

APPROVED



Pacific Coast Academy

Minutes

Regular Scheduled Meeting

Date and Time

Thursday February 25, 2021 at 6:00 PM

Location

13915 Danielson St. #103, Poway, CA 92064

Meeting Held via Teleconference

Zoom Link

<https://zoom.us/j/98691554726>

Meeting ID: 986 9155 4726

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 Feb 25, 2021 at 6:01 PM.

B. Roll Call of Board Members

C. Approval of Agenda

Amanda McArthur made a motion to Approve the Agenda.

JD Luckesen seconded the motion.

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

D. Public Comments

Elizabeth- Suggested a place (such as a town hall meeting) for parents to voice their thoughts, opinions, concerns. She doesn't feel parents are begin heard "deep enough". Suggested it be something that is not "controlled" by the board. Suggested a possible survey for parents.

Lydia DiCola- PCA Parent. Recently denied as a vendor. Feels there is a lack of transparency as there is an absence of discussion as to why a vendor is denied.

E. Approve Minutes

Johnny Tran made a motion to approve the minutes from Regular Scheduled Meeting on 01-28-21.

Amanda McArthur seconded the motion.

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

F. Executive Director Report

Krystin Demofonte shared the following updates:

PCA Spelling Bee

- Winner Adelaide is going to the county level to compete in March.

PCA Community

- Offering a virtual tour of SDSU as well as the opportunity to talk with a Marine Recruiter
- Coffee with the Leadership Team is coming up. This is an opportunity for parents to chat with leadership about what's happening at PCA.
- Discovery Day focused on "Food Science" activities for the month of February

Discover Day

- Discovery Day and Highschool Hangouts will be on a break in March and April while staff prepares for and proctors state testing.

Family Liaison Updates

PCA Schoolwide Learner Outcomes

- This month our school is focusing on "Personalized Learners". Personal Learners are able to thrive in the style of education that best fits their individual needs.

STAR 360 participation

- Overall participation among the three tests is between 83 and 85%.
- MATH--Snapshot between fall and winter scores. Math growth- 2% growth to 50th percentile and above. 37 more students in the 75th percentile. Improved in the below 25%. These improved scores demonstrate our students are improving.
- EARLY LITERACY-- Snapshot between fall and winter scores. Early Literacy Growth- 1% growth to 50th percentile and above. 24 more students in 75th percentile and above.
- READING-- Snapshot between fall and winter scores. Reading Growth- 1% growth to 50th percentile and above. 121 more students in 75th percentile and above.

Instructional Professional Development

- Instructional staff will be meeting virtually on March 12th for Professional Development.

II. Finance

A. January Financials

Amanda McArthur made a motion to Approve January Financials.

Johnny Tran seconded the motion.

Tyler Myers from Charter Impact shared the 2nd Interim Report

Highlights

- Annual Projected Revenue: reduced by \$140k
- Annual Projected Expenses: reduced by \$175k
- Annual Projected Surplus: \$48k
- Within the 40/80 compliance

Attendance

- All revenue/ADA is driven by last year's P2

Revenue

- Year to date actual positive variance
- Everything is on track and positive

Expenses

- Expense remaining favorable but are still forecasted to exceed budget by year end

Fund Balance

- Annual surplus is .10% of total expense
- Still at 9.4% and still within necessary compliance for state and authorizer

Cash Balance

- Cash balance remains positive at year end but below the 15% cash reserve desired threshold

Other Entities

- No specific changes
- Triumph will be written off at end of school year

12 Month Cash

- Cash projected positive for next 12 months
- Cash deferrals are reflected in the projections
- PPP is still built in

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

B. Second Interims

Amanda McArthur made a motion to Approve Second Interims.

Johnny Tran seconded the motion.

Tyler Myers from Charter Impact shared the 2nd Interim Report

The two COLA's allows for revenue to increase. As those start to grow it impacts the bottom line. Surplus reflected across all years. 21-22 is a little lower and tighter. For 22-23 everything is all back on track. All positive in cash and moving in the right direction.

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

III. Operations

A. Harassment, Discrimination, Intimidation and Bullying Prevention Policy

Amanda McArthur made a motion to Approve Harassment, Discrimination, Intimidation and Bullying Prevention Policy.

JD Luckesen seconded the motion.

An amendment to this policy is being recommended. This policy was originally adopted at the board meeting last month and a section needs to be added.

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

B. 2020-21 Auditor Selection

JD Luckesen made a motion to Approve Wilkinson Hadley King.

Amanda McArthur seconded the motion.

PCA is currently at the end of their contract with Wilkinson who has been our auditor for several years. Went out and got additional bids. Administration would like to recommend Wilkinson for the following reasons:

-- We have a good working relationship with them.

-- Main concern with FCMAT audit . Wilkinson has been working with FCMAT closely since they have been our auditor the last several years.

--- Very reputable auditor.

Due to the fact that we are continuing this process we are recommending a two year contract with Wilkinson given that we are in the middle of an audit and don't want to disrupt that with a change in auditor.

The board president clarified the price differences as the following:

Wilkinson \$12,200 this year, \$12,700 next year

CLA \$21,475

Others are more than that.

Kelly would also like to recommend that we don't change the firm in the middle of an audit.

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

C. Public Random Drawing/Lottery Policy

Amanda McArthur made a motion to Approve Public Random Drawing/Lottery Policy.

Johnny Tran seconded the motion.

We are revising our current lottery policy for the 2021-22 school year. Historically we haven't needed to do a lottery. However, with a state budget cap and authorizer growth limit we will be limited to how many we can enroll for 2021-22.

The new policy outlines the first spots would go to siblings, then to the open public (2 spots to each in Dehesa school boundaries). The lottery could also be based on grade level and county.

Amanda McArthur asked when the lottery would take place. There is not yet a specific date determined but will be posted on website and advertised when determined.

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

The Board took a 5 minute break at 6:38

IV. Other Business

A. Executive Director Support and Evaluation Policy and Procedure & Timelines

Johnny Tran made a motion to Approve Procedure, April to April timeline and transition timeline.

JD Luckesen seconded the motion.

Job Description

Current years Job description in the packet (page 334)

Process for revision and refinement

- Started with ED's job description from last year and articles from Board on Track
- Met with governance coaches BOT
- Met with Bradley Johnson (authorizer)

Reviewed by industry professionals and C-Suite executives. Committee asked for comments, feedback, questions on job description before finalized. They adjusted the evaluation timeline by 3 months. This timeline first better with Executive Director's school year schedule for goal setting. This also makes budgeting for next year more exact with compensation in April.

Timeline

Check-ins will now also be adjusted. Originally had two but now dropped to one. June report on annual goals to include wrap-up of annual goals as the final evaluation takes place in March. There will be monthly, informal check-ins. Committee asked if the board had any feedback/questions on timeline.

Compensation Procedure

Conferred on procedure with legal counsel and Charter Impact.

CSEC is working on comparability data compilation and recommends hiring a third-party this year. There will be self-reflection and request for compensation by

Executive Director. CSEC will make salary and benefit recommendation to Board at April Board meeting.

Open Session vs. closed session

- All discussion of compensation for the ED needs to happen in open session.
- Any discussion of compensation that is tied to ED's performance or evaluation can happen in closes session, but no decisions or votes may be made.

The suggestion would be made to get 3rd party data only every 2-3 years. JD Luckesen suggested to do it more frequently, if we were posting the job it would help us to be more competitive with other job offerings.

Amanda McArthur shared out the Timeline as per Procedure (April to April) for the Executive Director Evaluation

Amanda McArthur shared out about the Timeline for next year (page 348 in packet)

Amanda McArthur shared the timeline for current year.

- Krystin's parent survey is due March 12th. Krystin will aggregate and submit a report through BOT
- Customize questions for evaluations
- Krystin will complete her evaluation and upload her evidence to Board on Track
- Direct Reports and applicable staff complete evaluation on Board on Track

Amanda McArthur showed where to locate evaluation documents on Board on Track.

Committee asked if the board had any feedback/questions before voting.

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

B. Executive Director Evaluation Timeline for Current Year

Jessica Ackermann made a motion to Approve to Allow CSEC to Begin Evaluation on March 1 with Current Year Timeline.

Johnny Tran seconded the motion.

Committee to begin evaluation and timeline as outlined on page 349.

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

C. Closed Session: Conference with Legal Counsel - Potential Litigation §54956.9

Amanda McArthur made a motion to move into closed session.

Jessica Ackermann seconded.

Moved into closed session at 7:45pm

The board returned at 9:00pm

No decisions or actions were taken in closed session

JD Luckesen had to leave at 8:54 due to illness

V. Closing Items

A. Announcement of Next Regular Scheduled Meeting March 25, 2021 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 9:01 PM.

Respectfully Submitted,
Kelly Durso

Prepared By:
Jennifer Faber

Noted By:


Julie Ackermann (Mar 29, 2021 17:26 PDT)
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.

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Final Audit Report

2021-03-30

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-  Document created by Jennifer Faber (jennifer.faber@pacificcoastacademy.org)
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