

## REGULAR MEETING OF THE GOVERNING BOARD MINUTES

Thursday, September 3, 2015

1. The Regular Meeting of the University Preparatory School Board was called to order at 5:31 p.m. by Karen Hatter. Board President Karen Hatter presided, Board members present were Sue Brix, Kim Niemer and Mike Stuart. Superintendent/Principal Peterson and School Business Manager Molly Schlange were also present.
2. Karen Hatter led the Pledge of Allegiance.
3. There was no comment from the public.
4. The Board adjourned to Closed Session at 5:32 p.m.
5. The Board reconvened to Open Session at 5:49 p.m.
  - 5.1 The Board reported no action taken in Open Session.
6. Shelle Peterson requested that items be added to the agenda as; Item 10.4.4, Instruction – Action, Approval of College Exploration Field Trip to CSU Chico, UCD and UCB, and Item 10.4.5, Instruction – Action, Adoption of Open House date change on the 2015-16 academic calendar. Sue Brix made a motion to approve the addition of items 10.4.4 and 10.4.5 to the agenda, Mike Stuart seconded the motion, unanimously approved.
7. There was no correspondence to report.
8. Kim Niemer made a motion to approve the minutes from August 11<sup>th</sup>, 2015 regular meeting, Sue Brix seconded the motion, unanimously approved.
9. Reports and Public Forum
  - 9.1 Superintendent/Principal Report  
Shelle Peterson reported highlights from Back to School Night. She also shared current enrollment figures, and information regarding Special Education funding.
  - 9.2 There were no persons wishing to address the Board.
  - 9.3 There was no Human Resource Report
  - 9.4 Instruction – Reports
    - 9.4.1 Naviance Presentation  
High School counselor Kristen Haworth and SUHSD counselor Karen Deaver presented information on the Naviance software program.
  - 9.5 Business – Reports
    - 9.5.1 Compensation Presentation  
Shelle Peterson and Molly Schlange conducted a compensation presentation that included Strategic Priority 1.8, 3.1, and 4.1. The presentation provided fiscal context perspective and context relative to compensation, historical and recent compensation activities, and a sustainable salary and benefits menu of considerations. Discussion was held and input received regarding proposal items.
  - 9.6 Leadership Academy Update  
Mike Stuart updated the Board on the status of Leadership Academy.

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### 10. Action Items

#### 10.1 Administrative – Action

##### 10.1.1 Designation of CIF Representatives (consent)

Shelle Peterson informed the Board that the CIF representatives 2015-16 are: Shelle Peterson, Monica Cabral and Cory Reagan.

#### 10.2 Human Resources - Action

10.2.1 Hiring of Greg Kfoury on a Provisional Internship Permit (PIP) for 2015- 2016 as a Latin Teacher. Sue Brix made a motion to approve the hiring of Greg Kfoury as Latin teacher on a Provisional Internship Permit for 2015-16, seconded by Mike Stuart, unanimously approved.

##### 10.2.2 Approve Employee Appointment

Sue Brix made a motion to approve appointment of Kurt Mitchell, Kari Reed and Sarah Kendall. Kim Niemer seconded the motion, unanimously approved.

##### 10.2.3 Approval of compensated Extra Duty; Coaches

Mike Stuart made a motion to approve 3 additional coaching stipends for the 2015-16 school year, Sue Brix seconded the motion, unanimously approved.

#### 10.3 Business – Action

##### 10.3.1 Draft Salary Schedules A & B

Kim Niemer made a motion to approve University Preparatory School Salary Schedule A and B as drafted, Sue Brix seconded the motion, unanimously approved.

##### 10.3.2 Approval of 2014/2015 Unaudited Actuals

Molly Schlange presented the 2014/2015 Unaudited Actuals commenting on key components of the budget. No deficit spending occurred in 2014/2015. The ending fund balance increased by \$41,663.00 for a total of \$3,240,073.01. The 2014/2015 budget maintained a reserve of 6% for Economic Uncertainty.

Sue Brix made a motion to approve 2015/2016 Unaudited Actuals, seconded by Mike Stuart, unanimously approved.

#### 10.4 Instruction – Action

10.4.1 Approval of Overnight Field Trip: Patrick’s Point Freshman Trip

10.4.2 Approval of Out of State Field Trip: Ashland Sophomore Trip

10.4.3 Approval of Out of State Field Trip: Varsity Girls Basketball Team Field Trip to Hawaii

10.4.4 Approval of Overnight Field Trip: College Exploration Trip to Bay Area

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Mike Stuart made a motion to approve all agendized Field Trips,  
Sue Brix seconded the motion, unanimously approved.

### 10.4.5 Adoption of Date Change for Open House 2015/2016

Sue Brix made a motion to adopt the date change for the  
2015/2016 Open House from March 16<sup>th</sup> to March 23<sup>rd</sup>, Mike  
Stuart seconded the motion, unanimously approved.

## 11. Closing

### 11.1 There were no future agenda items

Shelle Peterson proposed a school-family event in lieu of the traditional Board  
'meet and greet.' A discussion was held regarding a possible date for the event.

## 12. Closed Session

There was no closed session to report.

## 13. Adjournment

Sue Brix made a motion to adjourn the meeting at 7:39, the motion was seconded by Mike Stuart,  
unanimously approved.