

Pacific Heritage Academy Board Minutes
 October 22, 2020 (Zoom) 5:30-6:30 pm
 Pacific Heritage Academy

Agenda Item	Minutes
Call to Order/ Roll Call (Dave Rudd)	Present: Dave Rudd, Tammi Sumsion, Mele Hansen, Gary Sillito Excused: Tina Fagasau, Raymond Henderson
Public Comment:	None
Consent Agenda: (Dave Rudd) <ul style="list-style-type: none"> • Minutes from 09/24/2020 	Motion was presented, approved and passed unanimously.
Applications for Board Members (Dave Rudd)	Received two applicants for Board Member Positions Spencer Anderson – Has kids that have gone to PHA for last 6 years, interested in well-being of the school, wants to return effort to other kids. Kelly Casaday – Recruited PHA 8 th graders to come to High School, Marketing Agency. Motion to accept both to the board was made, passed unanimously. Term starts tonight.
Finance Report (Dave for Raymond)	Dave feels comfortable how the school is doing, how Janet and Sheena are controlling the finances, completing audit with Eide Bailey. Finances are in good shape and in compliance with bond requirements.
Land Trust (Tammi)	Amendment was sent in and Sheena completed the assurance. Dave says he needs to look at question from Sheena and get that done.
State of School (Sheena Alaiasa)	Classes are still online, hoping to go back in January to hybrid model and is preparing the school to receive students. A few IEP students are coming to school receiving services. School is struggling being online. Technical difficulties are the biggest obstacles. The progress the kids are making is not enough. Teachers will have to recoup when students come back. Teachers are reaching out to parents to help with those who are missing. Board can help with marketing the school, look at the school architecturally. Gary raised a question and a suggestion to Sheena: Option to send out question to parents of who would like to come back and who would like to stay online. Questionnaire was sent out to parents. Results varied. When kids come back there is an option of keeping some kids online. Marketing needed to market our school. We've lost 98 kids. Some families are going to their home schools for convenience and to be IN school. Currently have 300 kids. We have a lot of kids who need IEP services. Needs Assessment being done on our school for our Bond Covenant, which needs to be done every three years. Flat fee of \$15,000. Highly Rated. Bond holders said we can pay for it out of Repair & Replacement Fund.
Board Member Training (Lincoln)	Salt Lake School Board reinforces importance of serving on a public board. Emails and texts are government property. However it is different for you because you are not paid for your service on the board, nor is your cellphone paid for. If you would be embarrassed to have it seen in the newspaper, DO NOT put it down in writing.

<p>Board Member Training (Lincoln) cont...</p>	<p>Because you are in the Salt Lake School District boundaries, you are in a unique situation of being the only charter school online. Lincoln congratulates Sheena and the teachers for doing a wonderful job.</p> <p>Job Description of the Board:</p> <ol style="list-style-type: none"> 1. Set goals that the School will achieve over a period of time that the board sets. 2. Set rules by which the school can achieve those goals 3. Regularly monitor the school’s performance and compliance with those rules. <p>Job Description of Administration:</p> <ol style="list-style-type: none"> 1. Achieve Board goals, within the Board’s budget 2. Follow the rules the Board sets. <p>Job Description Board Chair:</p> <ol style="list-style-type: none"> 1. Set the Board Agenda 2. Run the Board Meeting 3. Ensure the Board Members are in compliance <p>Board Treasurer:</p> <ol style="list-style-type: none"> 1. Responsible for Board’s finances 2. Meet regularly with school’s finance office and review the finances – spot audit. <p>Board Secretary: As Custodian of the Board’s records</p> <ol style="list-style-type: none"> 1. Public Notice Website 2. Post Agenda at School 3. Keeps track of Board policies and updates policy manual 4. Keeps the minutes, prepares the minutes <p>Can be a volunteer or be paid. Can be a parent or staff member.</p>
<p>Housekeeping/Next Meeting</p>	<p>Board Secretary – in need of a Board Secretary</p> <p>Meeting Nights – option of changing from 3rd Thursday to 4th Thursday. Discussion ongoing. Decision to keep as is and will see if it needs to be changed beginning of next year.</p> <p>Next meeting is November 19, 2020 at 5:30 pm. Tammi will help will help with the minutes.</p>