

**Uncharted Shores Academy Agenda**  
**Regular Meeting of the USA Governing Board**  
**Wednesday, June 24, 2015, at 1:00 PM**  
**330 E Street, Crescent City, CA 95531**

**I. General Business**

- Call to order: 1:15 PM
- Verification of members present: Margie Rouge, Shari Smithson, LaWanda Quinnell, April Brock, Rod Martindale, Christine Long
- Christine Long resigned from the board as her term has expired.
- Board members for the following year confirmed (roster updated)
- Approval of April Minutes: Rod motioned, Shari seconded. Unanimous.

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

- Student enrollment to date: 124 (132 if we count the applicants). Closed for 5<sup>th</sup> – 8<sup>th</sup> and taking only on waiting list.
- Staff : planning a new teacher, hopefully with special ed credential
- Safety report: With the \$2,000 received from Office of Emergency Services, USA had ordered safety backpacks and contents to fill them. The safety backpacks have been delivered so that every classroom will have one as well as every exit door. We will take them on emergency evacuation drills, with us to field trips, and out to the playground and gym. Item for the future: key to the recreation building. Playground is now locked.

**III. Governance:**

- Vendor contracts: Groundskeeping (\$8,500), Tech support (\$4,500), Balboa lease for Copy machine (\$3,000), Maintenance Agreement for Copy machine (\$2,750), Assessment testing (\$5,800), Auditor (need board president signature- approx. \$15,000 w/taxes), CBH accounting (approx. \$20,000), yearbook (\$1500), Home Depot credit (\$5,000), Barney & Barney liability & workman's comp insurance (approx. \$30,000), addendum to continuing lease agreement (see accompanying document), Mobile Modular (\$1,000 if leasing), vendors for Clean Energy Grant (?), USDA Loan (?), Grants, LACOE ??? Shari motioned that the contracts all be approved, that the Board require competitive bids on all vendors over \$10,000 as per the established board policies, and that all persons use purchase orders to track purchases with the bids attached as needed. Christine seconded. Unanimous.
- It was noted that Margie obtained more than three bids prior to the purchase of the storage sheds and reviewed the bids with the storage shed committee prior to the purchase to determine best price and durability for our school. She will attach bids to the purchase receipt for the storage shed. LaWanda motioned that the Board ratify and affirm the storage sheds. Rod seconded. Unanimous.

- Resolutions: see accompanying document for information which was reviewed by the Board
- Calendar revisited- request for reconsideration or clarification. After discussion concerning the previous calendar schedule, Shari motioned that the calendar follow the district as closely as possible, except that we start Tuesday, Sept 1, 2016, instead of Monday, August 31; we will go to school on Wednesday, November 11, 2015; and we will end school on Thursday, June 9, 2016. Rod seconded. Unanimous.
- Strategic Planning: Administrative Salaries & Responsibilities Discussed salaries for Director and Co-Director. note: Shari recused herself at this point to allow for open discussion of her salary. LaWanda motioned and Rod seconded Shari's salary schedule. Motion carried unanimously. note: Shari returned and Margie recused herself to allow for open discussion of her salary. Shari motioned to accept the director agreement for Margie Rouge for the 2015-16 school year with the addition of 4. C. and additional administrative duties as needed, Rod seconded. Unanimous, with Margie recusing herself.
- USA administrative Salary schedule was discussed and it was recommended that a high, medium, and low range be established for the principal duties and the comparisons to the district be removed. Rod motioned that the schedule be accepted with the discussed changes and Shari seconded.
- Sick Leave for staff policy development: In compliance with California payroll law, money will be budget for employee sick leave. Shari motioned that the unused sick leave will be bought back from personnel at the end of each school year, no later than June 30. Rod seconded. Unanimous.
- Documents: Tech Plan, SARC, MOU. LCAP reviewed and progress discussed.

#### **IV. Business Report**

- Executive Director's Report: Revised 5-year planning Budget. Christine motioned to approve the 2015-2016 preliminary budget, April seconded. Unanimous.
- Audit plans reviewed: August 12 & 13

#### **V. Adjournment & Confirmation of next meeting.** adjourned at 5:30.

This is the last meeting for the USA Governing Board for the 2014-2015 school year. The next regularly scheduled meeting is for the 2015-2016 school year, to be held on Wednesday, *September 16, 2015* at 1:30 PM at the school offices, 330 E Street, Crescent City, CA 95531.