

**UNIVERSITY PREPARATORY SCHOOL BOARD OF TRUSTEES**

**AUGUST 6, 2025 MEETING MINUTES**

**5:30 PM**

**SLC BOARDROOM**

**2200 EUREKA WAY**

**REDDING, CA 96001**

1. Board President Sue Brix called the Regular Meeting of the University Preparatory School Board to order at 5:30 PM. Board Members Mike Stuart and Kyle Jones were present. Superintendent/Principal Monica Cabral and Director of Administrative Services Molly Schlange were also in attendance.

2. OPENING BUSINESS

Board President Sue Brix led the Pledge of Allegiance.

3. STAFF HIGHLIGHTS

Superintendent/Principal Monica Cabral introduced our new staff members who were all in attendance, Science teacher Riana Bartholomew, Music teacher Ernie Aguirre, 6th Grade Core teacher Jeff Arndt and TOA/Testing Coordinator Jackie Thomas.

4. PUBLIC COMMENT

There was no public comment.

5. APPROVAL OF AGENDA ITEMS/ORDER

Board President Sue Brix motioned to add item 8.2.4 Oral Report of Compensation for Director of Administrative Services. Seconded by Kyle Jones and unanimously approved.

Motion - Stuart

Second – Jones

Ayes – Brix

Carried – 3-0

6. APPROVAL OF CONSENT AGENDA

Board President Sue Brix motioned to amend line item 6.1.1, Request Approval of June 11, 2025 Regular Meeting Minutes, to correct line 9.4.9 in the minutes to also list 20 days of vacation. Seconded by Mike Stuart and unanimously approved.

Motion - Jones

Second – Stuart

Ayes – Brix

Carried – 3-0

7. REPORTS

- 7.1 SUPERINTENDENT/PRINCIPAL REPORT

Superintendent/Principal Mrs. Cabral reported that Ms. Angley's Celebration of Life was a beautiful event, with the family expressing deep gratitude for the turnout and school support. She shared enrollment figures for 2025–26, as well as a WASC update, noting upcoming focus groups. Mrs. Cabral reflected on a successful leadership retreat at SCOE with grade-level leads,

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department heads, ASB, athletics, and administration. She highlighted activities including Link Crew training hosted by Brian Nichols and Connie Hurley, upcoming WEB Day with Noah Mock and Nicole Pringle, and athletic updates from Adam and Steven Schuster at the North Section meeting. She shared that Athletic Boosters remain strong and fall sports are underway. Finally, she reviewed plans for Staff Development Day on August 11, which will include fiscal updates, Panther Practices sessions, and department meetings, as well as Teacher Workday on August 12, featuring staff pictures, health training, collaboration, and classroom preparation time.

**7.2 BUSINESS REPORT**

Director of Administrative Services Molly Schlange reported that the state tax revenues are continuing to meet or exceed expectations which is good news. We continue to monitor what the impact of the southern California fires from January of this year will have on the state budget as we wait for final tax collections from Los Angeles County.

The State Budget Enactment for 2025-2026 included one-time discretionary funding which will provides an additional \$327,000 in revenue.

**8. ACTION/DISCUSSION ITEMS**

**8.1 ADMINISTRATION - ACTION/DISCUSSION**

**8.1.1 Request Approval of the CCGI Annual Notice (ACTION)**

Motion - Jones  
Second – Stuart  
Ayes – Brix  
Carried – 3-0

**8.1.2 Request Approval of 2025-2026 Course Guide (ACTION)**

Motion - Stuart  
Second – Jones  
Ayes – Brix  
Carried – 3-0

**8.1.3 Request Approval of 2025-2026 Student-Parent Handbook (ACTION)**

Motion - Jones  
Second – Stuart  
Ayes – Brix  
Carried – 3-0

**8.1.4 Request Approval of the Modified 2025-2026 Board Meeting Calendar (ACTION)**

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Board Approved moving the November 2025 meeting to November 5.

Motion - Stuart

Second – Jones

Ayes – Brix

Carried – 3-0

8.1.5 Request Approval of 2025 Course Based Independent Study Policy (ACTION)

Motion - Jones

Second – Stuart

Ayes – Brix

Carried – 3-0

8.1.6 Request Approval of 2025 Course Based Independent Study Board Resolution (ACTION)

Motion - Stuart

Second – Jones

Ayes – Brix

Carried – 3-0

8.1.7 Request Approval of 2025-2026 Textbook Adoption (ACTION)

Motion - Jones

Second – Stuart

Ayes – Brix

Carried – 3-0

8.2 BUSINESS - ACTION/DISCUSSION

8.2.1 Request Approval of Salary Schedules (Classified, Certificated 180 Day, Certificated 200 Day, Administration, and Management (ACTION)

Motion - Jones

Second – Stuart

Ayes – Brix

Carried – 3-0

8.2.2 Request Approval of Substitute Pay Salary Schedule (ACTION)

Motion - Stuart

Second – Jones

Ayes – Brix

Carried – 3-0

8.2.3 Request Approval of Proposition 28 Expenditure Plan (ACTION)

Motion - Jones

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Second – Stuart

Ayes – Brix

Carried – 3-0

- 8.2.4 Add item 8.2.4 Oral Report of Compensation Paid to the Director of Administrative Services(INFORMATION)

Due to Board Action on July 30, 2025 the contract was modified to reflect an increase in the Health and Welfare Medical cap by \$1,603.00 and the addition of a concierge medical membership to Prestige for the employee and family. The contract is for 3 years of employment beginning July 1, 2025 and ending on June 30, 2028. The contract provides for the following terms:

1. A full-time work schedule consisting of 261 Calendar Days;
2. A base salary of \$157,277 per year;
3. \$17,451.15 paid toward health benefits per year;
4. A Contribution of \$5,000 per year to a 401(a) account
5. 12 days of paid sick leave per year.
6. 20 Paid Vacation Days
7. Prestige Membership (Concierge Medical) \$720.00

**8.3 HUMAN RESOURCES - ACTION/DISCUSSION**

- 8.3.1 Request Approval of 2025-2026 Committee on Assignment Plan (ACTION)

Motion - Jones

Second – Stuart

Ayes – Brix

Carried – 3-0

- 8.3.2 Request Approval of 2025-2026 Junior High (8th) Science and (6th) Math Teaching Assignment Education Code 44256(b). (ACTION)

Motion - Stuart

Second – Jones

Ayes – Brix

Carried – 3-0

- 8.3.3 Request Approval of 2025-2026 Junior High (6th) Science Teaching Assignment Education Code 44256(b). (ACTION)

Motion - Stuart

Second – Jones

Ayes – Brix

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Carried – 3-0

- 8.3.4 Request Approval of 2025-2026 Junior High (6-8) Math Teaching Assignment Education Code 44256(b). - 2 Teachers (ACTION)

Motion - Jones

Second – Stuart

Ayes – Brix

Carried – 3-0

- 8.3.5 Request Approval of 2025-2026 English II Teaching Assignment Education Code 44263). (ACTION)

Motion - Stuart

Second – Jones

Ayes – Brix

Carried – 3-0

- 8.3.6 Request Approval of 2025-2026 Video Production (Elective) Teaching Assignment Education Code 44263). (ACTION)

Motion - Jones

Second – Stuart

Ayes – Brix

Carried – 3-0

9. ADJOURNMENT TO CLOSED SESSION

Adjournment to Closed Session during this meeting to consider and/or take action upon the following item:

9.1 Public Employment

Title: Superintendent/Principal

The Board entered closed session at 6:29pm.

10. RECONVENE IN OPEN SESSION

- 10.1 The Board reconvened in Open Session at 7:01 p.m. No action taken in closed session.

11. ACTION/DISCUSSION ITEMS

- 11.1 Appointment of Superintendent/Principal (ACTION/DISCUSSION)

Motion - Jones

Second – Stuart

Ayes – Brix

Carried – 3-0

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- 11.2 Review of Comparable Compensation Data for Charter School (ACTION/DISCUSSION)  
Motion - Stuart  
Second – Jones  
Ayes – Brix  
Carried – 3-0

- 11.3 Oral Report of Executive Compensation Paid to the Superintendent/Principal  
(INFORMATION)

The contract is for 3 years of employment beginning July 17, 2025 and ending on June 30, 2028. Salary is retroactive to July 1, 2025. The contract provides for the following terms:

1. A full-time work schedule consisting of 220 Calendar Days;
2. A base salary of \$204,000 per year;
3. \$17,451.15 paid toward health benefits per year;
4. 12 days of paid sick leave per year;
5. Prestige Membership (Concierge Medical) \$720.00

- 11.4 Approval of Employment Agreement for Superintendent/Principal (ACTION/DISCUSSION)  
Motion - Jones  
Second – Stuart  
Ayes – Brix  
Carried – 3-0

12. SUGGESTED FUTURE AGENDA ITEMS

The Board had no suggested future agenda items.

13. CLOSING/OPPORTUNITY FOR BOARD COMMENTS

The Board had no closing comments.

14. ADJOURNMENT

Board Member Mike Stuart made a motion to adjourn the meeting at 7:07PM. Motion seconded by Kyle Jones. Motion approved unanimously.