

Pacific Heritage Academy Board Minutes  
November 20, 2025, (via Google Meet) 5:31-5:55 p.m.  
Pacific Heritage Academy  
Draft (Pending Board Approval)

Agenda Items	Minutes
<b>Call to Order/Roll Call</b>	Present: Sarah Erb, Wayne Clausing, Jay Frost. Ben Brown came in after roll call. Excused: Charlotte Tulevukai
<b>Previous Board Minutes:</b> <ul style="list-style-type: none"> <li>Minutes from October 23, 2025</li> </ul>	<b>Wayne makes a motion to approve the board minutes, Jay seconds and the motion passes unanimously.</b>
<b>Public Comment:</b>	None
<b>Financial Report:</b>	<p>Rich:</p> <ul style="list-style-type: none"> <li>The required board training and conflict of interest form now needs to be tracked on a spreadsheet with the date that was reported completed.</li> <li>FY 25 Audit will be released and the audit committee will need to review that and present recommendations in January</li> <li>October Financials were presented.</li> <li>DCOH: 65</li> </ul> <p><b>Motion to approve the financials for October 2025 made by Ben, Wayne seconds, and motion passes unanimously.</b></p>
<b>Safety Grant/Camera Purchase:</b>	<p>Sheena &amp; Valerie:</p> <ul style="list-style-type: none"> <li>Geneva to install new cameras as soon as they can.</li> </ul>
<b>School Report</b>	<p>Sheena: Director's Report</p> <ul style="list-style-type: none"> <li>Enrollment:334</li> <li>Data Privacy statement for website to be posted soon.</li> <li>Turkey Trot 11/21</li> <li>Thanksgiving Break 11/24-28</li> </ul>
<b>Next Board Meeting:</b>	January 15, 2026
<b>Meeting Adjourned</b>	<p><b>Wayne makes a motion to adjourn the meeting. Ben seconds and the meeting is adjourned.</b></p> <p>The meeting ended at 5:55 p.m.</p>