

Pacific Heritage Academy Board Minutes  
 June 19, 2025, (via Google Meet) 5:36-6:28 pm  
 Pacific Heritage Academy

Agenda Item	Minutes
<b>Call to Order/ Roll Call</b>	Present: Sarah Erb, Jay Frost, Ben Brown. Charlotte Tuilevuka came later. Excused: Wayne Clausing
<b>Review/Approve Minutes</b> • <b>May 29, 2025</b>	<b>Ben makes a motion to approve the Board Minutes, Jay seconds, and motion passes unanimously.</b>
<b>Public Comment:</b>	None
<b>Parent Teacher Organization Discussion:</b>	Sarah: PTA Organization does the heavy lifting. Asks for \$6 dues. Look for that at the beginning of school.
<b>Financial Report:</b>	<p>Rich:</p> <ul style="list-style-type: none"> <li>• Finances for May and 2024-25 presented.</li> <li>• DCOH: 47, 67</li> <li>• Bondholders' meeting was a few weeks ago and they should be happy with the budget for next year.</li> </ul> <p><b>Ben makes a motion to approve the May Financial report, Jay seconds, and motion passes unanimously.</b></p> <ul style="list-style-type: none"> <li>• Final budget for 2024-25 was presented.</li> </ul> <p><b>Ben makes a motion to approve the Final budget for 2024-25, Jay seconds, and motion passes unanimously.</b></p> <ul style="list-style-type: none"> <li>• Budget for 2025-26 was presented.</li> </ul> <p><b>Ben makes a motion to approve the FY25-26 budget, Jay seconds, and motion passes unanimously.</b></p> <ul style="list-style-type: none"> <li>• Paid Parental and Postpartum Recovery Leave was presented.</li> <li>• 6 weeks paid recovery</li> <li>• 3 weeks for fathers as well for adoption or care or placement of child</li> </ul> <p><b>Jay makes a motion to approve the Paid Parental and Postpartum Recovery Leave Policy, Ben seconds, motion passes unanimously.</b></p> <ul style="list-style-type: none"> <li>• Salary Supplement for Highly Needed Educators Program Policy (SHINE Policy) was presented.</li> <li>• Sheena has decided that each of our teachers are hard to hire for, so that amount will be divided up</li> </ul> <p><b>Ben makes a motion to approve the SHINE Policy (Salary Supplement for Highly Needed Educators Program Policy), Jay seconds, motion passes unanimously.</b></p> <ul style="list-style-type: none"> <li>• Fraud Risk assessment score has not changed.</li> <li>• Each board member can create an account and the State has proof of board member training.</li> </ul>
<b>School Land Trust</b>	None
<b>School Report:</b>	Sheena: Director's Report

<p><b>School Report: cont...</b></p>	<ul style="list-style-type: none"> <li>• Enrollment:311+31 New Students = 342</li> <li>• Full Teaching Staff for SY 25-26</li> <li>• APPEL Teachers: Sharon M., Risha T., Camille B.</li> <li>• Math Endorsement: Briam J.</li> <li>• Some RISE scores were presented; we will receive all scores later.</li> <li>• Looking to use Common Lit from EL.</li> <li>• Goals set to 42% for ELA, 27% for Math, and 36% for Science</li> <li>• Compared to State goals: 46% for ELA, 42% for Math, and 45% for Science.</li> <li>• Safety Mandates - we might receive letters of Non-Compliant for lack of trained Guardian, Safety film, and other safety mandates, but Deputy Chief Van Emmerik has told us that this has been a problem for most schools in the state and we will have a few years to get compliant.</li> <li>• Sheena has attended events where family interest in our school was received.</li> <li>• West Fest</li> </ul>
<p><b>Next Board Meeting</b></p>	<p>August 21, 2025 (No July Meeting)</p>
<p><b>Meeting Adjourned</b></p>	<p><b>Ben makes a motion to adjourn the meeting. Charlotte seconds, and meeting is adjourned.</b></p> <p>Meeting ended at 6:28 p.m.</p>