

UNIVERSITY PREPARATORY SCHOOL REGULAR MEETING OF GOVERNING BOARD MINUTES

March 7, 2018

1. The Regular Meeting of the University Preparatory School Board was called to order at 5:32pm by Board President Mike Stuart. Board Members Mike Littau, Trent Copland, Susan Saephanh and Sue Brix were present. Superintendent/Principal Shelle Peterson and School Business Manager Molly Schlange were also present.
2. Mike Stuart led the Pledge of Allegiance.
3. There was no Public Forum.
4. There was no Public Comment.
5. Board Member Trent Copland made a motion to approve Agenda Items and Order. Board Member Sue Brix seconded the motion, unanimously approved.
6. Board Member Mike Littau made a motion to approve the Consent Agenda for the March 7, 2018 Board Meeting. Trent Copland seconded the motion, unanimously approved.
 - 6.1 Consent Items
 - 6.1.1 Request Approval of February 6, 2018 Minutes of Regular Board Meeting
 - 6.1.2 Request Approval of Overnight, Out of Country Field Trip: U-Prep High School Students to China, June 17-July 4, 2018
 - 6.1.3 Request Approval of Overnight, Out of Country Field Trip: U-Prep Class of 2021 Students to China, July 8-28, 2018
 - 6.1.4 Request Approval of Overnight Field Trip: U-Prep Student Government students to CASL Conference, Ontario, CA, April 5-9, 2018
 - 6.1.5 Request Approval of Overnight, Out of State Field Trip: 8th Grade Students to Washington, D.C., June 3-9, 2018

7. REPORTS

7.1 SUPERINTENDENT/PRINCIPAL REPORT

Superintendent/Principal Peterson began her report to the Board with brief synopsis of the 2018-2019 lottery that took place prior to that evening's Board meeting. Mrs. Peterson stated that the lottery went well and that enrollment numbers for the upcoming school year look positive. Mrs. Peterson highlighted the March newsletter, specifically Career Day held in February, awards earned by U-Prep students and various competitions in which the students participated. Moving on in her report Mrs. Peterson shared current available information regarding the National Student Walkout on March 14th. Mrs. Peterson reported that the staff has been included in keeping a pulse on student feedback and that a follow-up with the staff will be held on Monday at the staff meeting. Mrs. Peterson informed the Board of the new eating/social area that was generously provided by the Educational Foundation. Mrs. Peterson concluded her report with an update on conferences attended by staff in the month of February. Mrs. Peterson introduced Assistant Principal Rochelle Angley who presented an update on winter/spring athletics. To begin her report, Ms. Angley provided a wrap-up of high school winter sports; boys and girls basketball, wrestling and boys and girls soccer were all covered. Following the high school update, Ms. Angley reported on spring sports for high school and junior high. Updates for

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baseball, softball, track, stunt, tennis and golf were provided. Ms. Angley closed her report with news of two U-Prep student/athletes who have signed with universities.

7.2 BUSINESS REPORT

- 7.2.1 School Business Manager Molly Schlange provided Form 700 with instructions and support information to members of the Board and Mrs. Peterson.

8. ACTION/DISCUSSION ITEMS

8.1 ADMINISTRATIVE-ACTION

- 8.1.1 Assistant Principal Rochelle Angley reviewed the School Safety Plan for the current year. In conjunction with Safety Plan hard copies, Ms. Angley provided in her report any updates and additions that were made to the Plan, specifically the addition of ALICE training in which the U-Prep staff has participated. Ms. Angley reported that staff will be going through drills at the upcoming staff meeting on March 12th. Plans are in the process to include students in future drills. Board Member Sue Brix made a motion to approve the 2017-2018 School Safety Plan, Trent Copland seconded the motion. Unanimously approved.
- 8.1.2 Superintendent/Principal Peterson reviewed information from the Board policy regarding school attendance. As discussed at the February Board meeting, the CA Dashboard accountability model will include chronic absenteeism as an indicator. Recommended proposed changes to the current attendance policy were provided to the Board for approval and upon Board approval will be included in the 2018-2019 Student/Parent Handbook. Board Vice President Susan Saephanh made a motion to approve Board policy on school attendance with proposed changes, Board member Sue Brix seconded the motion. Unanimously approved.
- 8.1.3 Board member Trent Copland made a motion to approve the 2018-2019 Student/Parent Handbook. Board member Sue Brix seconded the motion, unanimously approved.
- 8.1.4 Superintendent/Principal Shelle Peterson provided the following updates to the 2018-2019 Course Guide for the Board's approval; the addition of Study Hall as an elective at the Junior High level; data from ChallengeSuccess indicates that a Study Hall option is desired and would be beneficial to students. Math course offerings were updated to reflect the in-progress roll out of discipline specific math (Algebra, Geometry, and Algebra II). Board member Sue Brix made a motion to approve the 2018-2019 Course Guide with proposed additions, Board member Trent Copland seconded the motion. Unanimously approved.
- 8.1.5 School Business Manager Molly Schlange presented to the Board updates included in the 2018-2019 Employee Handbook for Board approval. Updates included are as follows; expanded language regarding Meal and Rest Periods, updated Family Care and Medical Leave (FMLA) to align with new laws, and updated Bone Marrow and Organ Donor Leave to align with new laws. Board

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member Sue Brix made a motion to approve updates included in the 2018-2019 Employee Handbook. Board member Trent Copland seconded the motion, unanimously approved.

8.2 HUMAN RESOURCES - ACTION

8.2.1 Board member Trent Copland made a motion to approve the Administrative Intern Job Description with changes. Board member Sue Brix seconded the motion, unanimously approved.

8.2.2 Board Vice Principal Susan Saephanh made a motion to approve employee appointment (classified) of Vicki Aday. Board member Mike Littau seconded the motion, unanimously approved.

8.3 BUSINESS-ACTION

8.3.1 School Business Manager Molly Schlange presented the 2nd Interim Budget. Board member Trent Copland made a motion to approve the 2017-2018 2nd Interim Budget, as presented. Board member Sue Brix seconded the motion. Unanimously approved.

9. CLOSING/OPPORTUNITY FOR BOARD COMMENTS

There were no comments from the Board.

10. ADJOURNMENT

Board Member Sue Brix made a motion to adjourn meeting at 6:57pm, Trent Copland seconded the motion. Unanimously approved.