

# UNCHARTED SHORES ACADEMY GOVERNING BOARD RESOLUTIONS

## 2014-2015

**7-10-14 1415-01:** Director requested to let the landlord know that our landlord must bring the playground up to school safety standards. If the Landlord has not been presented us with a plan by August 10, 2014, to bring the playground up to standard, we will fix the playground ourselves and subtract from the September lease.

**7-23-14 1415-02:** Letter composed by the board at the meeting to the owner of Summer Lane property with an offer for purchase. Director directed to mail letter.

I. **7-23-14 1415-03:** Approval of budget for 2014-2015 with projections until 2017, including repayment of loan for land/buildings for new school.

**9-17-14 1415-04:** New Board Members approved: Rod Martindale and Lori Chilcott

**9-17-14 1415-05:** Executive Director requested to go ahead with negotiations concerning the renewal of the lease on the current building. Plans for buying property put on hold pending the lease negotiations.

**10-15-14 1415-06:** Executive Director given permission to purchase sheds for storage as needed.

**10-15-14 1415-07:** Grounds keeping bids reviewed (3 bids) and Kirkland's Lawn & Yard Service selected to take care of grounds keeping.

**1-9-15 1415-08:** New Board Member Approved: April Brock

**1-9-15 1415-09:** Facility contract approved for existing property lease for the period of January 2015 through June 2025 with revisions as indicated in an attachment.

**2-25-15 1415-10:** Enrollment Policy: Jan 31 close enrollment from county schools for the year (keep open for new to county students if room); Open enrollment for the next year March 1 – April 30; Lottery around May 15 if needed.

**2-25-15 1415-11:** Establishment of Cal-Ore Life Flight Plan: USA employees, board members, and people associated with USA are eligible to join the group plan, pay the required annual fee, and be covered by Cal-Ore Life Flight. USA will collect the fees, and use the fees to pay the total bill to Cal Ore.

**2-25-15 1415-12:** Second Interim Report approved.

## **2013-2014**

- 8-19-13**      **1314-01:** Administrator given the responsibility of signing for whatever employee health insurance plan is deemed most beneficial for all concerned, keeping in mind budgetary concerns.
- 8-19-13**      **1314-02:** Annual Staff salary schedule approved.
- 8-19-13**      **1314-03:** Common Core implementation grant expenditures approved
- 8-19-13**      **1314-04:** EPA fund expenditures approved.
- 8-19-13**      **1314-05:** NWEA assessment vendor contract approved.
- 8-19-13**      **1314-06:** Nepotism policy concerning disciplinary action of students related to an employee. (To be placed in Parent Handbook)
- 9-9-13**        **1314-07:** Student Achievement Plan, to be presented to DNCOE, approved.
- 9-9-13**        **1314-08:** Budget for 2013-2014 approved.
- 11-18-13**     **1314-09:** Fundraising policy that each class and sports team be allowed one fundraiser for their class/team per year.
- 11-18-13**     **1314-10:** Exception to policy not allowing enrollment of new 8<sup>th</sup> graders to stipulate that 8<sup>th</sup> graders may enroll up to November 30 if they are new to the county or have just moved to within a 2 mile radius of the school.
- 12-02-13**     **1314-11:** First Interim Financial Report to the state approved.
- 1-21-14**        **1314-12:** Created a new position of Facilities Manager (a part-time position for implementing the Clean Energy Grant), with a salary of \$12,500.
- 1-21-14**        **1314-13:** Audit for 2012-2013 and revised multi-year budget reflecting the audit report approved.
- 3-17-14**        **1314-14:** Policy: continued dental and vision after retirement for admin & credentialed staff who retire from public education & provide volunteer services for the school for at least 6 months after retirement – (admin must have been with the school for at least 5 years prior to retirement; teachers must have been with the school at least 15 years prior to retirement)
- 3-17-14**        **1314-15:** Approval of continuing with negotiations for additional facility space rented from the Catholic Church, with final contract to be approved by the Board.

**3-17-14 1314-16:** Second Interim Financial Report to the state and multi-year budget reflecting increased leasing of facilities approved.

**4-07-14 1314-17:** Administrator's Salary schedule approved as a guideline, with the stipulation that the negotiated salary actually based upon the administrator's skills, responsibilities, and performance.

**4-07-14 1314-18:** Stipends for coaches stipulated. Girls Volleyball - \$500; Girls Basketball - \$400; Boy's Basketball- \$600 (based upon the length of the season); If there are two coaches, the stipend will be split fairly between the coaches. Any remaining balance of the budgeted \$1500 stipend schedule will roll over into a sports fund for sports-related purchases.

**4-28-14 1314-19:** Technology Plan approved.

**6-02-14 1314-20:** Local Control Accountability Plan approved.

**6-02-14 1314-21:** Budget for 2014-2015 year approved.

## 2012-2013

- 7-11-12**      **1213-01:** Lease agreement between USA and St Joseph approved.
- 9-10-12**      **1213-02:** Staff Salary Schedules for 2012-2013 school year approved  
**1213-03:** 2012-2013 Planned Budget, based upon 95 students approved  
**1213-04:** School Calendar for 2012-2013 year approved
- 10-8-12**      **1213-05:** A work order request will be made prior to any facility renovations, modifications, or repairs which cannot be handled by the USA maintenance. The work order request will be approved by the director, taken to the church office to be signed by the father, with a copy requested for the school. The work order will include a verification that the liaison between the school and church was notified. *(to be placed in the Policies & Procedures manual)*
- 12-3-12**      **1213-06:** Other schools who are allowed to join our sports team will be charged the amount that it costs per participant to play, including all fees and stipends which USA pays out for the sport.
- 12-3-12**      **1213-07:** For the 2012-2013 school year, USA will give a \$300 stipend to the main coach per basketball sport. An official stipend policy will be established prior to adoption of next year's budget.
- 2-11-13**      **1213-08:** First Interim Financial Report approved.
- 2-11-13**      **1213-09:** Avon fundraiser to be implemented by the Parent Club
- 3-11-13**      **1213-10:** Adoption of student fee policy:  
**Pupil right to a free education** (EC 49010, article 5.5)  
*Pupils enrolled in a public school must not be required to pay a pupil fee, including a use deposit, for participation in any educational activity, including, but not limited to, curricular and extracurricular activities. All supplies, materials, and equipment needed to participate in educational activities shall be provided to pupils free of charge. This prohibition is not to be interpreted to prohibit solicitation of voluntary donations, voluntary participation in fundraising activities, or schools and other entities from providing pupils prizes or other recognition for voluntarily participating in fundraising activities.*
- 3-11-13**      **1213-11:** Approval of raffle fundraiser as the annual school fundraiser
- 3-11-13**      **1213-12:** Agreement to allow Director to replace admin assist position with school secretary position, outsourcing the business aspects, if a suitable replacement cannot be found for the admin assist and the outsourcing fits into the budget. The secretary position will be a limited position through June, with a review at the end of the year. Director approved to make a judgment call concerning which position to implement for the remaining of the year and next year (Office Manager, Secretary, or

Admin Assist), including a part-time position. Interview committee directed to interview at least three people before hiring.

**5-13-13**      **1213-13:** Approval of Budget for 2013-2014

**5-13-13**      **1213-14:** New wording concerning authorized signers to be placed in Parent Club MOU: “*In the absence of a parent club signator, the Governing Board Treasurer and a designated USA staff member shall assume the signing authority.*”

**5-13-13**      **1213-15:** The Parent Club account now located at North Valley Bank will be closed by the authorized signer and the funds will be transferred to Chase Bank, the same bank as the rest of the USA accounts.

**6-24-13**      **1213-16:** Approval of Budget Revisions for 2013-2014

**1213-17:** Director may be given latitude to contract with vendors needed for the operations and education of the school as long as it fits into the budget, and there is not a conflict of interest.

**1213-18:** Positions of part-time bookkeeper and full time secretary will replace the position of administrative assistant.

**1213-19:** No inter-county transfers of 8<sup>th</sup> grade students unless there are mitigating circumstances, as determined by the directors.

**1213-20:** Dissolution of Parent Club MOU until such a time as an active group of parents come forward to bring a revision to the Governing Board. Parents may meanwhile use the separate account previously established by the Parent Club to separate fundraising for specific activities (sports, 8<sup>th</sup> grade trip, etc). All general all-school fundraising will be deposited into the USA fundraising account.

**1213-21:** The director and co-director designated as primary signers on all USA accounts (including the Parent Club account), with the most senior teacher and board president as secondary signers. Secondary signers may only sign in conjunction with a primary signer.

**1213-22:** The official CDE student fee policy will be implemented to supplement the policy previously drafted by the USA board. It will be available to parents upon request and the previously drafted policy will be placed in the Parent Handbook, along with the Uniform Complaint Procedure.

## 2011-2012

- 7-7-11**      **1112-001:** 2011-2012 school calendar revised to 175 school days.  
**1112-002:** Board meetings changed to the last Monday of the month with exceptions as noted on the new calendar.  
**1112-003:** Benner lease renewal for 18 months, from August 2011-Feb 2013.  
**1112-004:** Approval to pursue Rural Community Facilities Loan
- 9-26-11**      **1112-005:** 2011-2012 Staff Salary Schedule approved.  
**1112-006:** Mail policy implemented: *The school will not accept mail addressed to anyone other than staff members of the school*
- 10-24-11**      **1112-007:** Tracy Cole approved as parent representative, with term expiring June 2013.  
**1112-008:** 2010-2011 Unaudited Actuals Report approved  
**1112-009:** Sports Policy implemented.
- 2-27-12**      **1112-010** Educational Timeline for Implementation of DNCOE Recommendations approved, to be included as part of the strategic plan  
**1112-011** Administrators given the authority to sign the Instructional Media Contract as they deem appropriate, both now and in future years.  
**1112-012** Tutoring Program Grant request approved.  
**1112-013** Fundraiser Requests approved as follows:  
                  **Annual Fundraisers (approved to be implemented every year)**  
                  Auction  
                  Bake Sale during all Farmer’s Market days  
                  Car Washes (one per year per sports team)  
                  Snack sales at home games  
                  Basketball “Shoot Out”  
                  Spring Book Sale  
                  **Fundraisers to be approved for 2011-2012 only:**  
                  See’s Candybar Sales  
                  Garage Sale
- 1112-014** Audit 2010-2011 approved  
**1112-015** Interim Report 2011-2012 approved
- 3-19-12**      **1112-016** MOU for 2012-2017 be approved with adjustments, and that a letter be delivered to the superintendent and DNCOE Board delineating the reasons that the Board could not approve the MOU as written, as well as suggested adjustments.

**3-21-12 1112-017** The 2012-2017 USA/DNCOE MOU revision be approved as an attachment to the current MOU between USA and DNCOE with the changes indicated below:

Under the “Measureable Student Outcomes” part of the MOU, the language for point 1, *The percentage of students proficient in English Language Arts and Mathematics at USA will increase five percentage points a year*, be replaced with *Uncharted Shores has established additional goals and measures for student achievement as indicated in the following graph: (graph indicated in next resolution)*

**3-21-12 1112-017** The charter up for renewal be revised with the following addition to the Measureable Student Outcomes part of the document:

*The overall academic objective of Uncharted Shores Academy will be to perform at comparable rates to students at the Del Norte County Unified District Schools. Uncharted Shores has established additional goals and measures for student achievement as indicated in the following graph:*

YEAR	API	Percent Proficient/Adv English Language Arts	Percent Proficient/Adv Math
2013	655	33%	30%
2014	666	37%	35%
2015	677	41%	40%
2016	688	45%	45%
2017	700	50%	50%
Fall 2016	reviewed	renegotiated for the following term	Renegotiated for the following term

**5-21-12 1112-018:** Facility purchasing offer: Steve motioned and Tracy seconded that the directors make an offer to purchase the facility being discussed contingent upon the board approval of the final agreement.

**5-21-12 1112-019:** Contracts for continuing & new vendors. Paul motioned and Tracy seconded that all the 2012-2013 contracts be approved as proposed by director, with the director having the option of changing vendors in the future if that seems to be in the best interest of the school and the cost is comparable.

## 2010-2011 RESOLUTIONS

- 8-9-10**      **1011-001:** School calendar for 2010-2011 approved
- 8-30-10**      **1011-002:** Authorization of director to pursue a new facility, obtain an engineer's report, and report back to board concerning the possibilities
- 8-30-10**      **1011-003:** Designation of Dan Moore as facilities chair for the purpose of procuring and renovating new facility
- 10-22-10**      **1011-004:** Director authorized to engage an engineer to prepare a site report concerning the Hogan property, and the realtor to prepare a bid for \$400,000 for the property.
- 11-08-10**      **1011-005:** Director authorized to sign the bid for the Hogan Property with the changes as requested & go forth with negotiations
- 12-13-10**      **1011-006:** Director authorized to go ahead with the formation of a Charter School District to be governed by the Board.
- 12-13-10**      **1011-007:** Sports Team Fundraisers to be headed up by our athletic director approved
- 12-13-10**      **1011-008:** Jeremy Frisk resignation accepted
- 12-13-10**      **1011-009:** Daniel Moore appointed as board member, continuing as facilities chair, term expires 6/2012
- 1-10-11**      **1011-010:** Yearbook staff approved to obtain sponsors for the yearbook
- 2-7-11**      **1011-011:** Policy requiring fingerprinting to be updated to reflect that permanent employees must be fingerprinted prior to work, but temporary employees may work without fingerprinting if they are supervised by a fingerprinted employee working in the same area.
- 2-7-11**      **1011-012:** Request for the Corporate Board to revise the *Articles of Incorporation* to name the current USA Governing Board as also the Corporate Board of the non-profit corporation, and change its name to reflect district status, so that the proposed site-based charter may be incorporated into the governance structure
- 2-28-11**      **1011-013:** Dismissal of Administrative Assistant
- 3-07-11**      **1011-014:** Hiring of former Admin Assist in position of Bookkeeper; part-time and off-campus



- 3-07-11**      **1011-015:** Approval of contract for Engineer's report as deemed necessary, to be signed by administrator
- 3-07-11**      **1011-016:** Change of name of corporation to *Unified Shores Academies Charter School District*, to take effect in August.
- 3-07-11**      **1011-017:** Second Interim Financial Report for 2010-2011 approved.
- 4-11-11**      **1011-018:** Resignation of John Oliphant accepted
- 4-11-11**      **1011-019:** Steve Taylor elected as President of the Governing Board, to continue as president in the 2011-2012 school year.
- 4-11-11**      **1011-020:** Dan Moore elected as Vice-President of the Governing Board, to continue as vice president in the 2011-2012 school year.
- 5-09-11**      **1011-021:** District MOU & current Benner lease will be month-to-month
- 5-09-11**      **1011-022:** Updated budgets as presented to the district approved.
- 5-09-11**      **1011-023:** Summer teacher stipends for curriculum planning approved.
- 6-13-11**      **1011-024:** USA Board dissolved and the present board members along with the directors seated on the new *unified shores academies charter school district board* at the next board meeting in August, with the same officers in place.
- 6-13-11**      **1011-025:** Two holidays added to the district calendar – the day before Thanksgiving vacation and the day after spring break, leaving 178 school days on the calendar.

## 2009-2010 Resolutions

- 9-14-09**      **0910-000**      Dennis Louey's resignation as board member accepted.
- 11-09-09**      **0910-001**      Staff may be restructured to accommodate the needs of the school, including additional hiring, as long as it stays within the approved budget.
- 11-09-09**      **0910-002**      Bekah's position turned over to her husband, Jeremy.
- 12-12-09**      **0910-003:**      TechWild contract approved.
- 12-12-09**      **0910-004:**      First Interim Report approved.
- 2-16-10**      **0910-003**      8<sup>th</sup> graders may establish fundraisers of bake sales, car washes, and yard sales for the purpose of raising money for their 8<sup>th</sup> grade field trip
- 3-08-10**      **0910-004:** Resignation of board member Debra Lewis accepted.
- 3-08-10**      **0910-005:** Positions of bookkeeper/accountant and Board President added as bank account authorized signers.
- 3-08-10**      **0910-006:** MOU with Del Norte School District approved.
- 3-08-10**      **0910-007:** 2<sup>nd</sup> Interim Report of financials approved.
- 3-08-10**      **0910-008:** Employee positions and pay scale approved for 2010-2011 school year.
- 6-7-10**      **0910-009:** Parent Club MOU adoption
- 6-7-10**      **0910-010:** Adoption of 5 year strategic plan for school growth

## 2008-2009 RESOLUTIONS

<u>DATE</u>	<u>NUMBER</u>	<u>DESCRIPTION</u>
6-9-08	0809-001	Institution of an administrative assistant position.
6-9-08	0809-002	Institution of two administrative teacher positions
6-9-08	0809-003	Contract approval of two administrative teacher positions @ \$75,000 each and one lead teacher position @ \$43,500.
7-7-08	0809-004	Approval of the final 2007-2008 budget and the projected budgets for 2008-2009 and 2009-2010
9-8-08	0809-005	Approval of Administrative Assistant Position with as Salary @ \$32,400
9-8-08	0809-006	Agreement that Instructional Assistant salaries may be set by the administrators as indicated on the salary schedule and more may be hired as needed to maintain an 8:1 ratio
10-13-08	0809-007	Contract for Susan Frost, credentialed teacher as delineated on the employment agreement.
10-13-08	0809-008	Decision to have a package of options of salary vs. benefits available to all teachers to select from as contracts are renewed or new contracts are approved.
10-13-08	0809-009	Agreement to accept a loan from Shari to meet payroll with the mandate that we have it documented correctly with the advice of our book keeping agency to prevent audit problems.
10-13-08	0809-010	Budget approval for the 2008-2009 school year.
11-10-08	0809-011	Approval of the revised charter as presented.
11-10-08	0809-012	Approval of retention of Cholwell, Benz, & Hartwick financial services for the 2008-2009 school year.
11-10-08	0809-013	Approval of the cash advance from Charter School Capital. Total amount of \$300,000, to be drawn from as needed.
3-09-09	0809-014	Approval of the 2 <sup>nd</sup> Interim Report to the State

- 4-13-09**      **08/09-015:**      Application for Charter School Revolving Loan approved in the amount of \$150,000
- 4-13-09**      **0809-016:**      Approval of David L Moonie & Co for financial auditor for the 2008-2009 audit.
- 4-13-09**      **08/09-017:**      Permission given to Margie Rouge to sign a contract with a Cambridge or Insight School Review groups, depending on choice, and move forward with an educational review.
- 4-13-09**      **0809-018:**      Dorothy Hatton removed from the board due to her moving out of the area.
- 4-13-09**      **0809-019:**      Approval to offer the current teachers and staff an at-will agreement at the same rate of pay for the 2009-2010 school year.
- 5-11-09**      **0809-020:**      Approval of three non-credentialed instructor positions and hiring another credentialed teacher for the 2009-2010 school year.
- 5-11-09**      **0809-021:**      Policies and Procedures manual for 2009 approved.
- 6-08-09**      **0809-022:**      New board members: Michael Skudstad, local lawyer, approved to fill the position of community representative and Rebecca Frisk approved to fill parent representative position as board members.