

Pacific Heritage Academy Board Minutes
September 17, 2026, (via Google Meet) 5:34p.m. - 6:13p.m.
Pacific Heritage Academy
Draft (Pending Board Approval)

Agenda Items	Minutes
Call to Order/Roll Call	Present: Sarah Erb, Wayne Clausing, Jay Frost Excused: Ben Brown
Previous Board Minutes: Minutes from August 27, 2026	Wayne makes a motion to approve the August 27, 2026 board minutes, Jay seconds and the motion passes unanimously.
Public Comment:	None
Review Board Employees	Contracts for Sheena Alaiasa (Director), Rich Eccles (Business Administrator), and Janet Zoani (Business Manager) - The board is the board employees' employer and needs to have the following for each year: - Contract - Current Policy/Rubric for Annual Performance Review - Conflict of Interest Statements Wayne makes a motion to discuss this further next month, Jay seconds and the motion passes unanimously. - This will be revisited next month.
Financial Report:	Rich: - Janet needed to create a new account last month to avoid more fraudulent checks and charges. - She also created a sweep account where we can earn interest on unused monies. - August and September financials will be presented next month. - Carry over funds can be used for retirement of debt. - Jay has completed his annual board meeting trainings and his COI. - All board members still need to get a background check, except Sarah, who has one already.
School Report	Sheena: Director's Report Enrollment: 326
Additional Board Member Applications	None
Community Council Members	
Next Board Meeting:	October 22, 2026

Meeting Adjourned	Wayne makes a motion to adjourn the meeting. Jay seconds and the meeting is adjourned. The meeting ended at 6:13 p.m.
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