

*Urban Charter School Collective (UCSC)*  
Board Meeting Agenda  
**February 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 2014)*  
*Dennis Mah, Board Member and Superintendent (exp. June 2014)*

*6:00 p.m. Convene*  
*6:05 Closed Session*  
*6:35 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:** (30 min.) 6:05 – 6:35.

- C-1. Performance reviews of first year staff hired in 2013-14.
- C-2. Transitions: hires, resignations, and leaves.
- C-3. Other – complaints, 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.) 6:35 – 6:40.
- 6. APPROVE MINUTES** of [November 18, 2013](#), [December 9, 2013](#), and [January 13, 2014](#). (10 min.) 6:40-6:50. [See Page 3.](#)
- 7. INFORMATIONAL ITEM – Monthly Administrative Reports** (25 min.) 6:50 – 7:15.

- 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 Update on Spec Ed services for eligible scholars.
  - 7.1.6 Update on extra lottery opportunity for students currently on wait list
  - 7.1.7 Northwest Evaluation Association (NWEA) Measure of Academic Progress (MAP) test. [See Page 11.](#)
- 7.2 Business Office Manager's summary of Finance & Operation
  - 7.2.1 Profit & loss statement for the prior month [See Page 28.](#)
  - 7.2.2 Balance sheet [See Page 32.](#)
  - 7.2.3 Actual to budgeted \* [Will be provided at meeting.](#)
  - 7.2.4 Cash flow. \* [Will be provided at meeting.](#)
  - 7.2.5 Credit card activities \* [Will be provided at meeting.](#)
  - 7.2.6 Pertinent updates in Human Resources, Risk Management, Benefits, etc.
  - 7.2.7 Other – Annual Insurance Review. [See Page 34. Additional information will be provided at meeting.](#)

- 8. ACTION ITEM** - Approve IRS Form 990 for 2012-13 (10 min.) 7:15-7:25. [See Page 36.](#)
- 9. ACTION ITEM – Approve 2014-15 Budget Development Process Calendar.** (15 min.) 7:25 – 7:40. [See Page 65.](#)
  - 9.1 Review calendar
  - 9.2 Review enrollment projections \* [Will be provided at meeting.](#)
  - 9.3 Review revenue projections with status quo expenditures \* [Will be provided at meeting.](#)
  - 9.4 Other: Hmong Language Development line item. \* [Will be provided at meeting.](#)

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 hours before the scheduled Board meeting so we may make every reasonable effort to accommodate you. [Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. §12132)]

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 (3<sup>rd</sup> Mon), Dec 9, Jan 13, 2013, Feb 10, Mar 10, Apr 21, May 12, June 23 (4<sup>th</sup> Monday)

- 10. CONFERENCE/ACTION** – Consider changing start time of board meetings to 5:30 PM (5 min.) 7:40 – 7:45.
- 11. ACTION ITEM** – Approve ConApp that is due to CDE on Feb. 24, 2014. (10 min.) 7:45 – 7:55. [See Page 71.](#)
- 12. ACTION ITEM** – Create Board committees for staff compensation, audit, admin eval, other. (10 min.) 7:55 – 8:10. \* Will be provided at meeting.
- 13. INFORMATIONAL ITEM** – First look 2014-15 instructional calendar recommended by Academy Council. (15 min.) 8:10 – 8:25. [See Page 83.](#)
- 14. INFORMATIONAL ITEM** – Annual review of adopted parent involvement policy. (15 min.) 8:25 – 8:40. [See Page 84.](#)
- 15. INFORMATIONAL ITEM** – Discuss timeline and process for creating a second campus for middle school. (15 min.) 8:40 – 8:55. \* Will be provided at meeting.
- 16. INFORMATIONAL ITEM** – Form 700 and Conflict of Interest Disclosure. (5 min.) 8:55 – 9:00. [See Page 89.](#)
- 17. INFORMARIONAL ITEM** – Clarification: board members' term of office. (10 min.) 9:00 -9:10. [See Page 122.](#)
- 18. Board members identify items for next board agenda** (5 min.) 9:10 – 9:15. [See Page 2.](#)
- 19. ADJOURN** 9:15 PM

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**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,

<b>July 8, 2013</b> ✓ Approve new hires ✓ Appoint nominating committee for vacant board position(s) ✓ Study organizational structure and adopt organizational chart	<b>August 12, 2013</b> ✓ 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	<b>September 9, 2013 *</b> ✓ 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	<b>October 14, 2013</b> - Detailed review prior year CST results and follow-up plan.
<b>November 18, 2013</b> <div style="border: 1px solid black; padding: 2px; background-color: yellow;">This meeting is on the 3<sup>rd</sup> Monday of the month</div> - Appoint new board members	<b>December 9, 2013</b> ✓ Receive & review prior year fiscal audit conducted by Gilbert Associates –due to district, county, CDE, and state controller by 12/15 ✓ Approve 1 <sup>st</sup> 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.	<b>January 13, 2014</b> ✓ 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 <div style="background-color: yellow;">- Plan for board member and academy council training.</div>	<b>February 10, 2014</b> x Approve Budget Development Calendar for creating next year's budget x Review enrollment and staffing projections in preparation for next year's staffing. X Review preliminary budget for next fiscal year based on governor's proposal X Review parent involvement policy x Approve instructional calendar for the next school year x Review admin, teacher, and other staff compensation x Approve ConApp Part 2. Due to CDE on Feb 24 x Timeline for second campus with 7 <sup>th</sup> & 8 <sup>th</sup> grade scholars and for scholars on waiting list [Jennifer Lopez not attending this meeting]
<b>March 10, 2014</b> - Approve 2 <sup>nd</sup> Interim Financial Report for July 1 - Jan. 31 <sup>st</sup> and due to SCUSD and SCOE by Mar. 15 - Approve 2 <sup>nd</sup> budget revisions to 2013-14 budget. - 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. - more charter renewal info from Jennifer. - Discuss AC and Board relationship. See governance section of charter	<b>April 14, 2014. Changed to April 21, 2014.</b> -Board reviews and gives feedback to Academy Council on their budget recommendations for next year	<b>May 12, 2014</b> - 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.	<b>June 23, 2014</b> <div style="border: 1px solid black; padding: 2px; background-color: yellow;">This meeting is on the 4<sup>th</sup> Monday of the month</div> The June meeting is conducted after the state budget act is signed on the 15 <sup>th</sup> . - Approve next year's budget and submit to SCUSD and SCOE by July 1 <sup>st</sup> - 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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