Uncharted Shores Academy Agenda
Regular Meeting of the USA Governing Board
Tuesday, *December 12, 2023*, 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:** Carla Waters, USA Board President (10 minutes)
   - Call to order:
   - Members present:
   - Administration Present:
   - Minutes of Previous Meeting: *Attachments: USA Board Meeting Minutes 11-14-23*

II. **Informational Reports and Presentations:**
   - Educational Director: Anita Cumbra (10 minutes)
     - Enrollment:
     - Educational Events:
     - Staff update:
     - Curriculum update:
   - Business Director: Bree Scott (10 minutes)
     - Monthly Cashflow Report:
     - Budget Development Report:
     - Audit Status:
   - Interim Executive Director: Dan Cartwright (10 minutes)
     - Facilities:
     - Safety report:
     - Staff update:
   - Leadership Team Report: Linda Monnin, Leadership Team member (10 Min)

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

IV. **Board Membership-** Carla Waters: Discussion Regarding Board member Resignation and Replacement *(Discussion/Action)* USA Board Application- Mobley

V. **Board Bylaws-** Cartwright, USA Board: Review of the board bylaws and proposed alterations/changes. Sections 3.4-3.6 *(Discussion/Action)* 2019 Posted USA Board Bylaws Bylaw revision proposed 6/23

BREAK: *Snack items available*

VI. **Administrator Responsibilities-** Cartwright, Cumbra, Scott**:** Report and discussion regarding current administrative roles and responsibilities. *(Discussion)* Administrator Duties

VII. **Interim Executive Director Evaluation & Survey- C.** Waters**:** Report and discussion regarding Interim Executive Director Evaluation & survey. *(Discussion)*

VIII. **First Quarter Interim Financial Report-** Scott, Cartwright**:** Report, discussion and possible action regarding USA's First Quarter Interim Financial Report. USA First Interim Report 2023/24 *(Discussion/Action)*

CLOSED SESSION

IX. **Staff Employment** - Report on staff vacancy. Report on newly contracted staff (*Discussion/Action*)

RETURN TO OPEN SESSION- Report on any action taken in closed session.

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

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

The next meeting will be *on the time and date to be determined at this Board meeting*, 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.