

Urban Charter School Collective (UCSC)
Board Meeting Agenda
March 10, 2014
Regular Meeting
This meeting is being video recorded.

Board Members

Kou Xiong, President (June 2016)
Jennifer Lopez, Secretary/Treasure and SCUSD Representative (no exp. Date)
Stacie Ivery, Board Member (June 2016)
St Therese Jaspersen; Board Member (exp. June 2017)
Lance Fang, Board Member (exp. June 2017)
_____ vacant (exp. June 2015)
Dennis Mah, Board Member and Superintendent (exp. June 2015)

6:00 p.m. Convene
6:05 Closed Session
6:25 Reconvene Open Session
9:15 Adjourn
Lisbon Elementary Staff Room
7555 S. Land Park Drive Sacramento 95831

* Supporting materials will be distributed at the meeting.

- 1. CALL TO ORDER** 6:00 PM
- 2. BOARD ROLL CALL** (2 min.) 6:00 – 6:02.
- 3. ADJUST AGENDA ITEMS AS NEEDED** (3 min.) 6:02 – 6:05.
- 4. PUBLIC COMMENT** - Limit two minutes per person and ten minutes per issue listed in the agenda.

Closed Session: (20 min.) 6:05 – 6:25.

- C-1. Performance reviews of first year staff hired in 2013-14.
- C-2. Transitions: hires, resignations, and leaves.
- C-3. Other

Closed session minutes from previous month's meeting will be distributed during closed session.

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 exposure 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 real property.

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)

- 5. Report Out Closed Session** (5 min.) 6:25 – 6:30.
- 6. APPROVE MINUTES** of February 10, 2014. (5 min.) 6:30-6:35. *See Page 3.*
- 7. INFORMATIONAL ITEM – Monthly Administrative Reports** (20 min.) 6:45 – 7:05.

7.1 Principal's Report on Instruction & Learning *

- 7.1.1 ELAC update
- 7.1.2 Academy Council update
- 7.1.3 Enrollment & attendance update
- 7.1.4 Suspension & referral update
- 7.1.5 Other

7.2 Business Office Manager's summary of Finance & Operation

- 7.2.1 Financials through previous month: Profit & loss statement, balance sheet, actual to budgeted, credit card activities, checks written, cash flow. *See Page 5.*
- 7.2.2 Other – e.g., Pertinent updates in Human Resources, Risk Management, Benefits, etc.

8. ACTION ITEM - Approve 2nd Interim Financial Report for July 1 - Jan. 31st and due to SCUSD and SCOE by Mar. 15 (10 min.) 6:35-6:45. *Will be distributed at meeting.*

9. ACTION ITEM – Approve recommendation for external evaluator. (10 min.) 6:45-6:55. *See Page 14*

10. CONFERENCE TO ACTION ITEM – Approve Request for Proposal (RFP) for cultural sensitivity training. (15 min.) 6:55-7:10. *Will be distributed at meeting.*

11. CONFERENCE TO ACTION – Second look at 2014-15 instructional calendar recommended by Academy Council. (10 min.) 7:10 – 7:20. *See Page 42.*

12. CONFERENCE TO ACTION – Board Committees. Continue discussion from last meeting. (20 min.) 7:20 – 7:40.

13. INFORMATIONAL ITEM – Annual review of adopted parent involvement policy. (10 min.) 7:40 – 7:50. *See Page 43.*

NOTE: If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact Dennis Mah (916 835-9088) at least 48 Regularly Scheduled UCSC Board meetings are held on the second Monday of each month, except as noted.

- All meetings start at 6:00 PM and are conducted in the Lisbon Elementary staff lounge.

- Regular board meetings for 2013-14 have been scheduled for July 8, Aug 12, Sept 9, Oct 14, Nov 18 (3rd Mon), Dec 9, Jan 13, 2013, Feb 10, Mar 10, Apr 21, May 12, June 23 (4th Monday)

14. INFORMATIONAL ITEM - Update on possible middle school. (15 min.) 7:50 – 8:05.

15. INFORMATIONAL ITEM – Form 700 and Conflict of Interest Disclosure. <http://www.fppc.ca.gov/index.php?id=500> (10 min.) 8:05 – 8:15. [See Page 48.](#)

16. INFORMARIONAL ITEM – Clarification: each board member’s term of office. (10 min.) 8:15 – 8:25. [See Page 81.](#)

17. INFORMATIONAL ITEM – Update on 2013-14 Budget development process, including roles of Academy Council and the UCSC Board. (25 min.) 8:25-8:50. [See Page 94.](#)

18. Board members identify items for next board agenda (5 min.) 8:50 – 8:55. [See Page 2.](#)

19. ADJOURN 9:00 PM

Calendar of Regular Board Meetings
Adopted on June 20, 2013 Updated on: January 15, 2014

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) Business Office Manager’s summary of Finance & Operation which includes: profit & loss statement for through the end of the prior month and cash flow update,

July 8, 2013 <ul style="list-style-type: none">✓ Approve new hires✓ Appoint nominating committee for vacant board position(s)✓ Study organizational structure and adopt organizational chart	August 12, 2013 <ul style="list-style-type: none">✓ Review actual enrollment and attendance and compare to projected✓ Review work of board nominating committee.✓ Sick Leave/Vacation Policy✓ Staff evaluation process- Preparing for annual board self-evaluation	September 9, 2013 * <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	October 14, 2013 <ul style="list-style-type: none">- Detailed review prior year CST results and follow-up plan.
November 18, 2013 <div>This meeting is on the 3rd Monday of the month</div> <ul style="list-style-type: none">-- Appoint new board members	December 9, 2013 <ul style="list-style-type: none">✓ Receive & review prior year fiscal audit conducted by Gilbert Associates –due to district, county, CDE, and state controller by 12/15✓ Approve 1st Interim Financial Report for July 1-Oct. 31’ due to SCUSD and SCOE by Dec. 15✓ Approve changes to bylaws✓ Appoint 2 new board members.✓ Introduce mid-year budget revisions to 2013-14 budget for approval at Jan. meeting.	January 13, 2014 <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 Common Core Technology Plan after AC input✓ Approve mid-year budget revisions to 2013-14 budget✓ Charter renewal process & timeline, Part I. – Jennifer.✓ Review random drawing (lottery procedure) when applicants outnumber available seats- Plan for board member and academy council training.	February 10, 2014 <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 24x Timeline for second campus with 7th & 8th grade scholars and for scholars on waiting list[Jennifer Lopez not attending this meeting]
March 10, 2014 <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- Discuss AC and Board relationship. See governance section of charterx Review parent involvement policyx Approve instructional calendar for the next school yearx Review admin, teacher, and other staff compensation	April 14, 2014. Changed to April 21, 2014. <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 2013-14 budget.- More charter renewal info from Jennifer.- Approve notifying SCUSD SELPA of intent to possibly join new SELPA in 2015-16. Deadline to give one-year notice is June 30, 2014. One-year study and application process to join new SELPA.- Salary schedule for 2014-15.- Longer discussion on developing a middle school campus.	May 12, 2014 <ul style="list-style-type: none">- Review all staff evaluations- Review governor’s May revisions to next year’s proposed budget- Review P-2 Attendance report submitted to CDE to compare project and actual attendance. P-1 ended on April 15- Approve new hires- Approve list of employees with reasonable assurance of returning next year- Public hearing on the next year’s budget.- Approve LCFF/LCAP plan for 2014-15.	June 23, 2014 <div>This meeting is on the 4th Monday of the month</div> <p>The June meeting is conducted after the state budget act is signed on the 15th.</p> <ul style="list-style-type: none">- Approve next year’s budget and submit to SCUSD and SCOE by July 1st- Approve LCFF /LCAP plan for 2013-14- Annual review and affirmation of Title I Parent Involvement Policy- Approve ConApp Part 1 due June 30 for Title I, II, & III funding- Approve new hires

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