

APPROVED



## Pacific Coast Academy

# Minutes

## Regular Scheduled Meeting

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### Date and Time

Thursday January 28, 2021 at 6:00 PM

### Location

13915 Danielson St. #103, Poway, CA 92064

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Meeting Held via Teleconference

Zoom Link

<https://zoom.us/j/95071886165>

Meeting ID: 950 7188 6165

Join by Phone

(669) 900-6833

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### 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)

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## 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 Jan 28, 2021 @ 6:03 PM.

**B. Roll Call of Board Members**

**C. Approval of Agenda**

Amanda McArthur made a motion to Approve the Agenda.

Johnny Tran seconded the motion.

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

**D. Public Comments**

PCA Parent Allan Starr made a request that Raspberry Pi and Arduino Boards be approved for order for his students (for programing purposes) using their educational planning amounts.

**E. Approve Minutes**

Amanda McArthur made a motion to approve the minutes from Regular Scheduled Meeting on 12-10-20.

JD Luckesen seconded the motion.

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

**F. Executive Director Report**

**Executive Director Shared about the following:**

**PCA Community**

- Discovery Day theme this month is Meet the Artist
- High School Hang outs are continuing
- PCA just wrapped up an Inventor Fair
- The Great Kindness Challenge started this week
- Virtual Bookfair is coming up

**PCA Schoolwide Learner Outcomes**

- Self Directed is the goal PCA students and staff are focusing on this month
- The hope is PCA families can focus on this goal in their school work this month

**Form 700 Update**

Form 700s will be sent to all board members and staff. All must be submitted to the county by April 1, 2021.

**High School Achievement**

- PCA high school data demonstrates amazing growth for this year.
- This year and next year we will plan on implementing programs and positions that support college and career readiness.
- All excellent data and reflect how we are working hard to make high school better

**Ordering Timelines**

4/15 - All orders ending for the year

5/28 - Last day to access EOS for this year

7/15 - Returning students access to order materials

8/1 - New students access to order materials and Technology orders fulfilled

First Day of school: In person services for new school year may start

**STAR 360 update**

As a reminder we need 95% of students participating in our internal assessment for charter renew. We need to be able to demonstrate academic growth.

**Family Liaison Update**

- Finished up training slides for Beehively site and teacher sites

- Organizing virtual events for HSTs who've signed up for events in the 2nd semester
- Working on a south schools' student project with CPA (similar to Flat Stanley)
- Fielding enrollment inquiries
- Ongoing translation of documents and letters
- Parent communication, relaying information by phone or email about specific concerns, issues, or information to specific families.
- Set up and lead this month's EL Parent Workshop
- Created informational Smore and updating this document as needed
- Translated SPED Zoom meetings

**Common Parent Concerns:**

- Sibling enrollment for the 21/22 school year
- Funding amounts for the 21/22 school year
- Getting a spot next year

**COVID-19 Update**

- No new updates from last month
- Still in purple
- Keeping all school functions virtual

**WASC**

- Our final Self Study Report has been submitted
- The Self Study will be shared out with families, teachers, and posted on our website next week
- We now begin planning for the visit (March 8-10) which will include staff, families, teachers, and the School Board

**Dehesa Oversight**

- 19/20 oversight officially completed!
- All documents have been submitted for 20/21
- Beginning interviews with each oversight department head

**PCA Staffing Update**

This month PCA hired an IT Administrator

JD Luckesen asked for clarification regarding enrollment for next year. Krystin Demofonte shared that we don't yet know what the state will allow so we are taking a conservative approach moving forward. The current plan is to not grow and just "fill" spots of those students that leave until we have further information from the state regarding the budget.

**II. Consent Agenda**

- A. Deputy Executive Director Salary**
- B. Updates to Parent Student Handbook**
- C. Updates to Employee Handbook**
- D. Tech Policy for Staff**
- E. Harassment, Discrimination, Intimidation and Bullying Prevention Policy**

#### **F. Approve Consent Agenda**

Amanda McArthur made a motion to Approve Consent Agenda.

JD Luckesen seconded the motion.

The board approved the consent agenda with the with removal of item A- Deputy Executive Director Salary.

Kelly Durso noted she is recommending item A be pulled as this is not the appropriate time to adjust the Deputy Executive Director Salary and is proposing it be tabled until June when the Executive Director salary has been approved.

Amanda McArthur made a motion to table item A until June

JD Luckesen seconded

- Unanimous

The Board took a 5 minute break at 6:31pm

The Board returned at 6:36pm

The board VOTED unanimously to approve the motion.

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### **III. Finance**

#### **A. November and December Financials**

Amanda McArthur made a motion to Approve November and December Financials.

Johnny Tran seconded the motion.

Tyler Myers shared an overview of the December Financials (which included November)

- PCA is still heavily in compliance.
- Majority of revenue is fixed.
- Coronavirus Relief Fund = \$258k
- General Funds = \$203k
- Expense remaining favorable but are still forecasted to exceed budget by year end
- Annual surplus is .02% of total expenses
- Ending with a very strong fund balance that is in favor with the authorizer
- No change to the Inspire LA or Granite Mountain balances
- Cash balance remains solid and positive

Kelly Durso asked where PCA is in the PPP forgiveness process. Tyler Myers replied that PCA is still in the application process and anticipates having information submitted by next board meeting.

Kelly Durso asked if the PPP will mess with our percentages and Tyler Myers confirmed that will not be an issue or applicable to the ratio.

JD Luckesen asked for information about a "cash back" incentive program through Amazon, such as Amazon Smiles for our school.

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

### **IV. Operations**

## **A. STRS Pension 2**

JD Luckesen made a motion to Approve STRS Pension 2 Service Agreement. Johnny Tran seconded the motion.

Shari Erlendson shared that Inspire offered a robust compensation policy and 403b plan through Lincoln Financial. We have been underwhelmed with their services. As PCA is breaking away from Inspire, it is a main priority of PCA to find a better provider.

John Schiffler provided an overview of CALSTRS Pension 2

- This program is available to all school employees
  - He reviewed the plans available within pension 2 (403(b), Roth 403(b), 457(b), Roth 457(b).
  - No cost to the employer. CalSTRS only charges what is cost to run the program.
  - Unique to CalSTRS-- they offer a fixed fund, which Lincoln does not.
  - Lincoln average expense ratio is .58% as opposed to CAL STRS at .29%
  - Regarding Investment Options Provided, Equity Funds, Expense ratios provide more options through CalSTRS
  - Showed the impact on fees over 30 years and how the balances are going to grow due to reduced fees.
  - There are a number of Core Investment Fund options
- The board **VOTED** unanimously to approve the motion.

## **B. Opt Out Notice for CharterSafe**

Amanda McArthur made a motion to Approve Opt Out Notice for CharterSafe. Jessica Ackermann seconded the motion.

Shari Erlendson advised the board that last year our contract with CharterSafe was set to "auto renew". This year we noted that we would like to get additional bids to ensure we are making the right choice.

We are requesting that the board vote to allow us to give notice to CharterSafe to get additional bids.

Celia Ewing, Director of HR, shared about the general services we currently receive from CharterSafe and use regularly (compliance issue consultations, updates on labor laws and templates that are charter specific).

Shari Erlendson noted that PCA has been very happy with the current services from CharterSafe.

Johnny Tran suggested adding a policy or procedure for renewing contracts for services

Kelly Durso requested a calendar of expiration dates of current contracts. The board **VOTED** unanimously to approve the motion.

## **C. COVID-19 Prevention Program**

Celia Ewing shared that the Covid-19 plan is a template provided by CharterSafe and required by CAL OSHA. The plan is a working document. It is fluid as is the nature of the pandemic. It will be retired at some point in the future.

## **V. Academic Excellence**

### **A. Basics of Special Education**

John Egnor, Deputy Executive Director of Special Education, gave an overview of The Six Principals of IDEA (Individuals with Disabilities Education Act)

The Six Principals of IDEA  
Individuals with Disabilities Education Act

**Free and Appropriate Public Education (FAPE)**- entitles all students an education. Students are to receive an "appropriate" education appropriate evaluation

- Placement in the Least Restrictive Environment, Parent Involvement in Educational Decisions, Procedural Safeguards / Due Process Procedures
- Students are to receive an "appropriate" education, designed to meet the unique needs of each individual student.
- California DOE - To be appropriate, education programs for students with disabilities must be designed to meet their individual needs to the same extent that the needs of nondisabled students are met.

**Appropriate Evaluation**- A student must be assessed in all areas of suspected disability. Three criteria for special education eligibility

- 1) The student must have a disability
- 2) The student's disability must adversely impact educational performance
- 3) The student must require specialized academic instruction

### **Individual Education Program (IEP)**

- An IEP is a written document that contains measurable goals for where a student should be in one years' time.
- It also provides supports, accommodations, testing information, services etc.

### **Least Restrictive Environment (LRE)**

- Students must have access to typically developing peers when appropriate.
- Involvement in extracurricular and other activities must be accommodated.
- In our setting, students are Gen. Ed. students first.

### **Parent Involvement in Education Decisions.**

- Parents are active participants in the IEP process

### **.Procedural Safeguards/Due Process**

- Parents are entitled to notice in writing (about special education, safeguards, IEP meetings, etc.)
- May receive copies of IEP's, educational records, etc
- Procedural protections when disagreeing with educators

## **B. Evaluation Policy**

Amanda McArthur made a motion to Approve the Evaluation Policy.

Johnny Tran seconded the motion.

Krystin Demofonte shared that this policy is inspired and recommended by the legal team. It outlines the evaluation process, expectations and timeline.

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

## **C. School Accountability Report Card (SARC)**

Amanda McArthur made a motion to Approve the School Accountability Report Card (SARC).

Johnny Tran seconded the motion.

Rupi Boyd shared the School Accountability Report Card (SARC). All the data is extracted from Pathways (PCA's Student Information System) and uploaded into the designated categories.

This report is intended for parents to look at the school and see how the school is doing compared to others. It ensures equity and access among the students of all schools.

Approval with the edits to the table on page 467

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

## **VI. Other Business**

### **A. Executive Director Support and Evaluation Procedure**

Kelly Durso and Amanda McArthur spoke of the CEO Support and Evaluation Committee.

One of the governing board's main responsibilities is to hire, manage, and support the Executive Director of PCA.

Developing a year-round evaluation procedure will help meet that responsibility and guide PCA's top executive to build goals, define board expectations and grow as a professional.

The Committee has currently conducted 3 meetings. They are currently reviewing Krystin Demofonte's current job description. They wrote a procedure for the year-round-evaluation process. They have drafted 2 timelines for board consideration.

The Committee wants to ensure they have appropriate stakeholder involvement. This would include direct reports, as well as feedback from parents.

Incorporate check-ins along with final evaluation to ensure year-round process.

Reviewed original timeline that was presented to the board in the board packet. The Committee is proposing a new timeline which shifts some tasks to create a more even balanced approach throughout the spring.

Next steps are to meet with the Executive Director to finalize the job description, review the timeline, collaborate on check-ins and get feedback on procedure. Meet with Board on Track governance coach and Dehesa superintendent to review and finalize the evaluation process and timeline.

Finalize all documents and present to board for approval at February board meeting.

JD Luckesen suggested "appreciative inquiry" questions for the parent survey that are phrased in the positive and collect qualitative and quantitative data.

If the board members have anything to add they should email Amanda McArthur only.

## **VII. Closing Items**

**A. Adjourn Meeting**

Amanda McArthur made a motion to Adjourn Meeting.

Johnny Tran seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:29 PM.

Respectfully Submitted,  
Kelly Durso

**B. Announcement of Next Regular Scheduled Meeting February 25, 2021 at 6:00pm**

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Prepared By:  
Jennifer Faber

Noted By:

  
Jessica Ackermann (Mar 1, 2021 13:58 PST)  
Board Secretary

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 Pacific Coast Academy Office at [\(619\) 749-1928](tel:6197491928) 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

2021-03-01

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