

APPROVED



Pacific Coast Academy

Minutes

Regular Scheduled Meeting

Date and Time

Thursday October 29, 2020 at 6:00 PM

Meeting held via Teleconference

Zoom Link

<https://zoom.us/j/94680164298>

Meeting Meeting ID: 946 8016 4298

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 Oct 29, 2020 @ 6:03 PM.

B. Roll Call of Board Members

C. Approval of Agenda

Amanda McArthur made a motion to Approve Agenda.
Johnny Tran seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Public Comments

There was no public comment.

E. Closed Session: Conference with Legal Counsel Anticipated Litigation (Two Cases) § 54956.9

Amanda McArthur motioned to move into closed session at 6:06pm. Jessica Ackermann seconded.
- Unanimous

Johnny Tran motioned to move out of closed session at 6:59pm. Amanda McArthur seconded.
- Unanimous

No decisions were made in closed session.

F. Executive Directors Report

The Executive Director gave the following schoolwide updates:

Discovery Days: Great turn-out from students. October's theme is "No Bones About It".

Enrollment: Current 4,287 Target: 4,313 (300 students less than what is in budget). Will only pull from waitlist as students drop/withdraw.

Teacher Professional Development (PD): Teachers participated in an all school PD in October. Discussion and tips on how to support PCA student's in their mental health. It provided a great opportunity for PCA teachers to learn techniques but also share with one another.

Testing Update: The (Physical Fitness Test) PFT has been canceled for the school year. The CAASPP yet to be determined.

Family Liaison Update: Students can participate in a Thanksgiving card exchange. Family Liaisons are spending time to figure out Beehively platform, as teachers will eventually begin using that platform. Some concerns from teachers and families with things still being virtual.

Covid 19 Update: Riverside and Imperial enrichment services have all moved virtual as they were moved to purple tier. San Diego and Orange will continue in-person services.

SPED Admin Building Lease Update: The recently approved lease fell through and are currently in search of something else.

II. Consent Agenda

A. Approve Minutes from 9/24/20 Special Board Meeting

Amanda McArthur made a motion to approve the minutes from 9/24/20.
JD Luckesen seconded the motion.

Johnny Tran abstained from vote as he was not in attendance for the 9/24/20 special board meeting. The board **VOTED** to approve the motion.

Roll Call

JD Luckesen Aye
Kelly Durso Aye
Jessica Ackermann Aye
Amanda McArthur Aye
Johnny Tran Abstain

B. Approve Minutes from 9/24/20 Regular Board Meeting

Amanda McArthur made a motion to approve the minutes from 9/24/20 Regular Board Meeting.

JD Luckesen seconded the motion.

Johnny Tran abstained from vote as he was not in attendance for the 9/24/20 regular board meeting. The board **VOTED** to approve the motion.

Roll Call

Jessica Ackermann Aye
Johnny Tran Abstain
Kelly Durso Aye
Amanda McArthur Aye
JD Luckesen Aye

C. Approve Minutes from 10/01/20 Special Board Meeting

Amanda McArthur made a motion to approve the minutes from 10/1/20 Special Board Meeting.

JD Luckesen seconded the motion.

Johnny Tran abstained from vote as he was not in attendance for the 10/01/20 special board meeting. The board **VOTED** to approve the motion.

Roll Call

Kelly Durso Aye
Jessica Ackermann Aye
Amanda McArthur Aye
JD Luckesen Aye
Johnny Tran Abstain

D. Approve Minutes from 10/03/20 Special Board Meeting

Amanda McArthur made a motion to approve the minutes from 10/3/20 Special Board meeting Special Board Meeting on 10-03-20.

JD Luckesen seconded the motion.

Johnny Tran abstained from vote as he was not in attendance for the 10/03/20 special board meeting. The board **VOTED** to approve the motion.

Roll Call

Kelly Durso Aye
Johnny Tran Abstain
JD Luckesen Aye
Amanda McArthur Aye
Jessica Ackermann Aye

E. Promotion, Acceleration and Retention Policy

Section E: Promotion, Acceleration and Retention Policy was pulled from consent agenda to allow Johnny Tran to vote.

Johnny Tran made a motion to Approve Promotion, Acceleration and Retention Policy.

Jessica Ackermann seconded the motion.

Approval of the policy was made with the change the contact email address. The board **VOTED** unanimously to approve the motion.

Johnny Tran made a motion to Take a 2 minute break at 7:17pm.

Amanda McArthur seconded the motion.

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

Roll Call

Kelly Durso	Aye
Jessica Ackermann	Abstain
JD Luckesen	Aye
Johnny Tran	Aye
Amanda McArthur	Aye

III. Finance

A. September Financials

Amanda McArthur made a motion to Approve the September Financials.

Johnny Tran seconded the motion.

Tyler Myers updated the board on September Financials.

- In compliance with SB 740
- Forecast of student attendance is 4315. ADA is fixed at an enrollment of 4075 students.
- When all learning loss mitigation is booked, it will overcome the difference and be in the positive (as long as other items stay the same).
- Annual deficit is .36 of total expense and improved by 1%. A great improvement and continue to improve more into the next couple months.
- With all additional costs, we are still predicted to remain cash positive.
- No Change to the Inspire-LA or Granite Mountain balances
- Granite Mountain payback is included in the cash forecast.

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

B. Presentation by Charter School Capital

Tricia Blum and Shausta Eckland from Charter School Capital (CSC) presented to the board on the California Deferral solutions that they can provide.

- 36% of FY21 LCFF will be deferred to FY22.
- CSC presented their solution for the CA funding challenge
- They offering a new rate of 5.99% (down from 7.99%) which would be fixed for this fiscal year without financing and a no cost February deferral financing.

IV. Academic Excellence

A. 2020-2021 Extended School Year Dates

Amanda McArthur made a motion to Approve the 2020-21 ESY Dates.

Johnny Tran seconded the motion.

John Egnor, PCA Deputy Executive Director of Special Education, presented the ESY dates for Special Education students and related services for students that qualify will be June 8 - July 5 2021. The board **VOTED** unanimously to approve the motion.

B. SELPA Participation Agreement

Jessica Ackermann made a motion to Approve the SELPA Participation Agreement for the 2020-21 school year.

Johnny Tran seconded the motion.

PCA is a local educational agency and is therefore required to be a part of a SELPA, per Education Code section 56195.1(f). This participation agreement is between PCA and El Dorado Charter SELPA for the 2021-2022 school year. The board **VOTED** unanimously to approve the motion.

C. SELPA Local Plan Section B

JD Luckesen made a motion to Approve SELPA Local Plan Section B.

Jessica Ackermann seconded the motion.

Each SELPA is required to develop a SELPA plan, which describes how the schools in each SELPA will provide special education services. This plan is developed with the input of representatives from each school, along with the SELPA staff. The board **VOTED** unanimously to approve the motion.

D. Grade Appeal Policy

Amanda McArthur made a motion to approve Grade Appeal Policy.

Johnny Tran seconded the motion.

This is a new policy for PCA which outlines the course of action if parent/guardian is requesting a semester grade change for a high school course.

The Board approved the policy with the title of Principal changed to Executive Director. The board **VOTED** unanimously to approve the motion.

E. Schoolwide Organizational Chart

Amanda McArthur made a motion to Approve Schoolwide Organizational Chart.

Johnny Tran seconded the motion.

The Executive Director shared the Schoolwide Organizational chart and briefly discussed the different roles and responsibilities of some of the leadership. Board approved with edits to move some specific departments under specific people (governance would be in the JF bubble, facilities would be with Linda and enrollment department would be under KB) The board **VOTED** unanimously to approve the motion.

V. Operations

A. Landlord Consent to Sublease Agreement

JD Luckesen made a motion to approve Landlord Consent to Sublease Agreement.

Amanda McArthur seconded the motion.

Kelly Durso abstained from vote due to possible conflict of interest. The board **VOTED** to approve the motion.

B. Sublease and Shared Use Agreement

Johnny Tran made a motion to approve Sublease and Shared Use Agreement.

Amanda McArthur seconded the motion.

The board was presented with the Shared Use Agreement which included how the utilities would be split and how fees would be collected from the tenants. PCA will pay 100% of suite 103. Suites 200 and 101 will be split 33.33% by all 3 schools.

Kelly Durso is abstained from voting due to undetermined conflict of interest. The board **VOTED** to approve the motion.

C. Fiscal Policies and Procedures

Amanda McArthur made a motion to Approve Fiscal Policies and Procedures.

Johnny Tran seconded the motion.

The board was presented with updates to the Fiscal Policies and Procedures which were updated to reflect the removal of the Expense Reimbursement Policy and creating it as a separate policy. The board **VOTED** unanimously to approve the motion.

D. Expense Reimbursement Policy

Amanda McArthur made a motion to Approve Expense Reimbursement Policy.

Johnny Tran seconded the motion.

Shari Erlendson shared with the board that at the Expense Reimbursement Policy has been updated to include the amounts and process for staff reimbursement.

The Board approved the Expense Reimbursement Policy with the addition to request staff attach the meeting/conference agenda to the expense reimbursement request. In addition, the verbiage should be added to include that the hotel rate should not exceed the federal lodging rate (federal per diem rate) in paragraph 2.

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

E. Sale and Disposal of Surplus Property Policy

Johnny Tran made a motion to Approve Policy.

Amanda McArthur seconded the motion.

Shari Erlendson shared the Sale and Disposal of Surplus Property Policy which includes the terms for selling and disposing of surplus property. Shari explained that we have some old printers that no longer work and this policy would allow for the disposal of those those items and other surplus property.

The Board approved the policy with the change of Executive Officer to Executive Director.

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

VI. Closing Items

A. Announcement of Next Regular Scheduled Meeting November 19, 2020 at 6:00pm

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:37 PM.

Respectfully Submitted,
Kelly Durso

Prepared by:
Jennifer Faber

Noted By:


[Julie Ackermann \(Nov 20, 2020 14:41 PST\)](#)

Board Secretary

* All matters listed under Consent Agenda are considered to be routine or sufficiently supported by prior or accompanying reference materials and information as to not require additional discussion. A motion as referenced below will enact all items. There will be no separate discussion of these items prior to the time the Board of Education votes on the motion unless members of the Board, staff or public request specific items to be removed from the Consent Agenda for separate consideration for action.

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)).






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Final Audit Report

2020-11-20

Created:	2020-11-20
By:	Jennifer Faber (jennifer.faber@pacificcoastacademy.org)
Status:	Signed
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-  Document created by Jennifer Faber (jennifer.faber@pacificcoastacademy.org)
2020-11-20 - 5:31:37 PM GMT- IP address: 75.80.119.199
-  Document emailed to Jessica Ackermann (jessica.m.ackermann@gmail.com) for signature
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-  Document e-signed by Jessica Ackermann (jessica.m.ackermann@gmail.com)
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