

Pacific Heritage Academy Board Minutes  
 April 29, 2021, (via Zoom) 5:30-6:30 pm  
 Pacific Heritage Academy  
 Draft (Pending Board Approval)

Agenda Item	Minutes
<b>Call to Order/ Roll Call</b>	Present: Dave Rudd, Tammi Sumsion, Spencer Anderson, Diana Fisaga, Kelly Casaday Tina Fagasau      Missing: Gary Sillito, Ray Henderson
<b>Previous Board Minutes:</b> <ul style="list-style-type: none"> <li>• Minutes from April 1, 2021</li> </ul>	Spencer makes a motion to accept the minutes for April 1, 2021. Minutes are approved.
<b>Public Comment</b>	None
<b>Financial Report</b>	<u>Dave</u> : Financial Report was sent out to the Board. Spencer had a question about the added expense on pg. 5, line 174. Strawberry Communications was entered twice that month, March & April at \$260 a month and CenturyLink invoice that had been missed, for \$192 and the current invoice for \$81.44. That all adds up to \$793.88. Received a PPP loan which push our cash on hand days up to 96.8 Reaching out to EIDE Bailey for guidance on the expenditure on those PPP funds and how we need to track it. We are about 75% through the fiscal year and we're really close percentage-wise on budget, expenses and income, and please with it.
<b>Land Trust</b>	<u>Tammi</u> : Sheena will go over that in her report.
<b>Student Recruitment Outreach</b>	<u>Kelly</u> : We need 60-100 more students. Budget is limited, but we need to recruit more students. Kelly proposes that we do the effective route of Knocking on Doors and going into peoples' homes Current Families having new families introduced to the school in their homes. <u>Michael Farley</u> : Started new schools with an initial meeting and then get a core group of families to continue. Current families can introduce new families in their homes with school support. \$6,000 for Mike to conduct these meetings \$2,000 for stipends for teachers and staff to help with these meetings \$1,000 for refreshments Spencer raised a concern with Covid, would we do it in the school rather than the homes. Mike says that we could put in Covid protocols. Tammi asked if the cost would be a total of \$9,000. Mike responded that Sheena would adjust the \$2K and \$1K, as needed, but his is a fixed cost. Mike would like to start as soon as possible, in May. Lincoln suggested going into the homes and give an education lesson with an introduction to the school to add a selling point for the school. Sheena says that the school has already had staff going into the homes. Kelly makes a motion to accept the proposal. Dave asks to reword the proposal so that the school can work with Mike. Kelly makes a motion to accept the proposal with Sheena's ability to change it as necessary. Dave 2nds the motion. Motion passes unanimously.

<p><b>School Assessment Brief Report Administration/School Report:</b></p>	<p><u>Sheena:</u>  <u>Wellness Check:</u> No Covid illnesses, Covid protocols still in place. Teacher burn-out because of drastic change. MDO and decom  <u>Enrollment:</u> 9 students up from last board meeting. Still a little low for Kinder, 3<sup>rd</sup> &amp; 4<sup>th</sup>. The magic number is 35 to get another teacher for each of these grades. Enrollment projections for next year are 350 students. Micronesian Covid Vaccination Event sent home a flyer about the school with each participant.  <u>Summer Fun Program:</u> June 21<sup>st</sup>-July 15. The whole idea is to not only keep up Math and Reading skills, but also to introduce what math and reading can do for us, integrated into a business proposal where entrepreneurial classes can provide an avenue for them to produce a product. We've met with the teachers who have provided ideas. Their crafts are amazing projects that they are looking into doing with their kids for 3 short weeks. We are looking into music, performing arts, field trips that are community based, including the part River Jordan that we've adopted. We are looking to have a student and community market on July 10<sup>th</sup>. School has to pay for everything.  <u>State Testing:</u> 5<sup>th</sup> graders started RISE today and all grades, 3-8 will be doing this until May 24<sup>th</sup>. Acadience testing for K-2 May 17-21. Goals for this year: ELA 36%, Math 32%, Acadience is 60%  <u>Land Trust:</u> We did go over what the preliminaries were for our school next year. We want to rotate out our technology out until updated. Summited the final report and it was accepted. April 21, 2021.  <u>Facilities:</u> HVAC is being cleaned out. Electrical burn smell in the 1<sup>st</sup>/2<sup>nd</sup> Village. Had classes outside and love it.  <u>School Fees:</u> We had a question that came back on the verbiage on our website, regarding fundraising/donations. We had specified travel learning, but we haven't had travel learning for two years because we haven't been able to afford it. If you have any kind of field trip, the school has to pay for it. We can ask for donations but it cannot be a specified amount and we need to make sure that the parents and students know that they can participate if they do not donate. Teachers are watching School Fees Video Training on YouTube.  <u>Teacher Appreciation:</u> We will be going above and beyond to thank our teachers. Dave says he'll send out a letter to the teachers. Lincoln will be donating Bundt cakes for the teachers for the following week or before the end of the school year.</p>
<p><b>Board Training (Lincoln Fillmore)</b></p>	<p><u>School Fees:</u> Sheena &amp; Dave received a letter regarding School Fees. School Fees Law was changed to be made transparent.  Board and School need to be careful on how they ask for donations.  Any time the school collects money from a student or their family for participation in anything, that is a fee. That includes after school activities, clubs, something you might pay for, like school supplies, frogs you dissect. Anytime your collect money for the students for participation, that is a fee. You can sell t-shirts, as long as you do not need it for participation. Yearbook is not a school fee, but if you have a yearbook day, then this becomes a fee.  Grades K-6, No charging of fees  Grades 7-8, Can charge fees, but since most of our students would qualify for fee waivers, it is smart not to charge any fees.  Any time we ask for donations, state explicitly that if the school cannot raise enough money for these programs, the students are not going to be denied participation. The school will pay for it. State explicitly that no parent has to donate for their child to participate.</p>
<p><b>Next Board Meeting</b></p>	<p>May 20, 2021 – 5:30pm</p>

Meeting Adjourned	
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