

Pacific Heritage Academy Board Minutes
 March 20, 2025, (via Google Meet) 5:30-6:09 p.m.
 Pacific Heritage Academy
 Draft (Pending Board Approval)

Agenda Items	Minutes
Call to Order/Roll Call	Present: Sarah Erb, Ben Brown, and Wayne Clausing. Jay Frost and Charlotte Tulevukai came in after the roll call.
Previous Board Minutes: <ul style="list-style-type: none"> • Minutes from February 27, 2025 	Ben makes a motion to approve the Board Minutes, Wayne seconds, and motion passes unanimously.
Public Comment:	Charles Lum - His wife was a faculty member here a few years ago and was impressed with the play based learning at the school.
Possible Appointment of New Board Member:	Charles Lum has applied to be a member of the board. Will revisit the next board meeting.
Financial Report:	<p>Rich:</p> <ul style="list-style-type: none"> • February's Finances presented. • DCOH: 48 <p>Ben makes a motion to accept the February Financial report, Wayne seconds, and motion passes unanimously.</p> <p>Ben/Wayne:</p> <ul style="list-style-type: none"> • The audit committee reviewed the executive summary report as well as the full audit report. Both documents were in good standing. • Wayne, Sheena, Janet and Rich performed an in-house audit a few weeks ago. School needs to manage clothing for incoming and outgoing. Rich to discuss school spending on Venmo or PayPal if used. Sheena reminds that the school needs board approval for purchases over 10K. • The board would like the school to have more transparency. <p>Rich:</p> <ul style="list-style-type: none"> • Time & Effort policy - Current policy lacked a few things needed that are included in this new policy. Sarah would like it dated. <p>Wayne makes a motion to approve the Time & Effort policy for 2025, Jay seconds, and motion passes unanimously.</p>
School Land Trust:	Form was submitted for School Land Trust
School Report	<p>Sheena: Director's Report</p> <ul style="list-style-type: none"> • Enrollment:319 • Attendance has been a big issue. • We had Student Awards and then Student Led Conference where our students share their work with their parents • We had a Keiki Market where the kids sold items that they made. • National History Day - 1 student was moved on to State!

School Report cont...	<ul style="list-style-type: none">● Career Day - Professionals shared their careers with our students.● Open House - we had 3 registrations and 5 other potential families attended.● 24 new students for next year.● Sarah loved the kindergarten program for her daughter. She's very impressed with how well the ELL students are taken care of at the school.● Holding the Gala to raise money for additional building space for the school.
Next Board Meeting:	April 17, 2025
Meeting Adjourned	Wayne makes a motion to adjourn the meeting. Charlotte seconds, and motion passes unanimously. Meeting ended at 6:09 p.m.