



PACIFIC COAST ACADEMY
14261 Danielson Street, Poway, California 92064
Phone (619) 404-3190 • Fax (619) 749-1792

**Special Board Meeting
Pacific Coast Academy
September 12, 2019 – 5:00 pm
14261 Danielson Street
Poway, CA 92064**

Through Teleconference

**Karra Gordon
43571 Ridge Park Drive #100
Temecula, CA 92590**

**Heather Jovin
14261 Danielson Street
Poway, CA 92064**

AGENDA

1. Call to Order
2. Public Comment
3. Discussion and Potential Action on the Appointment of Board Members
4. Discussion and Potential Action on the Election of Officers
5. Adjournment

Public comment rules: Members of the public may address the Board on agenda or non-agenda items. Please fill out a yellow card available at the entrance. Speakers may be called in the order that requests are received, or grouped by subject area. 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. 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 district 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 818-207-3837 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)).

Amanda K. McArthur, M.A.Ed., MBA

PROFESSIONAL SUMMARY

- Business professional and educator with eleven years experience in primary, secondary, and higher education institutions. Responsibilities included budget reconciliation for multiple grants and contracts, budget compliance, event planning, human resources, contract processing, procurement, training, and teaching
- Proven operational leadership through revamping of institutional procedures using best practices and a systems thinking approach.
- Team player with a positive attitude and an ability to multitask, adapt, and learn quickly.
- Possess effective communication skills which establish rapport sincerely and promptly.

EDUCATION

Saint Louis University, John Cook School of Business, St. Louis, MO

Master of Business Administration, Specialization in Management, May 2009

- Maintained 3.86 grade point average

Azusa Pacific University, Azusa, CA

Master of Arts in Education, Credential in Pupil Personnel Services, May 2004

- Emphasis in School Counseling, completed 450 hours of counseling grades K-12
- Maintained 4.0 grade point average

University of California, Los Angeles, CA

Bachelor of Arts in Psychology, Specialization in Business Administration, June 2000

- Earned “Most Improved” and “Bruin Pride” awards as a member of the UCLA swim team

PROFESSIONAL EXPERIENCE

Educator

Homeschool Teacher, August 2014-Present

- Developed scope and sequence of curriculum for preschool, transitional kindergarten, kindergarten, 1st grade, and 2nd grade years
- Taught preschool-2nd grade to three children (current ages 4, 7, and 9 years old)
- Served as founding president of the Inspire Charter Schools Booster Club, San Marcos, 2017-2019; planning and implementing pizza fundraisers, Daddy-Son Sky Zone Event, Daddy-Daughter Dance, and end of the year Enrichment Academy fair.
- Founding Co-Leader of “The Coop” homeschool co-op, planning and implementing monthly co-op activities, field trips, and learning experiences for 8-9 homeschool families
- Attended three homeschool conferences/conventions
- Planned multi-day homeschool fieldtrips to San Francisco and Alaska, created and implemented the scope and sequence of learning objectives

The Heartland Centers at Saint Louis University, School of Public Health, St. Louis, MO

Financial Coordinator, October 2005 – October 2011

- Developed annual budgets, reviewed and approved procurement and reimbursements daily, reconciled transactions daily, supervised travel arrangements, and generated monthly budget reports for Principal Investigators for up to 14 federal and non-federal grants and contracts
- Assisted faculty with grant and contract proposal submissions, which included creating five year project budgets, projecting costs, confirming compliance with University and

federal requirements, using the grants.gov online submission system, and developing scope of work with faculty, staff, and potential funders

- Initiated, composed, and streamlined the Heartland Centers' operating procedures for procurement, contract approval, event planning, and travel using a systems thinking approach
- Trained and motivated staff to comply with revised University policies and procedures
- Established mutually beneficial relationships with University personnel in various departments and built rapport with grants management officers
- Participated in various committees including the University Travel Process Improvement Committee, the Heartland Center's Operations Committee and Staff Appreciation Planning Committee

Administrative Assistant, August 2005 – October 2005

- Developed and launched new operational procedures which increased efficiency for Heartland Centers' staff
- Coordinated bi-yearly conference for the Heartland Centers' partners in one month

Westminster Seminary California, Escondido, CA

Administrative Assistant, February 2003 – July 2005

- Supported the President, Academic Dean, and Vice President for Administration as the only Executive Assistant employed for the graduate school
- Initiated and revised company policies and procedures, designed institutional forms, and created position procedure handbook, improving operational efficiency
- Conducted interviews for hiring new employees
- Generated reports for school accreditation and Board of Trustees meetings
- Managed training and provided oversight for the Front Office Assistant
- Coordinated six Board of Trustee meetings, an accreditation visit, three inaugurations, and six faculty conferences and lecture series
- Assisted with development of the proposal for the redesign of the company website

Admissions and Front Office Assistant, September 2002 – February 2003

- Handled prospective student questions, developed rapport with current students
- Trained staff on operational procedures and office machines
- Developed position procedure handbook
- Maintained company's master calendar

Whittier Christian High School, La Habra, CA

High School Counselor Intern and Pre-Algebra Teacher, June – August 2001 & 2002

- Administered diploma degree audits, counseled students about college admissions
- Taught accelerated Pre-Algebra course to incoming freshmen students

Heights Christian Junior High, La Mirada, CA

Junior High School Teacher, September 2000 – June 2002

- Composed, developed, and taught English grammar and literature curriculum for junior high school students with special needs
- Instructed junior high students on physical education
- Managed learning outcomes for twenty students with special needs
- Conducted weekly phone calls with parents to discuss student progress and concerns

Natalie Williams

EXPERIENCE

Kingsway Christian College, Perth, Australia — High school teacher

JULY 2009 - JULY 2011

Subjects taught: Textiles- Developed and implemented middle school curriculum yrs 7-10. Achieved student finalists in teenage fashion awards, hosted in-house student fashion show. Introduced programme to 7th graders due to high demand/request.

Music- restructured music department programmes yrs 7-10. Implemented lunchtime band programmes, student battle of the band finalists. Introduced Annual music talent competition.

Home Economics, Physical Education, Bible studies.

St Stephens School , Perth, Australia — High school teacher

JAN 2003 - DEC 2006

Youngest teacher hired.

Textiles- Developed and implemented new curriculum & programmes.

Left position to work for a 501(c)(3) in San Diego 2006-2009

Lake Joondalup Baptist College, Joondalup, Australia — High school teacher

JUNE 2002 - DEC 2002

Hired prior to graduating. Taught as a substitute teacher part time through my final semester of college.

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EDUCATION

Edith Cowan University, Perth, W.A. — B.A. Education (secondary)

JAN 1999 - DEC 2002

Major- Home Economics, Minor- Physical Education.

SKILLS

Creating programmes/curriculum.

Leadership- love to motivate, encourage and get people behind a vision.

Event planning- 501C3 san diego 3 yrs - planned multiple large scale events.

Creative problem solver

Team building

ABOUT ME

Mother of 4

Had 4 children under 4

Married 11 years

Born in Australia.

Business and Entrepreneurship

In process of launching multiple businesses with husband here in Escondido.

Love Art/
painting/gardening- growing vegetables, chickens and our dogs

Oversee a team of 40+ at our church

Mentorship, training and systems

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