

**Uncharted Shores Academy Minutes**  
**Regular Meeting of the USA Governing Board**  
**Tuesday, *March 8, 2022*, at 5:00 PM**  
**330 E Street, Crescent City, CA 95531**

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Meeting ID: 747 7191 4799 Passcode: z57A65

The general public may address the board on any item already listed on the agenda at the time of the Board discussion of the item by indicating interest with a raised hand (in person or virtually). Comments should be limited to 3 minutes or less and the number of people addressing the Board may be limited due to time constraints. An item not listed on the agenda, but is a topic of concern within the board's jurisdiction, may be addressed during the open discussion time at the time items are brought to the Board for placement on the next Board agenda. The Board may not respond to any comments not listed on the agenda, but may place an appropriate item on the Board agenda for a future meeting.

**I. General Business**

- Call to order: 5:02 PM
- Members present: Erin Kraemer, Jennifer Taylor, Jody Petersen, Carla Critz, Linda Monnin in person; virtually: Lisa Prumatico
- Administration and Secretary Present: Margie Rouge, Shari Smithson
- Minutes (***Attachment #1***): Correction of Bree Smithson to Bree Scott; accepted by consent with correction made.
- Change of time for next meeting: Second Tuesday will be during vacation. Recommend the 1<sup>st</sup> Tuesday instead: April 5, 2022. **Action requested.** Jennifer motioned to change the next meeting to April 5, 2022. Jody seconded. Unanimous.
- Form 700 Conflict of Interest due from Board and Admin by the April meeting.

**II. Informational Reports and Presentations:** Shari Smithson, Educational Director

- Enrollment to date for 2022-2023 school year: 272 (this year we have 282 at present; target number is 300). This year: 197 Onshore; 85 Offshore; Next year: 212 Onshore; 60 Offshore. Most rooms are full.
- Safety report: Safety committee is Shari, Ann, and Deb. They investigated the community emergency Tsunami siren and found it wasn't working. The MOU for the new emergency evacuation site at the First Baptist Church is not yet in place. CDPH Masking Update: Masks are not required, only highly recommended, for both students and staff.

**Community comments:** Amber Voss indicated that she was glad that we were accommodating students with the option of not sitting next to an unmasked student. Jennifer requested that the school post mask mandate information

- School events: End of school events discussed, including band concert. Field trips may be planned, especially outdoor trips. Plan for a transition from 1<sup>st</sup> ELC to 2<sup>nd</sup> main campus with a trip to the main campus.

- Leadership Team: Admin and leadership team got together for a meeting in order to facilitate communication. Next meeting will be focused on what the role of the leadership team will be.
- Staff: New Educational Instructor, Jessica Darrow, joined the Early Learning Center. She has an Early Childhood Education Preschool Director certificate and many years of experience with young children.
- End of School Events: Class groups (“Crews”) have been assigned a day on the last week of school for presentations, with the last day for an all-school get-together, if permitted. Band concert will be May 19 in the gym with distancing between family groups. Homeschool presentations will be planned for the first week in June. School is planning a transition day for the ELC 1<sup>st</sup> to the Main Campus 2<sup>nd</sup> grade.

### III. Governance:

- Website Revisions: Tech Committee presentation and discussion of (1) notification and payment process; (2) possibility of future revisions only once a year in June with an estimated cost approved that would have an upper limit of the budgeted amount; (3) Current invoice (**Attachment #2**) **Action requested.** Jennifer reported for the tech committee that new revisions of database to make it more useable and an additional vendor page. It cost more than expected after getting the estimate. In process of working to make an estimate easier. The tech committee plans to meet with web maintenance tech to clarify. Board asked for tech request to begin with Andrew, and the Board president will notify Andrew of this request, with an approval from the Board if the correct process is followed. Motioned by Linda and seconded by Erin to pay the overage bill. Unanimous.
- New Positions Requested: Homeschool Coordinator, School Secretary (**Attachment #3**) **Action requested.** Board discussed the position. Jennifer motioned and Lisa seconded. All agreed, except Erin recused herself.
- Gardening Contract: (**Attachment #4**) **Action requested.** Jennifer motioned and Lisa seconded to approve the gardening contract. Unanimous.
- Policy Development: 1) Solicitation of Vendors – hiring specific vendors as staff (fingerprinted, etc) to lead “clubs” using either campus or off-campus facilities (examples: pottery, art, dance, swimming) – paid per hour per class rather than per student (minimum 5 students). 2) Beginning a summer school program focused on social emotional learning, funded by grant dollars. Approved by consensus to go forward with the plans.
- Strategic Planning: Governance and administrative planning for the future. Facility update. Postponed until next month.

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

- 2020-2021 Audit Report to be submitted to DNUSD and State. (*Attachment #5*) **Action requested.** Linda motioned and Jody seconded to approve audit.
- Report of Second Interim Financials to be submitted to DNUSD and State. (*Attachment #6*) **Action requested.** Jennifer motioned to approve and Linda seconded. Unanimously approved.

V. **Opportunity for members of general public to speak: None**

VI. **Agenda Items Requested for Consideration at a Future Board Meeting: None mentioned.**

VII. **Adjournment & Confirmation of next meeting. 7:16 PM.**

The next regularly scheduled meeting will be on Tuesday, *April 5, 2022* at 5:00 PM, at the school offices, 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](http://www.shoresacademy.com)) or may join the meeting simply clicking on the link available on the agenda posted on the website.