yUncharted Shores Academy Minutes
Regular Meeting of the USA Governing Board
Tuesday, *March 5, 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:** Linda Monnin, Board Secretary (10 minutes)
   - Call to order: 5:08pm
   - Members present: Jody Petersen, Jill Munger, Linda Monnin, Jennifer Mobley, Sarah Anker
   - Administration Present: Dan Cartwright, BreeAnna Scott
   - Minutes of Previous Meeting: *Attachments: USA 2-13-24 Meeting Minutes* **Minutes accepted

II. **Acceptance of Resignation and Replacement of Board Member:** *Monnin, Board.* **CLOSED SESSION: Current voting board members only. 5:21 to closed session.** Return to open session & Report on any action taken in closed session. Return to open session at 5:41pm. Report: Accepted Carla's resignation from the board. The board voted to accept Sarah Anker as our newest board member.

III. **Board President Position- USA Board. (***Monnin, Board)*. (Discussion/Possible Action) Move that we nominate Jenn Mobley for the position of Board President. Motion- Linda Monnin, Second-Jody Petersen **motion carries

IV. **Informational Reports and Presentations:**
   - Educational Director: *Anita Cumbra* (10 minutes)
     - Enrollment: Current 292 students, re-enrollment applications in for next year 276 students. Lottery for impacted waitlist grades will happen on March 15th.
     - Educational Events: 100th day of school activities happened at the ELC in addition to green eggs and ham for Dr. Seuss Day.
     - Staff update: No new update.
     - Curriculum update: No new update.
   - Business Director: *Bree Scott* (10 minutes)

- Monthly Cashflow Report: Monthly cashflow updated and will be reported later in the meeting.
- Budget Development Report: Budget in progress and being worked on.

- Interim Executive Director: *Dan Cartwright* (10 minutes)
  - Facilities: No new update. Still discussing the potential for growth with the church.
  - Safety report: Upcoming fire drill next week. Epipen prescription went through and they will be ordered for all campuses. Volunteers will be trained on administration.
  - Thank you Ann and Bree for working with the auditor!
- Leadership Team Report: *Linda Monnin*, Leadership Team member (10 Min)
  - No new report.

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.) NONE

VI. **Fundraising Policy- (***Cartwright)*: Board will view draft fundraising policy and will discuss and provide suggestions. *(Discussion/Possible Action)*. See Attachment: Draft Fundraising Policy

- There will be a spreadsheet that Bree tracks with funds from each entity during the year and it would be able to roll over from one year to the next. Individual classrooms could have fundraising events throughout the year and it would be tracked for future spending. There could also be whole school events for things like music, sports, clubs etc.
- Dan will work on combining old and new policies and present it at our next board meeting.

BREAK: *Snack items available back at 6:35pm*

VII. **Board Bylaws- (***Cartwright, USA Board)*: Review of the board bylaws and proposed alterations/changes. Sections 3.7-3.8 *(Discussion/Action)* 2019 Posted USA Board Bylaws Bylaw revision proposed 6/23 Motion to revise the agenda to cover 4.1-4.4 instead. Motion- Jenn Mobley, Second- Jody Petersen **motion carried

- Motion to accept 4.1, 4.3, and 4.4 with no changes and to come back to 4.2 after checking on charter law requirements. Motion-Jenn Mobley, Second- Jody Petersen. **motion carries
- Next meeting- review 4.2, go over 4.5-4.6

VIII. **USA Second Interim Financial Report-** *(Scott, Cartwright)***:** Report, discussion and possible action regarding USA's Second Interim Financial Report. *(Discussion/Action)* USA Second Interim Financial Report 23/24

-Dan and Bree reported out on the interim financial report and answered questions. Motion to approve second interim financial report. Motion-Jenn Mobley, Second- Jill Munger **motion carried

IX. **USA Budget Revision-** ***(Scott, Cartwright)*****:** Report, discussion and possible action regarding USA's Proposed Budget. *(Discussion/Action)* USA Budget Revision 3/5/24
- Motion to approve USA budget revision 3/05/24. Motion-Linda Monnin, Second-Jenn Mobley **motion carried

BREAK: *Snack items available back at 7:51*

X. **Form 700-** ***(Cartwright, Board)*****:** The board will review, discuss Form 700, and the board will be given copies to be completed by April 2, 2024 Possible Webinar . *(Discussion)* Form 700-- Due April 2nd, 2024

XI. **USA 2023/24 Audit Report-** ***(Scott, Cartwright)*****:** Report, discussion and acceptance of USA's 2023/24 audit. *(Discussion/Action)* USA 2023/24 Audit Report- attachment
- Dan Cartwright with the help of Bree Scott and Ann Weiland presented the audit report and findings. Corrective action is already in process to fix the two minor findings.
- Motion to accept USA's 22-23 Audit Report. Motion- Linda Monnin, Second-Jody Petersen **motion carried

XII. **Agenda Items Requested for Consideration at a Future Board Meeting:** *Board Bylaws*: Review of the board bylaws and proposed alterations/changes.
- Fundraising policy, board bylaws 4.5-4.6,

XIII. **Adjournment & Confirmation of next meeting. Adjourned 8:23pm**
The next meeting will be *on the 9th of April 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.