

Uncharted Shores Academy

Regular Meeting Minutes of the USA Governing Board & Annual Public Input Hearing on Proposition 28 Arts & Music In Schools Grant

Tuesday, October 8, 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: 5:02pm
- Members present: Sarah Anker, Linda Monnin, Jennifer Mobley, Jill Munger
- Administration present: Dan Cartwright, Anita Cumbra, BreeAnna Scott
- Minutes of previous meeting: Attachments: [USA Board Meeting Minutes 9/10/24](#)-Minutes accepted

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. No public comment.*

III. Executive Closed Session: The board will adjourn to closed session to discuss confidential personnel matters. No need for a closed session.

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

V. Informational Reports and Presentations:

- Educational Director: *Anita Cumbra* (10 minutes)
 - Enrollment: Total enrollment is 283 students. Not full in 1st, 2nd, 4th, 7th, and 8th grades. A couple of spots open. Onshore 210, Offshore 73.
 - Curriculum Update: Schools PLP program shifted to Bright Thinker company and with that came additional training needed and Christine stepped in to complete that.
- Business Director: *Bree Scott* (10 minutes)
 - Business Operations Report: Deb has been working with Bree to help with payroll and other things to free up time for Ann to take care of other office needs. Bree is going to talk to CBH about taking over more financial aspects if it is worth it to make time available for other things.
 - Audit Progress: Audit is in progress and may have a larger update at the November meeting.
 - Human Resources Update: Working on the BambooHR program to help be up to date on HR procedures.
- Executive Director: *Dan Cartwright* (10 minutes)
 - Facilities: Hopefully this week we will get access to the other annex space. No firm date at this time.
 - Safety: Safety team met last week. The next safety drill is in 2 weeks and it is a Tsunami Drill reunification if prepared in time.
 - 2024/25 Staffing Update: An additional person has been hired for this year. Working on making the substitute pool larger and building a solid list for support staff and certificated.
- Leadership Team Report: *Linda Monnin* (10 Min)
 - ELC got to go to the fire station during Fire Prevention Week. There were a lot of parent volunteers. ELC FEN announcement. Kristie has reached out to RCT to potentially use them for field trip transportation or renting School District vans. Students also loved having a day with the apple press to make fresh juice!
 - ORCA- everything is running smoothly. Crews have a strong understanding of policies and procedures. Tomorrow crew will go over the new tracking forms and how that process is going. Families are happy! Upper grade curriculum has arrived. Ms. Christine has a walking field trip at low tide this Friday. Brian is doing a Bunnicula study. Veronica is hosting regular study hall time. Christine has a novel study going on Chronicles of Narnia.
 - 2-5- We have tie dye day tomorrow! Ms. Sarah will be dying shirts with all of the students in these grades. STEAM Night was a lot of

fun and a great turnout! Monika is going to Howland Hill on Friday 2nd, 4th and 5th had library field trips.

- 6-8-Andrew is going to Oregon Caves with 6th grade.

BREAK: Back at 5:40pm

VI. **2023/24 Proposition 28 Arts & Music in Schools Funding- Annual Public Input Hearing- 60 Minutes:** (*USA Board, USA Administration, School and broader community*): Public comment period for the community to provide input and suggestions to USA regarding how Proposition 28 funding should be administered.

PUBLIC COMMENT/BOARD DISCUSSION/STAFF PRESENTATION

- This meeting is held as the public input session and there will be a report on how the money was spent. It would be ideal to have an additional public input session to help develop a budget in advance for the following year.
- More advertising could be done to let the public know of the hearing being held during the board meeting. It was posted on the agenda at each site in advance. Possibly sending out a One Call or on social media posts.
- You can use the funds for materials and supplies, programs or people, positions and jobs, visual and performing arts, computer coding, but there are strings attached and requirements that need to be met.

VII. **Tk Grant Spending Update- 30 Minutes:** (*Anita Cumbra*) Staff presentation regarding the Tk Planning and Startup Grant, to include updates on current grant spending and possible plans for future expenditures. Followed by board questions and discussion regarding the grant. ***PRESENTATION/DISCUSSION***

- Additional allocation of funds was received. Some funds have been spent this year on setting up more play based learning centers at the ELC. Funds may be used to restructure the Early Learning Center and open more spots for TK in future years.

VIII. **KIT Grant Spending Update- 30 Minutes:** (*Breeanna Scott*) Staff presentation regarding the Kitchen Improvement grant, to include updates on current grant spending and possible plans for future expenditures. Followed by board questions and discussion regarding the grant. ***PRESENTATION/DISCUSSION***

- Still have around \$33,000 remaining and it needs to be spent by the end of June 2025. Possibly using some of it to purchase a shed for dual purpose on the land we currently own near the ELC. More secure tables have also been purchased for the Main Campus playground. The tables still need to be secured in the ground for safety.

BREAK: Back at 6:45pm

IX. **Board Bylaws- 60 Minutes:** (*USA Board*): Review of the board bylaws and proposed alterations/changes. Items to be covered: Administrative Leadership Roles/Responsibilities- Educational Director. Possible Re-arranging of Section 5.1.

Attachments: [2019 Posted USA Board Bylaws](#) [Bylaw revision proposed 6/23](#)

DISCUSSION/ACTION

- *****Motion to approve changes to “DUTIES OF THE EDUCATIONAL DIRECTOR” SECTION 5.2 as stated below. Motion-Jennifer Mobley, Second-Jill Munger **motion carried***
- Updated version of section 5.2 DUTIES OF THE EDUCATIONAL DIRECTOR
 - The Educational Director or, with the approval from the Executive Director, his/her designee shall be present at all Board meetings to address the Board on the state of the school or schools under the Board’s jurisdiction. The Educational Director performs job duties as described in their job description and other duties as assigned by the Executive Director. The Educational Director will address the Board concerning the school’s progress in carrying out the Mission and Vision of the Charter School. The Educational Director will advise the Board concerning current and projected staffing and student enrollment. The Educational Director will advise the Board regarding the promotional activities to be carried out for the benefit of the school. The Educational Director will inform the Board concerning the educational programs implemented for students. The Educational Director will report to the Board actions, plans and documents concerning school safety, and student social/emotional development. The Educational Director will report to the Board about school compliance with student health, nutrition, and physical activity mandates, and the educational performance of the students of the school.

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

- Update on the allocation of funds for Prop 28
- Employee attendance, facilities use, and parent engagement policies
- Go over section 5.3 DUTIES OF BUSINESS DIRECTOR
- For December- have audit report as an action item

- XI. Adjournment & Confirmation of next meeting.** Adjourned at 7:37pm. The next regularly scheduled meeting of the Uncharted Shores Academy Board will be on **11/12/24**, 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.