ideas for the CEO Evaluation. She is asking the board members to view two webinars on Board on Track 1. CEO Compensation And Turnover and 2. Annual CEO Evaluation: Strengthen Your Board-CEO Partnership.

Kelly Durso requests the board members bring back their ideas for discussion at the December regular board meeting.

Kelly Durso is envisioning the board begins the evaluation process in March.

VIII. Closing Items

A. Announcement of Next Regular Scheduled Meeting December 10, 2020 at 6:00pm

B.

Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:19 PM.

Respectfully Submitted,
Kelly Durso

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 through the teleconference platform, zoom. Zoom does not require the members of the public to have an account or login. Please either utilize the chat option to communicate with the administrative team your desire to address the board or simply 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. If a member of the public utilizes a translator to address the board, those individuals are allotted 4 minutes each. If 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.
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