



PACIFIC COLLEGIATE SCHOOL

September 3, 2025 Board Packet

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Pacific Collegiate School
3004 Mission Street
Santa Cruz, California 95061-1701

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www.pacificcollegiate.com

Pacific Collegiate School
Board Agenda

Wednesday, September 3, 2025

Open Session 6:00 to 8:30pm

Pacific Collegiate School
3004 Mission St.
Santa Cruz, CA

Land Acknowledgement

The land on which we gather is the unceded territory of the Awaswas-speaking Uypi Tribe. The Amah Mutsun Tribal Band, comprised of the descendants of indigenous people taken to missions Santa Cruz and San Juan Bautista during Spanish colonization of the Central Coast, is today working hard to restore traditional stewardship practices on these lands and heal from historical trauma.

Vision

PCS engages and supports every student in inclusive college preparatory learning that ignites curiosity, critical thinking, and innovation, while developing resilient, globally-minded, socially responsible changemakers.

Mission

PCS inspires students to discover the interests, purpose, and passion that will enable them to thrive. We cultivate a love of learning within a community of care, advancing and celebrating diversity, equity, and inclusion. Students explore and excel through academically rich and culturally relevant learning, integrated with visual and performing arts and world languages. Our exemplary college preparatory curriculum empowers all students to be creative problem-solvers, effective collaborators, and engaged leaders of today and tomorrow.

1.0 OPEN SESSION CALL TO ORDER AND ESTABLISHMENT OF QUORUM

M. Kubo, Board President, will call the meeting to order and establish a quorum.

2.0 LAND ACKNOWLEDGEMENT

M. Kubo, Board President, will invite a PCS community member to read the land acknowledgment.

3.0 VISION AND MISSION

M. Kubo, Board President, will invite a PCS community member to read the school Vision and Mission statements.

4.0 APPROVAL OF AGENDA

Agenda deletions and/or changes of sequence will be approved or the agenda will be approved as submitted.

5.0 PUBLIC COMMENT ON CLOSED SESSION TOPIC ONLY

This is an opportunity for the public to address the Board regarding the closed session agenda only. The Board President will recognize any member of the audience who wishes to speak on a matter directly related to school business. Each speaker on any specific topic may speak up to three (3) minutes unless otherwise limited by the President. If an interpreter is needed, the total time limit with translation will be six (6) minutes. Total public comment during this agenda item is limited to a total of 20 minutes. The Board President may, with Board consent, adjust the amount of time allowed for public comment during this agenda item. Total public comment during the meeting for all public comment periods shall not exceed sixty (60) minutes. The Board President may allot time to those wishing to speak but no action will be

taken on matters presented (E.C. Section 35145.5). If appropriate, the President, or any Member of the Board, may direct that a matter be placed on a future agenda.

6.0 ANNOUNCEMENT OF CLOSED SESSION

N/A

7.0 ANNOUNCEMENT OF OPEN SESSION

M. Kubo, Board President, will share any reportable action from the closed session.

8.0 OPPORTUNITY TO ADDRESS THE BOARD – ITEMS NOT ON THE AGENDA

This is an opportunity for the public to address the Board regarding any item not on the agenda, or any item on the agenda if the member of the public cannot wait until item agenda 13 – OPPORTUNITY TO ADDRESS THE BOARD – AGENDIZED ITEMS. The Board President will recognize any member of the audience who wishes to speak on a matter directly related to school business. Each speaker on any specific topic may speak up to three (3) minutes unless otherwise limited by the President. If an interpreter is needed, the total time limit with translation will be six (6) minutes. Total public comment during this agenda item is limited to a total of 20 minutes. The Board President may, with Board consent, adjust the amount of time allowed for individual or total public comment during this agenda item. Total public comment during the meeting for all public comment periods shall not exceed sixty (60) minutes. The Board President may allot time to those wishing to speak but no action will be taken on matters presented (E.C. Section 35145.5). If appropriate, the President, or any Member of the Board, may direct that a matter be placed on a future agenda.

9.0 ORAL COMMUNICATION FROM BOARD, STAFF, OR COMMITTEE MEMBERS

This is an opportunity for Board, Staff or Committee members to address the Executive Committee of the Board regarding items not on the agenda. The Board President will recognize any Board, Staff or Committee member not previously placed on the agenda who wishes to speak on a matter directly related to school business. Each speaker on any specific topic may speak up to three (3) minutes unless otherwise limited or extended by the President. The President may allot time to those wishing to speak but no action will be taken on matters presented (E.C. Section 35145.5). If appropriate, the President, or any Member of the Board, may direct that a matter be placed on a future agenda.

10.0 CONSENT AGENDA

All items appearing on the consent agenda are recommended actions which are considered to be routine in nature and will be acted upon as one motion. Information concerning the Consent Item(s) has been made available to each Board Member prior to this meeting for his/her study. Specific items may be removed for separate consideration. Item(s) removed will be considered immediately following the consent agenda motion as Deferred Consent Items.

10.1 August 7, 2025 Board Meeting Minutes: Special Meeting

10.2 DEFERRED CONSENT ITEMS (if required) This item is placed on the agenda to address any items that might be pulled from Agenda Item 4.0 for further discussion/consideration if so determined.

11.0 ORAL REPORTS

11.1 Student Representatives Report

Student representatives will provide an update on student activities.

11.2 Faculty Advisor Report

A UPCS Faculty Representative will provide an update on faculty activities.

11.3 Development Director Report

I. Carlisle-Cummins, Development Director, will provide an update on Development activity.

11.4 Head of School Report

C. Guyer, Head of School, will provide an update on school activities, outreach, and matters of school interest.

11.5 President's Report

M. Kubo, Board President, will provide an update on Board activities and matters of interest.

11.6 Board Committee and Work Group Reports

Oral reports and progress updates will be provided by Board committees and Ad Hoc Work Groups.

12.0 DISCUSSION ITEMS

12.1 Pacific Collegiate Foundation Board Nominations

M. Kubo will discuss PCF nominations of 2 new members to their board.

13.0 OPPORTUNITY TO ADDRESS THE BOARD – AGENDIZED ITEMS

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14.0 ACTION ITEMS

14.1 Approval of PCF Board Nominations

M. Kubo will recommend approval of the PCF Board Nominations

15.0 ADJOURNMENT

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Pacific Collegiate School Board Agenda

Thursday, August 7, 2025

Open Session 5:30pm to 6:30pm

Pacific Collegiate School
3004 Mission St.
Santa Cruz, CA

Land Acknowledgement

The land on which we gather is the unceded territory of the Awaswas-speaking Uypi Tribe. The Amah Mutsun Tribal Band, comprised of the descendants of indigenous people taken to missions Santa Cruz and San Juan Bautista during Spanish colonization of the Central Coast, is today working hard to restore traditional stewardship practices on these lands and heal from historical trauma.

Vision

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Mission

PCS inspires students to discover the interests, purpose, and passion that will enable them to thrive. We cultivate a love of learning within a community of care, advancing and celebrating diversity, equity, and inclusion. Students explore and excel through academically rich and culturally relevant learning, integrated with visual and performing arts and world languages. Our exemplary college preparatory curriculum empowers all students to be creative problem-solvers, effective collaborators, and engaged leaders of today and tomorrow.

1.0 OPEN SESSION CALL TO ORDER AND ESTABLISHMENT OF QUORUM (1 min.)

M. Kubo, Board President, will call the meeting to order and establish a quorum.

M. Kubo established a quorum at 5:35pm.

Board/Staff Present: T. Paikeday, C. Hannon, A. Menichini, S. Rosasco, H. Zou, M. Fyfe, R. Garcia, M. Kubo, C. Guyer, J. Alvarez, I. Christie

2.0 LAND ACKNOWLEDGEMENT (1 min.)

M. Kubo, Board President, will invite a PCS community member to read the land acknowledgment.

S. Rosasco read land acknowledgment.

3.0 VISION AND MISSION (1 min.)

M. Kubo, Board President, will invite a PCS community member to read the school Vision and Mission statements.

S. Rosasco read Vision and Mission statements.

4.0 APPROVAL OF AGENDA (1 min.)

Agenda deletions and/or changes of sequence will be approved or the agenda will be approved as submitted.

Motion to approve made by C. Hannon, seconded by S. Rosasco. Motion approved unanimously and carried forward.

5.0 OPPORTUNITY TO ADDRESS THE BOARD – ITEMS NOT ON THE AGENDA (5 min.)

This is an opportunity for the public to address the Board regarding any item not on the agenda, or any item on the agenda if the member of the public cannot wait until item agenda 13 – OPPORTUNITY TO ADDRESS THE BOARD – AGENDIZED ITEMS. The Board President will recognize any member of the audience who wishes to speak on a matter directly related to school business. Each speaker on any specific topic may speak up to three (3) minutes unless otherwise limited by the President. If an interpreter is needed, the total time limit with translation will be six (6) minutes. Total public comment during this agenda item is limited to a total of 20 minutes. The Board President may, with Board consent, adjust the amount of time allowed for individual or total public comment during this agenda item. Total public comment during the meeting for all public comment periods shall not exceed sixty (60) minutes. The Board President may allot time to those wishing to speak but no action will be taken on matters presented (E.C. Section 35145.5). If appropriate, the President, or any Member of the Board, may direct that a matter be placed on a future agenda.

None.

6.0 ORAL COMMUNICATION FROM BOARD, STAFF, OR COMMITTEE MEMBERS (5 min.)

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C. Hannon announced that the PVA will host a Welcome Coffee on the first day of school, Monday, August 11, from 8:00–9:30 a.m., providing an opportunity to meet the Head of School and other staff. Additional help is needed, as the new Parent Volunteer Coordinator is still onboarding. Parent and Board volunteers are encouraged to assist with setup beginning at 7:15 a.m.

7.0 CONSENT AGENDA (2 min.)

All items appearing on the consent agenda are recommended actions which are considered to be routine in nature and will be acted upon as one motion. Information concerning the Consent Item(s) has been made available to each Board Member prior to this meeting for his/her study. Specific items may be removed for separate consideration. Item(s) removed will be considered immediately following the consent agenda motion as Deferred Consent Items.

- 7.1 June 4, 2025 Board Meeting Minutes
- 7.2 SCCOE MOU: California Youth Behavioral Health Initiative (CYBHI)
- 7.3 SCCOE MOU: Silicon Valley Math Initiative
- 7.4 SCCOE MOU: Teacher Leadership for Sustainability

Motion to approve the consent agenda made by C. Hannon and seconded by M. Fyfe. Motion approved unanimously and carried forward.

8.0 ORAL REPORTS

8.1 Student Representatives' Report (5 min.)

Student representatives will provide an update on student activities.

N/A; No school representatives present.

8.2 Faculty Advisor Report (5 min.)

A UPCS Faculty Representative will provide an update on faculty activities.

N/A; No faculty advisor present.

8.3 Development Director Report (5 min.)

I. Carlisle-Cummins will provide an update on Development activity.

N/A; Development Director not present.

8.4 Head of School Report (5 min.)

C. Guyer, Head of School, will provide an update on school activities, outreach, and matters of school interest.

C. Guyer expressed gratitude for the opportunity to serve as Head of School, noting the warm welcome from the community, board, staff, and families. He acknowledged the guidance of M. Kubo in navigating the role and highlighted recent campus activities, including 7th Grade Base Camp, AP Bootcamp, new teacher orientation, and the first in-service day. Staff development focused on aligning with PCS's mission and vision, with intentional goals set for collaboration days. Workgroups are reviewing policies such as brain breaks and phone use, with stakeholder input. Department meetings begin tomorrow, and students return Monday. All teaching vacancies have been filled except for a late-opening dance teacher position.

8.5 President's Report (5 min.)

M. Kubo, Board President, will provide an update on Board activities and matters of interest.

M. Kubo welcomed C. Guyer, expressing excitement about his arrival. M. Kubo shared that he looks forward to the year ahead and values the partnership. He also addressed the recent departure of P. Gross, who has accepted a position at Tierra Pacifica, with her last day on July 18. While disappointed to lose her, M. Kubo noted that there is a plan in place, including a discussion and action item later in the meeting to appoint an Interim Director of Finance/Chief Business Officer and advertise for a permanent replacement. He acknowledged P. Gross's continued part-time support during the transition, highlighting her selflessness and dedication to the school.

8.6 Board Committee and Work Group Reports (5 min.)

Oral reports and progress updates will be provided by Board committees and Ad Hoc Work Groups.

None.

9.0 DISCUSSION ITEMS

9.1 Student Mental Health Support Services: Lumenate Contract 25-26/CYBHI (10 min.)

C. Guyer/J. Alvarez will review and explain the Lumenate contract which will provide supervised mental health clinicians and support services for PCS students.

C. Guyer and J. Alvarez reviewed the proposed contract with Lumenate to provide supervised mental health clinicians and support services for PCS students five days per week. Alvarez explained that the partnership expands on existing services and is supported by the Children and Youth Behavioral Health Initiative (CYBHI). Following the pandemic, student mental health needs have increased significantly, and recent legislation now allows schools to recoup costs for services by billing students' health insurance, with designated funds available for those without insurance.

The arrangement will provide a smooth transition, as the overseeing clinician is already familiar with the PCS student population through Encompass. The program aims to create a sustainable funding source for ongoing mental health services, reducing reliance on the general budget. Administrators will also have the opportunity to become certified wellness coaches, enabling PCS to bill for additional services provided in-house.

The fiscal impact of \$15,000 will be funded by PVA for non-reimbursable services, with additional

allocations possible if needed. T. Paikeday requested the addition of the following language: ***“For the avoidance of doubt and notwithstanding the foregoing, the maximum amount payable by PCS under this agreement shall not exceed \$15,000.”*** The amendment was accepted.

9.2 Interim Director of Finance/Chief Business Officer Contract: Mike Barr (10 min.)

C. Guyer will review the proposed contract for Mike Barr to serve as Interim Director of Finance/Chief Business Officer.

C. Guyer reviewed the proposed contract for M. Barr to serve as Interim Director of Finance/Chief Business Officer, as recommended by J. Young. M. Barr has extensive experience in both charter and nonprofit sectors, having served in staff and board roles, and brings deep knowledge of regulatory compliance, financial operations, and strategic oversight. His work will be part-time, remote, and hourly, with the scope to be refined following receipt of the job description, relevant documentation, and clear expectations regarding time and boundaries.

C. Guyer noted M. Barr’s responsiveness, strong understanding of charter school operations, and relevant background as CFO for several startups before transitioning to education. M. Kubo emphasized the advantage of having someone with Barr’s expertise to manage critical compliance obligations while the school searches for a permanent hire. The decision reflects a priority to find the right candidate rather than the first available one.

C. Guyer confirmed that PCS will maintain its existing contract with Charter Impact, which is currently a hybrid model providing certain financial services. Moving to a fully outsourced model would cost an additional \$35,000 annually but would reduce flexibility and day-to-day oversight. M. Barr’s role would serve as a bridge, offering hands-on support and strategic guidance between Charter Impact’s services and school operations.

The Board discussed anticipated hours, costs, and hiring timelines. The permanent Director of Finance and Operations position has been posted on EdJoin, Indeed, and LinkedIn for approximately 2.5 weeks, with application screening underway. A candidate panel is expected to convene within the next week, with an optimistic hiring timeline of 4–6 weeks.

H. Zou raised a concern regarding the “TBD” cost language in the proposed contract. Guyer explained that the contract was intentionally broad to protect PCS, as the exact amount is not yet known. ***After discussion, the Board agreed to include a provision capping costs at a maximum of \$10,000 per month.***

C. Guyer and the Board agreed that M. Barr’s time would be reserved for high-level, mission-critical work that cannot be handled in-house, with explicit boundaries set to ensure costs are managed responsibly. P. Gross will continue to assist part-time during the transition.

9.3 SonicWall Gateway Security Suite Renewal (10 min.)

C. Guyer will review the proposed renewal of the SonicWall Gateway Security Suite.

C. Guyer explained that the SonicWall Gateway Security Suite, which includes the school’s firewall and related security components, controls network access for students, staff, and guests. The initial contract was approved in June based on an estimate; however, the actual cost reflects an increase of over 30%. While the service is essential—without it, the school would have no computer network access.

Due to the time and cost constraints, switching vendors this year is not feasible without disrupting student services. C. Guyer noted that he has discussed the increase with S. Crarey (IT Contractor), and both will monitor the situation. For the next school year, administration will research potential options, costs, and timelines to bring back to the Board for consideration. Finance Committee members emphasized the importance of evaluating alternatives moving forward.

10.0 OPPORTUNITY TO ADDRESS THE BOARD – AGENDIZED ITEMS (10 min.)

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None.

11.0 ACTION ITEMS

11.1 Approval of Lumenate Contract 25-26 (1 min.)

C. Guyer/J. Alvarez will recommend approval of 25-26 Lumenate contract.

T. Paikeday moved to approve the contract with the recommended language. C. Hannon seconded. There were no opposed votes or abstentions. The motion was carried unanimously.

11.2 Approval of Interim Director of Finance/Chief Business Officer Contract (1 min.)

C. Guyer will recommend approval of the Interim Director of Finance/Chief Business Officer Contract for Mike Barr

I. Christie moved to approve the contract with the amended language. T. Paikeday seconded. The motion was carried unanimously.

11.3 Approval of SonicWall Gateway Security Suite Renewal (1 min.)

C. Guyer will recommend approval of SonicWall Gateway Security Suite Renewal.

Motion to approve made by I. Christie and seconded by A. Menichini, Motion approved unanimously and carried forward.

12.0 ADJOURNMENT

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**PACIFIC
COLLEGIATE
FOUNDATION**
Supporting Pacific Collegiate School

P.O. Box 8166
Santa Cruz, CA 95061

Connie Sullivan

President

Jennifer Barchas

Board Secretary

May Roen

Chief Financial Officer

Charles Duhigg

Board Member

Pete Rode

Board Member

Mike Kubo
Board President
Pacific Collegiate School
3004 Mission Street
Santa Cruz, CA 95060

August 28, 2025

Dear Mike,

The Pacific Collegiate Foundation Board of Directors requests the Pacific Collegiate School Board of Directors to consider seating Caleb Baskin and Layla Franks as Board Members of the Foundation. Upon the end of William Ow's and Gun Ruder's Board service last Spring, the Foundation diligently recruited for two general member positions, and we firmly believe Caleb and Layla would be outstanding additions to our Board. The Foundation asks that you present our unanimous nominations to the Pacific Collegiate School Board of Directors at your next regularly scheduled Board meeting.

Sincerely,

Connie Sullivan
Board President
Pacific Collegiate Foundation