

**Uncharted Shores Academy Minutes**  
**Regular Meeting of the USA Governing Board**  
**Wednesday, June 15, 2016, at 4:00 PM**  
**330 E Street, Crescent City, CA 95531**

**I. General Business**

- Call to order: 10:15 called by Margie
- Verification of members present: Shari Smithson, Johnathan Townley, April Brock, Rod , Margie Rouge
- Approval of May Minutes: Shari moved that the minutes be accepted as amended to include the information concerning the garden grants that was presented at the meeting.

**II. Opportunity for members of general public to speak (see notice #1 below)**

**III. Informational Report by Directors Concerning Education and Operations:**

- Student re-enrollment and new enrollment for 2016-2017 - 127
- Staff: salary approvals for administration – Rod motioned and Johnathan seconded approval of both the director and co-director salaries for 2016-2017. Margie and Shari recused themselves. Unanimously approved through other members.
- Safety report: Shari reported that she would like to do a better job of staff training on filling out accident reports as not all staff documented things correctly. She also reported that she is planning to make sure all safety regulations are understood and followed.
- School events: Gardening club for summer for the first time. Plans to change the star order when doing awards. Family celebration planned for September so parents can all meet. More connections between parents planned for next year.

**IV. Governance:**

- Review of *Articles of Incorporation* and *Bylaws* (Board Binders will be distributed with updated manuals in August)
- Reaffirmation of Board Members: Margie motioned and Shari seconded that Rod is to be reappointed to the board for another term until 2019. Johnathan was also affirmed to be appointed until 2019. Unanimously approved by all members present.
- Board Officer appointments: Shari motioned and Rod seconded Johnathan's appointment as Treasurer. Shari motioned and Rod seconded that April be appointed as President. By consensus Margie was agreed to continue as secretary. All appointments unanimously approved.
- Board Calendar Items:
  1. MOU with district/ designating ourselves as our own LEA and joining a charter SELPA. Shari motioned , Rod seconded the following Resolution: Advise the Director to research the

feasibility of becoming our own LEA for the purposes of special education. If it is a sound decision, the director is advised to move forward with the steps to become an independent LEA for the purposes of special ed by the end of June. Unanimously approved.

2. Audit approval: Motioned by Johnathan and seconded by April. Unanimously approved.
  3. Workman's Comp and Employer Liability Insurance: Rod motioned, April seconded approval of contract. Unanimous.
  4. Continuing contracts: Copier maintenance agreement, Tech contract, Grounds keeping contract. Margie motioned and Rod seconded. Unanimously approved all contracts.
- Audit date set for August 18 & 19.
  - School Calendar for 2016-2017 (175 school days minimum) – not available, a special meeting will be called to have it approved on Thursday, June 23, 2016.
  - Dates and times for Board meetings for 2016-2017 school year: 3<sup>rd</sup> Wednesday of the month, exact dates to be determined at next meeting
  - Funding Approvals: LCAP, EPA,
    1. Educator Effectiveness Grant: Margie Motioned, Rod seconded to be used for professional development, and will go towards educational director's salary, as she will be doing the professional development for our staff. Unanimous.
    2. LCAP: Board reviewed and revised as needed, Rod motioned, April seconded approval of the goals for 2016-17 as modified by the board. Approved unanimously.
  - Policy Development: for inclusion in *Policies and Procedures*: all policies will be discussed at the August meeting.
    1. Policy for reporting property damage to police (who reports and who does it go to?)
    2. Annual facilities inspection documented (board will report)
    3. monthly facilities by janitors
    4. Monthly playground inspection documented (rod will inspect)
    5. Add no corporal punishment to policies
    6. Add physical requirements for positions – reasonable accommodation
    7. Safety Committee: mission statement
    8. Safety Committee: written rules
    9. Training concerning how staff deals with health impaired students
    10. Training for new staff during the year: onboarding checklist for teachers, keep in file
  - Legal or Legislative Issues: TK funding – will update next meeting
  - Strategic Planning: staffing for next year; facilities plans; five year plan for the future discussed.

**V. Business Report**

- Reports to be submitted to County/State – budget for 2016-2017 year – already accepted last meeting, will be submitted next week to DNCOE board.
- Executive Director’s Report – final expenditures through May – director does not have the expenditure report from CBH yet. Will report at next meeting.

VI. Request for agenda for August meeting: vote on athletic tournaments & sports fees, budgeting.

**VII. Adjournment & Confirmation of next meeting. Adjourned 2:50 PM. Next meeting will be a special meeting on June 23, 2016 @ 10:00 AM.**