

**UNIVERSITY PREPARATORY SCHOOL BOARD OF TRUSTEES
DECEMBER 13, 2021 SPECIAL MEETING MINUTES
4:30 PM
SLC BOARD ROOM
2200 EUREKA WAY
REDDING, CA 96001**

1. Board President Mike Littau called the Special Meeting of the University Preparatory School Board to order at 4:33 PM. Board Members Susan Saepanh, Sue Brix and Mike Stuart were present. Superintendent/Principal Shelle Peterson and School Business/HR Manager Molly Schlange were also present.

2. OPENING BUSINESS

- 2.1 Board President Mike Littau led the Pledge of Allegiance

3. PUBLIC COMMENT

There was no Public Comment

4. APPROVAL OF AGENDA ITEMS/ORDER

That the Board approve the agenda as presented.

Motion – Stuart

Second – Brix

Ayes – Stuart, Saepanh, Brix, Littau

Carried – 4-0

5. ACTION/DISCUSSION ITEMS

- 5.1 ADMINISTRATIVE – ACTION/DISCUSSION

- 5.1.1 Accept Superintendent/Principal Resignation (ACTION)

That the Board Approve the Superintendent/Principal Letter of Resignation, effective January 12, 2022.

Motion – Stuart

Second – Saepanh

Ayes – Saepanh, Stuart, Brix, Littau

Carried – 4-0

- 5.1.2 Request Approval of Mid-Year Transition Plan (ACTION/DISCUSSION)

Board members reviewed and approved a proposed mid-year transition plan.

Motion – Brix

Second – Saepanh

Ayes – Brix, Saepanh, Stuart, Littau

Carried – 4-0

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- 5.1.3 Review/Discuss Superintendent/Principal Compensation Study (DISCUSSION)
Item tabled pending further information.
- 5.1.4 Review/Discuss Superintendent/Principal Job Posting Information (Application, Job Description) (DISCUSSION)
Superintendent/Principal job posting information was reviewed by the U-Prep Board of Trustees. Minor modifications were suggested and discussed.
- 5.1.5 Select Board Member Participation (ACTION/DISCUSSION)
Board members discussed availability for applicant paper screening and initial interviews. Board President Mike Littau and Member Mike Stuart were nominated to participate in the Superintendent/Principal applicant paper screening and initial interview with staff. Trustee Stuart expressed the need to leave the meeting early; he left at 5:38 PM.
Motion-Brix
Second-Saephanh
Ayes-Brix, Saephanh, Littau
Carried-3-0

6. SUGGESTED FUTURE AGENDA ITEMS

There were no suggested future agenda items.

7. CLOSING/OPPORTUNITY FOR BOARD COMMENTS

There were no closing comments.

8. ADJOURNMENT

Board Member Sue Brix made a motion to adjourn at 6:17 PM. Motion seconded by Susan Saephanh. Motion carried.