



**PACIFIC COAST ACADEMY**

13915 Danielson Street Suite 103, Poway, California 92064

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

Special Board Meeting - Pacific Coast Academy  
September 24, 2020 – 3:30 pm  
13915 Danielson Street Suite 103, Poway, CA 92064

Attendance: Kelly Durso, Amanda McArthur, Jessica Ackermann, JD Luckesen, - Teleconference  
Absent: Mary Naggs  
Also Present: Krystin Demofonte, Shari Erlendson, Jennifer Faber- Teleconference

**Call to Order:**

Kelly Durso called the meeting to order at 3:34pm

**Approval of the Agenda:**

Amanda McArthur motioned to approve the agenda. JD Luckesen seconded.  
-Unanimous.

**Public Comments:**

None

**Annual Brown Act Training:**

Jennifer McQuarrie presented training to the Board on Brown Act

Shared the purpose of The Brown Act: to allow transparency in decision and deter secret legislation

Brown Act Triggers: local agencies and legislatures

Broadly defined what constitutes a board meeting

Exceptions: individual conversations between board member and another individual

Types of meetings and contents of each type: regular, special, and emergency

Compliance of agenda: Suggested adding an agenda item for suggestion of future agenda items

Compliance of posting agenda and minutes

Compliance of Brown Act via teleconferencing

Compliance regarding public comment

Compliance- rights of the public

Compliance regarding closed session: Can disclose information to specific people outside of closed session if approved by board

Allow for public comment before closed session



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Permissible closed sessions

**At 4:23pm Kelly Motioned to Take A Recess for 5 min  
Reconvened meeting at 4:31pm**

**Finance Training: School Funding and 20-21 Update and Budget Process:**

Spencer Styles from Charter Impact presented training to the Board

Funding – SB820, sources of funding

State Funding Deferrals FY20-21

SB740 Spending Requirements – At least 40% of total public revenues must be spent on Instructional Certificated Salaries and Benefits, AND at least 80% of total revenues must be spent on Instruction and

Instruction-Related Services, AND pupil to teacher ratio cannot exceed 25 to1 or PTR of the largest unified school district in county or counties in which charter school operates.

Budget Process – Developing the budget draft January through April (plan for 8-10% increase per year)

Budget Approval May through June (the May revision is critical, needs to be submitted to the Authorizer). This year we had to cut 10%, typically, had to adjust downward, 1%. Monitoring and Forecasting July through December (actually done through end of school year). Board should watch for significant volatility in the forecast, as that could be a red flag.

Reviewing A Financial Statement Package – Executive Summary, Monthly Cash

Flow/Forecast (most useful per Spencer), Budget vs. Actual (doesn't take into consideration timing, ADA, early purchase, etc.), Statement of Financial Position (balance sheet), Statement of Cash Flows (takes all info and reconciles what moves in and out of bank account, used by accountants), AP Aging, Monthly Check Register

**CAC Representative:**

The Board affirmed the decision to appoint Kelly Zuniga as PCA's CAC Representative.

Amanda McArthur motioned to approve the CAC Representative. JD Luckesen seconded.  
-Unanimous.

**Adjournment:**

Amanda McArthur motioned to adjourn the special meeting at 5:56pm. Jessica Ackermann seconded.

-Unanimous.



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Prepared by:  
Jennifer Faber

Noted by:

  
Jessica Ackermann (Oct 30, 2020 11:12 PDT)

Board Secretary






# 9-24-20\_Special\_Board\_Meeting\_Minutes\_Final

Final Audit Report

2020-10-30

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