

Uncharted Shores Academy Minutes
Regular Meeting of the USA Governing Board
Tuesday, August 10, 2021, at 5:00 PM
330 E Street, Crescent City, CA 95531

I. General Business

- Call to order: 5:02 PM
- Members present: Carla Critz, Lisa Prumatico, Erin Kraemer, Jody Petersen,
- Administration and Secretary Present: Margie Rouge, Shari Smithson
- Timekeeper: Carla Critz
- Minutes: June meeting minutes approved by consent.

II. Board Member Requests: Board members requested to participate in CSDC online Board Training. New Board members must complete a Conflict of Interest (Form 700). Request for Special Board Meeting on Tuesday, August 31, for the purpose of approving the unaudited actual report and updated budget, which will be presented to the District on Sept 9. Board agreed will schedule a special meeting for Tuesday, Aug 31 at 4:30.

III. Opportunity for members of general public to speak (see notice #1 below): None

IV. Reports Concerning Education and Operations: Shari Smithson, Ed Director (10 min)

- Enrollment to date: 255 approximately at this time, there are more who are likely to enroll before school begins.
- Report concerning summer facility work: Summer work task moved over 3,000 pounds of debris from the vacant land that the school owns. Sheds were painted. The playground was cleaned up and worked on landscaping and gardening. Classrooms have been cleaned and sanitized. Facilities were repaired. New chairs purchased for the lunch room which will hold 500 pounds each.
- Review of staffing and operations plans for the new school year. New staff hired – a Coach/instructional assistant; a new teacher to replace one who retired, an additional instructional assistant for the ELC, bringing the count to 2 credentialed teachers and 3 instructional assistants with 57 students. Second and Third will work as a team together with three teachers and two IAs, and around 60 students. The fourth and fifth have individual classrooms of around 24 each, and the three 6th – 8th teachers each have 20 students each (size limited because of small classroom)
- Report concerning upcoming Audit: All items will be sent electronically instead of the auditors coming personally. They will send a list of items to be scanned over.

V. Governance: Margie Rouge, Executive Director

- Independent Study Policy Development – (45 min)
 1. Independent Study Legal Requirements (Attachment #1)
 2. Proposed Policies for USA (Attachment #2)
 3. Planned Educational Program Master Agreement (Attachment #3)
 4. PUBLIC HEARING: All attachments #1, 2, 3 were summarized and reviewed; public comments addressed; and Board questions answered prior to approval.

5. Jennifer motioned and Lisa seconded approval of the Independent Study policy and Master Agreement. Unanimous.
- Parent Handbook: Lisa motioned and Erin seconded acceptance of the manual with the recommended changes which were made to the document at the meeting and with the completion of the information to be completed in all the highlighted areas. Unanimous.
 - Employee Handbook: Erin motioned and Lisa seconded to accept the revised and updated employee manual as presented. Unanimous.

VI. Business Report:

- All financial reports will be updated and presented at the next Board meeting

VII. Agenda Items Requested for a Future Board Meeting: Unaudited Actual Report, Revised Budget based on actual enrollment, cashflow predictions for the year, website contract, groundskeeping contract for undeveloped land, Board Manual review along with resolutions

VIII. Adjournment & Confirmation of next meeting.

The next regularly scheduled meeting will be on Tuesday, *September 14*, 2021 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) or sending an email requesting an invite to office@shoresacademy.com.

Notices:

1. The general public may address the board on any topic of concern within the board's jurisdiction during open discussion time. An item already listed on the agenda may be addressed at the time of the Board discussion of the item. Comments should be limited to 3 minutes or less. 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.
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, at the Board meeting, or may be requested from the school office prior to the meeting.
5. Minutes from previous meetings may be requested at the school office 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.