

**UNIVERSITY PREPARATORY SCHOOL BOARD OF TRUSTEES
APRIL 1, 2020 MEETING MINUTES**

1. Board President Susan Saephanh called the Regular Meeting of the University Preparatory School Board to order at 5:30 PM. Board Members Mike Stuart, Mike Littau, Sue Brix, and Trent Copland were present. Superintendent/Principal Shelle Peterson and School Business/HR Manager Molly Schlange were also present. The meeting was conducted via teleconference.
2. Susan Saephanh 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 Items/Order. Trent Copland seconded the motion, unanimously approved.
6. Board Member Mike Stuart made a motion approve the Consent Agenda. Trent Copland seconded the motion, unanimously approved.

7. REPORTS

7.1 SUPERINTENDENT/PRINCIPAL REPORT

Superintendent/Principal Shelle Peterson reported that U-Prep staff and students have responded heroically in response to the COVID-19 crisis and the subsequent shelter-in-place order. Laptops have been distributed to approximately 300 students and 100% of students are connected either online or with paper instruction/learning materials. Mrs. Peterson also shared information in regards to the most recent messaging from the Governor, news from the UC and CSU system that they will accept scores from the modified AP Exams. Mrs. Peterson stated the U-Prep Administration and staff continue to focus on plan development for end of the year activities. Concluding her report, Mrs. Peterson summarized reports on athletics, visual and performing arts and ASB activities.

7.2 BUSINESS REPORT

School Business/HR Manager Molly Schlange provided a thorough business report for the Board in regards to the ongoing unprecedented time. Mrs. Schlange reported that there will most likely be some type of fiscal impact associated with the COVID-19 crisis, but reassured the Board that U-Prep is well-positioned to weather the storm. At this time, U-Prep will follow a “flat” budget model, where revenues and expenses are aligned to current year actuals, for 2020-2021. The exception will be step and column movement. Mrs. Schlange added that under a flat funding model, U-Prep will still be able to fund its current programs, and resources (e.g. textbooks, laptops).

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8. ACTION/DISCUSSION ITEMS

8.1 ADMINISTRATIVE-ACTION/DISCUSSION

8.1.1 Request Approval of Third Party Administrator (TPA) Contract for Defined Contribution Post-Employment Benefit Program Policy (ACTION)

Board Member Trent Copland made a motion to approve the TPA Contract with National Benefit Services for the management of compliance for U-Prep's 401(a) plan. Sue Brix seconded the motion, unanimously approved.

8.1.2 The Board, the Superintendent/Principal, and the School Business/HR Manager will discuss two (2) financial advisor vendor options for U-Prep's Post-Employment Benefit Program Policy (DISCUSSION)

Board Member Mike Littau recused himself from the Board discussion due to a conflict of interest. The Board was updated on services and financial advisors associated with each of the two vendors. A recommendation of Stifel was made by Administration. It was stated that both representatives were qualified, professional and would do an outstanding job.

8.1.3 Request Approval of a Vendor for U-Prep's Post-Employment Benefit Program Policy (ACTION)

Board Member Trent Copland made a motion to approve the recommendation of Stifel for U-Prep's Post-Employment Benefit Program Policy. Mike Stuart seconded the motion. Board President Susan Saephanh had an aye vote as did Board Member Sue Brix. Board Member Mike Littau abstained. Motion passed with four ayes.

8.2 HUMAN RESOURCES – ACTION/DISCUSSION

8.2.1 Request Approval of Spring Coaches – Boys Tennis (ACTION)

Board Member Sue Brix made a motion to approve the Spring Coaches – Boys Tennis. Trent Copland seconded the motion. Unanimously approved.

9. FUTURE AGENDA ITEMS

There were no future agenda items.

10. CLOSING/OPPORTUNITY FOR BOARD COMMENTS

Board Member Mike Stuart offered to draft a letter for the Board to the U-Prep staff to acknowledge their efforts and contributions during the COVID-19 crisis. Board Member Sue Brix added her appreciation for the staff's hard work and their efforts to stay ahead of the game.

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11. ADJOURNMENT

Board Member Trent Copland made a motion to adjourn the meeting at 5:58 PM. Motion seconded by Sue Brix, unanimously approved.