

**UNIVERSITY PREPARATORY SCHOOL BOARD OF TRUSTEES**

**APRIL 14, 2021 REGULAR MEETING MINUTES**

**5:30 PM**

**SLC BOARD ROOM**

**2200 EUREKA WAY**

**REDDING, CA 96001**

1. Board President Mike Littau called the Regular Meeting of the University Preparatory School Board to order at 5:30 PM. Board Members Trent Copland, Sue Brix and Susan Saephanh were present. Board Member Mike Stuart was absent. Superintendent/Principal Shelle Peterson and School Business/HR Manager Molly Schlange were also present.

2. OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS

There was no Public Comment on Agenda Items.

3. PUBLIC FORUM

There was no Public Forum.

4. APPROVAL OF AGENDA ITEMS/ORDER

That the Board approve the agenda items/order, as presented.

Motion – Copland

Second – Brix

Ayes – Brix, Saephanh, Copland, Littau

Carried – 4-0

5. APPROVAL OF CONSENT AGENDA

That the Board approve the consent agenda, as presented.

Motion – Copland

Second – Brix

Ayes – Copland, Brix, Saephanh, Littau

Carried – 4-0

6. REPORTS

6.1 SUPERINTENDENT/PRINCIPAL REPORT

Superintendent/Principal Shelle Peterson expressed gratitude for the University Preparatory School Board, specifically for their support of school staff and students during the past academic year while managing COVID-19 restrictions. A brief update on school sports was provided by Assistant Principal Rochelle Angley. Ms. Angley shared that there was collective enthusiasm on campus witnessing the arrival of all high school sports and softball and baseball for junior high. Ms. Angley thanked the Board for their on-going support. Mrs. Peterson concluded her report with news from the Visual and Performing Arts department. The traditional fall musical will be performed April 23<sup>rd</sup> and 24<sup>th</sup>, using the Redding School of the Arts outside stage. The musical will be a review of

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the last 16 years of U-Prep musicals. Mrs. Peterson added that choir performances are scheduled for May 11<sup>th</sup>, utilizing the U-Prep stadium. She expressed gratitude to faculty involved with the musical and parents who helped make this event happen.

**6.2 BUSINESS REPORT**

School Business/HR Manager Molly Schlange shared that it is the time of year where speculation arises around the May Revision of the California Budget. Mrs. Schlange added that there is a potential for consequences from the tax filing extension that could affect funding, i.e., a more conservative revision.

**7. ACTION/DISCUSSION ITEMS**

**7.1 ADMINISTRATIVE-ACTION/DISCUSSION**

**7.1.1 Update on COVID-19 Impact on School Operations (DISCUSSION)**  
Superintendent/Principal Shelle Peterson provided an update on COVID-19 impact on school operations.

**7.2 BUSINESS – ACTION/DISCUSSION**

**7.2.1 Compensation Proposal (ACTION/DISCUSSION)**  
Superintendent/Principal Shelle Peterson and School Business/HR Manager Molly Schlange provided a view of compensation details, historical and current data, as well as varied comparison scenarios for Board discussion purposes. In recognition of U-Prep’s staff members’ contributions to the astounding progress made during the COVID-19 crisis and subsequent pivot to distance learning/on-campus instruction, Board Member Susan Saephanh made a motion to approve a one-time disbursement of \$1500 to all (support staff, hourly staff, Counselors, Faculty, Assistant Principals, Superintendent/Principal, and School Business/HR Manager) staff members.  
Motion – Saephanh  
Second – Brix  
Ayes – Copland, Saephanh, Littau, Brix  
Carried – 4-0

**7.2.2 Request Approval of 2019-2020 Annual Audit Report (ACTION)**  
Board Member Sue Brix made a motion to approve the 2019-2020 Annual Audit Report as presented. Trent Copland seconded the motion.  
Motion – Brix

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Second –Copland  
Ayes – Copland, Saepanh, Littau, Brix  
Carried – 4-0

- 7.2.3 Request Approval of 2021-2022 Declaration of Need (ACTION)  
Board Member Sue Brix made a motion to approve the 2021-2022 Declaration of Need. Trent Copland seconded the motion.  
Motion – Brix  
Second –Copland  
Ayes – Copland, Saepanh, Littau, Brix  
Carried – 4-0

7.3 HUMAN RESOURCES – ACTION/DISCUSSION

- 7.3.1 Request Approval of Coaching Assignments (ACTION)  
Board Member Sue Brix made a motion to approve Coaching Assignments as presented. Susan Saepanh seconded the motion.  
Motion – Brix  
Second – Saepanh  
Ayes – Copland, Saepanh, Brix, Littau  
Carried – 4-0
- 7.3.2 Review/Request Approval of 2021-2022 Employee Handbook (ACTION)  
School Business/HR Manager Molly Schlange provided a review of the 2021-2022 Employee Handbook containing policy updates regarding the U-Prep Telework Policy due to COVID-19 and updated language related to the California Family Rights Act (CFRA) as required by law.  
Motion – Brix  
Second – Copland  
Ayes – Copland, Saepanh, Brix, Littau  
Carried – 4-0

8. FUTURE AGENDA ITEMS  
There were no future agenda items.

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9. CLOSING/OPPORTUNITY FOR BOARD COMMENTS

Board President Mike Littau expressed his amazement at all that University Preparatory School has accomplished despite current circumstances.

10. ADJOURNMENT

Motion – Copland

Second – Brix

Ayes – Brix, Saephanh, Copland, Littau

Carried –4-0

Meeting adjourned 6:33 PM.