

UNIVERSITY PREPARATORY SCHOOL BOARD OF TRUSTEES
AUGUST 12, 2026 MEETING MINUTES
5:30 PM
SLC BOARDROOM
2200 EUREKA WAY
REDDING, CA 96001

1. Board President Damaris Stevens called the Regular Meeting of the University Preparatory School Board to order at 5:30 PM. Board Members Susan Saephanh, Sue Brix and Kyle Jones were present. Superintendent/Principal Monica Cabral and Director of Administrative Services Molly Schlang were also in attendance.
2. OPENING BUSINESS
Board President Damaris Stevens led the Pledge of Allegiance.
3. STAFF HIGHLIGHTS
Superintendent/Principal Monica Cabral introduced our new staff Dakota Jones, Crysti Setnor, Andrea Barnett, Tim Harles and Melissa Gulden. She also recognized the following staff for years of service: 5 Years: Becky Houston, Dustin Fortenberry, Eric Nielsen, 10 Years: Robyn Johnson, Kent Smith, Joseph Groves, 20 Years: Sandy Lanzi, Biao Cheng, Cory Reagan.
4. PUBLIC COMMENT
There was no public comment.
5. APPROVAL OF AGENDA ITEMS/ORDER
Motion to add Line item 8.2.3 Request Approval of 26/27 Declaration of Need
Motion - Brix
Second – Jones
Ayes – Saephanh, Stevens
Carried – 4-0
6. APPROVAL OF CONSENT AGENDA
Motion - Brix
Second – Saephanh
Ayes – Jones, Stevens
Carried – 4-0
7. REPORTS
 - 7.1 SUPERINTENDENT/PRINCIPAL REPORT
Superintendent/Principal Monica Cabral reported on WASC preparations, including upcoming focus groups and Board member participation. She shared updates from a recent meeting with SUHSD and the Leadership Team retreat at Shasta College. Mrs. Cabral also highlighted Link Crew and WEB activities welcoming students back to campus. Fall athletics are underway, Athletic Boosters continues to be active, and the school is working to fill the vacant soccer coaching position. Staff Development Day and Teacher Workday activities focused on training, collaboration, meetings, and preparation for the new school year.

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7.2 BUSINESS REPORT

Director of Administrative Services Molly Schlange reported that she is currently in the process of closing the books for the 2025-2026 fiscal year. Mrs. Schlange stated that she doesn't expect any year-end surprises and reminded the Board that there would be a planned deficit spend in 2025-2026 as the school expended all funds related to the anticipated expiration of one-time dollars received in prior years. Mrs. Schlange will have Unaudited Actuals for the Board at the September meeting.

8. ACTION/DISCUSSION ITEMS

8.1 ADMINISTRATION - ACTION/DISCUSSION

8.1.1 Request Approval of 2026-2027 Course Guide (ACTION)

Motion - Brix
Second – Jones
Ayes – Saephanh, Stevens
Carried – 4-0

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

8.1.3 Request Approval of Contract Amendment for Superintendent/Principal (ACTION/DISCUSSION)

Motion - Brix
Second – Saephanh
Ayes – Jones, Stevens
Carried – 4-0

8.1.4 Oral Report of Executive Compensation Paid to the Director of Administrative Services (INFORMATION)

8.1.5 Request Approval of Salary Schedule Management (ACTION/DISCUSSION)

Motion - Brix
Second – Jones
Ayes – Saephanh, Stevens
Carried – 4-0

8.2 HUMAN RESOURCES - ACTION/DISCUSSION

8.2.1 Request Approval of 2026-2027 Video Production (Elective) Teaching Assignment Education Code 44263). (ACTION)

Motion - Saephanh

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Second – Jones
Ayes – Brix, Stevens
Carried – 4-0

8.2.2 Request Approval of Board Policy and Administrative Regulations Ed. Code 44258.3
Motion - Brix
Second – Jones
Ayes – Saephanh, Stevens
Carried – 4-0

8.2.3 Request Approval of 26/27 Declaration of Need
Motion - Brix
Second – Jones
Ayes – Saephanh, Stevens
Carried – 4-0

9. SUGGESTED FUTURE AGENDA ITEMS

The Board had no suggested future agenda items.

10. CLOSING/OPPORTUNITY FOR BOARD COMMENTS

The Board had no closing comments.

11. ADJOURNMENT

Board Member Sue Brix made a motion to adjourn the meeting at 6:29PM. Motion seconded by Susan Saephanh. Motion approved unanimously.