

# PACIFIC CHARTER INSTITUTE

## *Board of Directors*

*Gary Borden, J.D., Rex Fortune, Ph.D, Jean-Paul Prentice, Wei Hsieh, Judy Miller, Kevin Smith-Fagan*

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## MINUTES

**DATE & TIME:** Tuesday, September 8, 2015 @ 10:00 a.m.

**LOCATION:** 3550 Watt Avenue, Suite 140, Sacramento, CA 95821

1. **Call to Order:** President Smith-Fagan called the meeting to order at 10:00 a.m.

**Roll Call:** Directors Present -Fortune, Prentice, Hsieh, Miller, Smith-Fagan  
Directors Absent - Borden

2. **Adoption of Agenda:** APPROVED as presented.

**Motion:** Miller **Vote:** Unanimous  
**Second:** Prentice

3. **Public Comments:** None

4. **Unfinished Business:** None

5. **Adoption of Minutes**

1. **APPROVED:** August 20, 2015 Special Meeting, as presented.

**Motion:** Prentice **Ayes:** Prentice, Hsieh, Smith-Fagan  
**Second:** Hsieh **Abstained:** Fortune, Miller

2. **APPROVED:** June 12, 2015 Regular Meeting, as presented.

**Motion:** Fortune **Ayes:** Prentice, Hsieh, Smith-Fagan  
**Second:** Hsieh **Abstained:** Miller, Prentice

3. **APPROVED:** June 8, 2015 Special Meeting, as presented.

**Motion:** Hsieh **Ayes:** Fortune, Hsieh, Prentice, Smith-Fagan  
**Second:** Fortune **Abstained:** Miller

6. **Business Items**

1. **APPROVED:** Appointment to Board of Directors – Beth Kay

**Motion:** Fortune **Vote:** Unanimous  
**Second:** Miller

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**Business Items Continued:**

2. **APPROVED:** Board of Directors Election of Officers for 2015 2016 SY as follows for:

a) **President – Kevin Smith-Fagan**  
**Motion:** Miller **Vote:** Unanimous  
**Second:** Prentice

b) **Vice President – Wei Hsieh**  
**Motion:** Fortune **Vote:** Unanimous  
**Second:** Prentice

c) **Secretary – Judy Miller**  
**Motion:** Fortune **Vote:** Unanimous  
**Second:** Prentice

d) **Treasurer – Jean-Paul Prentice**  
**Motion:** Miller **Vote:** Unanimous  
**Second:** Fortune

3. **APPROVED:** 2014/15 Unaudited Actuals Report for Pacific Charter Institute  
**Motion:** Miller **Vote:** Unanimous  
**Second:** Prentice

4. **APPROVED:** Revise Transactions Authorization Limits for Executive Director  
**Motion:** Fortune **Vote:** Unanimous  
**Second:** Miller

**7. Reports/Communications**

1. **Site Plans** - Mr. Reid, Learning Analyst, presented the 2015-16 “Millennial Ready” site goals for each PCI charter school and learning center. The goals included pupil achievement in ELA, Math, and Site Choice based on Millennial Gap
2. **New Corporate Office Development** – Dr. Keefer, Executive Officer, stated that he has been investigating properties to house the growing PCI corporate staff. He presented an analysis of current space usage and future requirements for PCI corporate staff, which illustrated the need for more space.
3. **Director Position:** Heritage Peak Charter School – Dr. Keefer, Executive Director, noted that PCI has grown from a single school to four schools with three of the four schools having a director to lead them. A director for Heritage Peak Charter will create alignment in the organization and will free the Executive Director, who currently serves as HPC director, to work more closely with individual departments and lead all charters of Pacific Charter Institute.

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**8. Future Meetings: Tuesday, December 8, 2015**

- 9. Adjournment:** President Smith-Fagan adjourned the meeting at 11:20 p.m.  
**Motion:** Prentice **Vote:** Unanimous  
**Second:** Miller

Respectfully Submitted,

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Adoption Date

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Kevin Smith-Fagan, President  
Board of Directors