Uncharted Shores Academy Minutes
Regular Meeting of the USA Governing Board
Tuesday, June 20, 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 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

- Call to order: 4:01pm
- Members present: Marissa Northrup, Jill Munger, Jody Petersen, Carla Waters, Linda Monnin (Secretary)
- Administration and Secretary Present: Shari Smithson, BreeAnna Scott, Margie Rouge (online)
- Minutes of Previous Meeting: (***Attachment #1***)

II. Informational Reports and Presentations:

- **Educational Report: Shari Smithson, Educational Director** (5 minutes)
    - Enrollment update: Stable enrollment for this year, but for next year we are staying steady around 300. When we lose someone another one comes to fill the spot. Almost full at the main campus and full at the ORCA. May need a part time person if more kids come in during the summer. We have room in 1st and 3rd.
    - Playground: Summer maintenance will be happening on the playground. New equipment will be put up.
    - School lunch program: Electrical at the main campus brought up to code for food warmers to be installed. A grant is paying for the warmers that will offer students more diverse lunches next year if all goes well in July.
    - Staff update: Still in need of a 4th grade teacher.
- **Leadership Team Report: Linda Monnin, Leadership Team member**
  School Events (5 minutes): End of the year activities went well! Barbecue had a great turnout and there were plenty of things to do. Staff are working hard on their end of the year checklists.

III. **Governance:**

- **Board Calendar meeting dates for next year confirmed.** ***ACTION ITEM.***
    - The board will meet the second Tuesday of each month at 4:00pm. August will be the third Tuesday on 15th at 4:00pm. June will be the 18th being the third week due to last week of school conflict.
        1. Motion: Carla, Second-Jody Petersen: Keep board meetings the second Tuesday of each month except for August which will be pushed to the 15th and June which will be the 18th. Unanimous
- **Work Calendar Discussion led by Carla Waters, Board President, with Dan Cartwright, new Principal. (**10 minutes) Discussion of designating a specific number of days and times of required work days for administrative staff. Proposal suggested by Executive Director that admin, or admin representative, be present on campus the same designated days and times that the office is open for office staff (as indicated on the school calendar) and be present, or have a designated representative present, at all times that students are on campus for activities. Admin, as exempt employees, will be responsible for school operations and completing all necessary tasks at all times, even when not on campus or during scheduled work hours. ***ACTION ITEM. **Item tabled until further notice***
- **LCAP Hearing and Discussion: Margie Rouge, Executive Director.**

LCAP presented for open discussion with general public and the Board. ***ACTION ITEM (Attachment #5 will be available for review 24 hours before meeting) –*** (20 minutes)

- o Margie presented LCAP to the board. Comments-Not all meetings were held this year, but the goal for next year is to be sure to hold meetings with parents and students to review LCAP as stated in the plan. It was brought up that survey questions may not be fully clear such as students being asked about feeling respected, do they know the definition of respect to apply that knowledge to their answer? No comments from the board for changes that need to be made on how funds are spent. Update document to "yes" for Ren testing section instead of "no" and "yes".
- o LCAP Action: Motion- Carla Waters, Second: Marissa-Motion to approve LCAP for this coming year. Unanimous

- **Executive Director contract**: (5 minutes) Presentation by Board President of proposed contract for the period of July 1, 2023 – February 28, 2024. (.8 of annual contract) ACTION ITEM. (Attachment #2)
    - ▪ New contract discussed. Motion- Marissa Second- Jill: Motion to create the Executive Director in Transition position as described in the proposal. Unanimous
    - ▪ Margie was offered the position of Executive Director in Transition and verbally accepted it.

- Motion- Carla Waters Second- Marissa Northrup Motion to update the title of Business Manager to Business Director to reflect the new duties as described in Administrative Duties 2023. Unanimous

- **Adjournment to Closed Session**: CONTRACT DISCUSSION (Gov. Code section § 54957) Proposed contract for Margie Rouge for the period of July 1, 2023 - February 28, 2024, ACTION ITEM.

Dismissed to Closed Session at: Employee (Margie) requested to keep the discussion in open session. Did not dismiss to closed session.

- **Return to Open Session and Report of action taken in Closed Session**

- **Bylaws Discussion: Margie Rouge, Executive Director.** (10 minutes)

Article I through Article III, section 3.3. Discussion, comparison between previous wording and proposed wording, revisions, and confirmation of acceptable language for the designated sections. ***ACTION ITEM. (Attachments #3, #4) Motion- Linda Monnin Second- Jill Munger Motion to postpone discussion of the By Laws until the Board's Study Session on November 1st from 8am-3pm. Unanimous***

IV. Business Reports: Bree Scott, Business Director with Margie Rouge, Executive Director (15 minutes)

- **Budget for 23-24 school year, with comparisons for last two years and projections for the following two years.** ***ACTION ITEM. (Attachment #6)***
  - Margie presented the budget. Required to keep a 5% reserve, but we can't go above that. TK number is an error in the 21-22 column and Margie and Bree will work together to resolve the issue. Motion- Linda Monnin Second- Jody Petersen Motion to approve the budget for the 23-24 school year with the understanding that we will go into a deficit that will be replaced with the reserve. Unanimous
- **Tax completion review and approval for sending to state** ***(Attachment #7) will be available for review 24 hours before meeting) ACTION ITEM.*** *Business Director states this document has been reviewed and it is correct. Motion- Linda Monnin Second- Carla Waters* Motion to accept the taxes from 2021 so that the Executive Director can sign and send it to the state. Unanimous

V. Open Comments from General Public: *for items NOT on agenda* (please state name and position for the record – staff, parent, community member, etc.)

a. Bree Scott presented- The Lease on the ELC building (1492 Northcrest Dr) does not go up until 2025 and states that we are able to buy it for $535,000 within 5 years which would be different than the price they are asking for now.

VI. Agenda Items Requested for Consideration at a Future Board Meeting:
None

VII. Adjournment & Confirmation of next meeting. Adjourned at 7:37pm

The next meeting will be on *August 15th at 4:00pm to be determined at the meeting*, 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.