

Uncharted Shores Academy Minutes
Regular Meeting of the USA Governing Board
Tuesday, *September 14, 2021*, at 5:00 PM
330 E Street, Crescent City, CA 95531

I. General Business

- Call to order: 5:05 PM
- Members present: Jody Petersen, Jennifer Taylor, Erin Kraemer, Linda Monnin, Carla Critz, Lisa Prumatico (on virtual)
- Administration Present: Bree Scott (virtually), Shari Smithson, Margie Rouge
- Introduction, and possible action, concerning a proposed new community member. – member not here; will delete from next agenda
- Request for, and possible action, concerning appointment of a new secretary: Erin Kraemer volunteered. Erin will take up the secretarial duty of keeping minutes at the next Board meeting.
- Timekeeper: Jennifer
- Minutes (*Attachment #1*): It was noted that the August 31 agenda missed listing Jody and Erin; Linda Monnin was mentioned by her maiden name, Taber. Corrections made. Accepted with indicated corrections.

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

III. Informational Reports and Presentations

- **Reports Concerning Education and Operations:** Shari Smithson, Educational Director (10 minutes)
 - Enrollment to date: 288; 91 offshore and 197 onshore
 - Staff update: 1 new credentialed teacher; 2 new food handlers / instructional assistants
 - School Operations: Health and safety report; report of staff required online trainings; appropriate Covid requirements being met in the classrooms and at school; lunch program; parents are keeping children home if sick and no reports of COVID at this time; beginning band has expanded to 25 students, we have an intermediate and advanced band, and choir.
 - Audit update – Auditor had to cancel coming to our school due to an exposure to COVID, but was going to email us a list of items needed. We have not yet received the list, but he has been working with our accountant.

IV. Governance:

- Board Manual updated with current documents and reviewed. The Strategic Planning section and Safety Report was missing and will be updated at a future meeting.
- Conflict of Interest form for new members can be accessed at the following link and is due by the next Board meeting:

https://oag.ca.gov/sites/all/files/agweb/pdfs/conflict_interest/pdf/form700.pdf

- Amendment to 403(B) Classified Staff Retirement Plan: change of time to qualify to buy into the plan from 1 year to 90 days. **Action Requested. (Attachment #2) Jennifer motioned, Linda seconded that the change in the plan from 1 year to 90 days be approved. Unanimous.**

V. Discussion concerning Property mowing contract: Board agreed that mowing the property should be contracted out to ensure it is done on a regular basis. If no one is found to do it by the next Board meeting, a contract for Harvey Smithson will be brought to the Board for approval.

VI. Website contract discussion: Board questioned whether the website was complete because of broken links and information or photos that needed to be updated. A list of requested items would be provided to Brooksdigital, then the Tech Committee will get together and discuss the project with Brook. Afterwards, the committee will report back to the Board about the completion of the website. The goal is that next month have banner up & everything done.

VII. Business Report:

- Executive Director's Report of updated Budget (*Attachment #3*) The budget was reviewed for the current year with updated student enrollment and projections for the next three years.

VIII. **Agenda Items Requested for a Future Board Meeting:** web committee update, update concerning leadership team, contract for mowing, Board Binder items, conflict of interest forms collected for new board members.

IX. Adjournment & Confirmation of next meeting. 7:50 PM

The next regularly scheduled meeting will be on Tuesday, *October 12, 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.