

**Pacific Heritage Academy Board Minutes**  
**October 23, 2025, (via Google Meet) 5:31-6:13 p.m.**  
**Pacific Heritage Academy**  
**Draft (Pending Board Approval)**

Agenda Items	Minutes
<b>Call to Order/Roll Call</b>	Present: Sarah Erb, Wayne Clausing, Ben Brown. Charlotte Tulevukai and Jay Frost came in right after roll call.
<b>Previous Board Minutes:</b> • Minutes from September 18, 2025	<b>Wayne makes a motion to approve the board minutes, Ben seconds, and motion passes unanimously.</b>
<b>Public Comment:</b>	None
<b>Financial Report:</b>	<p>Rich:</p> <ul style="list-style-type: none"> <li>• The Finance Committee met and reviewed all the transactions for August and September.</li> <li>• August &amp; September Finances were presented.</li> <li>• DCOH: 57</li> <li>• Please let Rich and Val know when you've completed your Board Trainings and signed your Conflict of Interest Forms. Rich will send it back out to the board.</li> <li>• Final Audit put on agenda for November for approval.</li> </ul> <p><b>Motion to approve the financials for August 2025 made by Wayne, Jay seconds, and motion passes unanimously.</b></p> <p><b>Motion to approve the financials for September 2025 made by Wayne, Jay seconds, and motion passes unanimously.</b></p> <p><b>Need to create an audit committee. Wayne and Ben accept to be on it again.</b></p>
<b>Safety Grant/Camera Purchase:</b>	<p>Sheena &amp; Valerie:</p> <ul style="list-style-type: none"> <li>• \$52,000 Grant for Safety - Cameras, Panic Buttons, Gun Storage, etc.</li> <li>• Still looking for a Guardian, two possibles.</li> <li>• Geneva to set up new Verkada cameras on the outside.</li> <li>• Gun safe boxes to be installed for teachers with firearms.</li> <li>• State risk management will cover liability.</li> <li>• Panic Buttons should be coming soon.</li> </ul>
<b>School Report</b>	<p>Sheena: Director's Report</p> <ul style="list-style-type: none"> <li>• Enrollment: 354</li> <li>• Data Review for Teen Pregnancy - 0</li> <li>• Data Review for Child Sexual Abuse - 0</li> <li>• Data Review for Sexually Transmitted Disease &amp; Infections - 0</li> <li>• Data Review for Number of Pornography Complaints or Other Instances Reported - 0</li> <li>• Upcoming dress up days for Red Ribbon Days</li> </ul>

<b>Next Board Meeting:</b>	November 20, 2025
<b>Meeting Adjourned</b>	<b>Wayne makes a motion to adjourn the meeting. The meeting is adjourned.</b>  The meeting ended at 6:13 p.m.