

UNIVERSITY PREPARATORY SCHOOL REGULAR MEETING OF GOVERNING BOARD MINUTES

August 1, 2018

1. The Regular Meeting of the University Preparatory School Board was called to order at 5:32 PM by Board Vice President Susan Saephanh. Board Members Sue Brix, Trent Copland and Mike Littau were present. Board President Mike Stuart was absent. Superintendent/Principal Shelle Peterson and School Business Manager Molly Schlange were also present.
2. Susan Saephanh 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 the Agenda and Agenda Order, motion seconded by Sue Brix. Unanimously approved.
6. Board Member Mike Littau made a motion to approve the Consent Agenda for the August 1, 2018 Board Meeting. Trent Copland seconded the motion, unanimously approved.
 - 6.1 Consent Items
 - 6.1.1 Request Approval of June 13, 2018 Minutes of Regular Board Meeting
 - 6.1.2 Request Approval of Overnight Field Trip: Freshman Class to Patrick's Point State Park, September 26-28, 2018
 - 6.1.3 Request Approval of Out of Country Field Trip: SEPA Club to Ireland, Scotland & England, June 25-July 8, 2019

7. REPORTS

7.1 SUPERINTENDENT/PRINCIPAL REPORT

Superintendent/Principal Peterson shared details regarding the initial outreach to U-Prep families that have been affected by the Carr Fire. Mrs. Peterson participated in a recent meeting of school leaders hosted by the Shasta County Office of Education to address school issues related to the incident. Board Member Trent Copland expressed appreciation for the information and asked to be kept apprised as the circumstances continue to evolve. Mrs. Peterson provided the Board with an update on the opening of the school year, including the online option for Arena Day. Moving on, Mrs. Peterson gave a brief overview of the AP scores and informed the Board that she will be sharing a full school achievement data report at the September Board meeting.

7.2 BUSINESS REPORT

School Business Manager Molly Schlange provided the Board with an update on the latest budget news from the Governor's office, stating that the Governor has assigned the State Budget with LCFF being fully funded.

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8. ACTION/DISCUSSION ITEMS

8.1 ADMINISTRATIVE-ACTION

8.1.1 Request Approval of Updates to 2018-2019 Student Parent Handbook
Mrs. Peterson stated that SUHSD had updated their policies regarding the use of tobacco, illegal drugs or alcohol on school premises; this policy addresses e-cigarettes and vaping. Mrs. Peterson requested approval for U-Prep to follow suit by adding this language to U-Prep's 2018-2019 Student Parent Handbook. Board Member Sue Brix made a motion to approve the Updates to the 2018-2019 Student Parent Handbook. Trent Copland seconded the motion, unanimously approved.

8.1.2 Request Approval of MOU between SUHSD and U-Prep, 2018-2023
Mrs. Peterson reviewed the proposed agreement noting the areas of recommended changes. Member Sue Brix made a motion to approve the MOU between SUHSD and U-Prep, 2018-2023. Trent Copland seconded the motion, unanimously approved.

8.2 BUSINESS-ACTION/DISCUSSION

8.2.1 Review Conflict of Interest Code (Discussion)
School Business Manager Molly Schlange guided the Board through a biennial review of U-Prep's Conflict of Interest Code.

8.2.2 Request Approval of 2018-2019 45-day Budget Revision (Action)
Board Member Sue Brix made a motion to approve the 2018-2019 45-day Budget Revision. Trent Copland seconded the motion, unanimously approved.

8.2.3 Compensation, Salary, and Benefits – Board Study (Discussion)
School Business Manager Molly Schlange delivered a presentation on both short and long term projections for revenues and expenditures. A compensation study of salaries, stipends, and benefits. Following the presentation and discussion, Superintendent/Principal Shelle Peterson shared that a formal proposal would be presented at the September Board meeting. In response to the direction provided by the Board at the August Board meeting regarding post-retirement benefit options, a fiscal model was shared and discussed. A discussion was held and input was gained. Superintendent/Principal Shelle Peterson shared that administration will continue to work on the concept and bring it back for Board review and direction.

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8.3 HUMAN RESOURCES – ACTION/DISCUSSION

8.3.1 Request Approval of Fall Coaching Staff and Junior High Athletic Director (Action)

Board Member Sue Brix made a motion to approve the Fall Coaching Staff and Junior High Athletic Director. Trent Copland seconded the motion, unanimously approved.

8.3.2 Request Approval of Recommended Updates to Selected Job Descriptions (Action)

- a. School Business Manager
- b. Registrar

Board Member Sue Brix made a motion to approve updates to both job descriptions. Trent Copland seconded the motion, unanimously approved. Salary schedules for both positions will be brought to the September Board meeting for the Board's review.

8.3.3 Review/Discuss Professional Growth for Management Employees – Assistant Principal

Superintendent/Principal Shelle Peterson reviewed the current U-Prep management professional development plan, adopted in July 2012. A discussion was held regarding the its contrast with SUHSD's provision for management employees professional growth. A revision was discussed to support ongoing professional development for U-Prep management employees. A discussion was held by the Board regarding their interests in addressing the disparity between U-Prep and SUHSD management employees. This item will be brought back at the September Board meeting with a formal proposal, including a fiscal analysis.

9. CLOSING/OPPORTUNITY FOR BOARD COMMENTS

Board Member Mike Littau thanked Mrs. Peterson for her efforts in making contact with U-Prep families that have suffered losses due to the Carr Fire.

10. FUTURE AGENDA ITEMS

There were no Future Agenda Items.

11. ADJOURNMENT

Board Member Sue Brix made a motion to adjourn at 7:49 PM. Trent Copland seconded the motion, unanimously approved.