

Uncharted Shores Academy Minutes
Regular Meeting of the USA Governing Board
Tuesday, December 13, 2022 at 5:00 PM
330 E Street, Crescent City, CA 95531

This meeting will be held both virtually and in person.

*The public may join the meeting by clicking on the Join Meeting link posted on the school website:
<https://shoresacademy.com/the-board>.*

*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 (in person or virtually). 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 beginning 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 (5 minutes)

- Call to order: 5:03 PM
- Members present: Carla Critz, Erin Kraemer, Jody Petersen, Linda Monnin (arrived at 5:13 PM)
- Administration and Secretary Present: Shari Smithson, Margie Rouge
- Minutes of Previous Meeting: (*Attachment #1*): accepted by consent

II. New Board Member Deliberation (20 minutes)

- **Closed Board Session:** Public employee or agent appointment, employment, performance evaluation, discipline, dismissal or release (§ 54957(b)). The Board will adjourn to closed session to deliberate and reach a consensus concerning the acceptance of new Board members (designated school agents).
- **Return to Open Session:** The Board will report the outcome concerning the appointment of new Board members in open session. Unanimously agreed to accept Marisa Northrup and Jill Munger as Board members.
- **Board Welcome and Onboarding:** Board members provided with Board Binders of official documents. Brown Act Training and other informational training will be provided via online sources, which will be discussed in more detail at the next meeting.

III. Informational Reports and Presentations:

- Educational Report: Shari Smithson, Educational Director (15 minutes)
 - Enrollment: staying steady
 - Safety report: Safety Committee still meeting. The alarm system has been updated and is ready to go. A door had to be repaired
 - Facilities update: Tk-5th construction of building still in place. Commercial Kitchen consideration in the plans.
 - Update concerning Principal Search. Not looking to replace, but add to administrative staff. Executive Director position will be separated from principal. We have been collecting applications. Looking at a transition plan for the retiring administrators.

- School Events: Holiday Program at ELC and they are all doing well. ORCA (the new Offshore campus) has about 87 students and several activities planned: Trees of Mystery, Chemistry Class, Hiking, etc. The main campus will have the school choir caroling down the halls, the sports teams have been playing all term, with girls basketball just completed and boys beginning in January.
- Leadership Team Report: Linda Monnin, Leadership Team member (5 min.): Ms. Amy, second grade just completed her two-year teacher induction in one and a half years and now has a full teaching credential (instead of provisional).

IV. **Governance:** (30 min)

- Margie Rouge, Executive Director: Planned Governance proposal (*Attachment #2*). Proposed duties of Leadership Crew (*Attachment #3*). Presented informational material. Questions and discussion as desired.
- Carla Critz, Board President: Proposed position of Interim Executive Director to be put in place in case of an emergency situation. The position would be an emergency position hired by the Board in the case the Executive Director is incapacitated. Discussion included having the Board hire and fire employees until an actual Executive Director is chosen. Qualifications were reviewed and discussed, and the wording “Preferably a trusted employee with several years relevant experience” were agreed upon. Linda motioned and Jody seconded the interim executive director position with the changes. Unanimous. (*Attachment #4*).
- **LCAP Committee:** Shari Smithson, Educational Director, reported concerning an alternative method of obtaining staff, parent, and community participation in the LCAP and completing the surveys. Shari explained the LCAP and the need for teacher, parent, and community participation. She explained how the meetings can be spread out throughout the year by adding the LCAP to the events already in place.
- **PR for School:** Margie, Exec Dir, reported concerning seizing the opportunity for advertising at Golf Course for half price with just a week’s notice. Possibly could help with community connections with organizations who could support the school. Design of graphics for Golf Course bench and scorecard advertisements by BrooksDigital. Request for consideration of approval of invoice. (*Attachment #5*) **Action Item.** Erin motioned to approve and seconded by Marisa. 5 approved. Carla declined. Approval carried 5:1.

V. **Open Comments from General Public:** (please state name and position for the record – staff, parent, community member, etc.) Nikisha Moore, mother of 7th grader Savannah, offered heading up a Parent Booster Club to raise funds for new uniforms for the girls basketball and other fundraising for the athletic program.

VI. **Agenda Items Requested for Consideration at a Future Board Meeting:** Parent Booster Club and fundraising for new uniforms for the teams. Procedure for dealing with conflict of interest. Fundraiser approval.

VII. Adjournment & Confirmation of next meeting. 7:20 PM

The next meeting will be on Tuesday, *January 10*, at 5:00 PM, at the school offices, 330 E Street, Crescent City, CA 95531, and on Google Meet. Interested parties may join the meeting simply by clicking on the link posted on the website.