

**Uncharted Shores Academy Minutes**  
**Regular Meeting of the USA Governing Board**  
**Wednesday, *October 19, 2016*, at 4:30 PM**  
**330 E Street, Crescent City, CA 95531**

**I. General Business**

- Call to order: 4:50 PM
- Verification of members present: Jonathan Townley, Rod Martindale, Shari Smithson, Margie Rouge
- Approval of Minutes: motioned by Jonathan and seconded by Rod with the correction of punctuation in the word Veterans' and changing of the word "year" to "month" in the governance section, part 2.

**II. Informational Report by Directors Concerning Education and Operations:**

- Student enrollment to date – about 152
- Staff : new aide replaced the who resigned
- Safety report –
  1. Recent fire safety inspection indicated that we needed to move some items away from the electrical circuits and the need to label some circuits.
  2. Room 6 has new lights due to a fixture problem.
  3. Evacuation routes from the school building have been re-done and new evacuation route maps put up in all the classrooms.
  4. The gym has a flooring problem which the landlord is now aware of and will repair.
  5. Everbridge emergency response system is now making a special branch for schools so that one button will notify three people at the school of what is happening so we can get on lockdown quicker.
- School events – Veterans' Day Assembly at Veterans' Hall coming up; park programs for the summer discussed

**III. Governance:**

- Discussion Items:
  1. MOU for district services has not yet been provided from the district.
  2. Margie and Shari discussed the change of SELPA with the SELPA director, Mindy Fattig, who will be meeting with the superintendent concerning our needs. Margie and Shari will attend a meeting in January to gain more information concerning joining the El Dorado Selpa.
  3. SmartWatt is now planning to conduct the energy audit for the energy grant and will contact us soon with a timeline for completion of the project.
  4. Shari requested that we get a letter from the landlord agreeing to using the building for repairs in July.

- Policy Development: *First grade benchmark requirements* - A child will be promoted to first grade if they meet the following requirements:
  1. **Student is found to be academically ready after evaluation with a locally developed end-of-the-year kindergarten academic benchmark screening.**
  2. **Student exhibits social, emotional, and physical readiness for first grade**
  3. **Parents of the student attend a SST meeting to evaluate the child and discuss the long range effects of promotion**
  4. **Parent signs an agreement for promotion if the child is under the age of 6 on September 1 of first grade**

Margie motioned to accept this policy. Rod seconded.

- Policy Development: Plan for student attendance requirements and consequences for non-attendance as delineated in the revised page of the parent handbook. Shari motioned, Jonathan seconded approval of policy. Unanimously accepted.
- Legal or Legislative Issues: 7<sup>th</sup> grade shot report due Nov 1
- Strategic Planning: Charter document to be reviewed at Nov Board meeting and new document finalized in January. Plan to present to district in February.

#### **IV. Business Report**

- Reports to be submitted to County/State: First interim report due in December
- Executive Director's Report: Budget after CBEDS day
- Treasurer's Report: September reconciliation of receipts

#### **V. Adjournment & Confirmation of next meeting.**

The next regularly scheduled meeting is on Wednesday, *Nov 16, 2016*, at 4:30 PM at the school offices, 330 E Street, Crescent City, CA 95531. Dismissed at 6:40 PM