

Uncharted Shores Academy
Regular Meeting of the USA Governing Board MINUTES
& 2024/25 Public LCAP Hearing

Tuesday, June 18, 2024, at 5:00 PM
330 E Street, Crescent City, CA 95531

This meeting will be held in person and broadcast virtually.

The public may attend the meeting in person at 330 E. Street, Room 2, 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 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 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: 5:14pm
- Members present: Jennifer Mobley, Jody Petersen, Sarah Anker, Jill Munger, Linda Monnin
- Administration present: Dan Cartwright, Anita Cumbra, Bree Scott
- Minutes of previous meeting: *Attachments:* [USA Board Minutes 5-14-24](#)
 - *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, open comments will be closed.*

- Veronica Lustre- home study teacher at USA
- Margie Rouge- Community Member

III. Closed Session: The board will adjourn to closed session to discuss confidential personnel matters. Jennifer motioned to make this closed session an executive closed session. Second, Jill Munger-**motion carries

- Adjourn to closed session 5:27pm

IV. Return to open session: The board will report any board decisions made in closed session.

- Return 6:46pm

- Motion to approve Executive Director's request for a 10% pay cut in salary due to financial conditions. Motion-Jennifer Mobley, Second-Sarah Anker
**Motion Carries

V. Informational Reports and Presentations:

- Educational Director: *Anita Cumbra* (10 minutes)
 - Enrollment: [Educational Report-enrollment numbers](#)
 - Educational Events: End of the year presentations went very well, great variety. BBQ went well. Working on mainstreaming the ordering process and alleviating any confusion in the future.
 - Curriculum update: No new updates
- Business Director: *Bree Scott* (10 minutes)
 - Monthly Cashflow Report: Bree is requesting the most up-to-date cashflow from CPA Matt and will report at a later date.
 - 2024/25 Budget Development Report: Budget will be presented later in the meeting.
- Executive Director: *Dan Cartwright* (10 minutes)
 - Facilities: Renting additional space on the other side of the 2nd grade annex building. There are multiple options to use that space such as moving 1st grade into that space and opening a full classroom to TK at the ELC. TK is the highest funded of our student population at this time and would help with budgetary concerns. Still in negotiations about the final contract for that space. Construction will need to happen to make an ADA bathroom and other updates necessary including fencing off the walkway between the main campus and annex.
 - Safety report: No safety concerns at this time.
 - 2024/25 Staffing Update: 4th grade teacher has been offered a position and verbally accepted. 3rd grade position is now open.
- Leadership Team Report: *Linda Monnin* (10 Min)
 - Staff members are working on their end of the year checklists and working on their 23-24 checklists.

BREAK: 10min return at 7:23pm

VI. 2024/25 USA Board Meeting Calendar: Jennifer Mobley, Board President & Linda Monnin, USA Board Secretary: Development of 2024/25 Board Calendar for regularly scheduled board meetings. ***ACTION ITEM***

- ***Motion to keep the second Tuesday of each month September to May at 5:00pm, with August being the 20th instead of the 13th and June being the 3rd instead of the 10th. Motion-Jennifer Mobley, Second-Jill Munger***
 - *****Motion carries***

VII. **Board Approval of 2024/25 USA Administrator Work Year Calendar:** Dan Cartwright, Executive Director: Request for board approval of 2024/25 USA Administrator work calendar. ***ACTION ITEM***

- ***Motion to approve the school admin calendar follow the office dates of the school calendar for physical presence, knowing admin will be working in July but remotely. Motion-Jennifer Mobley, Second-Linda Monnin***
 - *****Motion carries***

VIII. **CDE Dashboard Local Indicators Report:** The California Department of Education School Performance Dashboard must be updated annually by each school, and a report given to each school's local governing board before July 1. USA's 2024 Dashboard Local Indicator Report. ***ACTION ITEM/acceptance of report.*** [Local Indicator Attachment](#)

Motion to approve Local Indicator plan with the edit of 12.75 to page 4 on FTE. Motion- Jennifer Mobley, Second-Jody Petersen *****Motion carries***

IX. **Education Protection Act:** Dan Cartwright, Executive Director: Request for using the revenue that is set aside by the State for specific purposes on credentialed teacher salaries. ***ACTION ITEM.*** [EPA Attachment](#)

- The Executive Director formulated this breakdown independently. It differs from last year's breakdown by separating the funding into multiple locations rather than just teachers' salaries. With the change below, the numbers breakdown properly.
- Motion to accept EPA breakdown with the change of reducing the category of teachers salary by \$500. Motion-Jennifer Mobley, Second-Jill Munger
 - *****motion carries***

BREAK: 10min

X. **LCAP Hearing and Discussion:** Dan Cartwright, Executive Director. 2024/25

LCAP presented for public hearing and comment, and board comment/acceptance.

ACTION ITEM ATTACHMENTS: [23/24 USA LCAP Annual Update](#) [2024 USA Budget Overview](#) [2024-25 USA LCAP](#)

- Motion to accept 23-24 LCAP report with the amendment of "USA does not plan on changing this goal or the accompanying actions for the new LCAP cycle." changing to "USA does not plan on changing this goal or the accompanying actions for the new LCAP cycle except the Executive Director recommends eliminating the community liaison position" -Motion Jennifer Mobley, Second Jill Munger ****motion carries***
- Suggestion to eliminate the Community Liaison position to open funding to bring back student-facing staffing positions that were eliminated recently. The community liaison position was created to help offshore connect with the community and help with ordering and engagement.
- Motion to accept the LCAP document with changes including move \$35,000 from 1.3-1.1 and \$35,000 from 1.11 to 1.1 as well. Taking funds to retain

instructional staff, but getting Bree help in the business office being the top priority after the fact. Motion-Jennifer Mobley, second- Jody Petersen

- Jennifer Mobley- YES
- Jody Petersen- YES
- Sarah Anker- YES
- Jill Munger-YES
- Linda Monnin-abstain, conflict of interest
- **Motion passes

XI. Uncharted Shores Academy 24/25 Budget: Bree Scott (Business Director) & Dan Cartwright (Executive Director). ***ACTION ITEM. [USA 2024/25 Budget](#)***

- Change funds from 2150 Community Liaison, category to 2100 Instructional Assistants due to decision made for the LCAP funding. Due to state budget concerns and the potential for deferred payment, the goal is to have money on hand to cover monthly costs in case funds from the state do not come in on time.
- Motion to approve and accept the 24/25 budget with eliminating position 2150 and moving that amount into 2100. Motion-Jennifer Mobley, Second-Sarah Anker, **motion carries

XII. Agenda Items Requested for Consideration at a Future Board Meeting:

- Time suggestions on agenda items next year, with the understanding that when the timer goes off more time can be added as necessary.

XIII. Adjournment & Confirmation of next meeting. Adjourned at 11:11pm

The next meeting will be on ***8/20/24 at 5:00pm***, at 330 E. Street, Room 2, 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.

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.