

Pacific Heritage Academy Board Minutes
 June 17, 2021, (via Zoom) 5:30-6:30 pm
 Pacific Heritage Academy

Agenda Item	Minutes
Call to Order/ Roll Call	Present: Dave Rudd, Tammi Sumsion, Diana Fisaga, Kelly Casaday, Spencer Anderson (later) Missing: Gary Sillito, Tina Fagasau
Previous Board Minutes: <ul style="list-style-type: none"> • Minutes from May 20 & 24, 2021 	Tammi points out that the May 20 minutes say “Development Director could be someone who already works for the school and can spend their time by there are people...” Revise it to say “spend their time on fundraising. There are people.” Kelly makes a motion to accept the minutes with the amendment on May 20 th minutes. Dave 2nds. Minutes are approved by all.
Public Comment:	None
Financial Report	<u>Dave</u> : May Finance report – Tammi asked what Missed Sub Sheet is. Sub Sheets from school were missed on that payroll, but was paid on the next payroll. Cash on hand is a 100 because of PPE loan and quality care of the finances. As we close out the month of June, we should be right in line with budget.
Land Trust	<u>Tammi</u> : Asks Sheena about numbers we will have for next year because she noticed next year will be \$4000 less than last year. \$8000 more to spend in Land Trust. Janet: Speaking specifically of the benefits that we charged and we transfer the excess in from the general fund so when we send our final accounting in to the Land Trust people, it will be for the budgeted amount.
Updated Finance Policies	<u>Dave</u> : Sent these policies to the board. The finance committee has reviewed it and recommends to the board to adopt the policy as it is written. Tammi makes a motion to approve the policy as it is written. Kelly 2nds. Board unanimously approves.
Fraud Risk Assessment Survey Results Report	<u>Janet</u> : Done every year. We came in at 355 which is very low risk. It will be submitted to the state auditors’ website. In August when we have our annual audit by Eide Bailey, they will ask for documentation that we sent it in to the state auditors’ website. Kelly makes a motion to accept the Fraud Risk Assessment. Dave 2nds. The Board unanimously accepts after clarifying Diana’s question of lack of training completion.
Budget Hearing for SY2022 Initial Budget and Final Budget for SY2021	<u>Janet</u> : This was discussed in our May 24 th meeting and was posted in the school foyer for 16 days with no questions from the public. Tammi makes a motion to accept the 2021 Budget and Kelly 2nds. The board unanimously approves the final budget of 2021. Tammi makes a motion to accept the 2022 budget, Kelly 2nds. The board unanimously approves the 2022 budget.
Student Recruitment Outreach	<u>Sheena</u> : Voyager Visits – June 15 th at Melsihna’s house. Enrollment is sitting at 294, fully registered students. <u>Mike</u> : Seems as though the families have been reluctant. Plans to visit people’s homes to request visits. <u>Dave</u> : Wants to host one of those meetings.

<p>School Assessment Brief Report Administration/School Report:</p>	<p><u>Sheena:</u> <u>Enrollment:</u> Enrollment is sitting at 294, fully registered students. Mike is still helping us to recruit through Voyager Visits <u>Early Literacy Plan:</u> This is submitted to the board for approval to help us with K-3. State has different needs for us because of CSI. We are in this category because of our ELL learners, IEP students and our economically disadvantage students. We have the Early Literacy Plan, the TSI plans that will cover the 4 areas as well as our student improvement plan. This will help our K-3 move quickly into proficiency levels. Dave asks if the state offers funds for this program. Sheena says that it does for teacher stipends for planning. It was previously just reading, but now it offers math. Kelly makes a motion to approve the Early Literacy Plan as it has been presented. Tammi 2nds. The board unanimously approves the Early Literacy Plan. <u>Open Positions:</u> Open positions have been posted and hopefully will be filled. <u>Summer Fun Program:</u> Starts Monday, June 21. Hoping to do Voyager Visits with those families.</p>
<p>Next Board Meeting</p>	<p>August 19 (No Board Meeting in July) Dave: Will be sending out two forms to the board to sign (Code of Conduct & Conflict of Interest)</p>
<p>Meeting Adjourned</p>	