

Uncharted Shores Academy Minutes
Regular Meeting of the USA Governing Board
Tuesday, November 8, 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>. Or may attend in person.*

I. General Business (10 minutes)

- Call to order: 5:04 PM
- Members present: Carla Critz, Linda Monnin, Erin Kraemer, Jody Petersen.
- Administration and Secretary Present: Shari Smithson, Margie Rouge, Bree Scott (online)
- Minutes of Previous Meeting: (*Attachment #1*)
- New Potential Board Members Introduced: Jill Munger (did not attend) (*Attachment #2*), Marissa Northrup (attended meeting) (*Attachment #3*)
Possible Action Item.

II. Informational Reports and Presentations:

- Educational Report: Shari Smithson, Educational Director (5 minutes)
 - Attendance 279.
 - Immunization Report (K, 7th): All immunizations have been reported to state. Onshore immunizations complete.
 - Safety report: Safety team met for two hours and made a list of all recommendations. Will be working on numbering all exterior doors and windows. First aide training to be completed for all staff by August. All afterschool staff would also be trained in what to do in case of emergency, as there are additional staff and volunteers supervising clubs after the regular school day. Other of the 17 recommended safety measures would be implemented after these three are in place.
- Leadership Team Report: Linda Monnin, Leadership Team member (5 minutes)
 - Activities and conferences went well. Family Engagement Night went well. Storybook Character Day was wonderful. School Clubs and events are all in full swing.
- State Testing Review: Margie Rouge, Executive Director (*Attach. #4*)- (5 min.)
 - Our state testing has continued to improve. USA had over 50% of students test at or above the standard in language arts, which is a higher percentage than either the district schools or the state, and score above the district but equal with the state in Math. Both tests showed USA had a lower percentage that had not met the standard, and a higher percentage that nearly met the standard than either the state or the district. Three of our classes last year: 5th, 7th, and 8th had over 2/3 of their students at or above the standard in language arts! Science scores also topped the district

and the state with 48% at or above the standard for USA, but only 28% for the state and 22% for the highest district school.

III. Governance (1 hour)

- **Board adoption** of Transitional Kindergarten Teacher Requirements pursuant to California Department of Education and Education Code Section 48000(g). Each Local Educational Agency will determine the amount of professional experience in the classroom that is comparable to the 24 units of Early Childhood Education required by teachers teaching TK since July 1, 2015. Executive Director recommends 1 yr experience with preschool or TK = 24 ECE units. **Action Item.** (*Attachment #5*) Erin moved to approve the recommended TK requirement that 1 year of full-time classroom preschool experience would equal 24 units of ECE or Childhood Development. Linda Seconded. Unanimous.
- **Proposed for approval:** 23-24 USA Calendar. **Action Item.** (*Attachment #6*) Jody motioned, Erin seconded approval. Unanimous.
- **Request for approval:** Contract for E-Rate Application. **Action Item.** (*Attachment #7*) Linda moved and Jody seconded approval. Unanimous.
- **Emergency Plan:** Additional authorized signers needed for legal documents in the absence of the Executive Director: propose Business Manager and Educational Director. **Action Item.** Erin motioned and Jody seconded to approve the additional authorized signers as stated for emergency purposes.
- **Proposed Principal:** Recruitment of principal for main campus to ease the load of the Executive Director. **Action Item.** (*Attachment #8*) Linda motioned that the position of Principal be approved as written with the understanding that there may be changes made in the description as we go forward. Jody seconded. Unanimous. Erin motioned that advertisement and recruitment for a principal to begin in January go forward. Linda seconded. Unanimous.
- **Administrative Positions Strategic Planning:** Evaluation of various plans for transitioning through the next few years to the final governance plan for the school. **Discussion Item.** (*Attachment #9*)

IV. Business Reports: (20 minutes)

- Predicted Cashflow for the year with the principal position included. (*Attachment #10*)
- First Interim Report: Financial report for the period from July 1, 2022 – October 31, 2022. (*Attachment #11*) Erin motioned to approve the first interim report. Jody seconded. Unanimous.

V. Open Comments from General Public: (please state name and position for the record – staff, parent, community member, etc.)

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

- **Technology Policy Update:** Update of the Technology policy and agreement
- **Digital Filing System:** Contract with an E-file system for human resources

- **LCAP Survey Preparation Report**
- **Conference Report including administrative position information**

VII. Adjournment & Confirmation of next meeting. 8:07 PM

The next meeting will be on Tuesday, *December 13, 2022*, 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.