

**UNIVERSITY PREPARATORY SCHOOL BOARD OF TRUSTEES  
SEPTEMBER 2, 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.
2. PUBLIC FORUM  
U-Prep senior and Region 1 California Association of Student Council Vice President, Lamis Yassin presented her request to add a student Board Member position to the existing Board of Trustees.
3. OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS  
There was no public comment on agenda items.
4. APPROVAL OF AGENDA ITEMS/ORDER  
Board Member Sue Brix made a motion to approve the Agenda Items/Order. Mike Stuart seconded the motion, unanimously approved.
5. APPROVAL OF CONSENT AGENDA  
Board Member Sue Brix made a motion to approve the Consent Agenda. Trent Copland seconded the motion, unanimously approved.
6. REPORTS
  - 6.1 SUPERINTENDENT/PRINCIPAL REPORT  
Superintendent/Principal Shelle Peterson commended the entire U-Prep staff for their tireless and positive response while navigating new challenges associated with the COVID-19 impact on education. She also recognized the student body for handling these challenges with positive character. Mrs. Peterson shared a parent letter of recognition and gratitude regarding the exceptional degree of care and professionalism relating to her student's Distance Learning experience. Board Member Mike Stuart added that he was pleased to see that U-Prep teachers were teaching their students how to deal effectively with adversity.
  - 6.2 BUSINESS REPORT  
School Business/HR Manager Molly Schlange reported there are no significant fiscal updates related to the Education Budget at this time. Mrs. Schlange reported that she will continue to monitor cash flow and will update the Board as things change.

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7. ACTION/DISCUSSION ITEMS

7.1 ADMINISTRATIVE-ACTION/DISCUSSION

- 7.1.1 Request Adoption of Amended Health and Safety Policy for COVID-19 (ACTION)  
Superintendent/Principal Shelle Peterson reported the Health and Safety Policy for COVID-19 was adopted at the August 2020 Board meeting, but was being brought back before the Board for Adoption related to updates from local public health policies and current school practices. A review of the recommended updates was conducted with the Board of Trustees prior to a motion to approve made by Board Member Sue Brix. Trent Copland seconded the motion, unanimously approved.
- 7.1.2 Request Approval of COVID-19 Waiver of Liability for Employees to Bring Their Children on Campus for Work (ACTION)  
Superintendent/Principal Shelle Peterson shared in an effort to support employees who are unable to find consistent childcare, the waiver would allow the opportunity for an employee to bring their children to work. The waiver would serve the periodic needs of identified employees. Board Member Sue Brix made a motion to approve the waiver as presented. Trent Copland seconded the motion, unanimously approved. Board President Susan Saephanh expressed how pleased she was to see this option offered to the staff.
- 7.1.3 Request Approval of Student Safety Supervisor Job Description (ACTION)  
Board Member Sue Brix made a motion to approve the Student Safety Supervisor Job Description and Temporary Full-Time Position as presented. Mike Stuart seconded the motion, unanimously approved.
- 7.1.4 Request Approval of Classroom Supervisor Job Description (ACTION)  
Board Member Sue Brix made a motion to approve the Classroom Supervisor Job Description. Trent Copland seconded the motion, unanimously approved.

7.2 BUSINESS – ACTION/DISCUSSION

- 7.2.1 Request Approval of 2019-2020 Unaudited Actuals (ACTION)  
Board Member Trent Copland made a motion to approve the 2019-2020 Unaudited Actuals as presented by School Business/HR Manager Molly Schlange. Sue Brix seconded the motion, unanimously approved.
- 7.2.2 Review Conflict of Interest Code (ACTION)  
Board Member Sue Brix made a motion to approve the Conflict of Interest Code. Trent Copland seconded the motion, unanimously approved.

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7.3 HUMAN RESOURCES – ACTION/DISCUSSION

- 7.3.1 Request Approval of Employee Assignment for 2020-2021 (ACTION)  
Board Member Sue Brix made a motion to approve the Temporary Employee Assignment of Robyn Johnson – Teacher, for 2020-2021. Trent Copland seconded the motion, unanimously approved.

8. ADJOURNMENT TO CLOSED SESSION

The Board adjourned to Closed Session at 6:11 PM to consider and/or take action upon the following item:

- a. Public Employee: Performance Evaluation (G.C. 54957.6)  
Title: Superintendent/Principal

9. OPEN SESSION/ACTION ITEM

The Board returned to open session at 6:25 PM, the Board reported on the following action taken: Approval of extended employment contract for an additional year through June 30, 2023. Current base salary reported as \$150, 345.00; professional growth earned is \$14, 780.00; health and welfare benefits are \$13, 345.92.

Brix: Aye

Copland: Aye

Littau: Aye

Saephanh: Aye

Stuart: Aye

Motion carried 5-0

10. FUTURE AGENDA ITEMS

Board Member Sue Brix requested an all-staff compensation study prepared and presented at the October Board meeting.

11. CLOSING/OPPORTUNITY FOR BOARD COMMENTS

There were no Board comments

12. ADJOURNMENT

The meeting was adjourned at 6:30 PM