Uncharted Shores Academy Agenda
Regular Meeting of the USA Governing Board
Tuesday, *August 15, 2023*, at 4:00 PM
330 E Street, Crescent City, CA 95531

This meeting will be held in person and broadcast virtually.
The public may view the meeting by clicking on the Join Meeting link posted on the school website: https://shoresacademy.com/the-board. ***This meeting will only be broadcast for information. Any member of the public who wishes to participate in the meeting must do so in person.***

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 audience. An item ***not*** *listed on the agenda but is a topic of concern within the board's jurisdiction, may be addressed during the open comment time at the end of the meeting. 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 (5 minutes)**
- Call to order:
- Members present:
- Administration Present:
- Minutes of Previous Meetings: (*Attachments #1&#2)*

II. **Informational Reports and Presentations: (20 minutes)**
- **Educational Report**: Shari Smithson/Anita Cumbra, Educational Directors will report on the following items:
  - Enrollment:
  - Technology report:
  - Facilities report:
  - Staff update:
- **Safety Committee Report:** Carla Waters, Safety Committee member, will report concerning the planned policies and procedures concerning emergency situations.
- **Food Services Report:** Bree Scott, Food Services Director, will report concerning new legislation and training for the Food Services, and update the Board concerning the program.

III. **Business Reports: (5 minutes)**
- **Audit update:** Bree Scott, Business Director will report the expected date of the audit and timeline for completion.

IV. **Governance: (30 minutes)**
- **Work Calendar Discussion**: Dan Cartwright, Principal will lead a discussion about designating a specific number of days and times of required work days for administrative staff. Proposal suggested by Executive Director that admin, or admin representative, be present on campus the same designated days and times that the office is open for

office staff (as indicated on the school calendar) and be present, or have a designated representative present, at all times that students are on campus for activities. Admin, as exempt employees, will be responsible for school operations and completing all necessary tasks at all times, even when not on campus or during scheduled work hours. ***Possible ACTION ITEM.***

- **Executive Director in Transition and short-term contract:** Carla Waters, Board President, will lead a discussion of proposed wording and specific dates for Executive Director contract that will be set to expire on September 30, 2023. ***Possible ACTION ITEM.***
- **New Executive Director Discussion:** Carla Waters, Board President, will lead a discussion concerning accepting Dan Cartwright as the new Executive Administrator and negotiating with him a new contract to begin on October 1, 2023. ***Possible ACTION ITEM.***

V. **Open Comments from General Public:** *for items NOT on the agenda* (please state name and position for the record – staff, parent, community member, etc.)

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

VII. **Adjournment & Confirmation of next meeting.**

The next meeting will be on Tuesday, *September 12, 2023*, at 4:00 PM, at the school offices, 330 E Street, Crescent City, CA 95531, and on Google Meet. 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.