

Urban Charter School Collective (UCSC)  
Board Meeting Agenda  
**November 18, 2013**  
**Regular Meeting**

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**Board Members**

Kou Xiong, President  
Frank O'Connor, Vice-President and Associate Supt. Policy  
Jennifer Lopez, Secretary/Treasure and SCUSD Representative  
Stacie Ivery, Board Member  
\_\_\_\_\_ Vacant as of Feb 2013. Was Pia Wong.  
\_\_\_\_\_ Vacant 7<sup>th</sup> seat never filled  
Dennis Mah, Board Member and Superintendent

6:00 p.m. Convene  
6:05 Closed Session  
6:25 Reconvene Open Session  
9:00 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** (1 min.) 6:00 – 6:01.
- 3. ADJUST AGENDA ITEMS AS NEEDED** (4 min.) 6:01 – 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. New appointments – teachers \*
- C-2. Performance review summary – teachers \*
- C-3. Employment and overtime salary adjustments for certain classified non-exempt staff members \*

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. REPORT OUT FROM CLOSED SESSION** (5 min.) 6:25 – 6:30.
- 6. APPROVE MINUTES OF October 30, 2013.** (5 min.) 6:30 – 6:35. [See Pages 3-5 of packet.](#)
- 7. INFORMATIONAL ITEM – Monthly Administrative Reports** (30 min.) 6:35 – 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
  - 7.2 Business Office Manager's summary of Finance & Operation [See Pages 6-11 of packet.](#)
    - 7.2.1 Profit & loss statement for the prior month
    - 7.2.2 Balance sheet
    - 7.2.3 Credit Card activities
    - 7.2.4 Cash flow
    - 7.2.5 Pertinent updates in Human Resources, Risk Management, Benefits, etc.
    - 7.2.6 Other
- 8. ACTION ITEM – Approve overtime salary adjustments; introduced Oct. 30<sup>th</sup>.** (15 min.) 7:05-7:20. \*
- 9. ACTION ITEM – Approve pay schedule for covering class overages; introduced Oct. 30<sup>th</sup>.** (10 min.) 7:20-7:30. [Page 12 of packet.](#)
- 10. ACTION ITEM – Appoint new board member(s).** (10 min.) 7:30 – 7:40. \*

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 14, May 12, June 23 (4<sup>th</sup> Monday)

**11. CONFERENCE/ACTION ITEM – Approve staff evaluation process - discussed Oct. 30th. (25 min.) 7:40 – 8:05. \***

11.1 Teacher evaluation update. Distributed at October meeting. \*

11.2 Principal evaluation update. Distribute at October meeting. \*

**12. CONFERENCE/ACTION ITEM – Revise 2013-14 meeting calendar in light of new board members. (15 mins.) 8:05-8:20.**

**13. CONSENT AGENDA ITEMS (5 Min.) 8:20-8:25.** Items listed under consent agenda are considered routine and will be approved/adopted by a single motion. It is expected that members review these agenda items prior to the meeting. There will be no separate discussion of these items; however, any item may be removed from the consent agenda upon the request of and acted upon separately

13.1 Adopt Uniform Complaint Form. Discussed at Oct. 30<sup>th</sup> meeting. See Pages 13-15 of packet.

13.2 Adopt plan that is required by one-time funding for Common Core. Introduced Oct. 30<sup>th</sup> meeting. Pages 16-38.

13.3 Approve correcting an error in the June 20, 2013 special meeting minutes for Agenda Item #8 so it will read as follows: *Motion was made by Mah, and seconded by Ivery to approve the 2012-13 EPA and its use as demonstrated in the 2012-2013 budget. All ayes, from Mah, K. Xiong, Ivery and O'Conner, no objections. Motion carried. **Uncorrected, it reads:** Motion was made by Mah, and seconded by Ivery to approve the 2012-13 EPA and **it** use as demonstrated in the **2013-14** budget. All ayes, from Mah, K. Xiong, Ivery and O'Conner, no objections. Motion carried.* [At the October board meeting, Lao asked to have this item placed as an action item on November 18, 2013 agenda]. Pages 39-40 of packet..

**14. INFORMATION ITEM – Update on possible charter revision request from staff and parents to end the day at 4:00 PM and cut the two Fridays from the current schedule. (20 min.) 8:25-8:45. \***

**15. Board members identify items for next board agenda (5 min.) 8:45 – 8:50. See Page 2 of packet.**

**16. ADJOURN 9:00**

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**Calendar of Regular Board Meetings**  
Adopted on June 20, 2013 Updated on: June 25, 2013

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  | August 12, 2013   | September 9, 2013 *  | October 14, 2013  |
|---|---|--|---|
| <ul style="list-style-type: none"><li>✓ Approve new hires</li><li>✓ Appoint nominating committee for vacant board position(s)</li><li>✓ Study organizational structure and adopt organizational chart</li></ul>   | <ul style="list-style-type: none"><li>✓ Review actual enrollment and attendance and compare to projected</li><li>✓ Review work of board nominating committee.</li><li>✓ Sick Leave/Vacation Policy</li><li>✓ Staff evaluation process</li><li>- Preparing for annual board self-evaluation</li></ul>  | <ul style="list-style-type: none"><li>✓ Annual Board organizational meeting</li><li>- Annual Board self-evaluation</li><li>✓ Review annual program audit before submission to SCUSD by the principal</li><li>✓ Approve prior year unaudited actuals – due to SCOE 9/15</li><li>- Set goals for next 12 months</li></ul>  | <ul style="list-style-type: none"><li>- Detailed review prior year CST results and follow-up plan.</li></ul>  |
| November 18, 2013   | December 9, 2013  | January 13, 2014   | February 10, 2014   |
| <div>This meeting is on the 3<sup>rd</sup> Monday of the month</div> <ul style="list-style-type: none"><li>- Appoint new board members</li></ul>  | <ul style="list-style-type: none"><li>- Receive &amp; review prior year fiscal audit conducted by Gilbert Associates –due to district, county, CDE, and state controller by 12/15</li><li>- Approve 1<sup>st</sup> Interim Financial Report for July 1-Oct. 31<sup>st</sup> due to SCUSD and SCOE by Dec. 15</li><li>- Approve first budget revisions to 2013-14 budget.</li><li>- Approve LCFF plan.</li><li>- Evaluating the Hmong Language Development Program</li><li>- Adopt policy for financial accounts</li><li>- Review random drawing (lottery procedure) when applicants outnumber available seats</li></ul> | <ul style="list-style-type: none"><li>- Approve ConApp Part 2. Due to CDE on Jan. 31</li><li>- Review P-1 Attendance report submitted to CDE to compare project and actual attendance. P-1 ended on Dec. 31</li><li>- Approve Budget Development Calendar for creating next year's budget</li><li>- Review governor's Jan. 10 budget proposal</li><li>- Charter renewal process &amp; timeline. – Jennifer.</li><li>- Timeline for second campus with 7<sup>th</sup> &amp; 8<sup>th</sup> grade scholars and for scholars on waiting list</li><li>- Board governance training by CSDC? Do live training during the course of the January meeting? Include roles of board and academy council in charter.</li></ul> | <ul style="list-style-type: none"><li>- Review enrollment and staffing projections in preparation for next year's staffing.</li><li>- Review governor's proposed budget for the next fiscal year</li><li>- Review preliminary budget for next fiscal year based on governor's proposal</li><li>- Review parent involvement policy</li><li>- Approve instructional calendar for the next school year</li><li>- Review admin, teacher, and other staff compensation</li></ul>   |
| March 10, 2014  | April 14, 2014  | May 12, 2014   | June 23, 2014   |
| <ul style="list-style-type: none"><li>- 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</li><li>- Approve 2<sup>nd</sup> budget revisions to 2013-14 budget.</li><li>- 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.</li></ul> | <ul style="list-style-type: none"><li>- Board reviews and gives feedback to Academy Council on their budget recommendations for next year</li></ul>   | <ul style="list-style-type: none"><li>- Review all staff evaluations</li><li>- Review governor's May revisions to next year's proposed budget</li><li>- Review P-2 Attendance report submitted to CDE to compare project and actual attendance. P-1 ended on April 15</li><li>- Approve new hires</li><li>- Approve list of employees with reasonable assurance of returning next year</li></ul>   | <div>This meeting is on the 4<sup>th</sup> Monday of the month</div> <p>The June meeting is conducted after the state budget act is signed on the 15<sup>th</sup>.</p> <ul style="list-style-type: none"><li>- Public hearing on the next year's budget.</li><li>- Approve next year's budget and submit to SCUSD and SCOE by July 1<sup>st</sup></li><li>- Annual review and affirmation of Title I Parent Involvement Policy</li><li>- Approve ConApp Part 1 due June 30 for Title I, II, &amp; III funding</li><li>- Approve new hires</li></ul> |

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