

Urban Charter Schools Collective (UCSC)  
Board Meeting Agenda  
**June 22, 2016**  
**Regular Board Meeting Agenda**  
This meeting is being video recorded.

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**Board Members**

Miles E. Myles President (Term Expires June 2016)  
Lance Fang, Vice President (Term Expires June 2018)  
Dennis Mah, Board Treasurer (Term Expires June 2018)  
Kou Xiong, Board Member (Term Expires June 2016)  
\_\_\_\_ Vacant; Board Secretary (Term Expires June 2017)  
\_\_\_\_ Vacant, Board Member (Term Expires June 2017)  
\_\_\_\_ Vacant, SCUSD Representative (no expiration)

6:00 p.m. Convene  
6:30 Closed Session  
7:50 Reconvene Open Session  
9:00 Adjourn

**Lisbon Elementary Staff Room**  
7555 S. Land Park Drive, Sacramento 95831

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\* 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
- 5. INFORMATIONAL ITEM – Update on Teacher Leadership Collective & Movement Program** 6:10 PM
  - 5.1 Teacher Leadership Collective Summary Update (max. 15 minutes)**
    - 5.1.1 Moby Max
    - 5.1.2 Friday Intervention
    - 5.1.3 HLD
    - 5.1.4 CAASPP & CELDT Assessment
  - 5.2 Movement Program Final Product (max. 5 min.)** 6:25 PM
    - 5.2.1 Taekwondo Progress

**Closed Session:** 6:30 PM

- C-1. Principal Evaluation Update (15 minutes.)
- C-2. Business Office Manager Succession Plan
- C-3. Discussion on Administration Bonus Proposal
- C-4. Transitions: Hires, Resignations, and Leaves
- C-5. OCR Update
- C-6. UCSC Board Members Term Limits

*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)*

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- 6 **REPORT OUT CLOSED SESSION** 7:50 PM
- 7 **CONSENT AGENDA** 7:55 PM
  - a) Approval of Regular Board Meeting Minutes on June 13, 2016
- 8 **INFORMATIONAL ITEM** – Update and Discussion on Administrative Bonus Proposal 8:00 PM\*
- 9 **INFORMATIONAL ITEM** – Update on 2016 – 17 Budget and LCAP 8:10 PM \*
- 10 **BOARD MEMBERS IDENTIFY ITEMS FOR NEXT BOARD AGENDA** 8:58 PM
- 11 **ADJOURN** 9:00 PM

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Calendar of Regular Board Meetings

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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 10, 2015	September 14, 2015	October 12, 2015	November 9, 2015
<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> <li>Appoint nominating committee for vacant board position(s)</li> <li>Update Board priorities</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> <li>Approve Public Charter Schools Grant's Application</li> <li>Discuss Academy Council and Board relationship; See governance section of charter</li> <li>Micromanagement</li> <li>Update Board priorities</li> </ul>	<ul style="list-style-type: none"> <li>Update Board priorities</li> </ul>	<ul style="list-style-type: none"> <li>Update Board priorities</li> <li>Receive &amp; review prior year fiscal audit conducted by Gilbert Associates –due to district, county, CDE, and state controller by 12/15</li> </ul>
December 14, 2015	January 11, 2016	February 8, 2016	March 14, 2016
<ul style="list-style-type: none"> <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>Introduce mid-year budget revisions to 2015-16 budget for approval at January meeting</li> <li>Update Board priorities</li> <li>Update progress of YPSA's renewal process</li> </ul>	<ul style="list-style-type: none"> <li>Reviewing the Hmong Language Development Program</li> <li>Review P-1 Attendance report submitted to CDE to compare project &amp; actual attendance. P-1 ended on Dec. 31</li> <li>Approve mid-year budget revisions to 2015-16 budget</li> <li>Review random drawing (lottery procedure) when applicants outnumber available seats</li> <li>Plan for board member and academy council training</li> <li>Update Board priorities</li> <li>Update progress of YPSA's renewal process</li> </ul>	<ul style="list-style-type: none"> <li>Approve Budget Development Calendar for creating next year's budget</li> <li>Review enrollment and staffing projections in preparation for next year's staffing.</li> <li>Review preliminary budget for next fiscal year based on governor's proposal</li> <li>Approve ConApp Part 2. Due to CDE on Feb 24</li> <li>Discuss staff release procedures</li> <li>Update Board priorities</li> <li>Update progress of YPSA's renewal process</li> </ul>	<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>Review parent involvement policy</li> <li>Approve instructional calendar for the next school year</li> <li>Review admin, teacher, and other staff compensation</li> <li>Update Board priorities</li> <li>Update progress of YPSA's renewal process</li> </ul>
April 11, 2016	May 9, 2016	June 13, 2016	June 22, 2016
<ul style="list-style-type: none"> <li>Board reviews and gives feedback to Academy Council on their budget recommendations for next year</li> <li>Approve 2<sup>nd</sup> budget revisions to 2015-16 budget</li> <li>Update one-year study and application process to join new SELPA</li> <li>Salary schedule for 2016-17</li> <li>Update Board priorities</li> <li>Update progress of YPSA's renewal process</li> </ul>	<ul style="list-style-type: none"> <li>If released, review governor's May revisions to next year's proposed budget. Might not be released until the 15<sup>th</sup></li> <li>Review P-2 Attendance report submitted to CDE to compare project and actual attendance. P-1 ended on April 15<sup>th</sup></li> <li>Approve new hires</li> <li>Approve list of employees with reasonable assurance of returning next year</li> <li>Update Board priorities</li> <li>Update progress of YPSA's renewal process</li> </ul>	<ul style="list-style-type: none"> <li>Public hearing on the updated-LCAP and 2016-17 budget.</li> <li>Update Board priorities</li> <li>Update progress of YPSA's renewal process</li> </ul>	<ul style="list-style-type: none"> <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>ConApp Part 1 due June 30 for Title I, II, &amp; III funding</li> <li>Review all staff evaluations</li> <li>Approve new hires</li> <li>Approve updated-LCAP and 2016-17 Budget</li> <li>Update Board priorities</li> <li>Update progress of YPSA's renewal process</li> </ul>

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Approved and Adopted on July 8, 2015

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**1. CALL TO ORDER**

*Myles called the meeting to order at 6:01 PM.*

**2. BOARD ROLL CALL**

*Members in Attendance: Miles E. Myles, Dennis Mah, Kou Xiong, Lance Fang  
Staff in Attendance: Lee Yang, Superintendent; Vince Xiong, Principal; Megan Lao, Business Office Manager; Kao Yee Vue, Administrative Assistant  
Guest in Attendance: Hmong Language Development: Surapong Lee, Kou Vang; Movement: Leeseng Thao*

**3. ADJUST AGENDA ITEMS AS NEEDED**

*N/A*

**4. PUBLIC COMMENT – Limit Two Minutes Per Person And Ten Minutes Per Issue Listed In The Agenda**

*Thao thanked the Board on their decision to bring together the Hmong Language Development and Movement teams to work on issues happening at school.*

**5. INFORMATIONAL ITEM – Update on Hmong Language Development & Movement Program**

*V. Xiong updated the Board about the Hmong Language and Movement team working with contracted consultants. V. Xiong requested for some time to get the final product completed before presenting to the Board.*

**5.1 Hmong Language Development Final Product**

*X. Vang updated the Board on the progression of the program. The Hmong Language Development team have been working very hard with their Quality Reviewer Consultant to get the information ready and completed. Although the curriculum binder is complete, revision and editing will still need to be made as the course will continue next year and so forth.*

*V. Xiong presented the completed HLD curriculum binder to the Board for review. An electronic copy was also provided to all Board members.*

*HLD considered Member Mah's idea of including a Parent Support section in the binder to help get parents involved in the program and encourage scholars to continue speaking Hmong outside of Hmong class.*

**5.2 Movement Program Final Product**

**5.2.1 Taekwondo Progress**

*V. Xiong reported that Taekwondo will not be present to present its product to the Board. V. Xiong spoke on behalf of the Taekwondo instructor. The program is coming together as planned but no finished product is ready to be showcase as of now.*

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### 5.2.2 P.E. Progress

*Thao updated the Board about the Physical Education program. The development of the program with its structure, scope, and sequence are completed and the focus is now shifting to fit PE with the common core. The program is designed to fit the state's standard test. Due to not being able to meet with consultant for final review, Thao requested for an extension to get the final product review before presenting to the Board.*

*Myles granted the extension for PE to get the final product review by Quality Review consultant and to report back to the Board about the final product.*

*Mah questioned what percentage of the scholars in the PE program will meet the state's standard in a 5 year ratio for those scholars who stayed in the PE program?*

*Thao and consultants are designing the program to meet the state standard test at 5<sup>th</sup> grade with a high 70% for all scholars to be proficient.*

### 5.2.2 Dance Progress

*Dance instructor was not present. V. Xiong spoke on behalf of the Dance program. Due to conflict, finding a Quality Review consultant has been put on halt. V. Xiong will be working with the dance instructor, Mr. Lee, on the development of the curriculum. V. Xiong already made initial contact with Step 1 Dance program for guidance.*

## 6. REPORT OUT CLOSED SESSION

*Myles report out of closed session at 7:00 PM.*

*The Board accepted the recommendation to hire three Core Teachers, pending two upon passing employment and reference check, to fill the vacancies of one third grade position and two sixth grade positions for the 2016–2017 school year.*

*The Board accepted the recommendation to hire one ATT Supervisor to fill the one of the two vacancies for the end of the 2015 – 2016 school year and continuing for the 2016- 17 school year.*

*The Board accepted the resignation of one 6<sup>th</sup> grade teacher.*

*The Board discussed the progress and updated on the Principal's evaluation which is still in development.*

*Lao updated the Board on the OCR progress; submission was made on June 1, 2016. All benchmark have been met and the school is on track.*

## 7. CONSENT AGENDA

### a) Approval of Regular Board Meeting Minutes on May 9, 2016

*Mah motioned to approve the regular board meeting minutes. Myles second the motion. All ayes from Myles, Mah, Fang, K. Xiong. 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 student enrollment total at 420 with four open spots; attendance total at 95.79% ADA; and suspension data remained the same.*

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*K. Xiong requested to include in the next agenda the discussion to help parents/ scholars understand the enrollment policy and provide direction for staff to move forward. Mah second to the request the order to tie the enrollment to the budget presentation for the next meeting regarding class size limits.*

**8.1.2 Core Curriculum & Instruction**

*V. Xiong updated the Board on the purchase of the McGraw-Hill Reading Wonders curriculum. Training took place to help support teachers. More training will be placed in order to implement the reading program. Everyday Math materials are being piloted as of today. One material will be adopted as the other is to be pilot.*

*V. Xiong presented the academic growth of 6<sup>th</sup> graders on EL reclassify and CAASPP growth.*

**8.1.2.1 Update of Moby Max usage – what is the impact on scholars using Moby Max at YPSA?**

*No update made. Teachers in charge will be sharing their presentation once data is finalize.*

**8.1.2.2 Tutoring and Intervention Update**

*No update made. Teachers in charged will be sharing their presentation once data is finalize.*

**8.2 Business Office Manager's Summary of Finance & Operation**

**8.2.1 Cash Flow & Balance Sheet Review with Board**

*Lao updated the Board with a Year-to Date Balance Sheet report covering the month of May and a Profit and Loss Budget vs. Actual (Budget).*

**8.2.2 Updates on Contracts for PE Quality Reviewers**

*Lao updated the Board on successfully securing a consultant for quality review to help align PE and build the PE Program.*

**8.2.3 Staff Retention Compensation Committee Update**

*Lao shared the updated meeting minutes from the last Staff Retention Compensations Committee.*

**9. ACTION ITEM – Approval for Requesting Special Meeting for the last week of June 2016**

*The Administrative team requested for a third meeting in June as a special board meeting for time to review the LCAP and Budget draft before approval. Myles motioned to approve the special board meeting schedule for Monday, June 27<sup>th</sup>, 2016 as requested. Fang second the motion. All ayes from Myles, Mah, Fang, and K. Xiong. Motion carried.*

**10. ACTION ITEM – Approval on 2016 – 17 Instructional School Year Calendar**

*V. Xiong proposed to the Board for approval the 2016 – 17 Instructional School Year Calendar, which has been reviewed and approved by the Academy Council members. Mah moved to approve the recommended Academy Council 2016 – 17 Instructional School Year Calendar. K. Xiong second the motion. All ayes by Myles, Mah, Fang, and K. Xiong. Motion carried.*

**11. ACTION ITEM – Approval on 2016 – 17 Board Meeting Calendar**

*Lao proposed to the Board for approval the 2016 – 17 Board Meeting Calendar. K. Xiong moved to approve the Board calendar for 2016 – 17. Myles second the motion. All ayes from Myles, Mah, Fang, and K. Xiong. Motion carried.*

**12. INFORMATIONAL ITEM – Review 2016-17 LCAP and Budget**

*V. Xiong presented to the Board the LCAP goals for the 2016 – 17 school year. Academy Council reviewed and approved the actions and services to meet the needs. The Board will need to approve the LCAP before submitting the final product.*

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*Lao updated the Board about the LCAP final product needing approval from the Board in the requested Special Board Meeting. Staff members will be updating information before returning for approval. A second draft, explaining the development and how it aligns with the budget, will be given to the Board for a second review.*

*Yang updated the Board on the goals of the LCAP. The LCAP's goal is used as a plan device for implementation that is also the intention of the State.*

*Lao updated the Board on the 2016 – 17 Budget piece of the LCAP. An update of the Budget development will be brought back on the 22<sup>nd</sup> of June to show the progress of what steps have been taken care of. Lao also summarized the 2016 – 17 Budget of where the revenues are coming from, what percentage comes from the LCFF (Student ADA), the state district, and the federal government and also summarized the projected expense for each categories.*

### **13. INFORMATIONAL ITEM – Discussion on UCSC Employee Pay Raise**

*K. Xiong continued the discussion on employee pay raise and incentives. K. Xiong would like to bring to the next meeting as an action item. K. Xiong would like to give a token of appreciation from the Board to all UCSC staff starting with the UCSC Administrative Staff. A more thorough discussion will need to be made in closed session for past services.*

*Mah discussed the Business Office Manager Succession Plan that was built 4 years ago. Mah would like to include the succession plan as a closed session item.*

*Myles agreed to bring the discussion back as an informational item for more discussion on June 22<sup>nd</sup> and have a closed session discussion for any past services.*

### **14. INFORMATIONAL ITEM – Superintendent's Update**

#### **14.1 Staff Recognition Project Update**

*Vue updated the Board on the Staff Recognition project. Vue worked with companies to customize an engraving of the UCSC logos on label pins, trophies, and certificates. Lapel pins are completed and have been shipped. Vue will update the Board once project is finalize.*

*Fang suggested that the team present the staff recognition during the school assembly in front of parents, guests, and scholars in order to showcase appreciation to the staff.*

#### **14.2 SN&R Advertisement Update**

*Yang updated the Board on the SN&R Advertisement project and provided a timeline for the project. Work has been in progress and is in the process to complete the first proof. Yang and the SN&R team will be including other charter schools in the area in the article. First proof of edits will be July 4<sup>th</sup>, second proof for edits will be July 8<sup>th</sup>, and third proof and final product will be July 20<sup>th</sup> with the issue for approval to print, and the final content to be inserted will be July 28<sup>th</sup>.*

#### **14.3 Middle School Progress Update**

*Yang updated the Board on the middle school project. Yang invited the SCUSD Superintendent and team to visit YPSA and introduced members who will be the contact, in regards to the expansion of more rooms by adding extra bungalows to the campus.*

*The estimate, from the chief facility administrator, will roughly be around 1.5 million; that is inclusive to the digging and landscaping. Yang is also working with other organization that helps charter receive portables.*

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**15. BOARD MEMBERS IDENTIFY ITEMS FOR NEXT BOARD AGENDA**

*Informational Item – Discussion on number of enrollment allowed per grade level to align with budget*

*Closed Session – Discussion on Business Office Manager Recession Plan*

*Open Session – Information Items – LCAP focusing on bullseyes point.*

*Closed Session – Discussion on update on Principal's Evaluation and Work Plan.*

**16. ADJOURN**

*Myles adjourned the meeting at 9:00PM.*

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