



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 27, 2020 – 6:00 pm
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 6:01 pm.

Approval of the Agenda:

Amanda McArthur motioned to approve the agenda with the tabling of the Unaudited Actuals and the Education Protection Account (EPA) Actuals. Jessica Ackermann seconded.
-Unanimous.

Public Comments:

There were no public comments

Executive Director's Report

The Board received an update on the following items:

- a. Back to School
- b. SB820 Update
- c. Enrollment
- d. Covid-19 Update
- e. Family Liaison Update

Discussion and Potential Action on the July Board Meeting Minutes:

Amanda McArthur commented on how thorough they were and appreciated the detailed notes. Amanda McArthur motioned to approve the July Board Meeting Minutes. Jessica Ackermann seconded.
-Unanimous.

Discussion and Potential Action on the July Financials:

The Board was presented with July Financials from Tyler Myers at Charter Impact. The financial presentation included the following:

- The current average daily attendance (ADA) is from the 2019-2020 school year. It is being reported as last year's P2 rate.
- Expenses changed drastically from the adopted budget due to an increase in student costs and allowance of using all multi-year planning amounts.
- Learning Loss mitigation funds have been awarded to school.
- Anticipated a release of 100% of multi-year planning amounts on December 1st.



PACIFIC COAST ACADEMY
13915 Danielson Street Suite 103, Poway, California 92064
Phone (619) 404-3190 • Fax (619) 749-1792

- The invoices for shared employee costs from the 2019-2020 school year were not included. The invoices are being finalized with a target day of having them finalized and paid by September 15th.

The Executive Director shared that the goal has always been to provide access to multi-year planning amounts, but also be cautious with budget. Moving forward, the budget will have all of the multi-year planning amounts calculated into the cash projections and have a 5% reserve at the end of each year.

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

Discussion and Potential Action on the Unaudited Actuals

This item was struck during approval of agenda.

Discussion and Potential Action on Education Protection Account (EPA) Actuals

This item was struck during approval of agenda.

Discussion and Potential Action on Invoices over \$100,000

The Board was presented with invoices over \$100,00 for approval per the fiscal policies and procedures. This invoice was from Feather River Charter School for the shared employee costs from the 2019-2020 school year. It was also shared that the schools are working to close out all open invoices from the 2019-2020 school year.

Jessica Ackermann motioned to approve Action on Invoices over \$100,000. Amanda McArthur seconded.
-Unanimous.

Discussion and Potential Action on the Fiscal Policies and Procedures

The Board was presented with an update to the Fiscal Policies and Procedures. The policy was updated under the property inventory section related to the inventory of non-consumable goods and equipment. This update is needed to comply with the CDE.

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

Discussion and Potential Action on the Learning Continuity Accountability Plan – Public Hearing

The Board held a public hearing to gather stakeholder feedback for the Learning Continuity Accountability Plan. The Learning Continuity Accountability Plan is a key part of the overall budget package that seeks to address funding stability for schools while providing information



PACIFIC COAST ACADEMY

13915 Danielson Street Suite 103, Poway, California 92064

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

for how student learning continuity will be addressed during the COVID-19 crisis in the 2020–21 school year.

Staff shared that feedback was already gathered from parents and teachers and that the school plans to place an emphasis on addressing the emotional needs of our students, especially the most vulnerable populations, and providing equipment to provide students access to the support they need to be successful during the COVID-19 crisis.

Plan was presented for feedback and public comment. No public comments were heard. No action taken. The Board will have the Learning Continuity Accountability Plan for final approval at the regularly scheduled board meeting on September 24, 2020.

Discussion and Potential Action on the Immunizations and Oral Assessment Policy

The Board was presented with an Immunization and Oral Assessment Policy. This policy outlines the practice of Pacific Coast Academy and the requirements for the school as related to immunizations and oral health assessments in the Independent Study model. Executive Director shared that the oral health report must be submitted upon entry to school either in Kindergarten or 1st grade, or they opt out. The Board President confirmed that this matches with the policy that she researched on the CDE.

Jessica Ackermann motioned to approve the Immunizations and Oral Assessment Policy.
Amanda McArthur seconded.
-Unanimous.

Discussion and Potential Action on the Nomination and Appointment of Board Members

The Board was presented with the candidates for consideration for the Board Vacancy by the Adhoc committee,

The Adhoc committee shared that the following timeline and steps were taken to find candidates for the Board that were qualified and had experience that

- The Board voted at the August 2nd meeting to form an Adhoc Committee for Board Recruitment with direction given to find diverse individuals with experience or background in HR, finance, legal, serving on a board.
- The Adhoc committee was comprised of the following: two PCA Parents, 2 PCA staff members, the PCA Board President and a committee chair.
- The Board Vacancy posting was emailed to all PCA families as well as posted to the PCA website with directions on how to apply for the vacancy.
- Applicants were required to complete a short questionnaire and submit a resume.
- Once the application window closed, the Adhoc committee met to discuss and review all applications and select applicants to move to the next stage for interviews.
- There were a total of six applicants with complete applications who were selected to move to the next stage for an interview.
- After the interviews were conducted the Adhoc committee met to finalize their recommendation for the Board Vacancy. The following two applicants are being recommended to the PCA Board of Directors for consideration.



PACIFIC COAST ACADEMY

13915 Danielson Street Suite 103, Poway, California 92064

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

John David (JD) Luckesen was recommended because he is a PCA parent, currently serves in the US Navy as staff officer, has valuable work-related experience, served on two board of directors for the US Navy and has a diverse perspective.

Mary Naggs was recommended because she is a PCA parent, Attorney Consultant for several public companies, has served as legal counsel for many Board of Directors, has experience with accounting, comes with a corporate and business approach, and understands our requirements and obligations as a public school.

Amanda McArthur motioned to appoint John David Luckesen and May Naggs as Board Members for the PCA Board. Jessica Ackermann seconded.

-Unanimous.

Discussion and Potential Action on Board Training

The Board discussed the possible training options and structures for the Boards Annual Training.

Amanda McArthur motioned to have the Financial Training during a special board meeting before the regular scheduled September Board Meeting, for additional training including the Brown Act and Legislative updates to be completed at special board meeting on a Saturday in either September or October, and for the Board to receive accounts so they can participate in CSDC Governance training modules. Jessica Ackermann seconded.

-Unanimous.

Amanda McArthur motioned for a recess at 6:48 and to return at 7:00pm. Jessica Ackermann seconded.

-Unanimous

Announcement of Next Regular Scheduled Board Meeting:

The Board announced the next regular scheduled board meeting September 24, 2020 at 6:00 pm.

Adjournment:

Mandi McArthur motioned to adjourn the meeting on at 7:22 pm. Jessica Ackerman seconded.

-Unanimous.



PACIFIC COAST ACADEMY
13915 Danielson Street Suite 103, Poway, California 92064
Phone (619) 404-3190 • Fax (619) 749-1792

Prepared by:
Jennifer Faber

Noted by:



Jessica Ackermann (Sep 24, 2020 22:13 PDT)

Board Secretary






8-27-20 Board Minutes- Pacific Coast

Final Audit Report

2020-09-25

Created:	2020-09-25
By:	Jennifer Faber (jennifer.faber@pacificcoastacademy.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAASwQBrYTGT0zfACxuDnDmmhmISO1JvLbb

"8-27-20 Board Minutes- Pacific Coast" History

-  Document created by Jennifer Faber (jennifer.faber@pacificcoastacademy.org)
2020-09-25 - 4:14:05 AM GMT- IP address: 75.80.119.199
-  Document emailed to Jessica Ackermann (jessica.m.ackermann@gmail.com) for signature
2020-09-25 - 4:14:19 AM GMT
-  Email viewed by Jessica Ackermann (jessica.m.ackermann@gmail.com)
2020-09-25 - 5:11:40 AM GMT- IP address: 66.249.80.139
-  Document e-signed by Jessica Ackermann (jessica.m.ackermann@gmail.com)
Signature Date: 2020-09-25 - 5:13:35 AM GMT - Time Source: server- IP address: 68.7.5.141
-  Agreement completed.
2020-09-25 - 5:13:35 AM GMT