

Uncharted Shores Academy Minutes
Regular Meeting of the USA Governing Board
Monday, June 8, 2020, at 7:00 PM
330 E Street, Crescent City, CA 95531

Zoom Log in:

<https://us04web.zoom.us/j/78969763634?pwd=YjRjRUNUFqODIFRDZZUk5Jc1RKU05hZz09>

Agenda and Attachments at: www.shoresacademy.com

I. General Business

- Call to order: 7:02 PM
- Verification of members present: Shari Smithson, Carla Critz, Jonathan Townley, Annette Short,
- Secretary Present: Margie Rouge
- Timekeeper: Carla Critz
- Potential New Members Present: Jennifer Taylor, Linda Monnin

II. Opportunity for members of general public to speak on subjects NOT on the agenda: (see notice #1)

III. Informational Reports and Presentations

- Introduction of new third grade teacher, Jessica Rawlings
- Staff training to take place next year: Four teachers will be completing New Teacher Induction and three teachers plus Shari will be mentoring them.
- Short staff next year: likely instructional assistants will be sanitizing classrooms and restrooms frequently instead of assisting with student education; not replacing two staff members at this time.
- Presentation of potential plans for education next year: Executive Director Margie and Educational Director Shari will present possible scenarios for educating students if the county is not cleared to return to classes as normal (*Open to questions from USA families who are in attendance*)

IV. Resignations accepted from current Board Members who may be resigning. Jonathan Townley read his letter of resignation. Shari recommended that in honor of Jonathan's service to our school, the Board reluctantly agree to accept his resignation, Annette and Carla seconded. Accepted by the Board. Annette will not seek re-election at this time. Shari resigned her position on the board, and will return a written request later. Jonathan motioned and Carla seconded the resignation. Unanimous. Resignations will take affect at the end of this meeting.

V. Selection of Board Members for the 6/2020 – 6/2023 Board Term. Carla will remain on the Board, per her term agreement. Jennifer Taylor, Jennifer Schmidt, and Linda Monnin have submitted their applications. Linda and Jennifer stated their desire to serve for the three years. Jennifer Taylor will be appointed as a parent member, Linda as a staff member, and Jennifer Schmidt as a community member. Jonathan motioned that these three members be admitted to the Board and Carla seconded. The appointment of Jennifer Taylor is effective immediately, as there is another opening on the Board for a parent representative. Linda and Jennifer Schmidt will begin their duties at the next meeting.

VI. Selection of Board President for 8/2020 – 6/2021. After discussion, Carla agreed to serving as Board president and Jennifer Taylor said she would shadow and learn the position so she would be ready to take over the following year. Shari motioned and Jonathan seconded the appointment. Unanimous.

VII. Consent Agenda: *The Board has reviewed the following, and is requested to approve:*

- Minutes of May meeting (*attachment 1*).
- Change of robo-call service to OneCall for better options for contacting parents (*attachment 2*).
- MOU with United Indian Health Services (*attachment 3*).
- Contracts to continue with no change in terms or costs: copy machine lease and servicing, telephone internet, security system, doc-tracking, and instructional online programs

- Professional Service Agreements to continue with no changes in terms and costs: MOU with the district, legal counsel, accountant, auditor.
No objections by the Board, agreed to accept by consent.

VIII. Business Report:

- Grant Report: Indian Education Grant. *(attachment 4)* After discussion and changing some of the wording (“speakers” to “presenters” in item #1; “including” instead of and in item #2, Jonathan motioned and Annette seconded that the grant be accepted. Unanimous.
- Budget for 2020-2021 Academic Year with projections *(attachment 5)*. Carla moves to approve and Jennifer seconded. Unanimous.
- EPA fund designation. Jonathan motioned and Jennifer seconded to use the funds for teacher salaries. Carried. Shari and Carla abstained.
- Executive Director’s Report of current Cashflow *(attachment 6)*.
- Treasurer’s Report of bank reconciliations and supporting documents, and the plan to have the report supplied by the accountant for the Executive Director to present in future meetings

IX. Governance:

- COVID-19 Operation Written Report – *attachment 7*- (replaces Local Control Accountability Plan for this year) needs to be adopted by the Board and presented with the annual budget to the district, then sent to the state, and posted online. Jennifer motioned that the document be adopted, with the few revisions that were mentioned for clarity, Annette seconded . Unanimous.
- 2020-2021 Academic Calendar *(attachment 8)* needs to be approved by Board, to be sent to state, and posted online. Shari moved and Annette seconded that the calendar be accepted. Unanimous.
- Board Meeting Calendar discussed and date/time set for the August Board meeting. The Second Tuesday of the month at 6:00 PM was decided as the continuing meeting times for the rest of the year.
- Board Resources Guidance distributed and discussed, including the Statement of Economic Interest, which must be returned within 30 days. *(attachment 9)*
- Board Affidavit explained and distributed to new Board Members. To be returned within 30 days. *(attachment 10)*
- Review and approval of Salaries for Credentialed and Exempt Staff (*Attachment 11*) in consideration of new law that indicates that exempt staff must receive a monthly salary that is twice the minimum wage. The minimum wage will raise to \$14/hr in January. Jonathan motioned and Jennifer seconded to approve the salary schedule. Shari and Carla abstained.
- Board reviewed Comparable Compensation Data for Charter School Executive Directors, CEOs, and Principals at the last meeting, so Board dismissed to the closed session. *(attachment 12)*

X. Dismiss to Closed Meeting Session: 9:52 PM

Public Employee Performance Evaluation (Executive Director)
Public Employment (Executive Director)

XI. Return to Open Session: 10:30 PM

- Report of any action taken in Closed Session: No action is to be taken concerning salary in closed session. The Board approved by a vote of 5 to 0 the evaluation and the renewal of the employment agreement of the Executive Director for the 2020-2021 school year.
- Oral Report of current executive compensation paid to the Executive Director (including health benefits and retirement) read aloud in open session. *(Attachment 13)*.
- Discussion of proposed Employment Agreement Terms:

- Board members present for discussion: Jonathan Townley, Annette Short, Shari Smithson, Carla Critz, Jennifer Taylor
- Based on the budget cuts for next year, the Board recommended to keep the salary at the same rate. No discussion. Voting members were polled and stated their agreement. Resolution stated by Board President stipulating that for the duration of employment for the following year, the base salary will be continued at the same rate as currently is in the 2019-2020 Employment Agreement for Executive Director. *Shari and Carla recused themselves due to the conflict of being employees under the direction of the Executive Director. Annette, Jennifer Taylor, and Jonathan all voted to approve the resolution. (was there a motion and a second?)*

XII. Adjournment & Confirmation of next meeting. Adjourned 10:38 PM.

The next regularly scheduled meetings were determined by the new Board to be on the second Tuesday of each month, beginning on July 14, 2020, at 6:00 PM, to be continued both physically at the main school campus, 330 E Street, Crescent City, CA 95531, and on Zoom.

Notices:

1. The general public may address the board on any topic of concern which is *not on the agenda*, but within the board's jurisdiction, during open discussion time. 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. An item already listed on the agenda may be addressed at the time of the Board discussion of the item by requesting to be acknowledged by the Board President through a raise of a hand or by standing. All comments should be limited to 3 minutes or less.
2. Appropriate issues may also be agendized 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 agendize items which are considered to be of sufficient importance to the operation and governance of the school.
3. 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.
4. Supporting documents for this agenda will be available online, available at the Board meeting, or may be requested from the school office prior to the meeting during regularly scheduled office hours.
5. Minutes from previous meetings may be requested at the school office during regularly scheduled office hours or printed from the school's website.
6. This agenda was posted at least 72 hours prior to the meeting, in accordance with the Brown Act.