

Urban Charter Schools Collective (UCSC)
Board Meeting Agenda
September 12, 2016
Regular Board Meeting Agenda
This meeting is being video recorded.

Board Members

Miles E. Myles President (Term Expires June 2019)
Lance Fang, Vice President (Term Expires June 2018)
Dennis Mah, Board Treasurer (Term Expires June 2018)
Kou Xiong, Board Member (Term Expires June 2019)
See Lor, Board Member (Term Expires June 2017)
Chandra Roughton, Board Member (Term Expires June 2017)
____ Vacant; Board Secretary (Term Expires June 2017)
____ Vacant, SCUSD Representative (no expiration)

6:00 p.m. Convene
6:30 p.m. Closed Session
6:55 p.m. Reconvene Open Session
9:00 p.m. 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 6:01 PM**
- 3. WELCOME & INTRODUCTION OF NEW MEMBERS 6:01 PM**
- 4. ADJUST AGENDA ITEMS AS NEEDED 6:02 PM**
- 5. PUBLIC COMMENT – Limit Two Minutes Per Person and Ten Minutes Per Issue Listed in the Agenda 6:05 PM**
- 6. INFORMATIONAL ITEM – Update on Movement Program – Limit Five Minutes Per Person 6:10 PM***
 - 6.1. PE Progress
 - 6.2. Dance Progress

Closed Session: 6:30 PM

- C-1. Personnel (hiring, dismissal, release, reassignment, compensation, evaluation, etc.)
- C-2. Litigation (OCR, Concerns, Complaints, Lawsuits, etc.)
- C-3. Board Secretary Discussion

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)

- 7. REPORT OUT CLOSED SESSION 6:55 PM**
- 8. CONSENT AGENDA 7:00 PM**
 - a) Approval of Regular Board Meeting Minutes for August 8, 2016
- 9. INFORMATIONAL ITEM – Monthly Administrative Reports 7:05 PM***
 - 9.1 Principal's Report on Instruction & Learning *

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 2016 – 2017 have been scheduled for Aug. 8, Sept. 12, Oct. 10, Nov. 14, Dec. 12, Jan. 9, 2015, Feb. 6, Mar. 13, Apr 17, May 8, June 12 , June 26 (4th Monday)

- 9.1.1 Enrollment, Attendance & Student Disciplinary Actions
- 9.1.2 Core Curriculum & Instruction/ Instructional and Delivery Plan
 - 9.1.2.1 Example of Madeline Hunter's 8 Step Lesson Plan
- 9.1.3 Academy Council
- 9.1.4 LCAP Update
- 9.2 Chief Financial Officer's Summary of Finance & Operation 7:20 PM*
- 9.2.1 Financials through Previous Month
- 9.2.2 Project Reports

10. ACTION ITEM – Election of Board Member (Board Secretary) 7:25 PM*

11. DISCUSSION ITEM- Board Policy on Donation Vetting Process for Non-Profit Organization 7:30 PM*

12. ACTION ITEM – Acceptance of Donation from Victor Xiong and Mai Vang, Vinai Wholesale Market, in the Amount of \$2,500 to Support the Special Hmong Village Project 7:40 PM*

13. INFORMATIONAL ITEM – Discussion on Employees Recognition Resolutions 7:45 PM

14. DISCUSSION ITEM- Board Workshop on Middle School (need 45 minutes to 1 hour) 7:55 PM*

15. INFORMATIONAL ITEM – Superintendent's Report/Update 8:45 PM*

- 15.1 Board (Governance) Training Updates
- 15.2 Monthly Summary Report

16. BOARD MEMBERS IDENTIFY ITEMS FOR NEXT BOARD AGENDA 8:55 PM

17. ADJOURN 9:00 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 2016 – 2017 have been scheduled for Aug. 8, Sept. 12, Oct. 10, Nov. 14, Dec. 12, Jan. 9, 2015, Feb. 6, Mar. 13, Apr 17, May 8, June 12 , June 26 (4th Monday)

Calendar of Regular Board Meetings

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 8, 2016	September 12, 2016	October 10, 2016	November 14, 2016
<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 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 Micromanagement Update Board priorities 	<ul style="list-style-type: none"> Update Board priorities 	<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 12, 2016	January 9, 2017	February 6, 2017	March 13, 2017
<ul style="list-style-type: none"> 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 17, 2017	May 8, 2017	June 12, 2017	June 26, 2017
<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

Calendar of Regular Board Meetings

Approved and Adopted on June 13, 2016

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,

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 2016 – 2017 have been scheduled for Aug. 8, Sept. 12, Oct. 10, Nov. 14, Dec. 12, Jan. 9, 2015, Feb. 6, Mar. 13, Apr 17, May 8, June 12 , June 26 (4th Monday)

Urban Charter Schools Collective (UCSC)
Board Meeting Agenda
August 8, 2016
Regular Board Meeting Minutes
This meeting is being video recorded.

Board Members

Miles E. Myles President (Term Expires June 2017)

Lance Fang, Vice President (Term Expires June 2018)

Dennis Mah, Board Treasurer (Term Expires June 2018)

Kou Xiong, Board Member (Term Expires June 2017)

_____ Vacant; Board Secretary (Term Expires June 2017)

_____ Vacant, Board Member (Term Expires June 2017)

_____ Vacant, SCUSD Representative (no expiration)

6:00 p.m. Convene

6:17 Closed Session

7:00 Reconvene Open Session

9:00 Adjourn

Lisbon Elementary Staff Room

7555 S. Land Park Drive, Sacramento 95831

1. CALL TO ORDER

Myles called the meeting to order at 6:12PM.

2. BOARD ROLL CALL

Members in Attendance: Miles E. Myles, President; Lance Fang, Vice President; Dennis Mah, Board Treasurer

Members Absence: Kou Xiong, Member

Staff in Attendance: Lee Yang, Superintendent; Vince Xiong, Principal; Kao Yee Vue, Administrative Secretary

3. ADJUST AGENDA ITEMS AS NEEDED

Vue request to table the following agenda items due to the absence of the Chief Financial Officer:

Closed Session item C-2. Employee's Total Compensation; 8.2. Chief Financial Officer's Summary of Financial & Operation; and 11. Informational Item. Update on ConApp Part 1 due June 30 for Title I, II, and III funding.

Mah requested to add line item 12.5 Recognition to Members who have loss a family member.

Myles motion to make the changes as requested. Fang second the motion. All ayes from Myles, Fang, and Mah. K. Xiong was absent. Motion carried.

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

N/A

5. INFORMATIONAL ITEM – Update on Movement Program

5.1. PE Progress

5.2 Dance Progress

V. Xiong do not have an update on the progress of the PE program and Dance program. V. Xiong will bring more update in the September Regular Board Meeting.

6. REPORT OUT CLOSED SESSION

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

The Board approved the hiring of one core teacher, six instructional aides, and one ATT supervisor.

The Board approved the resignation of two ATT supervisors.

Item C-2 was table to the next meeting.

Yang updated the Board on the progress of the OCR. The process is moving along very well and Administrative will be submitted data analysis on August 16.

The Board discussed and nominated two candidates as new members of the Board. Myles will be contacting the candidates of any decision made.

7. CONSENT AGENDA

a) Approval of Special Board Meeting Minutes on June 27, 2016

Myles motion to approve the meeting minutes. Fang second the motion. All ayes from Myles, Fang, and Mah. K. Xiong was absent. Motion carried.

8. INFORMATIONAL ITEM – Monthly Administrative Reports

8.1 Principal's Report on Instruction & Learning

8.1.1 Enrollment, Attendance & Student Disciplinary Actions

V. Xiong reported 429 out of 480 enrollment of scholars in the 2016-17 school year; 51 vacancies; and 13 on the waitlist.

V. Xiong shared the articulation process of how scholars are placed in their new classroom considering the fact that there are several new student intern teacher.

8.1.2 Core Curriculum & Instruction/ Instructional and Delivery Plan

V. Xiong is working with Core Teachers, HLD Instructors, and Movement Instructors to carry out the Madeline Hunter's 8 Steps Lesson Plan (Instructional and Delivery Plan). V. Xiong will be providing training and support for all teachers to implement the 8 Steps Lesson Plan for the first two weeks in order to provide good feedback to understand what teachers need what kind of help.

Mah requested for the next meeting for a sample of the 8 Steps Lesson Plan that teachers have already implemented for a better clarification of how it work.

V. Xiong presented the phase of the Instructional and Delivery Plan. V. Xiong reported that Phase I and II have already in progress and will be moving along to Phase III for completion in September.

Mah requested for the next meeting to bring a sample writing from classrooms that is demonstrating the 90.90.90 Student Achievement Plan for the Board to better understand the procedure in order to show support.

8.1.3 Academy Council

N/A

8.2 Chief Financial Officer's Summary of Finance & Operation Table to next month

8.2.1 Financials through Previous Month

8.2.2 Update on Prop 39 Clean Energy Planning

9. ACTION ITEM – Election of New UCSC Board Members

The Board discussed the nominees of the new Board members during closed session. Mah motion to accept See Lor and Chandra Roughton to be new Board members starting September 2016. Fang second the motion. All ayes from Myles, Fang, and Mah. K. Xiong was absent. Motion carried.

10. ACTION ITEM - Acceptance of Donation from Mr. Kou Lor, esq. in the Amount of \$2,500 to Support the Implementation of UCSC Programs

Yang and Mah presented the donation from Mr. Kou Lor to help support the school. Yang would like this donation to help with the staff recognition.

Myles would like to further discuss the donation process regarding how donation money will be used in the next meeting.

Board Members directed the Superintendent to provide a thank you letter for the Board President to sign.

Mah motion to accept the donation. Fang second the motion. All ayes from Myles, Fang, and Mah. K. Xiong was absent. Motion carried.

11. INFORMATIONAL ITEM – Update on ConApp Part 1 due June 30 for Title I, II, and III Funding
Table to next month

12. INFORMATIONAL ITEM – Superintendent's Report/Update

12.1 Middle School Progress Update

Yang would like to request the Board Members to provide their input on the middle school.

Myles like the idea of the K-8 school.

Mah like the idea of the K-8 school but would like if there is a possibility to house two K-8 school. This will allow scholars to focus on one subject at a time but will required teachers that are credential in the field to teach the class.

Fang would like to see better outcome on standardized testing and if housing the two school will cause any trouble to the learning and prepping of the standardized testing.

Yang will report back with more details on the progress.

12.2 ATT Program Restructural Implementation Plan

Yang updated the Board on the new management of the ATT Program. Yang will be restructuring the ATT Program. New schedule of the program have been presented to all ATT Supervisors. Training for all ATT Supervisors will be provided along with learning how to read data analysis. Once the program is solid and ready to go, Yang will hand the program back to the principal.

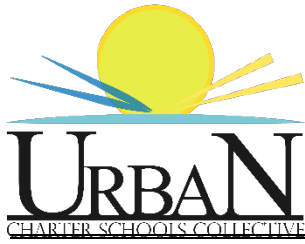
12.5 INFORMATIONAL ITEM – Recommendation of Condolences of Employee who Loss a Family Member

Mah directed the Superintendent to provide a sympathy card for Board Members to sign for those who have loss a family member. Board Members would like to show their support to UCSC employees who are going through tough time.

13. BOARD MEMBERS IDENTIFY ITEMS FOR NEXT BOARD AGENDA

14. ADJOURN

Myles adjourned the meeting at 8:00 PM.



URBAN CHARTER SCHOOLS COLLECTIVE

7555 S. Land Park Drive
Sacramento, CA 95831

RESOLUTION NO. 2016 - 0101

RECOGNITION OF YAV PEM SUAB ACADEMY CHARTER SCHOOL EMPLOYEES

WHEREAS, YPSA is a public school authorized to operate as a charter school, and

WHEREAS, Yav Pem Suab Academy (YPSA) is an experiment in California public education, and

WHEREAS, the state legislature intended charter schools to (a) Improve pupil learning, and

WHEREAS the legislature intended charter schools to (b) Increase learning opportunities for all pupils, with special emphasis on expanded learning experiences for pupils who are identified as academically low achieving, and

WHEREAS, the legislature intended charter schools to (c) Encourage the use of different and innovative teaching methods, and

WHEREAS, the legislature intended charter schools to (d) Create new professional opportunities for teachers, including the opportunity to be responsible for the learning program at the school site, and

WHEREAS the legislature intended charter schools to (e) Provide parents and pupils with expanded choices in the types of educational opportunities that are available within the public school system, and

WHEREAS the legislature intended charter schools to (f) Hold the schools established under this part accountable for meeting measurable pupil outcomes, and provide the schools with a method to change from rule-based to performance-based accountability systems, and

WHEREAS the legislature intended charter schools to (g) Provide vigorous competition within the public school system to stimulate continual improvements in all public schools, and

WHEREAS state law says no one is be required to attend or work at a charter school, and

WHEREAS each and every staff member has chosen to participate in the charter school experiment to improve public education, and

WHEREAS the hard work of every staff member contributes to the early and ongoing success of YPSA, and

WHEREAS staff members at YPSA/UCSC live by and model a set of organization core values that include integrity/honesty, teamwork, focus on student achievement, lifelong learning, continuous improvement, and strong positive relationships;

WHEREAS, the UCSC Board recognizes that all UCSC staff at Yav Pem Suab Academy are indispensable agents of change; and the UCSC Board appreciates the values each and every staff brings to the school, our scholars, and our communities;

WHEREAS, the UCSC Board recognizes the importance of retaining great and successful staff who are committed to the long-term mission and vision of the UCSC and Yav Pem Suab Academy; and the UCSC Board has committed to ensure its staff has one of the most competitive salary schedule in the area, a work environment free of harassment, prejudice, racism, retaliation, and discrimination, and a destination school for teachers, scholars, and families;

WHEREAS, the UCSC Board recognizes the significance of the latest technology and resources in the classrooms and at the school; and the UCSC Board has updated our technology capacities and continues to be committed to providing any and all reasonable and necessary technology and resources for our teachers, staff, and scholars;

WHEREAS, the UCSC Board recognizes the health and well-being of our teachers, staff, and scholars; and the UCSC Board continues to be committed to a low teacher and student ratio;

WHEREAS, teachers positive belief and efficacious treatment of young scholars set a foundation for positive social and academic growth;

NOW, THEREFORE, BE IT RESOLVED that the Board of the Urban Charter Schools Collective commends our YPSA staff and encourages all in the community to recognize their devotion and efforts in providing excellent education to our scholars.

PASSED AND ADOPTED by the Urban Charter Schools Collective Governing Board on this ____ day of _____, 20__, by the following vote:

AYES: _____

NAYES: _____

ABSTAIN: _____

ABSENT: _____

ATTESTED TO:

Miles E. Myles

President of the Urban Charter Schools Collective

Lee Yang
Superintendent of the Urban Charter Schools
Collective