

Pacific Heritage Academy Board Minutes  
November 19, 2020, (via Zoom) 5:30-7:30 pm  
Pacific Heritage Academy

Agenda Item	Minutes
<b>Call to Order/ Roll Call</b>	Present: Dave Rudd, Tammi Sumsion, Kelly Casaday, Spencer Anderson Excused: Ray Henderson Missing: Gary Sillito & Tina Fagasau
<b>Previous Board Minutes:</b> <ul style="list-style-type: none"> <li>• Minutes from October 22, 2020</li> </ul>	Tammi makes a motion to accept the minutes for October 22, 2020. Motion passes.
<b>Board Note</b>	Valerie Hill has been asked to serve as Secretary to the Board (non-Board position).
<b>Public Comment</b>	None
<b>Board Governance</b> <ul style="list-style-type: none"> <li>• Finance Report</li> </ul>	<u>Finance Report:</u> Dave: The school is in an excellent financial position. Cash on hand is still in compliance with the bond. Covid and not being in school is creating some havoc, but finances are still in good shape. Spencer agrees that it looks good. <u>Eide Bailey Audit:</u> The school has finished the audit of the financial statements. Dave has a letter from them October 26 where Eide Bailey did not find any problems, challenges or concerns. Everything has been submitted and in compliance. He commends Janet, Sheena and school staff for carefully watching over the finances.
<b>Land Trust</b>	<u>Land Trust:</u> Tammi: Checked in with Sheena. Sheena says the website is getting changed and finished all requirements for this year. More grants are coming in, having to switch things out for Cares Grants, reach out Tammi to amending Land Trust. Janet had sent Tammi the budget for Land Trust and it looked good. The amendment had been sent in and it was approved.
<b>State of School</b>	<u>Sheena Alaiasa:</u> Wanted to submit LEA Specific Licensing that tells how many teachers that do not have licenses for and what their pathways for licensure. Currently, there are six teachers that are working on Praxis. They should be done by the end of November. Dave has signed it. The Board was sent a copy of that letter. Sheena also had to submit a Title I letter indicating what the recourse is in helping the teachers become highly qualified and how students were placed in classes. Three things are considered – data, random pull, relationship with kids - teachers do have an input. Only selective with a few students, but all others are randomly placed. All teachers are required to meet state requirements; unfortunately the school doesn't pull in a lot of highly qualified. Sheena looks at applicants' passion for teaching and looks for passion over credentials. The school works toward getting them licensed. The 6 unlicensed teachers should be licensed by the end of the school year. The school wants the best of the best teachers. <u>CSI (Comprehensive School Improvement)</u> The school has someone who comes in from the state to look at data and status each quarter. The recent results have come out and Sheena is looking how to implement that data in the school improvement plan. This will present to the teachers. The goals still remain. 36% for LA, 32% for Math and 35% for Science. It is half way to where it should be. Previously it has been 16% for last 3 years, which put the school into CSI. Last year we achieved 28% for

	<p>ELA, 24% for Math. So that has increased and not sure if Rise will happen. The school is losing kids with interest online and enrollment. Parents want kids in school and transfer out. Current enrollment is 295, lost about 100.</p> <p>Working with teachers with PD, online learning and their in their PLCs.</p> <p>Had a few teachers/custodians that got Covid. Lost Kumu Dofi (non Covid). Started a Ukulele Program to give a painted ukulele to an 8<sup>th</sup> grader in her name. One of the teachers had a car accident and teachers stepped up to provide meals for her.</p> <p>Motion for LEA Specific Licensing to be approved by Tammi. 2<sup>nd</sup> by Spencer. Motion passes unanimously by Board.</p>
<p><b>Board Assignment Discussion</b></p> <ul style="list-style-type: none"> <li>• Marketing/Social Media</li> <li>• Physical School Needs</li> </ul>	<p><u>Marketing/Social Media:</u> Dave invited Kelly to take over this committee. Kelly accepted.</p> <p><u>Physical School Needs:</u> Dave invited Spencer to take over this Committee. Spencer accepted. Sheena let Spencer know that the Needs Assessment will be taking place on Dec 5<sup>th</sup> and would appreciate his review of report.</p>
<p><b>Board Training (Lincoln Fillmore)</b></p>	<p>Structure of Board Meetings. Reminded the Board of previous training of Board responsibilities – Set goals and establish rules for school Admin to follow.</p> <p>If you are spending a lot of time not doing this, you might be doing someone else’s job.</p> <p>Board Agenda ought to have reports from the school – assessments, enrollment reports, and communications from authorizer. Get that on record.</p> <p>Should put 3 to 5 policies on the agenda to review, training, board action items, and use set of parliamentary procedures or Roberts Rules of Order – Make and speak to a specific motion. Have items ready for Board action, not discussion. Discussions can be done in committees.</p> <p>Might consider limiting the amount of times a Board Member can speak to a specific item. Helps Board Members to avoid Round Robin discussions and focus what needs to be said. If not ready for action, send it back to committees or Administration until it is ready for action.</p>
<p><b>Next Meeting</b></p>	<p>Next Board Meeting December 17<sup>th</sup>, 2020</p> <p>Janet reminded the Board that historically Board Meeting has been skipped in July and in December. Dave asked if the Board would like to still hold it in December.</p> <p>Spencer asked to hold it, Kelly wouldn’t mind either way. Dave says they will have the meeting in December.</p>