

Uncharted Shores Academy Minutes
Regular Meeting of the USA Governing Board
Wednesday, November 8, 2017, at 4:30 PM
330 E Street, Crescent City, CA 95531

I. General Business

- Call to order: 4:45 PM call to order.
- Verification of members present: Margie Rouge, Shari Smithson, Brigitte Norris, Annette Short, Jonathan Townsend
- Election of Board positions of president, treasurer, and secretary: Motion to select Jonathan as board president, seconded by Annette. Unanimous. Shari motioned to appoint Jonathan as treasurer, Brigitte seconded. Unanimous. Jonathan motioned that Margie be appointed interim secretary until another board member be appointed. Brigitte seconded. Unanimous.
- Approval of October Minutes: Annette motioned that the minutes be approved with the a couple amendments: change “reviewed manuals” to “introduced manuals” and add “by consensus” to the directive to the administrator concerning facilities. Unanimous.

II. Opportunity for members of general public to speak (3 minutes per person; limit of 3 people commenting on same topic)

III. Informational Report by Directors Concerning Education and Operations:

- School events – Field trips, Events planned for Nov & Dec, Student Council, use of fairgrounds & Veteran’s Hall
- CSDC administrator’s conference plans
- State testing scores and report to newspaper – Administrator will be sending home information about the scores and releasing it to the newspaper
- Update of website
- Radio ads

IV. Governance:

- Review of Board Binders continued from last meeting
 1. *Brown Act – 2017 Brown Act Handbook will be available in office and at Board meeting.*
 2. *Updated LCAP- explanation of LCAP committee*
 3. *Updated Tech Plan- Admin will be working on updated our tech plan*
 4. *Resolutions reviewed*
- Parent Survey results reported: 43 returned. Results reported. Huge percent showed high “strongly agree” marks.
- Maintenance of Facilities update: results of meeting with landlord’s financial committee and letter to the committee. Brigitte motioned that the administrator take the entire heating bill of \$1,862.11 out of the December rent. Unanimous. Due to the lack of execution of a

board directive, the administrator was made aware that she will follow all future directives of the Board. The Board will back the administrator with all future directives.

- Facilities acquisition – Jonathan motioned to move forward with the negotiations to obtain the acquisition of the property indicated on the facilities plan. Shari seconded. Unanimous.
- Strategic Planning: report concerning facility acquisition for next year and beyond. Presentation of plans. Possible Action item.

V. Business Report

- Progress on completion of annual Audit. Board directed Administrator to tell our auditor that we need the draft report by November 27 in order to review it at the November 29.
- Executive Director's Report: Current Budget reflecting future facilities acquisition

VI. Agenda Items Requested for a Future Board Meeting: Resignations of board members. Addition of new board members. Training for Board members.

VII. Adjournment & Confirmation of next meeting. Adjourned at 7:57. Next meeting Wednesday, November 29, 2017 at 4:30 PM.