

Uncharted Shores Academy Minutes
Regular Meeting of the USA Governing Board
Tuesday, *October 12, 2021*, at 5:00 PM
330 E Street, Crescent City, CA 95531

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Meeting ID: 747 7191 4799 Passcode: z57A65

I. General Business

- Call to order: 5:07 PM
- Members present: Jennifer Taylor, Jodi Petersen, Lisa Prumatico (virtually), Carla Critz, Erin Kraemer, Linda Monnin
- Administration Present: Shari Smithson, Margie Rouge, Bree Scott (virtually)
- Timekeeper: Jennifer Taylor
- Minutes (Attachment #1): Accepted as written.

Opportunity for members of general public to speak will be allowed after each agenda item (see notice #1 below)

II. Informational Reports and Presentations

- **Reports Concerning Education and Operations:** Shari Smithson, Educational Director
 - Enrollment to date: Onshore: 196; Offshore: 89; Total: 285. CBEDS report was at 288 (enrollment on October 7). Since then a family of 3 moved, but 2 more are signed up to enter soon, so staying steady.
 - Safety report: Emergency Evacuation Drill at main campus; Safety committee is looking into a new evacuation site which will allow a MOU for the school's use since the present site is used by the Emergency Preparation Crew. The ELC had an ADA compliance inspection and a door handle was replaced, bar near the toilet moved to bring everything into handicapped compliance.
 - Leadership Team report : Lead teachers in each of the three levels (primary, elementary, middle school) were appointed to establish a leadership group who will function as an integral part of the school's future growth and success, ensuring the school follows our mission and vision of operation. The team has met twice this year and discussed goals, become familiar with school documents, and identified ways to support the administration. The team's main purpose is to support the teachers and instructional staff within their crew. Each leadership captain meets with their crew weekly.
 - K (usually due Oct 15) and 7th (usually due Nov 1) immunizations report: Immunizations due date has been postponed to January 31, 2022, since covid impacted students ability to get immunized and the state website needed to be updated for new reports. This year reports will need to be done in four grade levels: K, 1, 7, & 8. Covid Vaccine will likely be added as a mandated vaccine for 7th & 8th in

July 2022 and subsequently for K-6 following full FDA approval of the vaccine.

- **Tech Committee Report Concerning Website Completion**

Jennifer reported that the website has been cleaned up, and there were little items to finish the contract. It was declared that the website was complete and the contract finished. There is no website maintenance contract at this time.

III. **Governance:** Margie Rouge, Executive Director

- Audit progress report and notification of extension of audit reporting to State from Dec 15, 2021 to January 31, 2022. The audit is in progress and all items requested by the auditor so far have been submitted.
- Vaccination Policy for volunteers: After discussion, Linda motioned that volunteers follow the same regulations as the staff and Jennifer seconded. Approved with 5 ayes; Jodi abstained.
- Contracts Reviewed:
 1. **Feasibility Study Agreement:** Needed for the construction loan. Cost will be approximately \$22,500 with a \$5,000 retainer. Jennifer motioned to approve and Erin seconded. Unanimously approved.
 2. **Facilities Project Consultant:** Rich is no longer going to be able to act as a consultant. The contract will be dropped.
 3. **Field Mowing:** Board reviewed the proposal of the *Reliable Electrical and Tractor Service*. Jennifer motioned, Jodi seconded, Board unanimously approved the contract with the stipulation to keep the field mowed at an hourly rate of \$60, with a cap of \$300 a month (5hours work), and striking references to being hired as an employee. Instead, the contract is to read, “independent service provider.”
 4. **Website maintenance:** Contract reviewed. Postponed to the next meeting after more negotiation with BrooksDigital.
- Legal or Legislative Issues: Teleconference Board Mtg new regulations; New COVID specific regulations; - Dropped from the agenda; regulations still the same as previously reported.
- Policy Development: **Revision of Independent Study Policies**
Board reviewed revisions of the “Procedures for Tiered Re-Engagement Strategies” which indicated the new state regulation of beginning the process after absences totaling 10% of attendance within a four week period (2 days) or missing scheduled classes for 3 or more days within a four week period. A warning of pending probation letter will be sent at that time to be in compliance with the regulation, rather than the previous Board-approved warning sent at 5 days absence. Jennifer motioned, Erin seconded approval of the revision. Unanimous.

IV. **Business Report:** Margie Rouge, Executive Director

- **Esser III Grant Expenditure Report Public Hearing**

The expenditure plan was presented and questions answered. After discussion, Erin motioned to approve the plan and Jennifer seconded. Unanimous.

- Executive Director's Report of *Budget* and *Cashflow*: informative presentation. No action taken.

V. **Agenda Items Requested for a Future Board Meeting:** Board binders and Board Training.

VI. **Adjournment & Confirmation of next meeting. 8:08 PM**

The next regularly scheduled meeting will be on Tuesday, *November 9, 2021*, at 5:00 PM, at the main school campus, 330 E Street, Crescent City, CA 95531, and on Zoom. Interested parties may request a Zoom invite by using the *Sign up for Meetings* link on the school's website (www.shoresacademy.com) or simply clicking on the link available on the agenda posted on the website.