

**UNIVERSITY PREPARATORY SCHOOL REGULAR MEETING OF GOVERNING BOARD MINUTES**  
**September 5, 2018**

1. Board President Mike Stuart called the Regular Meeting of the University Preparatory School Board to order at 5:30 PM. Board Members Susan Saepanh, Sue Brix, Trent Copland and Mike Littau were present. Superintendent/Principal Shelle Peterson and School Business/HR 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 Sue Brix made a motion to approve the Agenda and Agenda Order, motion seconded by Susan Saepanh. Unanimously approved.
6. Board Member Sue Brix made a motion to approve the Consent Agenda for the September 5, 2018 Board Meeting. Susan Saepanh seconded the motion, unanimously approved.
  - 6.1 Consent Items
    - 6.1.1 Request Approval of August 1, 2018 Minutes of Regular Board Meeting
    - 6.1.2 Request Approval of Overnight Field Trip: Senior Class to Disneyland, Monday, May 20-Wednesday, May 22, 2019

7. REPORTS

7.1 SUPERINTENDENT/PRINCIPAL REPORT

7.1.1 Superintendent Review of Annual Achievement Report

Superintendent/Principal Peterson provided the Board with an update regarding U-Prep families affected by the Carr Fire. Mrs. Peterson reported that Back to School Night with the addition of the AP/Dual Enrollment Information Meeting was very well attended. Mrs. Peterson updated the Board with current data on the revised morning bus routes and new YMCA after school program, stating that both additions have been very well received. Moving on in her report, Mrs. Peterson furnished the Board with an Annual Metrics Report. Mrs. Peterson reviewed the data outcomes with the Board. Data highlights included student celebrations in the realm of junior high and high school GPA/academic achievement awards, CAASPP state test performance, Advanced Placement exam results, Dual Enrollment results, PSAT performance, and ACT and SAT outcomes. Mrs. Peterson expressed appreciation for the hard work of the staff towards influencing positive student achievement.

# UNIVERSITY PREPARATORY SCHOOL REGULAR MEETING OF GOVERNING BOARD MINUTES

September 5, 2018

## 7.1.2 U-Prep Athletics Report

Assistant Principal Rochelle Angley presented an update on fall sports. Ms. Angley reported on the variety of fall sports available to junior high and high school students, alongside data regarding team records, schedules and number of students competing. Ms. Angley also shared that U-Prep's football team was chosen by shastacountysports.com as their team of the week. In concluding her report, Ms. Angley shared that she could not be more proud of all of U-Prep's sports teams.

## 7.2 BUSINESS REPORT

School Business Manager Molly Schlange shared that a bill that proposed an increase in LCFF funding did not pass in the Legislature, but will move to a suspense file for the time being.

## 8. ACTION/DISCUSSION ITEMS

### 8.1 ADMINISTRATIVE-ACTION

#### 8.1.1 Approve Shasta College Dual Enrollment Program Amendment to Memorandum of Understanding, 2018-2019

Superintendent/Principal Peterson reported there is one additional course offering for 2018-2019: ENGL 1B – Literature and Composition and recognized Paul Kaukonen as the instructor. Board Member Trent Copland made a motion to approve the Amendment to the Memorandum of Understanding between University Preparatory School and Shasta College, motion seconded by Member Sue Brix. Unanimously approved.

#### 8.1.2 Approve AB 699 Educational Equity: Immigration and Citizenship Status policy update

School Business/HR Manager Molly Schlange reviewed the proposed policy language in response to AB 699. Board Member Trent Copland made a motion to approve AB 699 Educational Equity: Immigration and Citizenship Status policy updates, motion seconded by Sue Brix. Unanimously approved.

### 8.2 BUSINESS-ACTION/DISCUSSION

#### 8.2.1 The Board will review/approve the 2017-2018 Unaudited Actuals

School Business Manager Molly Schlange presented the Unaudited Actuals for the 2017-2018 school year. Trent Copland made a motion to approve the 2017-2018 Unaudited Actuals. Sue Brix seconded the motion, unanimously approved.

## UNIVERSITY PREPARATORY SCHOOL REGULAR MEETING OF GOVERNING BOARD MINUTES

September 5, 2018

8.2.2 The Board will review/discuss a Compensation Proposal as presented by School Business/HR Manager

School Business/HR Manager, Molly Schlange presented a proposal on compensation for the Board.

8.2.3 The Board will approve a compensation increase for all U-Prep employees (Classified, Certificated, and Administration)

Board Member Sue Brix made a motion to approve Compensation Proposal for U-Prep staff (Classified, Certificated, Management, and Contracted) as follows: (1) 3.5% Salary Increase; (2) Increases to the high school athletic and extra-duty stipends as proposed (effective July 1, 2018). Trent Copland seconded the motion, unanimously approved.

### 8.3 HUMAN RESOURCES – ACTION/DISCUSSION

8.3.1 The Board will review the Management Salary Schedule – Assistant Principal, take into consideration proposals to increase the work year contract and revise the professional growth plan for Management Employees

Board Member Trent Copland made a motion to approve the proposals to increase the work year contract and revise the provision for professional growth of Management Employees to add a third step that would span three years, Sue Brix seconded the motion, unanimously approved.

8.3.2 The Board will review the Classified Staff Salary Schedule: Registrar Position

The Board reviewed the Shasta Union High School District and U-Prep Registrar salary schedules. The Board held a discussion regarding the difference in pay between the SUHSD Registrar salary schedule and the U-Prep Registrar salary scheduled. The Board discussed the difference in pay between the positions and concluded that the Registrar salary schedule was in alignment with the U-Prep Registrar Job Description. No further discussion was deemed necessary by the Board.

8.3.3 The Board will review the Business/Human Resources Manager Salary Schedule, and take into consideration a proposal to include this position in the professional growth provision for Management Employees

The Board reviewed salary schedules of management positions that include business and/or human resources responsibilities. The Board held a discussion regarding the salary schedules presented as compared to the U-Prep School Business/HR Manager salary schedule and concluded that the current salary schedule is in alignment with the U-

**UNIVERSITY PREPARATORY SCHOOL REGULAR MEETING OF GOVERNING BOARD MINUTES**  
**September 5, 2018**

Prep School Business/HR Manager Job Description. In response to the proposal to approve the School Business/HR Manager position in the growth provision for Management Employees, Sue Brix made a motion to approve the proposal, Susan Saepanh seconded the motion. Unanimously approved.

9. ADJOURNMENT TO CLOSED SESSION

The Board adjourned to Closed Session at 6:32 PM to consider and/or take action upon the following item:

- a. Public Employee Performance Evaluation (G.C. 54957)  
Title: Superintendent/Principal

10. RECONVENE TO OPEN SESSION

The Board reconvened to Open Session at 6:45PM. The Board reported that the Superintendent/Principal evaluation has been completed for the 2017-2018 school year.

11. CLOSING/OPPORTUNITY FOR BOARD COMMENTS

There were no closing comments

12. FUTURE AGENDA ITEMS

There were no future agenda items

13. ADJOURNMENT

Board Member Sue Brix made a motion to adjourn the meeting at 6:46PM. Trent Copland seconded the motion, unanimously approved.