Uncharted Shores Academy

Regular Meeting of the USA Governing Board
Minutes Tuesday, *December 10, 2024*, at 5:00 PM
330 E Street, Crescent City, CA 95531

This meeting will be held in person, broadcast virtually and telephonically and will be accessible from remote viewing stations at all USA schoolsites.

The public may attend the meeting in person at 330 E. Street, Room 2, Crescent City, CA or by visiting remote viewing stations at the following USA schoolsites; 1492 Northcrest Dr., Crescent City, CA or 785 E. Washington Boulevard, Suite 10, Crescent City, CA.

The public may also view the meeting virtually by clicking on the Join Meeting link posted on the school website: https://shoresacademy.com/the-board or by logging in directly to the Google meet: Video call link: https://meet.google.com/bax-vmkm-opa Or dial: (US) +1 605-574-1290 PIN: 766 821 543#

*The general public may address the Board on any item already listed on the agenda at the time of the Board discussion of the item by indicating interest with a raised hand from the in-person audience, or virtually in the Google Meet. An item that is **not** listed on the agenda, but that is a topic of concern within the Board's jurisdiction, may be addressed during the open comment time. The Board may not respond to any comments **not** listed on the agenda but may later place an appropriate item on the Board agenda for a future meeting. All comments should be limited to 3 minutes or less and the number of people addressing the Board concerning any one item may be limited due to time constraints.*

I. **General Business:** *Jennifer Mobley, Board President* (10 minutes)
   - Call to order: 5:07pm
   - Members present: Jennifer Mobley, Jill Munger, Jody Petersen, Sarah Anker, Linda Monnin
   - Administration present: Dan Cartwright, Anita Cumbra, BreeAnna Scott
   - Minutes of previous meeting: *Attachments:* USA Board Meeting Minutes 11/12/24 **minutes accepted

II. **Open Comments from General Public:** *for items NOT on the agenda* (please state name and position for the record – staff, parent, community member, etc.) Each commenter is limited to 3 minutes. After a 30 minute comment period, the open comment period will be closed.

III. **Executive Closed Session (**30 Minutes**):** The board will adjourn to closed session to discuss confidential personnel and/or legal matters and/or contractual negotiations. 5:44pm go to closed session.

IV. **Return to open session:** The board will report any board decisions made in closed session. 6:11pm no decisions were made.

V. **Informational Reports and Presentations:**
   - Educational Director: *Anita Cumbra* (10 minutes)
     - Enrollment: No significant movement, about 286 total.
     - Educational Events: Activities coming up- ELC winter program, parks department reached out to the ELC for a presentation.

- Curriculum Update: No new curriculum updates. UPK grant quarterly report has been filed in November. Some money spent on play-based equipment. Working on increasing TK enrollment. Anita has joined the Local Planning Council on Childhood Development LPCCCD to branch out into the community for planning and recruitment.

- Business Director: *Bree Scott* (10 minutes)
  - Business Operations Report: Everything running smoothly with the work of Bree, Deb, and Matt from CBH.
  - Audit Progress: District approved it, but unsure if it is sent to the state from the District at this time.
  - Human Resources Update: Working on policy updates and employee handbook.

- Executive Director: *Dan Cartwright* (10 minutes)
  - Facilities: Looking at options for facilities and will update as information becomes available.
  - Safety: Deb will present the annual safety plan that includes a wellness plan. On Thursday, December 7th our main campus was evacuated to our safe site successfully. Our school was in the safe zone of 9th street in about 7min and to our reunification site within 15. New obstacles did arise due to evacuations around us, but everything still went very smoothly. Debrief meetings are being held and revisions to plans made as necessary.
  - 2024/25 Staffing Update: No new staffing update.

- Leadership Team Report: *Linda Monnin* (10 Min)-Game night went well for 5th-8th grade, Harvest Day for 2nd-5th grade went really well and the Balloons Over Broadway project and parade through the upper-grade classrooms went really well for the first time! 2nd grade has been to the library and beach a couple of times, 4th and 5th grade library field trip was rained out.

BREAK:

VI. **USA Network Overhaul** (15 Minutes**):** (*Andrew Napier*): USA Technology Director Andrew Napier will present to the board regarding the USA network overhaul completed in August 2024. *ATTACHMENTS:* **USA Network Overhaul Presentation** ***PRESENTATION/DISCUSSION***
   - ***Andrew presented a very detailed and thorough update on the network overhaul. See linked presentation for further information.***

VII. **USA 2024/25 Wellness Plan Review- (**15 minutes): (*Deb Elfindale*)**:** USA staff will present the 2024 USA Wellness plan for board review, discussion and action. *ATTACHMENTS:* **USA Wellness 2024** ***DISCUSSION/ACTION***

- ***Motion to approve the USA 2024/25 Wellness Plan 2024 as is.***
    - ***Motion- Jennifer Mobley Second-Jill Munger, **motion carries***

VIII. **USA School Safety Plan 2024** (45 Minutes**):** (*Deb Elfindale*): Staff will present the USA Safety Plan Update for 2024, for board review, discussion and action. *ATTACHMENTS:* **USA Safety Plan 2024** ***DISCUSSION/ACTION***

- ***This is a living document, and must be updated each year. This gives us the opportunity to see what new policies or updates need to be added or revised as we use the document throughout the year.***
- ***Motion to approve the USA School Safety Plan 2024 as is. Motion-Jennifer Mobley Second- Jody Petersen, **motion carries***

IX. **USA Staff Leaves- (**60 Minutes)**:** (*Breeanna Scott, Dan Cartwright, Anita Cumbra*) Staff presentation regarding proposed changes to USA Staff Leaves Policies. *ATTACHMENTS:* **USA Staff Leaves Policies** ***DISCUSSION/ACTION***

- **Motion to approve the Holidays, Vacations and Leaves policy. Motion-Sarah Anker, Second-Jennifer Mobley **motion carries

BREAK:

X. **USA Staff Handbook Changes** (30 Minutes)**:** (*Dan Cartwright, Bree Scott, Anita Cumbra*): USA Staff will present suggested changes to USA Staff Handbook for board review. After board review and possible suggested revisions, USA staff will ask for board approval at the January Board meeting. *ATTACHMENTS:* **USA Staff Handbook Revision** ***DISCUSSION ONLY --***

XI. **Board Bylaws-** (60 Minutes)**: (***USA Board)*: Review of the board bylaws and proposed alterations/changes. Items to be covered: 5.3 Business Director *ATTACHMENTS:* **2019 Posted USA Board Bylaws** **Bylaw revision proposed 6/23** ***DISCUSSION/ACTION***
motion to table bylaws until the January meeting. Motion-Jennifer Mobley, Second-Sarah Anker **motion carries

XII. **Agenda Items Requested for Consideration at a Future Board Meeting:** Board policy storage digitally and otherwise, SARC, bylaws 5.3 Business Director, and school calendar.

XIII. **Adjournment & Confirmation of next meeting.** The next regularly scheduled meeting of the Uncharted Shores Academy Board will be on ***1/14/25***, *at 330 E. Street, Room 2, at 5:00pm, Crescent City, CA or virtually from the following schoolsites; 1492 Northcrest Dr., Crescent City CA or 785 E. Washington Boulevard Suite 10, Crescent City CA*. Interested parties may view the meeting simply by clicking on the link posted on the website. **Adjourned 8:01pm**

Notices:

1. Appropriate issues may be requested to be placed on the agenda for board deliberation by submitting a written request to the Board President or Executive

Director two weeks prior to the board meeting. Items which are considered to be of sufficient importance to the operation and governance of the school will be placed on a future agenda by the Executive Director in consultation with the Board President.

2. Uncharted Shores Academy is nonsectarian in its programs, admission policies, employment practices, and all other operations. The school does not discriminate against any person on the basis of ethnicity, national origin, gender, or disability. Requests for Disability-related modifications or accommodations needed to participate in USA's open public meetings may be requested through the school office (707-464-9828) at least 72 hours prior to the meeting.

3. Supporting documents for this agenda will be available at the Board meeting, may be found online, or may be requested from the school office prior to the meeting.

4. Minutes from previous meetings may be requested at the school office or printed from the school's website.

5. This agenda was posted at least 72 hours prior to the meeting, in accordance with the Brown Act.