

**Uncharted Shores Academy Minutes**  
**Regular Meeting of the USA Governing Board**  
**Wednesday, June 13, 2018, at 4:30 PM**  
**1492 Northcrest, Crescent City, CA 95531**

**I. General Business**

- Call to order: 4:51 PM
- Verification of members present: Shari Smithson, Margie Rouge, Rich Rhodes, Jonathan Townley, Brigitte Norris, Annette Short
- Approval of May Minutes: Approved by consent. No opposition.
- Reappointment of members, Appointment of new members: Shari motioned and Brigitte seconded that Rich be re-appointed to a new three year term. Unanimous.

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

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

- Tour of New School Site
- Plans for operation next year at both sites
- Safety report: Shari reported the items that need to be upgraded for safety at the new school site – doors need crashbars, drinking fountains inside and outside, handicapped compliance, adding a fire extinguisher, flasher lights and lighted exit signs, security system. The playground at the main site needs to be installed.
- Conference plans; training for Board – Margie offered the Board the possibility of attending the CSDC conference. Because of scheduling difficulties, the Board decided it would be better to get someone to come for training. *However, it was decided that Jonathan and Annette would attend CSDC training if they could attend.* Margie will check out the possibilities and get back at the August meeting.

**IV. Governance:**

- **New Position: Educational Instructor** (Action Requested). Margie explained the rationale for a new position created for an experienced instructional assistant with additional qualifications. This position, termed “Educational Instructor,” would be full time instead of part time and salaried instead of hourly. Brigitte motioned and Shari seconded the position of Educational Instructor. Unanimous.
- **Policy Development** (Action Requested):  
Re-written Proposal as follows:  
*(1) USA will pay continued health benefits for a period of five years after retirement for any full-time staff member who retires from Uncharted Shores Academy with at least 10 years of service credit at*

USA. This five year retirement benefit may be taken after, prior to, or in lieu of a period of paid health benefits for employment or volunteering during retirement, per paragraph 2.

(2) *Upon approval of the Board*, any staff member with at least 5 years of Uncharted Shores Academy service credit who contributes service in a position approved by the Board equivalent to that of at least a .5 FTE of a ten month employee, whether in a paid or volunteer position, will continue to receive health benefits paid during the time he/she works for the school.

(3) After gaining Medicare eligibility, qualifying staff will receive Medicare and supplemental insurance paid by the school equivalent to the health policy in effect at the time instead of receiving the regular health benefits.

Brigette motioned and Annette seconded approval of the policy. Approved with Rich, Shari, and Margie abstaining.

- MOU with District and the Brown Act (Action Requested) After discussing the legal attorney's recommendation for agreement to the Brown Act, the Board directed the administrators to return the signed MOU to the district. They also directed the administrators to arrange Brown Act Training by September.
- Contracts for next year (Action Requested): Audit, technology support, copy machine, grounds keeping, health insurance, and accounting. The Board directed administrators to investigate what products the groundskeepers are using on the ground before approving the groundskeeper contract. Annette motioned to approve all the other contracts. Brigitte seconded. Unanimous.

## V. Business Report

- EPA funding: Proposed to go to teacher salaries (Action Requested) Annette motioned and Jonathan seconded approval. Unanimous.
- Treasurer's Report: Jonathan reported improvement in keeping records of the expenditures. All receipts were accounted for.

**VI. Agenda Items Requested for a Future Board Meeting:** Training for Board, Groundskeeping.

VI. **Adjournment & Confirmation of next meeting.** Adjourned at 6:35 Next meeting will be held on Wed, August 29, 2018, 4:30 at 1492 Northcrest, Crescent City, CA.

The above minutes were approved by the Board on August 29, 2018.

Affirmed by Secretary, Margie Rouge: .