

**Uncharted Shores Academy Minutes**  
**Regular Meeting of the USA Governing Board**  
**Tuesday, June 8, 2021, at 5:00 PM**  
**330 E Street, Crescent City, CA 95531**

**I. General Business**

1. Call to order: 5:10 PM
2. Members present: Carla Critz, Lisa Prumatico, Jennifer Taylor, Linda Monnin
3. Administration and Secretary Present: Shari Smithson, Margie Rouge
4. Timekeeper: Jennifer Taylor
5. Minutes: Accepted by consent.

**II. Opportunity for members of general public to speak (see notice #1 below)**

**III. Informational Reports and Presentations**

**1. Reports Concerning Education and Operations:** Shari Smithson,  
Educational Director

- End of School events: Parents and students did a fabulous job this year despite difficulties, and the end of the year graduations and promotion ceremonies were as wonderful as could be during this year of COVID.
- Summer fix-up plans: The staff at each site has submitted fix-up requests as well as cleaning plans, and the custodial staff, with summer helpers, will complete the lists. Addition of restrooms to ELC is not yet going forward as expected, so may not be ready for the beginning of school.
- Teacher/Staffing for next year: The 2<sup>nd</sup> and 3<sup>rd</sup> will be working together, much as the ELC does, and will be known as the “Safe Harbor” crew. An additional teacher will be added. We also will be adding instructional assistants.
- Opening plans for next year: Teachers begin August 16, school begins August 30. We will open as usual, as far as we know, with full classes. We have 262 enrolled for next year at this time, with classes filled. (ended the year with 236).

**IV. Consent Agenda:** Continuance of the following contracts:

1. Copy machine rental and repair
2. Hi-Tech Security
3. Kirkland Gardening (will be taking over ELC as well)
4. CBH Accounting
5. YMC Legal Attorneys
6. Stover Engineering
7. Nonprofit Insurance Alliance of California
8. Docu-tracking
9. Student instructional and assessment programs annual license fee (time4learning, Renaissance, Mystery Science, Reading Eggs, MobyMax, etc)

10. Securely internet security program

11. Health Insurance: Allied Dental, Blue Cross Anthem, VSP, Cigna, etc.

**Jennifer motioned and Lisa seconded approving the consent agenda.**

**Unanimous**

**V. Governance:**

- Consideration of Website Contract: Technology Committee will report concerning their recommendation of a contract for redesign of website. Discussed technology requirements and how to process the technology requests. Contract needs to be more specific. Website will be updated every two weeks – pix, board agendas, etc. Want to make it so that we can change the banner ourselves so we can keep information current. Tech requests beyond the regular updates will be taken to the technology coordinator for the school for inspection, then checked by the business officer for funds in the budget, then forwarded to the board for approval. ***Jennifer motioned to move forward with the contract for website revisions for Brooksdigital at the final cost of \$4,675. Seconded by Lisa. Unanimous.***

**Linda left meeting after the vote.**

- 2021-2022 Academic Calendar: ***Action Required. Jennifer motioned, Lisa seconded approval. Unanimous. Attachment #1***
- Board Meeting Dates: Next meeting scheduled for Tuesday, August 10, 2021. Future Board meeting dates will be determined then.
- New Board Member appointments: Applications were considered for Erin Kraemer and Jody Peterson. Lisa motioned that Jody and Erin be accepted as Board members, effective immediately. Jennifer seconded. **Attachment #2**

**VI. Business:**

- Education Protection Act funding: The Board must annually determine how to use this state revenue, which is legally protected for educational use. Traditionally, we have used it as part of our credentialed teacher's salaries. Erin motioned to continue to spend the EPA funding for teacher salaries, seconded by Jennifer. Unanimous. **Attachment #3**
- Director's Salary Agreement: The Director asked the Board to continue her pay in 2021-2022 at the same rate as in 2020-2021.
- The Board Dismissed to close session at 8:05 to discuss the Director's salary, and returned at 8:24. Jenn motioned that the schedule remain as is for the next 2 months, and then will be re-evaluated by the Board to determine if the budget will allow for a raise. Erin seconded. Unanimous. **Attachment #4**

The Zoom meeting closed automatically at 8:32 due to lack of activity (no viewers were present).

**VII. Legal or Legislative Issues:** Update concerning AB 1316. Margie reported that AB 1316 was dead for this year, but may be revived next year. However, there was additional legislation that was being introduced by the State Senate that would include various components of the bill.

**VIII. Agenda Items Requested for a Future Board Meeting:** Website contract, policy for technology update requests. Updates about construction, legislation, staffing, health regulations, school start regulations. Budget update. Revisit director's salary.

**IX. Adjournment & Confirmation of next meeting.**

The next regularly scheduled meeting will be as scheduled for August 10, 2021, at the school offices, 330 E Street, Crescent City, CA 95531, and on Zoom. Interested parties may attend in person or 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 sending an email requesting an invite to [office@shoresacademy.com](mailto:office@shoresacademy.com).