



URBAN CHARTER SCHOOLS COLLECTIVE
NOVEMBER 19, 2018
REGULAR BOARD MEETING AGENDA
This meeting is being video recorded.

BOARD MEMBERS

Miles E. Myles, President (Term Expires June 2020)
Yong Lor, Board Secretary (Term Expires June 2021)
Dennis Mah, Board Treasurer (Term Expires June 2021)
Guy Ollison, Board Member (Term Expires June 2021)
Vacant, Vice President (Term Expires June 2018)
Bao Xiong, Board Member (Term Expires June 2021)
Vacant, SCUUSD Representative (No expiration)

6:00 PM Convene
7:45 PM Closed Session
8:45 PM Reconvene Open Session
9:00 PM Adjourn

LISBON ELEMENTARY SCHOOL, LIBRARY
7555 S. Land Park Drive, Sacramento, CA 95831

* Supporting materials will be distributed at the meeting.

- 1. CALL TO ORDER** 6:00 PM
- 2. BOARD ROLL CALL** 6:01 PM
- 3. ADJUST AND APPROVE AGENDA AS NEEDED** 6:03 PM
- 4. PUBLIC COMMENT**– Limit Two Minutes Per Person and Ten Minutes Per Issue Listed in the Agenda 6:05 PM
- 5. ACTION ITEM** – Presentation and Acceptance of FY 2017-2018 Annual Audit Report, Presented by Gilbert Associates 6:10 PM
- 6. CONSENT AGENDA** 6:50 PM
 - 6.1 Regular Board Meeting Minutes for October 8, 2018
 - 6.2 Approve the Closing of UCSC Checking Account Ending in 5612 and Transferring the Current Balance of \$222,350.59 to UCSC Checking Account Ending in 4361.
- 7. INFORMATIONAL ITEM** – CA Dashboard Self-Reflection/Parent Survey Update due to CDE on November 16, 2018 7:00 PM
- 8. INFORMATIONAL ITEM** – Monthly Administrative Reports 7:15PM*
 - 8.1 Principal's Report on Instruction & Learning*
 - 8.1.1 Enrollment, Attendance & Scholar Achievement Data
 - 8.1.2 Curriculum & Instruction/ Instructional and Delivery Plan
 - 8.1.2.1 Teacher's Confidence Report (Teacher's Growth)
 - 8.1.2.2 HET Update/Progress
 - 8.1.2.3 Identify Long-Term EL Scholars and Support Plan
 - 8.1.2.4 Staff Professional Development Retreat Planning
 - 8.2 Superintendent's Report*
 - 8.2.1 Evaluation Tools & Template
 - 8.2.2 Third Plateau Social Impact – Strategic Planning Update
 - 8.2.3 Talking Points for Academic Achievement
 - 8.2.4 Donation Wall Recognition
 - 8.3 Chief Financial Officer's Summary of Finance & Operation
 - 8.3.1 Financials through Previous Month*
 - 8.3.2 UPP Free/Reduced Count Update

8.3.3 Annual Staff Evaluation Update

8.3.4 Employee Policy on 75% Annual Attendance Requirement for Salary Eligibility

CLOSED SESSION 7:45 PM

C-1. Personnel (hiring, dismissal, release, reassignment, compensation, evaluation, etc.) (Cal. Gov't. Code § 54957.1 (a)(5))

Closed session intended for:

1) considering appointment, employment, evaluation of performance, discipline or dismissal of an employee (employee may request hearing of discipline or complaint be done in opens session);

2) meeting with law enforcement or security personnel concerning the security of public buildings and services;

3) receiving advice from legal counsel concerning existing litigation, initiating litigation, or situations involving significant expose to litigation;

4) considering labor negotiations, although final decisions concerning salaries must be made in public;

5) considering price and term in connection to purchase, sale, exchange or lease of realproperty.

Definition: Significant exposure to litigation is created when: 1) existing facts and circumstances are not known to plaintiffs, 2) a claim is received threatening litigation, 3) a person at a public meeting threatens litigation, 4) a person outside a public meeting threatens litigation and an agency official having knowledge of the threat makes a record of the statement prior to the meeting. Brown Act 54956.9(b) (3)

9. REPORT OUT CLOSED SESSION 8:45 PM

10. ACTION ITEM - Adopt 2018-19 Salary Recommendations for the Chief Financial Officer and Principal 8:50 PM

11. NEW BUSINESS 8:53 PM

12. BOARD MEMBERS IDENTIFY ITEMS FOR NEXT BOARD MEETING 8:55 PM

13. ADJOURN 9:00 PM

CALENDAR OF REGULAR BOARD MEETINGS

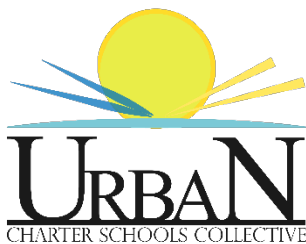
APPROVED AND ADOPTED ON APRIL 9, 2018

Regularly Scheduled UCSC Board meetings are held on the second Monday of each month, except as noted below for November and June. All meetings start at 6:00 PM and are conducted in the Lisbon Staff Lounge located at 7555 South Land Park Drive in Sacramento, CA 95831.

Each regular meeting will have the following two agenda items:

- 1) Principal's Report on Instruction & Learning which includes: ELAC update, Academy Council update, enrollment & attendance update, and suspension & referral update.
- 2) Chief Financial Officer's summary of Finance & Operation which includes: profit & loss statement for through the end of the prior month and cash flow update.

AUGUST 13, 2018	SEPTEMBER 10, 2018	OCTOBER 8, 2018	NOVEMBER 19, 2018
<ul style="list-style-type: none"> Review actual enrollment and attendance and compare to projected Review work of board nominating committee Preparing for annual board self-evaluation Appoint nominating committee for vacant board position(s) Update Board priorities 	<ul style="list-style-type: none"> Annual Board organizational meeting Annual Board self-evaluation Review annual program audit before submission to SCUSD by the principal Approve prior year unaudited actuals – due to SCOE 9/15 Set goals for next 12 months Discuss Academy Council and Board relationship; See governance section of charter Update Board priorities 	<ul style="list-style-type: none"> Update Board priorities Staff evaluation process 	<ul style="list-style-type: none"> Update Board priorities Receive & review prior year fiscal audit conducted by Gilbert Associates –due to district, county, CDE, and state controller by 12/15
DECEMBER 10, 2018	JANUARY 14, 2019	FEBRUARY 4, 2019	MARCH 11, 2019
<ul style="list-style-type: none"> Approve 1st Interim Financial Report for July 1-Oct. 31' due to SCUSD and SCOE by Dec. 15 Introduce mid-year budget revisions to 2018-19 budget for approval at January meeting Update Board priorities 	<ul style="list-style-type: none"> Reviewing the Hmong Language Development Program Review P-1 Attendance report submitted to CDE to compare project & actual attendance. P-1 ended on Dec. 31 Approve mid-year budget revisions to 2018-19 budget Review random drawing (lottery procedure) when applicants outnumber available seats Plan for board member and academy council training 	<ul style="list-style-type: none"> Approve Budget Development Calendar for creating next year's budget Review enrollment and staffing projections in preparation for next year's staffing. Review preliminary budget for next fiscal year based on governor's proposal Approve ConApp Part 2. Due to CDE on Feb 24 Discuss staff release procedures Update Board priorities 	<ul style="list-style-type: none"> Approve 2nd Interim Financial Report for July 1 - Jan. 31st and due to SCUSD and SCOE by Mar. 15 Review parent involvement policy Approve instructional calendar for the next school year Review admin, teacher, and other staff compensation Update Board priorities Review 2019-2020 UCSC Board Meeting Calendar
APRIL 8, 2019	MAY 13, 2019	JUNE 10, 2019	JUNE 24, 2019
<ul style="list-style-type: none"> Board reviews and gives feedback to Academy Council on their budget recommendations for next year Approve 2nd budget revisions to 2018-19 budget Update one-year study and application process to join new SELPA Salary Schedule Review Update Board priorities Approval of 2019-2020 UCSC Board Meeting Calendar Review and Conference on proposed 19-20 budget draft 4 and LCAP from Academy Council 	<ul style="list-style-type: none"> If released, review governor's May revisions to next year's proposed budget. Might not be released until the 15th Review P-2 Attendance report submitted to CDE to compare project and actual attendance. P-1 ended on April 15th Approve new hires Approve list of employees with reasonable assurance of returning next year Update Board priorities 	<ul style="list-style-type: none"> Public hearing on the updated-LCAP and 2019-20 budget. Update Board priorities 	<ul style="list-style-type: none"> Approve next year's budget and submit to SCUSD and SCOE by July 1st Annual review and affirmation of Title I Parent Involvement Policy ConApp Part 1 due June 30 for Title I, II, & III funding Review all staff evaluations Approve new hires Approve updated-LCAP and 2019-2020 Budget Update Board priorities



URBAN CHARTER SCHOOLS COLLECTIVE
OCTOBER 8, 2018
REGULAR BOARD MEETING AGENDA
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BOARD MEMBERS

Miles E. Myles, President (Term Expires June 2020)
Yong Lor, Board Secretary (Term Expires June 2021)
Dennis Mah, Board Treasurer (Term Expires June 2021)
Guy Ollison, Board Member (Term Expires June 2021)
Vacant, Vice President (Term Expires June 2018)
Bao Xiong, Board Member (Term Expires June 2021)
Vacant, SCUSD Representative (No expiration)

6:00 PM Convene
6:15 PM Closed Session
6:25 PM Reconvene Open Session
9:00 PM Adjourn

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1. CALL TO ORDER

Member Myles called the meeting to order at 6:02 PM.

2. BOARD ROLL CALL

Member(s) Present: President Myles, Secretary Lor, Treasurer Mah, Member Ollison and Member Xiong

Member(s) Absent: No member(s) were absent.

Quorum Present? Yes

Staff Present: Lee Yang, Superintendent, Megan Lao, Chief Financial Officer, Vince Xiong, Principal, Julia Yang, Assistant Principal and Michelle Lee, 3rd Grade Teacher.

Guest(s): None

3. ADJUST AND APPROVE AGENDA AS NEEDED PM - None

4. PUBLIC COMMENT— Limit Two Minutes Per Person and Ten Minutes Per Issue Listed in the Agenda- *None*

5. REPORT OUT CLOSED SESSION 6:20PM

Myles announced that during closed session the Board discussed and/or approved the following:

The board accepted the resignation of one (1) part-time ATT Supervisor

The board discussed the need for retention plans inclusive of the administrative team.

The board discussed and noted that the prior months request for the administrative team to develop a succession plan for each position should be changed to develop substitute plans instead.

The board discussed board elections.

6. CONSENT AGENDA 6:25 PM

6.1 Regular Board Meeting Minutes for September 10, 2018

Member Myles motion to approve the September 10, 2018 board meeting minutes. Member Xiong seconded the motion. All ayes from Myles, Lor, Mah, Ollison and Xiong. Motion carries.

7. INFORMATIONAL ITEM – Monthly Administrative Reports - *Principal provided an update on the below items.*

7.1 Principal's Report on Instruction & Learning*

7.1.1 Enrollment, Attendance & Scholar Achievement Data

7.1.2 Curriculum & Instruction/ Instructional and Delivery Plan

7.1.2.1 Teacher's Confidence Report (Teacher's Growth)

7.1.2.2 HET Update/Progress

Teacher Michelle Lee presented and updated the board on the HET Support Team BM Report and

A Collection of Lesson Ideas/Activities. HET plan has been working since the first day of school but teacher leaders, express struggles (lack of confidence, segregation of duties for support, and creating binders) due to lack of time, and support.

Board members asked clarifying questions as to why the Principal is not able to provide support to teachers and discussed the possibility of fewer staff evaluation for senior teachers. Board shared concerns with staff losing momentum and teachers not getting support early enough, Vince needs to provide support versus doing pre-evaluation. Lao to check with Jennifer for requirement of annual evaluation. Myles would like to consider skipping the annual evaluation for staff having already completed successful evaluations if possible to provide the Principal more time to provide support to teachers.

7.1.2.3 Identify Long-Term EL Scholars and Support Plan

Member Mah requested information on EL learning progress and service provided to this group of scholars be included in the Principals monthly report.

7.1.2.4 Staff Professional Development Retreat Planning

Principal shared the need to change the date for this retreat and shared staff surveys indicated staff would be more in favor of the retreat taking place either January or February. Board members agreed that February 2019 would work. Xiong will continue to update the board on this progress.

7.2 Superintendent's Report – Superintendent provided an update on the below items.

7.2.1 Evaluation Tools & Template

7.2.2 Third Plateau Social Impact – Strategic Planning Update

7.2.3 Talking Points for Academic Achievement

7.2.4 Donation Wall Recognition

7.3 Chief Financial Officer's Summary of Finance & Operation – CFO provided an update on the below items.

7.3.1 Financials through Previous Month

7.3.2 Upcoming Projects Reports, Contracts & MOU

7.3.2.1 Policy for Employee Presenting at Board Meeting

7.3.2.2 Update on Unduplicated Pupil (UPP)

8. ACTION ITEM – Board Election of Officers 8:00 PM – Tabled to a future meeting.

9. NEW BUSINESS - None

10. BOARD MEMBERS IDENTIFY ITEMS FOR NEXT BOARD

1) Lao to check with attorney on flexibility with annual evaluation requirements and report back in December.

2) Principal to include academic progress especially for students especially for EL, grade level, reading fluency, 3rd grade level, 4th grade level. 6th grade progress for current year's classes.

11. ADJOURN 9:00 PM @ 9:20 p.m.

Member Myles motion to adjourn the meeting at 9:20 p.m., Member Xiong second the motion. All ayes from Myles, Lor, Mah, Ollison and Xiong. Meeting adjourned.

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November 19, 2018

Union Bank
700 L Street
Sacramento, CA 95814

Dear Union Bank,

Upon a motion duly made, seconded, and unanimously carried at its meeting on November 19, 2018 the Urban Charter Schools Collective has authorized the below individuals to conduct the following actions on its behalf.

Treasurer, Dennis Mah, Secretary Yong Lor, Superintendent, Lee Yang and Chief Financial Officer, Mao Megan Lao has been directed to close Account# xxxxxx5612 and to transfer that balance to our current checking Account# xxxxxx4361ccount.

As a result of this direction, it is hereby is authorized to honor the deposits of the Corporation, and checks drawn against such deposits signed by Dennis Mah, Yong Lor, Lee Yang and Mao Lao, as long as there are funds in the account.

I Yong Lor, certify that I am the duly elected Secretary of this Corporation, and that the above is true and is in accordance with the Bylaws of the Corporation.

Yong Lor
Board Secretary

Cc: Lee Yang, Superintendent
Cc: Business Office
Cc: UCSC Board



URBAN CHARTER SCHOOLS COLLECTIVE

BOARD OF DIRECTORS

AGENDA ITEM: 8.3.2

MEETING DATE: November 19, 2018

SUBJECT: Chief Financial Officer's Monthly Report

- ☒ Informational Item Only
- ☐ Approval on Consent Agenda
- ☐ Conference/Discussion Item Only (Action Anticipated Date: _____)
- ☐ Conference to Action Item
- ☐ Action Item

DIVISION: Business Office

RECOMMENDATION: Chief Financial Officer's Monthly Report

BACKGROUND:

Since our last board meeting on October 8, 2018, multiple attempts were made to contact families who had not returned a household income verification form. Currently 82% of these forms have been received and only 14% remains unaccounted for.

FINANCIAL CONSIDERATIONS: Reduction in LCFF funding based on UPP percentage.

LCAP GOALS:

DOCUMENTS ATTACHED:

2018-2019 Alternative Income Verification
Free Reduced Lunch

Teacher	F	R	Paid	Declined	Parents Contacted & Not Returned	Total
Cherney	12	2	5		4	23
Cho	12	2	5		3	22
Hayes	10	3	6	1	2	22
Lee	4	3	8	2	5	22
Le-Tran	6	5	5	2	6	24
Palermini	12	4	4		3	23
Rodriguez	7	4	8		3	22
Sherry	4	3	10	2	3	22
Silva	9	3	7		3	22
Tamburrino	8	5	1	1	7	22
Thao	8	8	5		2	23
Toscano	3	1	11	1	5	21
Vang, A	10	2	7		2	21
Vang, M	9	6	6		1	22

Vang, Y	8		6	2	6	22
Wong	8	3	8	1	2	22
Xiong, P	7	4	7	1	3	22
Xiong, R	9	2	7	2	2	22
Yang, D	10	5	6	1	1	23
Yang, S	3	5	12	1	1	22
Yang, V	8	3	8		2	21

Grand Total	167	73	142	17	66	465
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	<i>Reported on</i>			<i>Reported on</i>			<i>Reported on</i>	
	<u>11/9/2018</u>		<i>Change</i>	<u>10/8/2018</u>		<i>Change</i>	<u>9/10/2018</u>	
Forms Turned In	382	82.15%		363	77.73%		315	68.48%
Free/Paid	240	51.61%	4.80%	229	49.04%	12.25%	204	44.35%
Paid	142	30.54%	5.97%	134	28.69%	20.72%	111	24.13%
Declined	17	3.66%						
Forms Not Turned In	66	14.19%	38	104	22.27%	41	145	31.52%

PREPARED BY: Megan Lao

REVIEWED BY:

PREPARED BY:

APPROVED BY: Lee Yang



URBAN CHARTER SCHOOLS COLLECTIVE

BOARD OF DIRECTORS

AGENDA ITEM: 8.3.3

MEETING DATE: November 19, 2018

SUBJECT: Chief Financial Officer's Monthly Report

- ☒ Informational Item Only
- ☐ Approval on Consent Agenda
- ☐ Conference/Discussion Item Only (Action Anticipated Date: _____)
- ☐ Conference to Action Item
- ☐ Action Item

DIVISION: Business Office

RECOMMENDATION: Chief Financial Officer's Monthly Report

BACKGROUND:

At the October 8, 2018 board meeting, board members along with the administrative staff discussed the possibility of waiving annual evaluation for employees having already completed a successful evaluation. Lao was to check with legal for further guidance.

FINANCIAL CONSIDERATIONS: \$100.00 Legal Fees

LCAP GOALS:

DOCUMENTS ATTACHED: Section VII of the UCSC Employee Handbook

VII. Employment Evaluation and Separation

A. Employee Reviews and Evaluations

Each employee will receive periodic performance reviews conducted by the Principal/ Supervisor. Performance evaluations will be conducted annually. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems.

Your performance evaluations may review factors such as the quality and quantity of the work you perform, your knowledge of the job, your initiative, your work attitude, and your attitude toward others. The performance evaluations are intended to make you aware of your progress, areas for improvement, and objectives or goals for future work performance. Favorable performance evaluations do not guarantee increases in salary or promotions. Salary increases and promotions are solely within the discretion of UCSC and depend upon many factors in addition to performance. After the review, you will be required to sign the evaluation report simply to acknowledge that it has been presented to you, that you have discussed it with the Principal/Supervisor, and that you are aware of its contents.

Newly hired employees will have their performance goals reviewed by the Principal/Supervisor within the first ninety (90) days of employment.

Your salary and your potential for advancement will be based largely upon your job performance. On a periodic basis, the Principal/Supervisor will review your job performance with you in order to establish goals for future performance and to discuss your current performance. UCSC's evaluation system will in no way alter the at-will employment relationship.

GUIDANCE:

Ms. McQuarrie shared that if the board wishes to not evaluate annually, the board should consider changing the language in its policy to reflect the changes it wishes to make.

She also cautions this approach. If you end up with a poor performing employee who also ends up with a disability or some other issue and you want to terminate, but have failed to document the performance issues, you would have a difficult time defending the legitimate grounds for termination. Evaluations can be useful defense tools in litigation.

As such, the board will want to update its policy accordingly to the changes it would like to make.

PREPARED BY: Megan Lao

REVIEWED BY:

PREPARED BY:

APPROVED BY: Lee Yang