APPROVED

Pacific Coast Academy

Minutes

Regular Scheduled Meeting

Date and Time
Thursday December 10, 2020 at 6:00 PM

Location
Meeting Via Teleconference
Meeting ID: 923 3906 5379

Meeting Held via Teleconference

Zoom Link
https://zoom.us/j/92339065379

Meeting ID: 923 3906 5379

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), Krystin Demofonte (remote), Shari Erlendson (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 Dec 10, 2020 at 6:00 PM.

B. Roll Call of Board Members

C. Approval of Agenda

Amanda McArthur made a motion to Approve the Agenda.
JD Luckesen seconded the motion.
The board approved the agenda with the striking of the November Financials.
The board **VOTED** unanimously to approve the motion.

D. Public Comments

Sophia Suarez, a parent of PCA asked two questions of the board. She asked about Homeschool Spanish Academy that was a previous vendor and questioned why they are no longer an option.
She also requested to have her child's private speech therapist as a vendor option in the future.

E. Approve Minutes from 11/19/20 Board Meeting

Amanda McArthur made a motion to approve the minutes from Regular Scheduled Meeting on 11-19-20.
JD Luckesen seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Executive Director Report

Krystin Demofonte shared the following in her Executive Director Report:

The family liaisons are hosting a holiday winter wishes card exchange and literature inspired gingerbread house contest for the PCA community.

PCA Schoolwide Learner Outcomes (SLOs) are the goals for all of our students and our school culture. Each month PCA will be focusing on one with the students, families and staff. This month the focus was on "Navigators of the Digital World"

The SPED space for lease, that was discussed and approved in the board meeting in November, is now ready for occupancy. Most likely it will be utilized after the winter break.

The Family Liaisons are working on the following: setting up and leading monthly parent workshops,
attending LP meetings to assist in translation, working on the Beehively site for HSTs and continuing to work on auditing the PCA Facebook page. Some current parent concerns are that students are getting board with virtual activities and they are concerned with there being no roll over funds for next year and wanting to know the allotted planning amount for next year.

COVID-19 Update: All school events will continue to be virtual. Families were notified of in person services options.

PCA Staffing Update: This month PCA hired Enrichment Specialist Kimberle Smith and Elizabeth Koontz.

II. Finance

A. 2020-2021 Budget Overview for Parents

Amanda McArthur made a motion to Approve the 2020-2021 Budget Overview for Parents.
Johnny Tran seconded the motion.
No overall changes from the plan presented during the public hearing on November 19th. There was a minor change in the finances which ties in with the first interims.
The board **VOTED** unanimously to approve the motion.

B. November Financials

This agenda item was struck at the beginning of the meeting.

C. First Interims

Johnny Tran made a motion to Approve the First Interim Report.
Amanda McArthur seconded the motion.
Tyler Shared PCAs 1st Interims report. Her reported that there were not a lot of revenue or expense changes. There was an increase in expense of 65K due to brining on staff (fluctuation in salaries). Deficit has improved and is anticipated to move into the positive for the 2nd Interims. Overall, still really good and within compliance. Attendance isn't going to change much. AN amount of $136,000 was added for federal revenue and increase for COVID relief. Regarding expenses there was a slight adjustments that

played into the bottom line. As long as the school continues to operate within budget the budget will continue to improve. Cash balance remains positive. Triumph is the only outstanding payment. We will carry the balance until there is a fruition. Tyler reviewed the the next three years and how the budget improves. Once roll-over funds are used PCA will go back to a "normal" trend. There is no increase in revenue but increase in expense.

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

III. Operations

A. Universal Complaint Policy

Johnny Tran made a motion to Approve the Universal Complaint Policy.
Jessica Ackermann seconded the motion.
This policy is an update to our current policy and includes updated requirements outlined by the California Department of Ed. It includes an update to the process for filed complaints. This version of the policy is a combination of two current policies. Some of the language that was removed will be worked into an additional policy in January.
The board **VOTED** unanimously to approve the motion.

B. Title IX Policy

Amanda McArthur made a motion to Approve the Title IV Policy.
Johnny Tran seconded the motion.
This policy is an update to the current Title IV policy PCA has. This policy includes an update to the time allowed to investigate and report. An update to the policy will also be made indicating Maria Kirkbride as the Title IV Coordinator along with her contact information.
The board **VOTED** unanimously to approve the motion.

C. Operations Memorandum of Understanding (MOU) Between the Dehesa School District and Pacific Coast Academy

JD Luckesen made a motion to Approve the Operations Memorandum of Understanding (MOU) Between the Dehesa School District and Pacific Coast Academy.
Amanda McArthur seconded the motion.
Krystin Demofonte explained anytime that with a charter school there is a MOU between the Authorizer and the charter outlining expectations. There is a sperate MOU for Special Education as our district wants to outline that they are not responsible for our Special Education program.

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

D.

Special Education Memorandum of Understanding (MOU) Between the Dehesa School District and Pacific Coast Academy

Amanda McArthur made a motion to Special Education Memorandum of Understanding (MOU) Between the Dehesa School District and Pacific Coast Academy.
Johnny Tran seconded the motion.
Krystin Demofonte explained that this is an MOU between PCA and the Authorizer which outlines who is responsible for the Special Education students and program for PCA.
The board **VOTED** unanimously to approve the motion.

IV. Other Business

A. Executive Director Evaluation Process and Procedures

Kelly Durso, explained her thought regarding the Executive Director Evaluation process. She stated there were two things she wanted to accomplish during this session:

1. Form a subcommittee and their objective(s)
2. Vote to form a subcommittee (2 members) and nominate a committee chair

Kelly Durso and Jennifer Faber shared some highlights and advantages to using the Board on Track CEO Evaluation tool for the Executive Director Evaluation.

Kelly Durso recommended the Board use Board on Track and the Evaluation tools it provides.

Objectives for Subcommittee were outlined by the Board President as the following:

- Complete a timeline (decide when surveys go out, when Krystin's self-evaluations is due etc.)
- Determine who should be surveyed, what our authorizer would like to see etc.

JD Luckesen commented regarding those that should be surveyed. He feels that all staff that are direct reports to Krystin Demofonte on the org chart are those that he would want to complete a survey and report back regarding Krystin Demofonte's performance. He also suggested having not only a yearly evaluation but also a mid-term check-in/evaluation.

Amanda McArthur suggested that a survey be given to various stakeholders of PCA and gather data about a variety of objectives Krystin Demofonte is expected to meet at the Executive Director.

The Kelly Durso shared that articles and/or YouTube videos that the PCA Board finds helpful regarding the evaluation process can be emailed to Jenn Faber to be shared with the board members.

The board discussed a timeline for the evaluation. Kelly Durso shared that June is a big board meeting and is historically when the CEO evaluation has been finalized, the memo is delivered and the CEO package is determined. Kelly Durso noted that we need to ask legal if it needs to be delivered in a public board meeting. The Board agreed to begin the evaluation process in March and would need the framework from the subcommittee in February (at the board meeting). The framework would include meetings they want to have with the board (in closed session) as they move through the process. It was determined that the subcommittee will be responsible to start and complete the evaluation process.

Kelly Durso made a motion to nominate Amanda McArthur for the subcommittee.
JD Luckesen seconded the motion.

Amanda McArthur made a motion to nominate Kelly Durso for the subcommittee.
Johnny Tran seconded the motion.

Amanda McArthur will chair the subcommittee.

Jessica Ackermann made a motion to create the CEO Evaluation subcommittee

JD Luckesen seconded the motion.

Unanimous

V. Closing Items

A. Board of Director's Comments & Requests

JD Luckesen requested that he receive an update from Krystin Demofonte regarding public comment from the parent this evening, which she agreed to.

B. Announcement of Next Regular Scheduled Meeting January 28, 2020 at 6:00pm

Note that the year should be 2021.

C. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:29 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.
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 Governing Board Office at 951-290-3013 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)).