

# PACIFIC CHARTER INSTITUTE

**Board of Directors:** Gary Borden, J.D., Sonja Cameron, Rex Fortune, Ph.D.,  
Denise Hexom, Ph.D., Colin Miller, Beth Kay, Jean-Paul Prentice

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## MINUTES

**DATE & TIME:** Tuesday, September 8, 2009 @ 1:00 p.m.

**LOCATION:** 3600 Madison Avenue, Ste., #59, North Highlands, CA 95660

**TELECONFERENCE:** Director Gary Borden will participate by phone from  
912 Cole St., #213, San Francisco, CA 94117

1. **CALL TO ORDER** – President Cameron called the meeting to order at 1:05 p.m.

**Roll Call - Directors Present:** Sonja Cameron, Rex Fortune, Denise Hexom,  
Beth Kay, Jean-Paul Prentice

**Directors Absent:** Colin Miller

2. **ADOPTION OF AGENDA** – Approved as presented.

**Motion:** Fortune **Vote:** Unanimous

**Second:** Hexom

3. **PUBLIC COMMENTS:** None

4. **APPROVAL OF MINUTES**

1. **APPROVED** – August 3, 2009, Regular Meeting, as presented

**Motion:** Kay **Ayes:** Cameron, Fortune, Kay,

**Second:** Fortune **Prentice**

**Abstained:** Hexom (Absent 8/3/09)

5. **REPORTS/COMMUNICATIONS**

1. **Strategic Plan for Growth & Staffing** – Paul Keefer, Executive Director, presented timelines, proposed expenditures and staffing requirements that would be necessary to increase the size of the school and match the quality of education of PCI.

2. **Personal Goals & Objectives** – Paul Keefer, Executive Director, described his personal objectives for the remainder of the 2009 school year.

3. **STAR Review** – this item was presented and discussed by Paul Keefer, Executive Director and Ray Woodbeck, Math Coordinator.

4. **Audit Letter from Perry-Smith** – the communication from Perry-Smith reviewed matters related to the scope and timing of their audit of Heritage Peak Charter's financial statements.

5. **457(B) Plan "Top Hat"** - this plan allows executive staff to contribute tax deferred dollars in combination with the 401 (K) plan to the maximum amount allowed by the IRS.

6. UNFINISHED BUSINESS - None

7. BUSINESS ITEMS

1. APPROVED: Unaudited Actuals 2008-2009

Motion: Prentice Vote: Unanimous

Second: Hexom

2. APPROVED: 2009-2010 Adopted Budget Revisions

Motion: Kay Vote: Unanimous

Second: Hexom

3. APPROVED: 2009-2010 Consolidated Application

Motion: Fortune Vote: Unanimous

Second: Kay

4. APPROVED: BP 6020: Parent Involvement

Motion: Fortune Vote: Unanimous

Second: Hexomt

5. APPROVED: BP 6171: Title I Programs

Motion: Hexom Vote: Unanimous

Second: Kay

6. APPROVED: Salary Contract – Executive Director

Increases to the salary contract will be based on student enrollment increases as follows: 10% at 1050 students; 15% at 1100 students; not to exceed 20% at 1360 students.

Motion: Borden Vote: Unanimous

Second: Hexom

8. FUTURE MEETINGS: Dates/Suggested Agenda Items:

October 29, 2009 & December 1, 2009

9. ADJOURNMENT: 2:40 p.m.

Respectfully submitted,

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Sonja Cameron, President  
Board of Directors