Uncharted Shores Academy Minutes
Regular Meeting of the USA Governing Board
Tuesday, *September 12, 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:** Carla Waters, USA Board President (10 minutes)
   - Call to order: 4:09pm
   - Members present: Carla Waters, Jody Petersen, Marissa Northrup, Jill Munger, Linda Monnin (Secretary)
   - Administration Present: Margie Rouge, Dan Cartwright, Anita Cumbra, Bree Scott, Shari Smithson
   - Minutes of Previous Meeting: (*Attachment #1)* **accepted**
   - Board Member Appointments: The terms for expired Board Members and applications for potential new Board Members will be reviewed and Board members appointed to positions as appropriate. ***ACTION ITEM.* Carla Waters motioned to accept Linda Monnin as a board member for a 3yr term and serves as board secretary. Jody seconded –motion carries**
   - Board Calendar for the year revisited: Meetings dates for the Board will be reviewed and new calendar dates set as appropriate. ***ACTION ITEM.* Motion to keep standard meeting dates for the second Tuesday of the month, but change the time to 5pm instead of 4pm. Motion-Carla Waters, Second-Marissa Northrup—Motion carries**

II. **Informational Reports and Presentations:**
   - Educational Report: Anita Cumbra, Educational Director (5 minutes)
     - Enrollment: 294 enrolled, openings in 3rd, 8th, and 1st grades. Offshore enrollment still rising.
     - Safety report: Warmers and coolers for lunches, Monday was the first hot lunch and students are excited. Lunch orders have doubled since last year. Cement pad at the main campus is poured and equipment installed. Swings are still a work in progress. ELC hired a new custodian and staff is thrilled! ELC room has been rearranged to accommodate students. ELC is trying to figure out how to hydrate students better during warm days. Installing water fountains outside has been investigated before, but it is still a work in progress. ORCA is doing well and working well to take care of needs as they arise.

- Staff update: New custodian
- K immunization record report: update concerning the status of K immunization, which the Health Dept will be monitoring in October. Still waiting for all families to turn in their immunizations.

- Leadership Team Report: Linda Monnin, Leadership Team member (5 Min)
    - First week of school report: ELC Back to school night went well! Kristie had a sports meeting with a great turnout. ORCA is navigating new enrollment and families are excited to learn their curriculum. Christine and Brian are doing novel studies and writing club. Outdoor club will also be available for offshore students. Many clubs for onshore and offshore will be happening and the notice went home today. Almost all of 6-8th has their forms turned in and facilitated great emergency preparedness activities. 2-5 have their first assemble next week with an emotional support dog and their handler. All teachers are working on classroom community and procedures.

III. **Board Member Basics:** This CSDC Board training module will be presented as the first session of our Board Training. (15 minutes) ***Tabled***

IV. **Open Comments from General Public:** *for items NOT on the agenda* (please state name and position for the record – staff, parent, community member, etc.) No comments

V. ***BREAK:*** *Snack items available*

VI. **Adjourn to Closed Session.** *Time adjourned:6:15pm*

CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION
(Paragraph (1) of subdivision (d) of Government Code Section 54956.9)
Jane Doe, a minor by and through her GAL v. Smithson, et al.; Case No. 34-2021-00303267

PUBLIC EMPLOYEE APPOINTMENT (Paragraph (1) of subdivision (b) of Gov. Code section 54957) Title of position to be filled: Executive Director. Discussion with employee concerning contract to be offered.

VII. **Return from Closed Session:** Time returned from closed session – 7:41pm
Report of Action with respect to the Closed Session Agenda item, pursuant to Paragraph (1) of subdivision (d) of Government Code Section 54956.9, CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION, Jane Doe, a minor by and through her GAL v. Smithson, et al.; Sacramento County Superior Court Case No. 34-2021-00303267: The matter has been settled.

Report of Action with respect to the Closed Session Agenda item, pursuant to Paragraph (1) of subdivision (b) of Gov. Code section 54957, PUBLIC EMPLOYEE APPOINTMENT, contract for Dan Cartwright in the position of Executive Director: Board needs to know the updated budget numbers prior to agreeing to a specific salary.

VIII. **Governance:** Margie Rouge, Executive Director (10 minutes)

- **Change of Authorized Signers:** ***Motion that*** the USA Governing Board agrees to add authorized signers of Dan Cartwright, Executive Director/Principal, and Anita Cumbra, Educational Director, as of October 1, 2023. BreeAnna Scott will remain an authorized signer as Business Director. All other past signers previously authorized need to be removed as of September 30, 2023.

  It will also authorize the Executive Director/Principal to be the official signer of all documents and contracts as the USA representative, specifying that the Executive Director/Principal may authorize the Business Director and Educational Director to sign, as appropriate to the document, or The USA Governing Board may authorize the Educational Director or Business Director to act as the school's representative in the Executive Director's/Principal's absence. ***ACTION ITEM. Motion-Linda Monnin, Second-Jody Petersen—Motion carries***

- **COVID-19 Testing Plan –** Legislation SB 1479 requires schools to adopt and post a plan concerning getting students and staff tested for COVID. It permits adopting the CDPH guidance for K-12 schools in lieu of developing our own. ***ACTION ITEM.*** *(Attachment #2)* ***Motion for our school COVID-19 testing plan be to adopt CDPH plan for COVID-19 testing and vaccination. Motion-Carla Waters, Second-Jody Petersen—motion carries***

Business Reports: (30 minutes)

- Audit field work will tentatively start on October 2nd. The audit will be completely virtual. The goal is to have the report for the December board meeting. Auditor also advised on CalCards rather than debit cards for necessary staff to eliminate being linked to your social security number.
- **Application for CONAPP Funding –** Bree Scott, Business Director, requests approval to apply for federal grant funds. Once you apply for Federal funds you need to continue with them and spend them as delegated.
  - ***ACTION ITEM.*** *(Attachment #3)* ***Motion to approve the ability Business Director to apply for federal grant funds for Uncharted Shores Academy. Motion-Linda Monnin, second- Jody Petersen – Motion Carries***
- **22-23 Unaudited Actuals Financial Report -** Bree Scott, Business Director. ***ACTION ITEM.*** *(Attachment #4)* ***Motion to accept the unaudited actuals*** **as presented. Motion-Marissa Northrup, Second-Jody Petersen—Motion carries**

- **Updated 2023-2024 Budget –** Dan Cartwright, Principal, and Margie Rouge, Executive Director ***ACTION ITEM.*** *(Attachment #5)****—Tabled until special board meeting at 4:00pm on Monday September 18th***

IX. **Agenda Items Requested for Consideration at a Future Board Meeting:** Parent Club

X. **Adjournment & Confirmation of next meeting. Adjourned at 7:57pm**
The next meeting will be a special board meeting *on September 18th at 4:00pm* 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.