Uncharted Shores Academy Minutes
Regular Meeting of the USA Governing Board
Tuesday, *August 15, 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 end 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: 4:08pm
- Members present: Marissa Northrup, Carla Waters, Jody Petersen, Linda Monnin (secretary), Jill Munger
- Administration Present: Margie Rouge, Shari Smithson, Anita Cumbra, Dan Cartwright, Bree Scott
- Minutes of Previous Meetings: (*Attachments #1&#2) accepted with changes*

II. **Informational Reports and Presentations: (20 minutes)**
- **Educational Report**: Shari Smithson/Anita Cumbra, Educational Directors reported on the following items:
    - Enrollment: Enrollment is approximately 292 total students.
    - Technology report: Andrew ordered new chromebooks to replace those that need to be replaced. Teacher computers have also been ordered. Securely is on all student computers for monitoring. Students will be signing and online use agreement for the upcoming year. We are exploring more ways to keep students safe online.
    - Facilities report: **Main Campus:** A wall was built to incorporate food warmers and refrigeration for upgraded school lunches. Playground updates are being made such as additional shavings and a concrete pad for play. Updating a projection system in room 6.
        1. **ELC:** They have reorganized to accommodate for the upgraded school lunch program. Working with Dr. Standring to clean up construction site in order to mow the field.
        2. **ORCA:** Everything was updated and new last September, so not a lot of changes over the summer. We would like to thank custodial staff for their tireless work over the summer!

    - Staff update: We lost Amy and Mark and in their place we have hired Monika Phelan and Katharine Wright for 2nd and 4th grades. Both of them have been in their rooms and orienting to their new spaces. Michelle will no longer be at the ELC, Jenna will be a new hire taking on most of those responsibilities with the help of Pat. Veronica Hawkins will be helping a the main campus. Dan and Anita have moved into their new offices and are enjoying building relationships and learning how things work!

- **Safety Committee Report:** Carla Waters, Safety Committee member, reported concerning the planned policies and procedures concerning emergency situations. Deb worked on updating the Safety Plan. We are looking into extra training for staff such as CPR and Stop the Bleed. Working on containers to keep at First Baptist Church which is the main campus' evacuation site. Our red emergency backpacks need updated and some replaced. Discussing updating incident command list to meet current staff members. All campuses must have a fire drill every month, so we are looking at ways to combine drill such as earthquake and a tsunami drill at once. October 25th tentatively named Safety Day and possibly practicing the reunification practice and other related activities. 2nd and 3rd grade will be adding a tsunami preparedness book to their curriculum as well.
- **Food Services Report:** Bree Scott, Food Services Director, reported concerning new legislation and training for the Food Services, and update the Board concerning the program. We are introducing warm meals for students which means more training and reviews. During the review it was found fewer students are ordering lunch than breakfast due to what is offered at lunch. These upgrades of warmers will hopefully open the opportunity to offer more variety. The warmers may not be here by the first week of school, but they will be here within the first few weeks. We are now being reimbursed for all meals for students, rather than just free and reduced status. Deb is recertified in Food Management. Bree and Deb have been working on training and how to train new employees on the new program.

III. **Business Reports: (5 minutes)**

- **Audit update:** Bree Scott, Business Director reported the expected date of the audit and timeline for completion. Updates will come to Bree on Thursday due to audit company staff being out of the office. Bree will be figuring out who will be performing our audit digitally. Items will be scanned and sent. Bree will update us at the next board meeting about when the audit is scheduled for and when it will be completed.

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

- **Work Calendar Discussion**: Dan Cartwright, Principal led a discussion about 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: Motion to approve the proposed and agreed upon Admin calendars for Dan, Bree, Margie, Shari, and Anita. Motion- Linda Monnin Second- Marissa Northrup **motion carries unanimously***

- **Executive Director in Transition and short-term contract:** Carla Waters, Board President, led a discussion of proposed wording and specific dates for Executive Director contract that will be set to expire on September 30, 2023. *Margie will ensure the new administration has access to documents and information to support a smooth transition. The policies and procedures manual will have to be created with staff and the new administrative team as the year goes on.* ***ACTION ITEM. Motion to approve the re-negotiated contract for Margie changing the contract to 3 months instead of 8 and changing duties to only required Executive Director specific tasks. Motion-Linda Monnin Seconded-Jody Petersen **motion carries unanimously***
- **New Executive Director Discussion:** Carla Waters, Board President, led a discussion concerning accepting Dan Cartwright as the new Executive Administrator and negotiating with him a new contract to begin on October 1, 2023. ***Possible ACTION ITEM. Consensus is to have Carla, Bree, and Dan meet before the next board meeting and work out the proper wording for an interim Executive Director contract. There will be a closed session at the next board meeting to report back on the discussion.***
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V. **Open Comments from General Public:** *for items NOT on the agenda* (please state name and position for the record – staff, parent, community member, etc.)

VI. **Agenda Items Requested for Consideration at a Future Board Meeting:** Unaudited Actual Report, Updated Budget, Report of K immunization records that will be monitored by health dept by Oct 15, change of authorized signers, Closed session to discuss interim Executive Director contract, Student Council grant proposal, renewal of board member term (Linda) that expired

VII. **Adjournment & Confirmation of next meeting. Adjourned at 7:00pm**

The next meeting will be on Tuesday, *September 12, 2023*, at 4:00 PM, 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.