

**UNIVERSITY PREPARATORY SCHOOL REGULAR MEETING OF GOVERNING BOARD MINUTES
November 2, 2016**

1. The Regular Meeting of the University Preparatory School Board was called to order at 5:37 p.m. by Karen Hatter, Board President. Board members Mike Littau, Mike Stuart, Sue Brix and Susan Saephanh were present. Superintendent/Principal Shelle Peterson and School Business Manager Molly Schlange were also present.
2. Karen Hatter led the Pledge of Allegiance.
3. There was no Public Comment on Agenda Items.
4. Sue Brix made a motion to approve the Agenda Order/Consent Agenda, Mike Stuart seconded the motion, unanimously approved

4.1 Consent Items

- 4.1.1 Approve September 6, 2016 Regular Board Meeting Minutes
- 4.1.2 Approve October 5, 2016 Regular Board Meeting Minutes
- 4.1.3 Approve Overnight Field Trip: Junior Statesmen of America Conference, Santa Clara, November 12-13, 2016
- 4.1.4 Approve Dance Team Overnight Field Trip Requests: Santa Clara, February 10-12, 2017; Santa Clara, March 24-26, 2017; Sacramento, CA, April 7-9, 2017; Sacramento, CA, April 28-30, 2017
- 4.1.5 Approve Overnight Field Trip: AP Retreat, Shingletown, CA, April 28-30, 2017

5. Public Forum:

There was no Public Forum

Superintendent/Principal Report

1. Superintendent/Principal Shelle Peterson reported to the Board on U-Prep's most recent Student of the Quarter celebration. Mrs. Peterson shared an excerpt from a parent letter thanking the staff for all the effort that is put in to the celebration and how much it meant to their family. Mrs. Peterson related how Student Government takes an active leadership role in ensuring that all aspects of the celebration are successful and meaningful for the Students of the Quarter and their families. Superintendent Peterson provided the Board with information regarding enrollment, waiting lists and 2017-2018 applications. Mrs. Peterson concluded her report to the Board with an update on October conferences and trainings attended by staff.
2. Business (Discussion)
School Business Manager Molly Schlange provided the Board with information regarding the impending increase to minimum wage in California. Her report included a detailed analysis of future implications to U-Prep under the current statute; specifically for those employees who are considered exempt under "Professional Exemption" as outlined in the Code of Federal Regulations. Mrs. Schlange discussed the various compliance options U-Prep has related to exempt employees as the minimum wage increases. The current University

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Preparatory School salary schedules are compliant with the current California Minimum Wage statutes including the salary threshold for exempt employees. Mrs. Schlange will annually evaluate U-Prep salary schedules for compliance and necessary adjustments. The Board will be updated on minimum wage compliance on an annual basis and as necessary. No action was taken.

6. ADMINISTRATIVE- ACTION

1. Board Member Sue Brix made a motion to approve Board Agenda Item 6.1.1; Request for Approval of Board Policy 3320 and Administrative Regulations 3320: Claims and Actions against the School including the 2016 NCSIG Claim for Injury. Susan Saephanh seconded the motion, unanimously approved.
2. Sue Brix made a motion to approve Regular Board Meeting date change from January 3, 2017 to January 11, 2016, Mike Stuart seconded the motion, unanimously approved.
3. Superintendent/Principal Shelle Peterson provided a written and visual presentation for the Board as a component in the Request for Approval of the Proposed Marketing Plan. Mike Littau made a motion to approve the Proposed Marketing Plan-Branding Components, Mike Stuart seconded the motion, unanimously approved.
4. Sue Brix made a motion to approve Overnight, Out of State Field Trip; Sophomore Class Trip to Ashland, OR, April 19-21, 2017, Susan Saephanh seconded the motion, unanimously approved.
5. Sue Brix made a motion to approve the 2017-2018 and 2018-2019 Academic Calendars, Mike Stuart seconded the motion, unanimously approved.

7. HUMAN RESOURCES - ACTION

1. Sue Brix made a motion to approve the Request for Winter Coaching Staff with the addition of Brian Jacobsen as Head Coach for junior high girls A soccer, Mike Littau seconded the motion, unanimously approved.

8. COMMENTS FROM THE BOARD

Board President Karen Hatter congratulated Michelle Johnson for the Swim Coach of the Year distinction.

9. ADJOURNMENT

Sue Brix made a motion to adjourn the Board meeting at 7:17 pm, Mike Stuart seconded the motion, unanimously approved.