

University Preparatory School
Shasta Learning Center – 2200 Eureka Way
Redding, CA 96001

University Preparatory School
SUHSD Board Room
January 13, 2011
4:00 pm

Meeting Minutes

- 1. Call to order** The meeting was called to order at 4:00 pm by President of the Board David Yorton. In attendance: Vice-President of the Board Lewis Chamberlain and Board Members Cathy Wyatt, Sue Brix, and Karen Hatter. Superintendent/Principal Erin Stuart, Associate Principal Kathy Malain, Assistant Principal Michele O’Leary, and Administrative Intern Lane Carlson were also present.
- 2.** President of the Board David Yorton led the Pledge of Allegiance
- 3. Approval of Items on the Agenda (Discussion/Action)** President of the Board David Yorton moved to approve items on the agenda. Seconded by Vice-President of the Board Lewis Chamberlain. Unanimously passed.
- 4. The Board will report on action taken in closed session** President of the Board David Yorton reported that there was no action taken in closed session.
- 5. Call for requests from the audience to speak to any item on the Agenda –**
There were no comments from the audience in regards to any item on the agenda.
- 6. Consent Agenda**
Vice-President of the Board Lewis Chamberlain moved to approve the Consent Agenda. Seconded by Board Member Cathy Wyatt. Unanimously passed.

Study Session

a) **Finance and Law**

Superintendent/Principal Erin Stuart and Executive Assistant Molly Schlange reviewed Charter School Law and Budget Management from the FCMAT Charter School workshop on December 1, 2010.

Reports

Student Report – There was no student report given.

Educational Foundation – Associate Principal Kathy Malain reported that the Educational Foundation held their Board Retreat on January 11th and that they are continuing to focus on the upcoming auction. The Auction Committee has set a goal of selling 200 tickets to this year's auction which will be held on March 5th. Mrs. Malain stated that the Educational Foundation is also looking into expanding their Board. Mrs. Malain and Chief Financial Officer Marnie Yorton will be attending a marketing training through the Small Business Development Center.

Superintendent/Principal's Report – Superintendent/Principal Erin Stuart reported to the Board on student achievement. Mrs. Stuart reviewed the AYP report with the Board. Mrs. Stuart presented a list of the Colleges and Universities that U-Prep students have been accepted to. Ms. Stuart also updated the Board on current enrollment numbers for the 2011-2012 school year. Mrs. Stuart is continuing to work with the staff on Formative Assessment. County Schools Superintendent Tom Armelino presented information on Formative Assessment to the staff at the January 3rd staff development day.

Budget Report – Executive Assistant Molly Schlange reported on the ongoing budget deferrals and the governor's proposed budget. Mrs. Schlange will be attending a budget update tomorrow, January 14th in Sacramento. The meeting will include information that was presented in the governor's proposal last week. Mrs. Schlange will forward information to the Board as it becomes available.

Informational

- b) **Board Action Calendar** – Mrs. Stuart gave the Board an updated Action calendar.
- c) **WASC Visit- Spring 2011** – No new information was presented.

7. Old Business (Discussion/Action)

- a) **Policy regarding athletics and extreme temperatures** – Administrative Intern Lane Carlson reported on the guidelines that CIF has recommended for athletic participation during extreme temperatures. Mr. Carlson will work with administration and the coaching staff on developing school guidelines for practices during extreme temperatures. Mr. Carlson will also develop an awareness campaign to educate parents and students on prevention of heat related illnesses.

- b) **Policy regarding school safety/academic environment** – The Board will continue discussion regarding the academic environment and dress code policy at the February Board Meeting.

- c) **Forms and process for formal complaints about employees** –Board Member Cathy Wyatt moved to approve the form for a “Complaint Against an Employee” as amended. Seconded by Board Member Sue Brix. Unanimously passed.

- d) **Board By-Laws** –
 - 1. **Review and modification of Board By-Laws** – Vice-President of the Board Lewis Chamberlain moved to approve the Board By-Laws as presented. Seconded by Board Member Sue Brix. Unanimously passed.

 - 2. **Board Officers Election** – Board Member Sue Brix nominated David Yorton as Board President. Seconded by Lewis Chamberlain. Unanimously passed. Board Member Sue Brix nominated Lewis Chamberlain as Vice-President of the Board. Seconded by Board Member Cathy Waytt. Unanimously passed.

 - 3. **Appointment of liaison to the Educational Foundation** – Following discussion the appointment of a liaison to the Educational Foundation Board will be tabled to the February Board Meeting.

8. New Business (Discussion/Action)

- a) **Selection of Date for Lottery**- President of the Board David Yorton moved to approve March 10th at 5:30 pm for the 2011-2012 enrollment lottery. Seconded by Cathy Wyatt. Unanimously passed. Vice-President Lewis Chamberlain will represent the Board at the Lottery.

- b) **2011-2012 Board Goals** – Following discussion of the 2011-2012 Board Goals this agenda item will be moved to the February Board meeting.

- c) **Development of 2010-2011 Staff Satisfaction Survey** – Superintendent/Principal Erin Stuart will be sending out the annual staff satisfaction survey. Mrs. Stuart will be asking the staff to name one thing they feel we are doing well and one area that could be improved. Board Member Cathy Wyatt suggested asking the staff to rate their overall

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satisfaction of the school on a scale of 0-10. Mrs. Stuart stated that she would develop the survey and bring the results to a future Board Meeting.

Study Session

A. Charter School Board University (Chapters 16-21)-

President of the Board David Yorton led the Board in a discussion of Chapter 16. Discussion regarding language changes to the Board By-Laws and Code of Ethics will be added to the June Board Retreat agenda. Mr. Yorton stated that Chapter 17 will be reviewed at the February Board Meeting.

Public Forum

Hearing of persons desiring to address the Board on a subject not covered within this agenda –There were no comments from the audience to speak to any item not on the agenda.

9. Comments from individual members of the Board – There were no comments from individual members of the Board.

10. Adjournment – President of the Board David Yorton moved to adjourn the meeting at 8:36 pm. Seconded by Vice-President of the Board Lewis Chamberlain. Meeting adjourned.