

Urban Charter Schools Collective (UCSC)
Board Meeting Agenda
August 11, 2014
Regular Meeting

This meeting is being video recorded.

Board Members

Kou Xiong, President (Term expires June 2016)

____ vacant, SCUSD Representative (No expiration)

____ Vacant(Term expires June 2016)

Therese Jaspersen; Board Member (Term expires June 2017)

Lance Fang, Board Member (Term expires June 2017)

Gennel Miles, Board Member (Term expires June 2015)

Dennis Mah, Board Member and Board Treasure (Term expires June 2015)

6:00 p.m. Convene

6:05 Closed Session

6:35 Reconvene Open Session

9:00 Adjourn

Lisbon Elementary Staff Room

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 AGENDA ITEMS AS NEEDED 6:02 PM

4. PUBLIC COMMENT – Limit Two Minutes Per Person and Ten Minutes Per Issue Listed in the Agenda 6:05 PM

Closed Session: 6:05 PM

C-1. Transitions: Hires, Resignations, and Leaves

C-2. Update on OCR Pending Issues

C-3. Discuss and Appoint Committee for Board Vacancies

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 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 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. CALL BACK TO ORDER/REPORT OUT CLOSED SESSION 6:35 PM

6. APPROVE MINUTES – Regular Meetings (May 12 & June 23, and Special Board Meetings (May 19th, June 9th, June 26th, and July 7th) (6 Meetings) 6:40 PM

7. INFORMATIONAL ITEM – Monthly Administrative Reports 6:45 PM

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

7.2 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

7.2.2 Pertinent Updates in Human Resources, Risk Management, Benefits, Etc.

8. INFORMATION ITEM – Charter School Mutual between UCSC/YPSA and New Joseph Bonnheim (NJB) 7:15 PM

9. INFORMATION ITEM – Superintendent's Report/Board Priorities 7:20 PM

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 2014-15 have been scheduled for Aug. 11, Sept. 8, Oct. 13, Nov. 10, Dec. 8, Jan. 12, 2015, Feb. 10 (Tuesday), Mar. 9, Apr 13, May 11, June 8, June 22 (4th Monday)

10. INFORMATION ITEM – Status of Cultural Diversity Training* 7:30 PM**11. INFORMATION ITEM – Status of Policy Update Process 7:45 PM****12. INFORMATIONAL ITEM – Role of the Board, Role of Academy Council, Micro-Management Issues, and Board Training on August 29, 2014 7:55 PM****8. ACTION ITEM – Approval of Provisional Internship Permits 8:30 PM****13. BOARD MEMBERS IDENTIFY ITEMS FOR NEXT BOARD AGENDA 8:40 PM****14. ADJOURN 9:00 PM**

Calendar of Regular Board Meetings
Approved and Adopted on July 7, 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,

August 11, 2014	September 8, 2014	October 13, 2014	November 10, 2014
<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 Approve new hires 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 Approve Public Charter Schools Grant's Application Discuss Academy Council and Board relationship; See governance section of charter Update progress of YPSA's renewal process Update Board priorities 	<ul style="list-style-type: none"> Update Board priorities Update progress of YPSA's renewal process 	<ul style="list-style-type: none"> Update Board priorities Update progress of YPSA's renewal process
December 8, 2014	January 12, 2015	February 10, 2015 (Tuesday)	March 9, 2015
<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. 31st due to SCUSD and SCOE by Dec. 15 Introduce mid-year budget revisions to 2014-15 budget for approval at January meeting Update Board priorities Update progress of YPSA's renewal process 	<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 2014-15 budget Review random drawing (lottery procedure) when applicants outnumber available seats Plan for board member and academy council training Update Board priorities Update progress of YPSA's renewal process 	<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 Update progress of YPSA's renewal process 	<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 Update progress of YPSA's renewal process
April 13, 2015	May 11, 2015	June 8, 2015	June 22, 2015 (4 th Monday)
<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 2014-15 budget Update one-year study and application process to join new SELPA Salary schedule for 2015-16 Update Board priorities Update progress of YPSA's renewal process 	<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 Update progress of YPSA's renewal process 	<ul style="list-style-type: none"> Public hearing on the updated-LCAP and 2015-2016 budget. Update Board priorities Update progress of YPSA's renewal process 	<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 2015-16 Budget Update Board priorities Update progress of YPSA's renewal process

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