



**PACIFIC COAST ACADEMY**

13915 Danielson Street Suite 103, Poway, California 92064

Phone (619) 404-3190 • Fax (619) 749-1792

**Regular Scheduled Board Meeting - Pacific Coast Academy**

August 2, 2020 – 9:00 am

13915 Danielson Street Suite 103, Poway, CA 92064

Attendance: Kelly Durso, Amanda McArthur, Jessica Ackermann- Teleconference

Absent: None

Also Present: Krystin Demofonte, Shari Erlendson, Jennifer Faber- Teleconference

**Call to Order:** Kelly Durso called the meeting to order at 9:04 am.

**Approval of the Agenda:**

Amanda McArthur motioned to approve the agenda. Jessica Ackermann seconded.  
-Unanimous.

**Public Comments:**

Renee Coleman asked questions about PCA’s separation from Inspire and MOUs between schools.

**Executive Directors Report:**

The Board received an update from the Executive Director on the following topics:

- a. SB 98 Update
  - b. Cost of Extended School Year MOU
  - c. COVID – 19 Update
  - d. PPP Repayment Update
  - e. Enrichment Update
  - f. Enrollment Update
- No action taken

**Discussion and Potential Action on the June Board Meeting Minutes**

Amanda McArthur motioned to approve June Board Meeting Minutes. Jessica Ackermann seconded.  
-Unanimous.

**Discussion and Potential Action on the 2020 – 2021 EPA Budget**

The Board received an update from Tyler Myers about the Education Protection Account Budget. PCA is budgeted is to receive \$814,940. The state created an Education Protection Account to receive and disburse the revenues derived from the incremental increases in taxes.

Amanda McArthur motioned to approve the 2020-2021 EPA Budget. Jessica Ackermann seconded.  
-Unanimous

**Discussion and Potential Action on the Revised 2020 – 2021 Budget**

The Board was presented with three possible scenarios to be considered for the revised budget. The Board discussed the pros, cons, and legal requirements that surround each budget scenarios. The Board approved budget #2 with the allotment of \$9.7 million instructional funds spent and a surplus of 2.98 million. However, they gave direction to the administration to work with the



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financial team to make adjustments between roll over and planning amount to allow HS to have more and come up with best plan.

Jessica Ackermann motioned to approve the Revised 2020 – 2021 Budget. Amanda McArthur seconded.

-Unanimous

### **Discussion and Potential Action on the Adhoc Committee-Board Recruitment**

The Board currently has 2 vacancies. Previously committees were formed to find and bring forth potential candidates for consideration the Board. With the recent updates made to the Bylaws the Board discussed who should be included in the committee to find new board members and outlined the process to include outreach, initial vetting, interviews and a recommendation to be brought forth to the Board at a regularly scheduled board meeting.

Amanda McArthur motioned to approve Adhoc Committee for Board Recruitment to consist of Kelly Durso, as the Board representative, staff members and parents. The Board representative will come in at the interview stage of the Board Recruitment process. Jessica Ackermann seconded.

-Unanimous

### **Discussion and Potential Action on the Board Training Calendar**

The Board discussed potential structures for Board training. The Board advised the staff that they would like to hold training on one day, in the month of September. The Executive Director directed Jennifer Faber to work on a proposed schedule for training to be done in September and bring information back at the next Board meeting.

### **Discussion and Potential Action on the Compensation Policy**

The Board was presented with an updated compensation policy that included minor edits to stipends, the timelines for submitting units and the medical opt out stipend.

Amanda McArthur motioned to approve the Compensation Policy. Jessica Ackermann seconded.

-Unanimous

### **Discussion and Potential Action on the Fiscal Policies and Procedures**

The Board was presented with an updated Fiscal Policies and Procedures. It was shared that Pacific Coast Academy needed to revamp the compensation policy as the school was bringing these services in house, and no longer servicing with ICS. They were vetted by Tyler Myers at Charter Impact and the schools legal counsel.

Jessica Ackermann motioned to approve the Fiscal Policies and Procedures. Amanda McArthur seconded

-Unanimous

### **Discussion and Potential Action on the Shared Space MOU**

The Board was presented with an MOU to share the lending library space between Cabrillo Point, PCA and Mission Vista. It was shared that utilizing shared resources is helpful during



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the budget concerns. The Executive Director shared that this was a common practice in school districts.

Jessica Ackermann motioned to approve the Shared Space MOU. Amanda McArthur seconded  
-Unanimous

**Discussion and Potential Action on the Shared Employees MOU**

The Board was presented with a shared employees MOU where staff will no longer be shared state-wide, but instead just between Cabrillo Point, Pacific Coast Academy and Mission Vista Academy. It was written in a way to make it very clear what staff is being shared between the three schools. It was shared that utilizing shared resources is helpful during the budget concerns.

Amanda McArthur motioned to approve the Shared Employees MOU. Jessica Ackermann seconded.  
-Unanimous

**Discussion and Potential Action on the Parent/Student Handbook**

Jessica Ackermann motioned to approve the Parent/Student Handbook with the following edits:

- a. Add on page 6 information about the counties that are being provided.
- b. Add language about Planning Amounts being adjusted.
- c. Requirements to have report cards for TK-8
- d. Grammar errors

Amanda McArthur seconded  
-Unanimous

**Discussion and Potential Action on Employee Handbook**

Amanda McArthur motioned to approve the Employee Handbook with the following edits:

Add Mission Statement to page 8

Jessica Ackermann seconded.

-Unanimous

**Discussion and Potential Action on the Board Resolution – Stipend Expense for Travel, Internet, and Phone**

Jessica Ackermann motioned to approve the Board Resolution- Stipend Expense for Travel, Internet, and Phone. Amanda McArthur seconded

-Unanimous

**Announcement of Next Regular Scheduled Board Meeting:**

The Board announced the next regular scheduled Board meeting August 27, 2020 at 6:00 pm

**Adjournment:**

Jessica Ackermann motioned to adjourn the meeting on at 11:32 am. Amanda seconded.

-Unanimous.



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Prepared by:  
Jennifer Faber

Noted by:

  
Reshied A. Germann (Aug 27, 2020 20:01 PDT)

Board Secretary