



URBAN CHARTER SCHOOLS COLLECTIVE  
NOVEMBER 14, 2022  
REGULAR BOARD MINUTES

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**BOARD MEMBERS**

Miles E. Myles, President (Term Expires June 2023)  
Bao Xiong, Vice President (Previously expired June 2025)  
Guy Ollison, Board Treasurer (Term Expires June 2023)  
Xai Lor, Secretary (Term Expires June 2024)  
Vacant, Board Member (Term Expires June 2024)  
Vacant, Board Member (Term Expires June 2022)  
Vacant, SCUSD Representative (No expiration)

6:00 PM Convene  
8:45 PM Closed Session  
8:50 PM Reconvene Open Session  
9:00 PM Adjourn

LISBON ELEMENTARY SCHOOL, STAFF LOUNGE  
7555 S. Land Park Drive, Sacramento, CA 95831, Staff Lounge

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1. **CALL TO ORDER- 6:00 PM**
2. **BOARD ROLL CALL- 6:01 PM**
3. **ADJUST AND APPROVE AGENDA AS NEEDED- 6:03 PM**
4. **PUBLIC COMMENT- Two Minutes Per Person and Ten Minutes Per Issue Listed in the Agenda 6:05 PM**  
*This portion of the meeting is set aside for members of the audience to address the Governing Board regarding matters on agenda and non-agenda items but within the Governing Board's subject matter jurisdiction. These presentations are limited to two (2) minutes per person and ten (10) minutes per issue. The Governing Board is not allowed to take action on any item which is not on the agenda, except as authorized by Government Code Section 54954.2. Public comments may be submitted before the board meeting to [publiccomment@urbancsc.org](mailto:publiccomment@urbancsc.org).*
5. **INFORMATIONAL ITEM- Academy Council Update to the Board 6:10 PM\***  
*The Academy Council is the local level of governance and is responsible for implementing the program described in the charter. The Council makes decisions and adopts procedures that result in the effective day-to-day operation of the school, ensures the mission and goals of the school are accomplished, and engages in effective uses of the money in the school budget.*
  - 5.1 Individualized Learning Plan (ILP)
  - 5.2 Scholar Recruitment Plan
  - 5.3 Staff Professional Development Plan/Training on LCAP
  - 5.4 End of Year Climate Survey Update on Next Steps
6. **CONSENT AGENDA- 6:30 PM**  
*Items listed on the Consent Agenda are considered by the Board to be routine and will be enacted by the Board in one motion. There will be no discussion on these items prior to the time the Board votes on the motions unless members of the Board, staff, or the public request specific items to be discussed and/or removed from the Consent Agenda. Items pulled for discussion will require a separate vote. Approve board meeting minutes.*
  - 6.1 Regular Board Meeting Minutes for October 10, 2022
7. **CONFERENCE TO ACTION ITEM- Salary Schedules 6:35 PM\***  
*Finance Committee presents an interim change to support minimum wage compliance as it relates to current salary schedules and a salary schedule for Board review and adoption in support of the SPED Aide position approved on October 10, 2022.*
  - 7.1 Minimum Wage Compliance and Impact to Salary Determination and Placement
  - 7.2 SPED Aide Salary Schedule
8. **INFORMATIONAL ITEM- Expanded Learning Opportunities Program Plan 6:45 PM**  
*Board receives background and expected timeline to complete the Expanded Learning Opportunities Program Plan.*

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9. **BREAK- 7:00 PM**

10. **BOARD STRATEGIC PLANNING SESSION- 7:10 PM\***

*Board planning session to discuss standing items and board priorities. This month's topic includes a committee update from the finance subcommittee.*

10.1 Board Workshop

10.1.1 Annual Board Self Evaluation & Setting Goals for 2022-23

10.1.2 Data Presentation

10.2 Finance Subcommittee

10.2.1 Timeline to Address Minimum Wage Impact on Current Salary Schedules

10.2.2 Job Description Review and Update

10.3 Board Report(s)

11. **INFORMATIONAL ITEM- Monthly Administrative Reports 8:15 PM\***

*Monthly administrative reports on operations, curriculum, and instruction on the current state of the school and organization.*

11.1 Chief Financial Officer Report

11.1.1 Financials Through October 2022

11.1.2 2021-22 Year End Audit Update

11.1.3 Legislative Bills

11.2 Principal Report Curriculum and Instruction/Achievement Data Update

11.2.1 Foundational Literacy and Numeracy Skills Data

11.2.2 2021-22 Annual Performance Report (APR) Due December 9, 2022

11.3 Superintendent Report

11.3.1 Special Education Program Update

12. **CLOSED SESSION 8:30 PM**

C-1. Personnel (hiring, dismissal, release, reassignment, compensation, evaluation, etc.) (Cal. Gov't. Code § 54957.1 (a)(5))

C-1.1 Hiring

C-1.2 Resignation

*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 realproperty.*

13. **REPORT OUT OF CLOSED SESSION 8:45 PM**

*Report out on closed session actions and the vote(s) taken on those actions.*

14. **NEW BUSINESS 8:50 PM**

*New business proposes an issue that is new to this meeting. It may be something not discussed before or something that was defeated at a past meeting (or even at the last meeting).*

15. **BOARD MEMBERS IDENTIFY ITEMS FOR NEXT BOARD MEETING 8:55 PM**

*Members bring forward additional items they wish to see included in the September meeting agenda.*

16. **ADJOURN 9:00 PM**

*The Board is requested to approve the adjournment of the November 14, 2022, regular meeting.*

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**CALENDAR OF REGULAR BOARD MEETINGS**  
**APPROVED AND ADOPTED ON - April 11, 2022**

AUGUST 08, 2022	SEPTEMBER 12, 2022	OCTOBER 10, 2022	NOVEMBER 14, 2022
<ul style="list-style-type: none"> <li>• Annual Board Organizational Meeting</li> <li>• Review work of board nominating committee</li> <li>• Preparing for annual board self-evaluation</li> <li>• Appoint nominating committee for vacant board position(s)</li> <li>• Update Board priorities</li> <li>• Review actual enrollment and attendance and compare to projected</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Board self-evaluation</li> <li>• Set goals for next 12 months</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>• Discuss Academy Council and Board relationship; See governance section of charter</li> <li>• Update Board priorities</li> </ul>	<ul style="list-style-type: none"> <li>• Update Board priorities</li> <li>• Staff evaluation process</li> <li>• Approve 2022-23 45-Day Budget Update</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 12, 2022	JANUARY 9, 2023	FEBRUARY 14, 2023	MARCH 13, 2023
<ul style="list-style-type: none"> <li>• Approve 1<sup>st</sup> Interim Financial Report for July 1-Oct. 31' due to SCUSD and SCOE by Dec. 15</li> <li>• Approve Budget Development Calendar for creating next year's budget</li> <li>• Update Board priorities</li> </ul>	<ul style="list-style-type: none"> <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 2022-23 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> </ul>	<ul style="list-style-type: none"> <li>• Review preliminary budget for next fiscal year based on governor's proposal</li> <li>• Discuss staff release procedures</li> <li>• Update Board priorities</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>• Update Board priorities</li> <li>• Review 2023-2024 UCSC Board Meeting Calendar</li> <li>• Approve 2022-23 audit firm contract</li> <li>• Review enrollment and staffing projections in preparation for next year's staffing</li> </ul>
APRIL 10, 2023	MAY 8, 2023	JUNE 12, 2023	JUNE 26, 2023
<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 2023-24 budget</li> <li>• Salary Schedule Review</li> <li>• Update Board priorities</li> <li>• Approval of 2023-24 UCSC Board Meeting Calendar</li> <li>• Review and Conference on proposed 2023-24 budget draft 4 and LCAP from Academy Council</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>• Review all staff evaluations Update Board priorities</li> <li>• Review and approve admin, teacher, and other staff compensation and appointment</li> </ul>	<ul style="list-style-type: none"> <li>• Public hearing on the updated-LCAP and 2023-24 budget.</li> <li>• Update Board priorities</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>• Approve new hires</li> <li>• Approve updated-LCAP and 2021-2023 Budget</li> <li>• Update Board priorities</li> </ul>

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