

Uncharted Shores Academy Minutes
Regular Meeting of the USA Governing Board
Wednesday, October 18, 2017, at 4:30 PM
330 E Street, Crescent City, CA 95531

I. General Business

- Call to order: 4:42
- Verification of members present: April Brock, Jonathan Townley, Shari Smithson, Margie Rouge
- New Member Discussion and Action: Shari motioned to accept two new board members: Annette Short and Brigitte Norris. Seconded by April. Unanimous.
- Resignation of members: Shari motioned that Rod's resignation be accepted, pending the receipt of his resignation letter. Jonathan seconded. Unanimous.
- Approval of June Minutes: Shari motioned that we accept the June minutes and Jonathan seconded. Unanimously approved.
- Dates and time set for future board meetings for the year: Set for the second Wednesday of every month beginning at 4:30.

II. Opportunity for members of general public to speak (3 minutes per person; limit of 3 people commenting on same topic) – none

III. Informational Report by Directors Concerning Education and Operations:

- Student enrollment to date (CBEDS report) - 194
- Staff - 9 fully credentialed full-time teachers; 2 Cal-State Teach teachers; 7 IAs. New teachers' qualifications and experience.
- Safety report - Last year and the summer facilities maintenance and renovations (LED lighting, etc) were discussed. The first Tsunami evacuation practice has been successful. The safety backpacks were lightened so that the staff did not have to carry too much on the walk. Ann, our administrative assistant, will carry extra safety equipment in her vehicle, which she will take when she evacuates. The rest will be put in a locker at the recreation building where we evacuate to (pending an MOU with the rec center). We have kept better records of accident reports. Our Administrative Assistant, Ann, was sent to Philadelphia by the Del Norte Emergency Services team for additional emergency services training, and serves on the Safety Committee for our school.
- Report concerning immunization records – All students attending classes have been immunized.
- School events – Have had several field trips, parent conferences, and the 4-H Day. The next big event will be Storybook Character Day, and in November, Stone Soup Day, hopefully at the Fairgrounds.

IV. Governance:

- Introduced all manuals, updated binders
 1. *Policies and Procedures Manual*
 2. *Employee Manual*
 3. *Parent Handbook*
 4. *Renewed Charter*
- Brown Act Review – Administrator will request an understanding of the Brown act at the charter convention and how the charter is bound or not by the act. Board members will look for an updated summary of the Brown Act to be included in the board binder. The Board will review the Brown act at a later meeting, and it will be placed on our future agenda item list.
- Local Control Accountability Plan – The updated plan for 2017 was left out of the binders. Administrator will have the updated plan ready for the binders at the next meeting.
- Noted that we need to update the technology plan
- Parent Survey to demonstrate school climate for the LCAP was finalized
- Annual facilities inspection report: landlord maintenance issues and proposed remedies. The board directed by consensus the Administrator to include a letter with our rent check informing the Landlord that we will be following our contract and deduct the heating repair bill of \$1,862.11 from our November rent.
- Strategic Planning: report concerning facility acquisition for next year and beyond.

V. Business Report

- Reports submitted to County/State: Unaudited Actual Report for 2016-2017
- Executive Director's Report: Current Budget reflecting updated enrollment

VI. Agenda Items Requested for a Future Board Meeting: election of board positions

- VII. **Adjournment & Confirmation of next meeting.** 7:30 PM adjourned. Next meeting Wednesday, November 8, 2017 at 4:30 PM.