

## **Union Street Charter**

### **Board Minutes**

December 10, 2025, 6 pm, Meeting location: 470 Union Street, Arcata, CA 95521

Members present: Laurie De Keyser, Josh Levine, Carol Ingram, Jillian Sheppard, Yuko Wenzel, Jenny Winsted-Wilson

Absent: Lorene Lenhart

Visitors: Jo Archibald, John Schmidt, Seanessy Gavin

Secretary/Treasurer: Rea Erickson.

### **6 pm Open Session-Jillian called the meeting to order at 6:02**

1. Rea read the Land acknowledgement
2. Public comment- Jo asked about the Blue Ribbon award and spreading the word about this honor. Seanessy also inquired about advertising, especially TK. John Schmidt offered to be on the hiring committee. Jillian reported that she, Jenny and Carrie attended the ASD board meeting in support of Rea's presentation regarding the addition of TK at USC.

### **Consent items**

It was moved by Josh and seconded by Laurie to approve the consent items. Motion carried 6-0.

1. Adopt minutes from 10/15/25
2. Accept the filing of the 990 and 199 taxes
3. Approval of warrants 10/11-12/4/25

### **Items for Report, Discussion and Possible Action**

1. Rea and Carol talked about the 1<sup>st</sup> Interim Financials. It was moved by Josh and seconded by Laurie to approve the 1<sup>st</sup> Interim with positive certification. Motion carried 6-0
2. The board discussed the highlights in the School Accountability Report Card (SARC). It was moved by Laurie and seconded by Josh to approve the SARC. Motion carried 6-0

### **Items for Information and Discussion**

1. Rea asked for feedback on the administrative transition plan for 26-27. Josh suggested we review Edjoin for similar positions job descriptions and salaries. Carol suggested that the FTE be increased to attract applicants. There was also discussion of titling the position as co-administrator. A committee will be formed in February to finalize job description for posting, select candidates to interview, and make hiring recommendations.

### **Other Business**

1. Principal's report-Rea highlighted that the Safety Plan is now being written in Document Tracking Services portal so it will automatically update with new legal requirements.
2. Fundraising-Laurie presented 3 ideas for the Winter and Spring. 1. Better World direct donation campaign, 2. Teachers provide a wish list and parents will purchase things. 3. Random Acts of Kindness pledges. Laurie will write up the ideas. Rea will get teacher feedback in January and advertise to parents a committee meeting on January 21<sup>st</sup>.
3. Board Member new items for future meeting-TK update

Jillian adjourned the meeting at 8:00 pm