



URBAN CHARTER SCHOOLS COLLECTIVE  
AUGUST 14, 2023  
REGULAR BOARD MEETING AGENDA

**BOARD MEMBERS**

Miles E. Myles, President (Term Expires June 2026)  
Bao Xiong, Vice President (Term Expires June 2025)  
Guy Ollison, Board Treasurer (Term Expires June 2026)  
Xai Lor, Secretary (Term Expires June 2024)

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

**YAV PEM SUAB ACADEMY, STAFF LOUNGE**  
7555 S. Land Park Drive, Sacramento, CA 95831

\* Supporting materials will be distributed at the meeting.

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/Principal 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 Academy Council
  - 5.2 Principal Report Curriculum and Instruction/Achievement Data Update
    - 5.2.1 2023-24 LCAP Progress Update
      - 5.2.1.1 2023-24 Enrollment & Attendance
      - 5.2.1.2 Staffing, Teaching, and Learning
      - 5.2.1.3 Instructional Program (Daily Schedule, YLT, BSM, Studytrip, Expectation)
      - 5.2.1.4 Expanded Learning Opportunities Program
6. **INFORMATIONAL ITEM-** Monthly Administrative Reports 6:20 PM \*  
*Monthly administrative reports on operations, curriculum, and instruction on the current state of the school and organization.*
  - 6.1 Special Education Director Report
  - 6.2 Chief Financial Officer Report
  - 6.3 Superintendent Report
7. **CONSENT AGENDA-** 6:40 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.*
  - 7.1 Regular Board Meeting Minutes for June 12, 20223
  - 7.2 Regular Board Meeting Minutes for June 26, 2023

**NOTE:** If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact Lee Yang (916) 752-8791 at least 48 hours before the scheduled Board meeting so we may make every reasonable effort to accommodate you. [Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. §12132)]

Regularly Scheduled UCSC Board meetings are held on the second Monday of each month, except as noted.

- All meetings start at 6:00 PM and are conducted in the Lisbon Elementary staff lounge or school library

- Regular board meetings for 2022 – 2023 have been scheduled for Aug. 08, Sept. 12, Oct. 10, Nov. 14, Dec. 12, Jan. 09, Feb. 14, Mar. 13, Apr 10, May 08, June 12, June 26

**8. ANNUAL ORGANIZATION MEETING ACTION ITEMS 6:45 PM**

**8.1 Elect Officers**

*In accordance with the Bylaws relating to Board terms, Board members shall serve staggered terms of one, two, and three years. Each member can be reappointed for an unlimited number of successive terms and all terms shall commence on July 1 and shall expire on June 30 of the year of the term.*

- 8.1.1 President
- 8.1.2 Vice President
- 8.1.3 Board Treasurer
- 8.1.4 Secretary

**8.2 Set Regular Meeting**

Time: 6:00 p.m. – 9:00 p.m.  
Place: Yav Pem Suab Academy/Lisbon Elementary Staff Lounge  
Day: 2<sup>nd</sup> Monday of each month, August – June

**8.3 Elect any representatives to serve on any applicable advisory boards and/or committees as appropriate**

- 8.3.1 Finance Committee Chair
- 8.3.2 Adhoc Policy Subcommittee Chair
- 8.3.3 Adhoc Superintendent Evaluation Chair
- 8.3.4 Adhoc New Board Member Recruitment Subcommittee Chair

**9. BOARD STRATEGIC PLANNING SESSION- Board Workshop, Strategic Planning and Other Initiatives 7:00 PM**

*Board planning session to discuss standing items such as fiscal and board priorities. This month's topic includes committee updates from the Finance, Policy and Board Member Recruitment Subcommittees.*

- 9.1 Finance Committee Report
- 9.2 Adhoc Policy Subcommittee Report
- 9.3 Adhoc Superintendent Evaluation Report
- 9.4 Adhoc New Board Member Recruitment Subcommittee Report
- 9.5 Board Member Report(s)

**10. BREAK 10 MINUTES 7:20 PM**

**11. CLOSED SESSION 7:30 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 real property.*

**12. REPORT OUT OF CLOSED SESSION 8:30 PM**

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

**NOTE:** If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact Lee Yang (916) 752-8791 at least 48 hours before the scheduled Board meeting so we may make every reasonable effort to accommodate you. [Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. §12132)]

Regularly Scheduled UCSC Board meetings are held on the second Monday of each month, except as noted.

- All meetings start at 6:00 PM and are conducted in the Lisbon Elementary staff lounge or school library

- Regular board meetings for 2022 – 2023 have been scheduled for Aug. 08, Sept. 12, Oct. 10, Nov. 14, Dec. 12, Jan. 09, Feb. 14, Mar. 13, Apr 10, May 08, June 12, June 26

**13. NEW BUSINESS 8:40 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).*

**14. BOARD MEMBERS IDENTIFY ITEMS FOR NEXT BOARD MEETING 8:45 PM**

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

**15. ADJOURN 9:00 PM**

*The Board is requested to approve the adjournment of the August 14, 2023, regular meeting.*

**CALENDAR OF REGULAR BOARD MEETINGS  
APPROVED AND ADOPTED ON - April 10, 2023**

<b>AUGUST 14, 2023</b>	<b>SEPTEMBER 11, 2023</b>	<b>OCTOBER 9, 2023</b>	<b>NOVEMBER 13, 2023</b>
<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 ADA compared to preliminary projections</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 2023-24 45-Day Budget Update</li> </ul>	<ul style="list-style-type: none"> <li>Receive &amp; review prior year fiscal audit conducted by Gilbert Associates –due to district, county, CDE, and state controller by 12/15</li> <li>Update Board priorities</li> </ul>
<b>DECEMBER 11, 2023</b>	<b>JANUARY 16, 2024</b>	<b>FEBRUARY 13, 2024</b>	<b>MARCH 11, 2024</b>
<ul style="list-style-type: none"> <li>Receive &amp; review prior year fiscal audit conducted by Gilbert Associates –due to district, county, CDE, and state controller by 12/15</li> <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>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 2023-24 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 2024-2025 UCSC Board Meeting Calendar</li> <li>Approve 2023-24 audit firm contract</li> <li>Review enrollment and staffing projections in preparation for next year’s staffing.</li> </ul>
<b>APRIL 8, 2024</b>	<b>MAY 20, 2024</b>	<b>JUNE 10, 2024</b>	<b>JUNE 24, 2024</b>
<ul style="list-style-type: none"> <li>Salary Schedule Review</li> <li>Update Board priorities</li> <li>Approval of 2024-25 UCSC Board Meeting Calendar</li> <li>Review and Conference on proposed 2024-25 budget draft and LCAP from Academy Council</li> <li>Review all staff evaluations</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 2024-24 budget.</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>Update Board priorities</li> </ul>	<ul style="list-style-type: none"> <li>Review governor’s May revisions to next year’s proposed budget.</li> <li>Approve next year’s budget and LCAP 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>Update Board priorities</li> </ul>	<p>Reserved for continuation of the following items as needed.</p> <ul style="list-style-type: none"> <li>Approve next year’s budget and LCAP 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>Update Board priorities</li> </ul>

**NOTE:** If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact Lee Yang (916) 752-8791 at least 48 hours before the scheduled Board meeting so we may make every reasonable effort to accommodate you. [Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. §12132)]

Regularly Scheduled UCSC Board meetings are held on the second Monday of each month, except as noted.

- All meetings start at 6:00 PM and are conducted in the Lisbon Elementary staff lounge or school library

- Regular board meetings for 2022 – 2023 have been scheduled for Aug. 08, Sept. 12, Oct. 10, Nov. 14, Dec. 12, Jan. 09, Feb. 14, Mar. 13, Apr 10, May 08, June 12, June 26