



# Urban Charter School Collective

## UCSC Special Board Meeting

Rescheduled from December 9, 2024

Published on January 13, 2025 at 5:04 PM PST

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### Date and Time

Monday January 13, 2025 at 6:00 PM PST

### Location

Yav Pem Suab Academy Professional Development Room  
7555 S Land Park Drive  
Sacramento, CA 95831

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### Agenda

	Presenter	Time
<b>I. Opening Items</b>		<b>6:00 PM</b>
<b>A.</b> Call the Meeting to Order	Miles Myles	1 m
<b>B.</b> Board Roll Call	Miles Myles	2 m
<b>C.</b> Adjust and Approve Agenda as Needed		2 m
Any proposed adjustments to the agenda, such as reordering items, removing items, or making minor clarifications, require board approval before proceeding with the revised agenda		

	Presenter	Time
<b>D. Public Comment</b>	Alva Sanchez	5 m
Two Minutes Per Person and Ten Minutes Per Issue Listed in the Agenda		

*This portion of the meeting is set aside for members of the audience to address the Board regarding matters on agenda and non-agenda items but within the Board's subject matter jurisdiction. Public comments may be emailed to [publiccomment@urbancsc.org](mailto:publiccomment@urbancsc.org) or provided in person at the meeting. The submission deadline for written public comments shall be no later than 3:00 p.m. on the day of the meeting. If you intend to address the Board in person, please fill out a public comment card upon arrival. Comments are limited to two (2) minutes per person and ten (10) minutes per issue. Individuals using an interpreter will be allowed twice the time limit indicated here. By law, the Board is allowed to act only on agenda items. The Board is not allowed to take action on any item which is not on the agenda. As such, the Board may, at its discretion, refer a matter to district staff or calendar the issue for future discussion.*

## **II. 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.*

<b>A. Academy Council/Principal Report</b>	Mary Lor	15 m
1. Curriculum and Instructional/Achievement Data Update 2. LCAP Update		

## **III. Action Item 6:25 PM**

<b>A. Approval of 2023-2024 School Accountability Report Card (SARC)</b>	Mary Lor	10 m
<i><u>Proposition 98</u>, also known as <u>The Classroom Instructional Improvement and Accountability Act</u> provides California's public schools with a stable source of funding. In return, all public schools in California are required annually to prepare SARCs and disseminate them to the public. SARCs are intended to provide the public with important information about each public school and to communicate a school's progress in</i>		

*achieving its goal and requires Board approval prior to publication and submission to CDE no later than February 1 of each school year.*

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| <b>B.</b> | Approval of Personal Unpaid Leave Request for Custodian | Megan Lao | 5 m |
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- The board will consider a recommendation to approve an unpaid personal leave of absence for Eenam Lee, from January 13, 2025 – February 14, 2025.*

#### **IV. Monthly Administrative Report**

**6:40 PM**

*Administrators provide updates on the school's operations, curriculum, and instructional practices, offering insights into the current status of the school and the overall organization.*

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| <b>A.</b> | 9.1 Special Education Director Report | Jim Vue   | 5 m |
| <b>B.</b> | 9.2 Chief Financial Officer Report    | Megan Lao | 5 m |

#### BoardOnTrack Overview & Sample Public Portal Examples

1. Overview Video (11 minutes):

<https://share.vidyard.com/watch/2D144f2mtWAXfVqgPeJDxO>

2. Sample Public Portals

- [Urban Montessori](#)
- [Pioneer Valley](#)
- [Equitas](#)

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| <b>C.</b> | 9.3 Superintendent Report | Lee Yang | 5 m |
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#### **V. Consent Agenda Items**

**6:55 PM**

*Items on the Consent Agenda are deemed routine by the Board and will be approved collectively in a single motion. There will be no discussion of these items before the vote unless Board members, staff, or the public request that specific items be removed for individual discussion and voting. Any items removed from the Consent Agenda will be discussed separately and voted on individually.*

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| <b>A.</b> | Meeting Minutes | Alva Sanchez | 2 m |
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Presenter

Time

# 1. Regular Board Meeting Minutes for October 14, 2024

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| <b>B.</b> | 9.2 Approval of 2025-26 Budget Development Calendar | Alva Sanchez | 3 m |
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<b>VI.</b>	<b>Conference to Action Items</b>	<b>7:00 PM</b>
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| <b>A.</b> | Business Office Redesign for Enhanced Operational Efficiency and Strategic Alignment with Staff Retention and Student Attendance Goals | Megan Lao | 10 m |
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*Board receives staff proposal aimed at redesigning the Business Office to streamline administrative functions and realign resources with the organization's strategic priorities, thereby enhancing overall effectiveness and goal achievement. After the presentation, board members will discuss the proposal and approve the plan.*

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| <b>B.</b> | Board's Strategic Plan Update Engagement with Third Plateau | Megan Lao | 10 m |
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*The Board seeks to advance its strategic planning efforts by engaging Third Plateau, a consulting firm specializing in strategic plan development. Their expertise will support the Board in refining objectives, ensuring stakeholder alignment, and establishing actionable outcomes. Approve the Board's strategic plan update process through Third Plateau, including the associated consulting costs as outlined in their proposal.*

<b>VII.</b>	<b>Action Items</b>	<b>7:20 PM</b>
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| <b>A.</b> | Approval of 2024-25 1st Interim Financial Report | Megan Lao | 5 m |
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*Local educational agencies are required to file two reports during a fiscal year on the status of the LEA's financial health. The first interim report is due December 15 for the period ending October 31 and must include a certification of whether the LEA is able to meet its financial obligations.*

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| <b>B.</b> | Approval of 2024-25 Education Protection Account (EPA) Spending Plan and 2023-24 Actuals | Megan Lao | 5 m |
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*The board will review and approve the annual Education Protection Account (EPA) Spending Plan, detailing the use of EPA funds exclusively for instructional purposes, as required by Proposition 30/55. The plan ensures compliance with state regulations, transparency through public reporting, and alignment with the district's educational goals. Upon approval, the plan will be published on the district's website.*

	Presenter	Time
<b>C.</b> Approval of 2024-25 Mid-Year Budget	Megan Lao	15 m
<i>In accordance with Fiscal Policy#1, the CFO and Superintendent will provide ongoing monitoring and revision of the current year budget. Board receives and approves updates to the 2024-2025 mid-year budget.</i>		
<b>VIII. Refreshment Break</b>		<b>7:45 PM</b>
Attendees are provided an opportunity to rest and refresh.		
<b>A.</b> 10-Minute Break	Miles Myles	10 m
<b>IX. Board Strategic Planning Session</b>		<b>7:55 PM</b>
<i>Board planning session to review ongoing items like fiscal responsibilities and board priorities. Discussion topics may cover updates from any or all of the following subcommittees: Finance, Policy, and Board Member Recruitment.</i>		
<b>A.</b> Finance Committee Report	Megan Lao	5 m
<b>B.</b> Adhoc New Board Member Recruitment Subcommittee Report	Miles Myles	5 m
<b>C.</b> Annual Board Self Evaluation	Megan Lao	5 m
<b>D.</b> Board Member Report(s)	Miles Myles	25 m
<b>X. Closing Items</b>		<b>8:35 PM</b>
<b>A.</b> Closed Session	Megan Lao	15 m
<i>Board enters a closed session to discuss public employee appointments and resignations, and matters concerning performance evaluation and compensation of the Superintendent as allowed under Government Code Section 54957.</i>		
Personnel (hiring, dismissal, release, reassignment, compensation, evaluation, etc.) (Cal. Gov't. Code § 54957.1 (a)(5))		
1. Hiring		
2. Resignation		
<b>XI. Return to Open Session</b>		<b>8:50 PM</b>
<i>Report out on closed session actions and the vote(s) taken on those actions.</i>		

	Presenter	Time
<b>A.</b> Report Out of Closed Session	Miles Myles	2 m
<b>B.</b> NEW BUSINESS	Miles Myles	3 m
<i>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).</i>		
<b>C.</b> BOARD MEMBERS IDENTIFY ITEMS FOR NEXT BOARD MEETING	Miles Myles	5 m
<i>Members bring forward new ideas or projects the board needs to start considering or topics that have arisen since the last meeting requiring board attention.</i>		
<b>XII. Adjourn</b>		<b>9:00 PM</b>
<b>A.</b> Adjourn Meeting	Miles Myles	1 m
<i>In recognition of National Principals Month, the UCSC Board will adjourn the October 14, 2024 regular meeting in honor of Principal Lor, whose commitment and leadership have significantly shaped the YPSA community. Her dedication ensures an environment where scholars and staff thrive, and this recognition will be preserved in the board's official minutes.</i>		

## CALENDAR OF REGULAR BOARD MEETINGS

**APPROVED AND ADOPTED ON - April 15, 2024**

### **AUGUST 12, 2024**

- Annual Board Organizational Meeting
- Review work of board nominating committee
- Preparing for annual board self- evaluation
- Appoint nominating committee for vacant board position(s)
- Discuss Academy Council and Board relationship; See governance section of charter
- Approve 2024-25 45-Day Budget Update
- Update Board priorities
- Set goals for next 12 months

### **OCTOBER 14, 2024**

- Annual Board self-evaluation
- Review Annual Performance Report (APR)

- Review Staff Evaluation Process
- Approve 2024-25 45-Day Budget Update
- Review actual enrollment and ADA compared to preliminary projections
- Review prior year Unaudited Actuals

## **DECEMBER 9, 2024**

- Receive & approve of fiscal audit prior year
- Approve 1st Interim Financial Report
- Approve 2025-26 Budget Development Calendar
- Review and approve 2023-24 SARC

## **FEBRUARY 11, 2025**

- Review the preliminary budget for next fiscal year based on the governor's proposal
- Discuss staff release procedures
- Approve 2nd Interim Financial Report
- Receive 2024-25 Mid-Year LCAP Update
- Approve Annual Audit Firm Selection

## **APRIL 14, 2025**

- Salary Schedule Review
- Approval of 2025-26 UCSC Board Meeting Calendar
- Review and Conference on proposed 2024-25 budget draft and LCAP from Academy Council
- Review of staff evaluations
- Review and approve admin, teacher, and other staff compensation and appointment

## **MAY 12, 2025**

- Review the governor's May revisions to next year's proposed budget.
- Conduct public hearing on 2025-26 LCAP and Budget
- Annual review and affirmation of Title I Parent Involvement Policy

## **JUNE 9, 2025**

- Approve next year's budget and LCAP and submit to SCUSD and SCOE by July 1st
- Annual review and affirmation of Title I Parent Involvement Policy
- Update Board priorities