

URBAN CHARTER SCHOOLS COLLECTIVE (UCSC)

BOARD MEETING AGENDA

DECEMBER 21, 2017

EMERGENCY BOARD MEETING AGENDA

THIS MEETING IS BEING VIDEO RECORDED.

BOARD MEMBERS

Miles E. Myles, President (Term Expires June 2019)
Yong Lor, Board Secretary (Term Expires June 2019)
Guy Ollison, Board Member (Term Expires June 2018)
Vacant, Vice President (Term Expires June 2018)
Vacant, Board Treasurer (Term Expires June 2017)
Vacant, Board Member (Term Expires June 2017)
Vacant, SCUSD Representative (No expiration)

5:00 PM Convene

5:30 PM Adjourn

LISBON ELEMENTARY STAFF ROOM

7555 S. Land Park Drive, Sacramento, CA 95831

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- 1. CALL TO ORDER 5:00 PM**
 - 2. BOARD ROLL CALL 5:01 PM**
 - 3. CONFERENCE TO ACTION ITEM –** Authorization to Open a New Bank Account with the Existing Financial Institution Union Bank and Designation of Account Holders and Signers 5:05 PM
 - 4. CONFERENCE TO ACTION ITEM –** Discuss and Vote for Board Treasurer to Fill the Open Vacancy 5:15 PM
 - 5. ADJOURN 5:30 PM**

NOTE: If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact Lee Yang (916) 752-8791 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 2017 – 2018 have been scheduled for Aug. 14, Sept. 11, Oct. 9, Nov. 13, Dec. 11, Jan. 8, Feb. 5, Mar. 12, Apr 9, May 14, June 11, June 25 (4th Monday)

CALENDAR OF REGULAR BOARD MEETINGS

APPROVED AND ADOPTED ON APRIL 17, 2017

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,

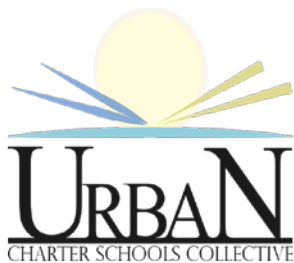
AUGUST 14, 2017	SEPTEMBER 11, 2017	OCTOBER 9, 2017	NOVEMBER 13, 2017
<ul style="list-style-type: none"> Review actual enrollment and attendance and compare to projected Review work of board nominating committee Preparing for annual board self-evaluation Appoint nominating committee for vacant board position(s) Update Board priorities Approval on Middle School Name and Review of Petition Approval on 2017-2018 Employee Handbook 	<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 Discussion on Staff Retention Compensation Committee Meetings 	<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 11, 2017	JANUARY 8, 2018	FEBRUARY 5, 2018	MARCH 12, 2018
<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 2017-18 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 2017-18 budget Review random drawing (lottery procedure) when applicants outnumber available seats Plan for board member and academy council training Update Board priorities 	<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 2018-2019 UCSC Board Meeting Calendar
APRIL 9, 2018	MAY 14, 2018	JUNE 11, 2018	JUNE 25, 2018
<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 2017-18 budget Update one-year study and application process to join new SELPA Salary schedule for 2018-19 Update Board priorities Approval of 2018-2019 UCSC Board Meeting Calendar Review 2018-2019 YPSA School Calendar 	<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 Approval on 2018-2019 YPSA School Calendar 	<ul style="list-style-type: none"> Public hearing on the updated-LCAP and 2018-19 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 2018-19 Budget Update Board priorities

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Urban Charter Schools Collective

7555 South Land Park Drive Sacramento, CA 95831 ◇ Phone (916) 433-5057 ◇ Fax (916) 433-5289

Lee Yang, *Superintendent*

December 21, 2017

Union Bank
700 L Street
Sacramento, CA 95814

Dear Union Bank,

We are requesting a claim to be filed for Account# _____. It is to the best of our knowledge that the below transactions are not affiliated to our business nor our practice, and ask that we are not held responsible for these transactions.

As such, please open a fraud claim for the below unauthorized transactions.

Transaction Date	Dollar Amount	Company
10/26/17	\$1,000.00	Capital One Card Online Dep Web
10/31/17	\$1,000.00	Capital One Card Online Dep Web
11/13/17	\$1,000.00	Capital One Card Online Dep Web

If you have any questions or concerns, I may be reached at (916) 433-5057.

Best regards,

Megan Lao
Chief Financial Officer

cc: Lee Yang, Superintendent
cc: UCSC Board Members

Board of Directors

Miles E. Myles
President

Dr. Lance Fang
Vice President

Vacant
Secretary

Vacant
Treasurer

See Lor
Member

Vacant
Member

Vacant
SCUSD Representative



BUSINESS ACH ELECTRONIC UNAUTHORIZED REQUIREMENTS

The requirements are as follows:

- Letter from authorized account signer on business letterhead. If the customer does not have letterhead, they may use a blank sheet of paper and write/type their business name and address at the top. The letter must include:
 - Customer's full account number.
 - Reason for the return. Either **unauthorized** or **authorization revoked**. If the customer states authorization was revoked, the date they cancelled the service is required.
 - Transaction date, dollar amount, and name of company debiting the customer's account.
 - Customer's signature.
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- The branch or Commercial Customer Service (CCS) will need to supply a screen shot of TLR 803 showing the posted items with a signature from an officer confirming they verified the customer's signature on sig-verify/FileNet. The contact information of the employee assisting our customer should be included on the fax coversheet.
 - Documents may be faxed to 619-228-7237, Attention Ryan Chipps