

**Uncharted Shores Academy Minutes**  
**Regular Meeting of the USA Governing Board**  
**Tuesday, April 4, 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: 5:03 PM
- Members present: Lisa Prumatico, Linda Monnin virtual; Carla Critz, Jennifer Taylor, Jody Petersen present in person
- Administration and Secretary Present: Margie Rouge and Shari Smithson
- Minutes of Previous Meeting (Attachment #1): Accepted as written by consensus.

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

- Enrollment for the 22-23 school year to date: 273 for next year. New hiring this month: Homeschool Assistant, Two new instructional assistants (moved a current aide into the office for additional assistance).
- Safety report: Still working on MOU for the emergency site for an evacuation plan for the main campus and a plan for evacuation for the ELC.
- Significant School events: Spring Break next week. Preparing for testing now. Teacher training with testing procedures is taking place, loading the online information, making sure all computers are ready to go and more ordered for replacements. Finalizing graduation plans and end-of-year barbecue. Dates for end-of-the-year class activities have been assigned for each group so that there won't be conflicts.
- The leadership team reported that the team is working on the safety plan and making sure it is all updated and coordinated. Attendance and report cards were due, so everyone is involved in that.

**III. Business Report:**

- The Executive Director's report of updated budget and projections for the next five years was presented. (Attachment #2) The predicted enrollment was projected based upon an evaluation of student growth from year to year for the last 14 years. Each category of spending for the past two years was evaluated to determine the amount spent per student and projected accordingly. Cost for mandatory additional staff needed each year to keep the student-to-teacher

ratios in check and complete operational and support services were figured. Amounts spent per staff member for benefits were computed. Financial estimates from the facility project engineer drove revised facility cost estimates.

The end result was a determination that it would be impossible to afford the entire new campus project within any foreseeable time frame. However, one 10,000-square-foot building would be possible, with an office for a principal, if we kept the main campus for the office and the rest of the classrooms. The budget was computed with the idea that the elementary building would be built on the land while the middle school and homeschool students would be housed on the existing main campus with the main office staff taking up one of the classrooms. ***Action Requested to approve the budget and the plan. Jen motioned and Jody seconded. – unanimous.***

IV. **Governance:** Margie Rouge, Executive Director  
Strategic Planning:

- Facility plans update: Plan for future facilities as designated in the budget were discussed in detail. The current Early Learning Center would house the TK and K students (ages 4-6). The Elementary building would have two sections: a lower primary (ages 6-8) and an upper elementary (ages 8-11). The structure would be three classrooms in each section, opening into a large open room used for lunches and learning stations. Offices, closets, a kitchenette, and restroom areas would divide the two sections on each side of a hall between the sections.

Meanwhile, the Main Campus building would include four classrooms which the middle school students would rotate between, a library, a large office using the first classroom by the door, a business office using the current office space, and an administrative/principal office as in current use. Middle school students would also use the gym for lunches and PE, as well as the playground. The band would be in the gym

The “Distant Shores” building would be dedicated to homeschool, except for the resource office, which will be reserved for use by the resource staff, and the water heater closet, which would be for the music teacher and other staff who periodically need a space. The large open room would be divided up into offices for the homeschool teachers to meet with students, and the library would be open to homeschool as well. The gym and playground would be available for homeschool use outside of regular school hours.

The new facility phase one project was expected to be completed and ready to open by the fall of 2023, but may be delayed due to the

architectural changes that need to be made in order to facilitate the elementary instead of the middle school, which had already been designed and cleared by the city planning commission.

- The projected governance structure for future years accompanying the planned enrollment and facility growth (Attachment #3): The plan for future administrative staff was discussed using an outline of how governance of the school would work in the coming years, and the means for keeping communication flowing between all.

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

VI. **Agenda Items Requested for Consideration at a Future Board Meeting:** Plan to add an additional meeting in June to discuss strategic planning. A leadership report will be added as a regular item under reports in the future.

VII. **Adjournment & Confirmation of next meeting.** Adjourned at 6:41 PM.  
The next regularly scheduled meeting will be on Tuesday, *May 10, 2022*, at 5:00 PM, at the school offices, 330 E Street, Crescent City, CA 95531, and on Zoom. Interested parties may join the meeting simply by clicking on the link available on the agenda posted on the website.