

Uncharted Shores Academy Minutes
Regular Meeting of the USA Governing Board
Monday, *March 2, 2020*, at 7:00 PM
330 E Street, Crescent City, CA 95531

I. General Business

- Call to order: 7:01 PM
- Verification of members present: Jonathan Townley, Shari Smithson, Carla Critz, Annette Short
- Verification of Administrator/Secretary of Board present: Margie Rouge
- Members of the Public Present: Wendy Rinkle, Maria Guy, Linda Monnin
- Timekeeper: Carla Critz
- Approval of February special meeting minutes: Approved by consent. Shari recused herself, as she was not present.

II. 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 three (3) minutes or less, with the total time for this purpose not to exceed 15 minutes. The presentation is informational only. The Board will not respond to or take action on 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 (2) weeks prior to the board meeting. The USA Governing Board may 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.

. Wendy presented possibly developing a memorandum of understanding with United Indian Health. She spoke about what the memorandum might consist of and how it would help the students.

III. Items Scheduled for Discussion.

- Consideration of Policies to Ensure Student and Staff Safety and Appropriate Staff Conduct: a report of actions suggested by the legal team and ideas presented by staff will be brought forward for Board deliberation and possible action. Topics which may be covered:
 - USA Board and/or Executive Director's communication with media and parents
 - Policies concerning about one student not being alone with any employee and that if there are less than 3 students in a class, the elective or class is cancelled; what to do about homestudy students dropped off without parent accompaniment
 - Mandated staff training – what are the different trainings that should/could be mandated and what resources do we have for implementing these
 - Staff Conduct regarding student/staff relationships in and out of school, including private communications with students (social media policy)
 - Hiring practices and policies – open postings; hiring panel for executive jobs; nepotism policies

Board will appoint Jonathan and Carla to be a policy drafting committee. The committee will send the drafted policies to our legal counsel, then present them to the board at a future meeting.

- Contract for Executive Director presented to the Board for review prior to contract deliberation at the April meeting.

IV. Items Scheduled for Action.

- Presentation of contract for Financial Feasibility Report, which is required by RCAC for the mortgage loan to purchase the Early Learning Center building located at 1492 Northcrest. Action requested. *No action could be taken because the CPA withdrew his offer.*
- 2nd Interim Report: The financial report to the state covering the period from July 1, 2019, through January 31, 2020, presented to the Board. This report will be presented to the District, who will send it to the State. Action requested. Shari motioned approval of the interim report, Annette seconded. Unanimous.

V. Adjournment & Confirmation of next meeting. The meeting is adjourned at:
The next regularly scheduled meeting of the Board will be on Monday, *April 6, 2020*, at 7:00 PM, at the school offices, 330 E Street, Crescent City, CA 95531.

Notices:

1. 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 their status in a protected class, including based on ethnicity, national origin, gender, or disability. Requests for disability-related accommodations needed to participate in USA's Board meetings may be requested through the School office (707-464-9828) at least 72 hours prior to the meeting.
2. Supporting documents for this agenda will be available at the Board meeting, posted online, and may be requested from the School office prior to the meeting.
3. Minutes from previous meetings may be requested at the school office or printed from the School's website.
4. This agenda was posted at least 72 hours prior to the meeting, in accordance with the Brown Act.