

Uncharted Shores Academy

Regular Meeting of the USA Governing Board Minutes

Tuesday, August 20, 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: Jennifer Mobley, Board President (10 minutes)

- Call to order: 5:07pm
- Members present: Jennifer Mobley, Linda Monnin, Jody Petersen, Sarah Anker
- Administration present: Dan Cartwright, Anita Cumbra, Bree Scott
- Minutes of previous meeting: Attachments: [Meeting Minutes- \(6/18/2024\)](#)
 - Minutes accepted without changes

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, open comments will be closed. --No public comments*

III. Executive Closed Session: The board will adjourn to closed session to discuss confidential personnel matters.

IV. Return to open session: The board will report any board decisions made in closed session. --No new report

V. Informational Reports and Presentations:

- Educational Director: *Anita Cumbra* (10 minutes)
 - Enrollment: Enrollment is at 289 enrolled total, a few open spots in 4th grade.
 - Educational Events: Fair booth was successful!

- Business Director: *Bree Scott* (10 minutes)
 - Business Operations Report: Deb, Bree and Ann are plugging through on beginning of the year orders and financials. Prioritizing what needs to be done now and what can be accomplished later.
 - Audit Progress: Audit is in progress. Should be brought to the November meeting in order to be accepted and brought to the district.
 - Unaudited Actuals Progress: Matt and Bree are working together on the Unaudited Actuals and should be presented at the next meeting in September.
- Executive Director: *Dan Cartwright* (10 minutes)
 - Facilities: Over the summer staff did deep cleaning and maintenance at all three school sites. Basketball hoops put up at the main campus. There were updates that were supposed to be done to the roof and construction on the additional space at the main campus, but it is not completed. Permitting is in progress and delaying project beginning.
 - Safety: Safety training with staff happened today and the safety committee will be meeting at the beginning of September to work on the calendar for safety drills for the year.
 - 2024/25 Staffing Update: We are fully staffed for the positions that we have this year. We have Jennifer Dawson teaching 4th grade. In 3rd grade we have Keone Inouye teaching 3rd grade.
- Leadership Team Report: *Linda Monnin* (10 Min)
 - Staff is working on their mandatory trainings and beginning of the year checklists. Setting up classrooms and gearing up for the beginning of the year!

BREAK:

- VI. **Board Consideration and Discussion Regarding Agenda Item Time Limits:** At the board meeting on 6/18/24, board members requested that time limits or time suggestions be included for each discussion or action item on the agenda. School administration has identified that this is legal to do and is within the purview of the Board President, who, with input from other board members, school administration and the community, has responsibility for setting the agenda and conducting the meeting.

DISCUSSION ONLY

- VII. **Board Member Term Expiration:** Discussion and possible action item for board member re-appointment or new board member appointment. *Attachment:* [Board Member Term](#) ***DISCUSSION/ACTION***

- *Closed session for discussion 5:51pm, back at 5:52pm*
 - *Report of support of voting on Jody's renewal*
- *Motion to renew Jody Petersen's board contract for another 3 year term.*
*Motion-Linda Monnin Second-Jennifer Mobley **motion carries*

VIII. **Board Bylaws- (USA Board):** Review of the board bylaws and proposed alterations/changes. *Discussion/Action)* Attachments: [2019 Posted USA Board Bylaws Bylaw revision proposed 6/23](#)

- No changes to be made on sections 4.7-4.9 from the 2023 version.

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

- 2023/24 Fiscal Year Unaudited Actual Report
- 2024/25 Revised Budget
- Proposition 28 Expenditure Report- for board acceptance
- Board Bylaws- Executive Director and Educational Director sections to review

X. **Adjournment & Confirmation of next meeting.** Adjourned 6:28pm. The next meeting will be on 9/10/24 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.