

## REGULAR MEETING OF THE GOVERNING BOARD MINUTES

Thursday, November 4, 2015

1. The Regular Meeting of the University Preparatory School Board was called to order at 5:33 p.m. by Sue Brix. School Board Vice - President Sue Brix presided, Board members present were Mike Stuart and Susan Saepanh. Superintendent/Principal Shelle Peterson and School Business Manager Molly Schlange were also present.
2. Sue Brix led the Pledge of Allegiance.
3. There were no comments from the public.
4. Mike Stuart made a motion to approve the October 7<sup>th</sup>, 2015 Board minutes, Susan Saepanh seconded the motion, unanimously approved.
5. Reports and Public Forum

There was no public forum to report.

6. Superintendent/Principal Report

1. Assistant Principal Monica Cabral presented an extensive report regarding fall sports and achievements within each program.
2. Superintendent/Principal Shelle Peterson guided the Board through the November-December Newsletter, outlining focal points on Naviance, field trips, the fall musical (Cinderella), the Student of the Quarter awards and new counseling center programs. Shelle Peterson also gave the Board a report and photos of the Latin Club's field trip to Stanford University. Mrs. Peterson provided hard copies to the Board of a progress report and descriptors for the Strategic Plan along with a lottery and enrollment update.

7. Human Resources - Report

1. Shelle Peterson shared documents that are being utilized in the Certificated Evaluation process. The purpose is designed to support continuous improvement as an educator, improve quality of instruction and assessment practices, and increase student success and achievement.

8. Instruction – Report

1. Shelle Peterson updated the Board on the latest LCAP Parent Survey. The focus of the survey is discovering what our parents' value about U-Prep, forms of communication, parent involvement and educational opportunities. This data will be shared with the Board. October conferences were shared as well.

9. Business – Report

1. Molly Schlange presented Fingertip Facts report, which included current data on enrollment, staffing, revenues, expenditures, compensation, and reserves. Molly shared that the 1<sup>st</sup> Interim Budget presentation will be conducted at the regular December Board meeting.

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### 10. Action Items

#### 11. Administrative – Action

##### 1. Update 2015-2016 Board Meeting Calendar

- i. Shelle Peterson made a proposal to move the December 2, 2015 meeting to Thursday, December 10<sup>th</sup> as well as to add a Special Meeting to December 17<sup>th</sup>, 2015. A second proposal was made to move the January 6, 2016 Board meeting to Monday, January 11<sup>th</sup>. Rationale for these date changes was provided. Mike Stuart made a motion to approve Board Meeting date changes for December 10<sup>th</sup>, December 17<sup>th</sup> and January 11<sup>th</sup>, Susan Saephanh seconded the motion, unanimously approved.

##### b. Senior Class Trip to Disneyland

- i. Shelle Peterson updated the Board on the adjustment to the senior class trip to Disneyland. This year's trip will include an overnight stay in Anaheim, CA. A detailed agenda was included in the report. Mike Stuart made a motion to approve the adjustment to the itinerary for the senior class trip to Disneyland, Susan Saephanh seconded the motion, unanimously approved.

#### 12. Human Resources - Action

- i. Mike Stuart made a motion to approve Winter Coaching Assignments as presented, Susan Saephanh seconded the motion, unanimously approved.

#### 13. Business – Action

##### a. Draft Salary Schedules: A, B, Classified, Management

Susan Saephanh made a motion to approve the draft salary schedules as presented, Mike Stuart seconded the motion, unanimously approved.

##### b. Draft Stipend Schedules: Athletics, Compensated Duty

Mike Stuart made a motion to accept the draft stipend schedules as presented, Susan Saephanh seconded the motion, unanimously approved.

#### 14. Closing

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There were no future agenda items

15. Adjournment

Mike Stuart made a motion to adjourn the meeting at 6:51 PM, the motion was seconded by Sue Brix, unanimously approved.