

Uncharted Shores Academy Minutes
Regular Meeting of the USA Governing Board
Tuesday, November 10, 2020, at 5:00 PM
330 E Street, Crescent City, CA 95531

I. General Business

- Call to order: 5:00 PM
- Members present: Carla Critz, Jennifer Taylor, Lisa Prumatico, Linda Monnin
- Administrators/Secretary Present: Margie Rouge, Shari Smithson
- Timekeeper Appointed: Jennifer Taylor
- Minutes Reviewed. Correction noted: Jennifer Schmidt was added to the October minutes as being in attendance for at least part of the meeting. Approved as corrected by consensus.

II. Opportunity for members of general public to speak: none.

III. Informational Reports and Presentations (10 minutes)

- **Parent Club Report:** Michelle Banks, President not present. Jennifer Taylor and Lisa Prumatico reported that meetings had been held by phone as Michelle was having trouble with Zoom. The pumpkin distribution was cancelled, and no fundraisers are being planned for the year. However, the group would like to distribute Candy Canes for Christmas and special Candy Grams for Valentines Day.
- **Reports Concerning Education and Operations:** Shari Smithson, Educational Director
 - **Safety report:** The Early Learning Center has been continuing monthly fire drills. Fire evacuation drills were conducted for the first time this year at the main campus. Due to needing to keep cohorts separated, a separate drill for each class was conducted. No students nor staff have been reported with COVID yet, and staff will be tested for COVID every two months all year beginning with November and continuing through May. The playground fence has been reported to the Landlord as it is in need of repair.
 - **School updates:** The Board was updated concerning administrative staff sharing of job duties and development of skills for the future. The Director is continuing to move additional business duties to the Business Officer, who will complete her CBO training in January. The Administrative Assistant has added additional duties concerning human resources and student transcripts to her skill set. The school secretary is also acting as the food service manager and stepping in for the food service handler as needed. The food service handler and administrative assistant are preparing to train with the custodian in case the custodian needs to be out. All positions are running two deep so we have back up in case someone needs to be quarantined. The educational director has already successfully stepped in for the Director when she was on quarantine. In the future we expect to have both a director and a principal when the Middle School is built, with an administrator at each campus.

- IV. **Governance:** (20 minutes – informational, with discussion and questions)
- **Strategic Planning:** **New Campus Master Plan Update:** The plans for the new campus, using the Dentist’s office as our main administrative office, and selling a corner of our land for the Dentist to build a new office, were discussed. The closed session will deal with financial negotiations concerning that proposal. The attachments laid out the plan, along with the cost of buildings.
 - **Attachment 1: Master Plan**
 - **Attachment 2: Plot Plan**
 - **Attachment 3: USA Site Plan**
 - **Policy Development:** **Vendor authorization and process.** The revised process which we will use to approve and use local vendors who instruct homestudy in elective activities was presented. It will ensure more vendor accountability and less school responsibility for the process.
 - **Attachment 3: Vendor Contract**
- V. **Business Report:** (10 minutes – informational, with discussion and questions)
- Report concerning upcoming financial reports: parent budget, interim report, and audit – due to District Dec 10, will approve Dec 8. Plan to have all posted by Dec 1. The reports will be presented at the December Board meeting.
- VI. **Agenda Items Requested for a Future Board Meeting:** Opening registration for new homestudy students? Budget Overview for Parents; Interim Report; Audit.
- VII. **Dismiss to Closed Session:** Real Estate Deliberation. Dismissed at 5:47 PM.
- VIII. **Report out from Closed Session:** Returned to Open session at 7:18 PM. No action was taken. The Board will continue discussion after more information is obtained.
- IX. **Adjournment & Confirmation of next meeting.** Adjourned at 7:20 PM. The next regularly scheduled meeting will be on Tuesday, *December 8, 2020*, at 5:00 PM, at the school offices, 330 E Street, Crescent City, CA 95531, and on Zoom.