

Uncharted Shores Academy Agenda
Regular Meeting of the USA Governing Board
Monday, *December 9, 2019*, at 7:00 PM
330 E Street, Crescent City, CA 95531

I. General Business

- Call to order: 7:00 PM
- Verification of members present: Shari Smithson, Carla Critz, Jonathan Townley, Annette Short.
- Members of the Public: Kristie Hamilton, Jennifer Schmidt, Michelle
- Timekeeper: Carla Critz

II. Board Discussion: Procedural rules of open meetings, including time allocated to public comments, and how the board interacts with members of the public during that time. Jonathan emphasized how the open public comment works and that if a person wants to bring something to the Board, they must bring it up at this time, and it may be put on the Board agenda if it is appropriate. (5 minutes)

III. Opportunity for members of general public to speak. The general public may address the board on any topic of concern which is not on the agenda, but lies within the board's jurisdiction. Comments should be limited to 3 minutes or less, with no more than 3 people addressing a particular topic. The presentation is informational only. The Board cannot respond to or discuss the items presented. Appropriate issues may be agendaized for board deliberation at a future meeting by submitting a written request to the Board President or Executive Director two weeks prior to the board meeting. The USA Governing Board will discuss the request at the next regularly scheduled Board meeting and agendaize items which are considered to be of sufficient importance to the operation and governance of the school.

No members wished to speak.

IV. Informational Reports and Presentations - (5 min)

Educational Director, Shari Smithson, reported pertinent information concerning educational activities, staffing, enrollment, school safety, and general operations. There have been multiple family activities during the last month as well as educational opportunities within the community. Progress has been made with

V. Consent Agenda: The Board is requested to review the consent agenda documents, ask for clarification as needed prior to the meeting, and be prepared to take action at the Board meeting on all items. If there is a need for discussion, an item may be pulled off the consent agenda for review at the meeting, but the Board is urged to settle all questions prior to the meeting. Any changes to the minutes may be noted in an email to the Director prior to the meeting and these will be presented to the Board prior to the approval of the consent agenda. If there are no objections, the items on the consent agenda will be deemed to be approved by mutual consent. (2 minutes)

The following was unanimously approved.

- **Minutes of the October, November, and Special meetings**
- **Revised LCAP** (posted on website: <https://shoresacademy.com/chartroom>)
- **Fundraisers:** Parent Club is requesting a "CandyCane" fundraiser to begin next week. Music program, Student Council, and Sports program would like still-to-be-determined fundraisers as well. Requesting Board to approve one fundraiser for each group for the 2019-2020 year that does not interfere with other

fundraisers running at the time. The funds will be used for the programs involved. The director will determine the appropriateness and scheduling of the fundraisers.

VI. Governance:

• Board Discussion of Policies:

- Procedures in place to ensure compliance with CA law in regards to safe working conditions. Annette brought up that teachers had complained to her that some teachers did not have time set aside to go to the bathroom and did not have enough time for a duty-free lunch. The Board discussed the schedules and procedures in place to allow teachers breaks as needed.
- Procedures in place to address culturally sensitive affairs, with an emphasis on Native American Culture. Shari brought forth that there needs to be a way to gather data concerning any type of sensitive information. Tabled for the next meeting at the request of a Board member who cannot be
- How wages are determined for staff members. The administrative staff explained how the wages are determined at the school and answered questions concerning the wages.
- The Uniform Complaint Procedure, a review of the escalation process, and when the board can and should get involved in the disciplinary process.
- Signed Board Affidavits Requested and received by Jonathan

VII. Facilities Update: (5 minutes)

- Progress with 1492 Northcrest purchase: Have submitted all documents, awaiting decision. Escrow has been extended.
- Progress with Land Development: Will continue with land development loan after the purchase of Northcrest building has been completed.
- Discussion concerning Master Plan: Brief explanation of the timeline which Stover's Engineering has provided after extensive research

VIII. Business Report: (20 minutes; 5 minutes each item):

- Cashflow Projections: Projection to have all cash advances from Charter School Capital to be repaid by the end of the school year, and explanation of how the property loans will work.
- Budget Update: Budget has been updated with the Period 1 Average Daily Attendance numbers and the First Interim Report finances, both of which reflected actual numbers through October 31, 2019. The audit should be completed by next week, and the budget will again be updated after obtaining the budget and the P-2 report, which goes through the end of December.
- First Interim report (Action Item) – The first interim financial report was presented to the Board, and will be presented to the DNUSD Board on Thursday.
- Treasurer's report tabled. Will present Oct and Nov finances in January.

- IX. Agenda Items Requested for a Future Board Meeting:** Safety report about ELC locks on doors and play structure removal. Discussion of tapping into the community for additional funds. Revisit cultural sensitivity and ways to collect data. TK student status. Board recruitment and resignation of board members. Review of CSDC Conference.
- X. Adjournment & Confirmation of next meeting.** Meeting adjourned at 8:26 PM. The next regularly scheduled meeting will be on **Monday, January 6, 2020, at 7:00 PM**, in Room 6 at the main USA site, 330 E Street, Crescent City, CA 95531.

Notices:

Uncharted Shores Academy is nonsectarian in its programs, admission policies, employment practices, and all other operations. The school does not discriminate against any person on the basis of ethnicity, national origin, gender, or disability. Requests for Disability-related modifications or accommodations needed to participate in USA's open public meetings may be requested through the school office (707-464-9828) at least 72 hours prior to the meeting.