

UNIVERSITY PREPARATORY SCHOOL REGULAR MEETING OF GOVERNING BOARD MINUTES

June 14, 2017

1. The Regular Meeting of the University Preparatory School Board was called to order at 4:01 pm by Board President Sue Brix. Board Members Mike Littau, Susan Saephanh, and Trent Copland were present. Board Member Mike Stuart was absent. Superintendent/Principal Shelle Peterson and School Business Manager Molly Schlange were also present.
2. Sue Brix led the Pledge of Allegiance.
3. There was no Public Comment.
4. The Board adjourned to Closed Session at 4:01 pm. The Board reconvened to Open Session at 4:58 pm. Board President Sue Brix reported that no action was taken regarding Item 4b. Public Employee Discipline/Dismissal/Release (G.C. 54957). Board President Sue Brix reported action taken on Item 4-a: Public Employee Performance Evaluation (G.C. 54957). **Pursuant to Government Code Section 54953, the following agenda item must be publicly reported before the Board takes up the item. Specifically, pursuant to Shelle's current employment agreement, should then Superintendent meet certain conditions (as determined through the confidential evaluation process), the Board shall increase the annual base salary by 5% beginning July 1, 2017. The Board has certified this condition has been made, and thus approval of this agenda item is recommended.** (Motion Brix, second Copland. Ayes: Littau, Saephanh. Noes: None. Abstain: None. Absent: Stuart)
5. Board President Sue Brix made a motion to approve addition to the Consent Agenda of item 6.1.11 - Request for Approval of Out of State/Overnight Field Trip, Yearbook Students to Ashland, Oregon, July 23-25, 2017, Trent Copland seconded the motion, unanimously approved.
6. Board Member Susan Saephanh made a motion to approve the Agenda Order/Consent Agenda for the June 14, 2017 Regular Board Meeting, Trent Copland seconded the motion, unanimously approved.
 - 6.1 Consent Items
 - 6.1.1 Request Approval of May 3, 2017 Minutes of Regular Board Meeting
 - 6.1.2 Request Approval of Overnight Field Trip: Dance Team to UC Santa Cruz, July 28-31, 2017
 - 6.1.3 Request Approval of Overnight/Out of State Field Trip: Girls Basketball Team to Portland, OR, June 23-25, 2017
 - 6.1.4 Request Approval of Overnight/Out of State Field Trip: Girls Basketball Team to Brookings, OR, June 29-July 1, 2017
 - 6.1.5 Request Approval of Overnight/Out of State Field Trip: Girls Basketball Team to Ketchikan, AK, December 27-31, 2017
 - 6.1.6 Request Approval of Overnight/Out of Country Field Trip: Educational Tour to Greece, June 28- July 7, 2018
 - 6.1.7 Request Approval of Overnight Field Trip: Cheer Team to UC Davis, July 14-17, 2017
 - 6.1.8 Request Approval of Overnight/Out of State Field Trip: Football Team to South Tahoe, NV, June 21-24, 2017
 - 6.1.9 Request Approval of Textbook Surplus
 - 6.1.10 Request Approval of 2017-2018 CIF Representatives to League

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7. REPORTS AND PUBLIC FORUM

7.1 There was no Public Forum

7.2 Board Training Provided by Young, Minney & Corr

Attorney Lisa Corr provided training for the U-Prep Board of Directors. Ms. Corr delivered an extensive overview and answered questions regarding topics of the Brown Act, Board Protocols and Board Roles as well as Proposition 39.

7.3 SUPERINTENDENT/PRINCIPAL REPORT

Superintendent/Principal Shelle Peterson began her report to the Board with an update on facilities, specifically the on-going rehabilitation of the Stuart Gym. DSA plans have been approved for the portable that is arriving from that was purchased to serve as an athletic team room.

Moving on in her report, Mrs. Peterson informed the Board that 8th Grade and High School Graduations went very well and thanked the Board members for their involvement in the respective ceremonies. Mrs. Peterson reviewed with the Board a spreadsheet indicating college acceptances for the Class of 2017; 74% were accepted to 4-year schools (57% attending 4-year; 40% attending community colleges; 85% A-G eligible).

Mrs. Peterson provided enrollment figures for the 2017-2018 school year, an overview of scholarships U-Prep students received, and Latin scores and awards.

Mrs. Peterson concluded her report with an update of conferences attended by staff in May and June of 2017.

7.4 BUSINESS-REPORT

Mrs. Schlange reported to the Board that since the May Revise there has not been a lot of change to the budget.

8. ACTION ITEMS

8.1 ADMINISTRATIVE - ACTION

8.1.1 Ratification/Board Approve of Earned Salary Increase for Superintendent/Principal Beginning the 2017-2018 School Year Based Upon Her Meeting Professional Growth Conditions in Section 2 of the Current Employment Agreement. As per language from Closed Session Item 4-a. Board Member Susan Saephanh made a motion to add an additional 3% based on the fact that Mrs. Peterson did not receive the staff's 3% raise in salary from 2016-2017, effective July 1, 2017. Board Member Trent Copland seconded the motion, unanimously approved.

8.1.2 Request Approval of 2017-2018 Student/Parent Handbook

Shelle Peterson requested Board approval on changes made to the 2017-2018 Student/Parent Handbook regarding Health Education Requirements and changes made to the language in the Student Support Services section. Mike Littau made a motion to approve changes and updates to the 2017-2018 Student/Parent Handbook, Trent Copland seconded the motion, unanimously approved.

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8.1.3 Request Approval of 2017-2018 Course Guide

Shelle Peterson Board approval on the following changes and updates to the 2017-2018 Course Guide:

- Added language in the Grading & Report Cards section
- Add language to corresponding form: Request for College Prep Designation
- New courses and descriptions
- Dual Enrollment designation additions
- Added language regarding math placement
- Math course description changed from Integrated Math I to Algebra I

Board Member Trent Copland made a motion to approve changes and updates to the 2017-2018 Course Guide as specified by Shelle Peterson, Mike Littau seconded the motion, unanimously approved.

8.1.4 PUBLIC HEARING: The Board May Receive Comments from the Public Regarding the Proposed LCAP (Discussion)

Public Hearing convened at 6:43 pm. There was no Public present for comment. Superintendent/Principal Shelle Peterson and School Business Manager Molly Schlange provided updates regarding school goals and LCAP progress, programmatically and fiscally. A summary of the Annual Update was included. Public Hearing adjourned at 6:59 pm.

8.2 BUSINESS-ACTION

8.2.1 Recommend Adoption of 2017-2018 Textbooks

Susan Saephanh made a motion to adopt the 2017-2018 Textbooks as requested. Mike Littau seconded the motion, unanimously approved.

8.2.2 Recommend Adoption of Resolution for 2017-2018 Budget Transfers

Susan Saephanh made a motion to adopt the Resolution for 2017-2018 Budget Transfers as presented. Trent Copland seconded the motion, unanimously approved.

9. CLOSING/COMMENTS FROM THE BOARD

Future Agenda Items:

Sue Brix requested that the contract renewal process for Superintendent/Principal Shelle Peterson be addressed at the August Board Meeting.

10. ADJOURNMENT

Meeting adjourned at 7:03 pm