

Uncharted Shores Academy Minutes
Regular Meeting of the USA Governing Board
Monday, April 6, at 7:00 PM
330 E Street, Crescent City, CA 95531
And also accessible by Zoom video conference:
Join Zoom Meeting <https://us04web.zoom.us/j/923002376>

I. General Business

- Call to order: 7:00 PM
- Verification of members present: Jonathan Townley, Shari Smithson, Carla Critz, Annette Short, Brigitte Norris
- Secretary Present: Margie Rouge
- Timekeeper: Carla Critz
- Approval of Minutes of March 16, 2020 emergency meeting; approved by consensus
- Acceptance of applications for Board membership for the June Board appointments: Jennifer Schmidt and Jennifer Taylor both presented a short statement to the Board with their applications already turned in to the office.

II. Opportunity for members of general public to speak to items *NOT ON THE AGENDA*. Please see the notice following this agenda.

III. Informational Reports and Presentations

- **Report Concerning Education During Current COVID-19 Crisis:** Margie Rouge, Executive Director addressed the school's response to the crisis and responded to pertinent questions from the Board and public.

IV. Governance:

- **School Closure** – The Board considered the Executive Director's recommendation to follow the current law for school closure in order to qualify for attendance waivers, with assurance of the continued support of student education, as is currently being implemented by the staff. *Board Resolution that school move to closed status as of March 15, 2020 was motioned by Brigitte and seconded by Carla. Unanimously approved.*
- **Policy Development:** At the March Board meeting, a policy development committee was formed to draft policies pertinent to the safety of students and staff. These policies were presented to legal counsel for evaluation. The USA charter school legal counsel (Y,M,&C) - www.MyCharterLaw.com - has answered our policy questions by providing us with a draft **Employee Manual (attached)**. The Executive Director would like time to review the 50 page manual, compare it to the current Employee Manual, and determine how each of the **policies which the Board is considering (attached)** is being addressed in the manual. She would like to

request tabling this item until the May meeting so all members of the Board can review the manual and it can be discussed as to whether the manual should, in whole or in part, be accepted as fulfilling the intent of the policies. Board agreed to table this item until the May meeting.

- **Strategic Planning:** The executive director will outline the plan for school facility expansion, the division of duties in preparation for a future change of administration, and the progress towards these goals. Detailed documentation of the timeline will be presented at a later meeting. Determination of whether to go ahead at this time with acquisition of 1492 Northcrest will be presented. *Board reviewed the risks and advantages to continuing to lease the building rather than purchase. Shari motioned and seconded by Annette that we continue to lease and do not proceed with purchasing until it is financially feasible. Unanimously approved..*
- **Review of Comparable Compensation Data for Charter Executive Directors/CEOs/Principals** - The President of the Board will explain the process of Director evaluation and due diligence choices. *Board agreed to give the comparability study over to legal so they can give their recommendations at the May meeting.*

V. Business Report:

- Executive Director's Report of **Budget and Cashflow (attached)** .
- Discussion concerning use of school accountant in the role of Board Treasurer, as is allowed in the **Bylaws (attached)**. Board disagreed that using the school accountant as the Board treasurer would be in the best interest of the school, and the position should remain vacant until a suitable candidate for the position would be found. However, they did agree that a report from the accountant at each board meeting would be beneficial.

VI. Agenda Items Requested for a Future Board Meeting: Executive pay discussion, and update on how to re-acquaint the students into school in August.

VII. Adjournment & Confirmation of next meeting. Adjourned at 8:52 PM.

The next regularly scheduled meeting will be on Monday, *May 4*, at 7:00 PM, at the school offices, 330 E Street, Crescent City, CA 95531, and by *Zoom video chat, as currently allowed by law.*

Notices:

1. *The general public may address the board on any topic of concern which is are 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 agendized 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*

agendize items which are considered to be of sufficient importance to the operation and governance of the School.

- 2. 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.*
- 3. Supporting documents for this agenda and minutes from previous meetings are available at www.shoresacademy.com, or may be requested from the school office prior to the meeting during regular business hours.*
- 4. This agenda was posted at least 72 hours prior to the meeting, in accordance with the Brown Act.*
- 5. Some of the Brown Act requirements for meetings have been waived in view of the present COVID-19 Crisis, offering greater flexibility with respect to teleconferencing provisions. Per the new regulations, minutes of the meeting will be posted within 10 days to the school website: www.shoresacademy.com.*