

Uncharted Shores Academy

Regular Meeting MINUTES of the USA Governing Board

Tuesday, November 12, 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: 5:14pm
- Members present: Jennifer Mobley, Jill Munger, Sarah Anker, Jody Petersen
- Administration present: BreeAnna Scott, Dan Cartwright
- Minutes of previous meeting: Attachments: [USA Board Meeting Minutes-10/8/24](#) **minutes accepted unanimously

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: The board will adjourn to closed session to discuss confidential personnel and/or legal matters and/or contractual negotiations. 5:31pm

IV. Return to open session: The board will report any board decisions made in closed session. 5:21pm

V. Informational Reports and Presentations:

- Educational Director: Anita Cumbra (10 minutes)
 - Enrollment:
 - Educational Events:
 - Curriculum Update: No new update.

- Business Director: *Bree Scott* (10 minutes)
 - Business Operations Report: A lot of work has gone into the audit and interim report.
 - Audit Progress: The audit is done and will be reported on later in this meeting.
 - Human Resources Update: No new update.
- Executive Director: *Dan Cartwright* (10 minutes)
 - Facilities: No new report.
 - Safety: Hold in place and fire drill today was a success. The big tsunami reunification drill went very well and was much improved from last year. Still working on evacuating more efficiently. Hammering out systems and internal procedures for keeping staff and students safe in many emergency situations.
 - 2024/25 Staffing Update:
- Leadership Team Report: *Linda Monnin* (10 Min) 2nd grade went to the library, all staff potluck went well! ELC karaoke night was well attended and everyone had a lot of fun! The whole crew helped and it went well. Upper grades had a school dance that was well attended and everyone had a great time. 2-5 is having their first multi-age thematic day on November 22nd. Volleyball just finished with a lot of growth and girls basketball has started.

BREAK:

- VI. **USA 2024 Audit-** (30 minutes): (*Bree Scott, Dan Cartwright*): USA staff will present the 2024 USA Audit, prepared by independent auditing firm Christy White, for board review, discussion and action. **ATTACHMENTS:** [Board Letter From Auditor, USA 2024 Audit](#) **DISCUSSION/ACTION**
****Motion to receive and accept the June 30th, 2024 audit report. Motion-Jennifer Mobley Second-Jill Munger. **motion carries**
- VII. **USA First Interim Report 2024/25 SY-** (30 Minutes): (*Bree Scott, Dan Cartwright*): Staff will present the First Interim Financial Report for the 2024/25 School Year, prepared by Matt Wakefield of CPA firm Cholwell, Benz and Hartwick, for board review, discussion and action. **ATTACHMENTS:** [First Interim Financial Report](#) **DISCUSSION/ACTION** ****Motion to approve the USA First Interim Report 2024/25SY. Motion-Jennifer Mobley, Second-Jody Petersen **motion carries**
- VIII. **Prop. 39 Civic Center- Facilities Use Policy-** (30 minutes): (*Breeanna Scott, Dan Cartwright*) Staff presentation regarding the Prop 39 Civic Center Act, which requires public schools to adopt a facilities use policy for community use of public school leased or owned property. Presentation of proposed USA Facilities use policy.
ATTACHMENTS: [USA Prop. 39 Civic Center Policy, Application For USA Facility Use](#) **DISCUSSION/ACTION** ****motion to approve prop 39 Civic Center-Facilities**

*Use Policy with the change of separating “Shoresmay” into “Shores may”. Motion- Jennifer Mobley Second- Jody Petersen **motion carries*

BREAK:

- IX. **Board Bylaws-** (60 Minutes): (*USA Board*): Review of the board bylaws and proposed alterations/changes. Items to be covered: Administrative Leadership Roles/ Responsibilities- 5.3 Business Director. *ATTACHMENTS: [2019 Posted USA Board Bylaws](#) [Bylaw revision proposed 6/23](#) DISCUSSION/ACTION--TABLED until December meeting*
- X. **Agenda Items Requested for Consideration at a Future Board Meeting:** 5.3 Business Director, potential board consultation of facilities agreements, board policy storage digitally and otherwise
- XI. **Adjournment & Confirmation of next meeting.** Adjourned at 8:00pm.
The next regularly scheduled meeting of the Uncharted Shores Academy Board will be on 12/10/24, 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.