

**Uncharted Shores Academy Minutes**  
**Regular Meeting of the USA Governing Board**  
**Tuesday, August 27, 2019 at 5:30 PM**  
**330 E Street, Crescent City, CA 95531**

**I. General Business**

- Call to order: 5:45 pm
- Verification of members present: Margie Rouge, Jonathan Townley, Shari Smithson. Potential member: Carla Critz
- Appointment of a timekeeper: Jonathan kept track of time.
- Dismissal to Closed Session for Selection of new Board members: 5:46.
- Return to Open Session and announcement of the Board member selection: 5:50 PM. Carla Critz was selected as a staff representative board member, with a board term expiring in 2022.
- Board Binder Updates. Members not present will receive updates at the next meeting.
- Signing of Board Affidavit (attachment 1) - will be completed at October meeting. Director will check with legal about the completion of form 700.

**II. Opportunity for members of general public to speak (3 min max per person; 10 min max per issue)**

**Shari:** Explained what a “Clean Air” facility is, how we can be designated as such, and the advantages and disadvantages of becoming a Clean Air Facility.

**III. Brown Act Review (15 minutes) – tabled<sup>1</sup>.**

**IV. Informational Reports and Presentations - (15 min)**

- **Reports Concerning Education and Operation:**
  - Shari Smithson, Educational Director, reported concerning staff, students, the Early Learning Center facility renovations, food service, community involvement, and school safety plans, including concerns about safety of playground equipment at the main campus and a deep edging around the grass at the ELC playground, and how the concerns were being addressed. (5 min)
  - Margie Rouge, Executive Director, reported concerning the future facilities funding and home study plans (5 min)
  - Annette Short, Board Member, will present an informational report of parent concerns and how the school may address the concerns (5 min) – **tabled<sup>2</sup>**

**V. Consent Agenda: Approval requested** *The Board is requested to review the following documents, ask for clarification as needed, and be prepared to take action at the Board meeting on all items as a part of the consent agenda. If there is a need for discussion, an item may be pulled off the consent agenda for review at the meeting, but the Board is urged to settle all questions prior to the meeting. Any changes to the minutes may be*

*noted in an email to the Director prior to the meeting and these will be presented to the Board prior to the approval of the consent agenda:*

- **Minutes of the last meeting** (attachment 3)

**No objections, so minutes were approved as written.**

**VI. Governance: (5 minutes)**

- **Discussion Concerning Make-up of the Board:** Continued discussion from the June session. The Director recommended that no further changes be made. Board agreed.
- **Designation of the dates and times for Board meetings for 2019-2020 school year.** Board agreed that the meetings would be the *first Monday of each month*, except for meeting on the second Monday if it's a holiday. Also, the last meeting will be on Monday, June 8, not on June 1. ***All meetings will begin at 7:00 PM.***

**VII. Business Report: (15 minutes)**

- **Education Protection Act** funding approval: The Director recommends the funds (approximately \$400,000) be allocated to teacher salaries. *Action Requested.* Shari motioned that the money be allocated to teacher salaries, Margie seconded, and Jonathan agreed. Carla abstained.
- **Unaudited Actual report:** Executive Director's presentation of the final Budgeted report for the 2018-2019 school year. (attachment 5) – **tabled<sup>3</sup>**
- **2019-2020 Budget:** Board will consider the 19-20 budgeted salaries and actual salaries of teachers and administrators, and approve salaries if within the budget. (attachment 6 & 7: budget, salary summaries) *Action Requested. Tabled<sup>4</sup>.*
- **Treasurer's Report** of bank reconciliations for June and July. Treasurer's reported that he saw improvement in the reporting of specifics for the expenditures. There has been progress in the keeping of timely records.

**VIII. Agenda Items Requested for a Future Board Meeting:** the wellness policy, Form 700 economic interest discussion, all tabled items, clean air facility, September Board Calendar items.

**IX. Adjournment & Confirmation of next meeting.** Meeting adjourned at 7:05.

The next regularly scheduled meeting will be on **Monday, Sept 9, at 7:00 PM**, in Room 6 at the main USA site, 330 E Street, Crescent City, CA 95531.