

**University Preparation School at Channel Islands**  
**550 Temple Ave., Camarillo, CA 93010**  
**APPROVED MINUTES**  
**Regular Meeting of the Executive Committee**  
**October 1, 2012**

**CALL TO ORDER**

Cathy Cartwright called the meeting of the Executive Committee of the University Preparation School at CSU Channel Islands to order at 2:45 in the UPS office.

**AGENDA ADDITION/ADOPTION OF THE AGENDA**

On a motion by Stephanie Zierhut, seconded by Carolyn Bernal the Board moved to adopt the agenda.

**PLEDGE OF ALLEGIANCE**

The Flag Salute was led by Barbara Wagner

**ROLL CALL**

	<b>Present</b>	<b>Absent</b>
Cathy Cartwright	<u>  x  </u>	<u>      </u>
Carolyn Bernal	<u>  x  </u>	<u>      </u>
Merilyn Buchanan	<u>      </u>	<u>  x  </u>
Betsy Connolly	<u>      </u>	<u>  x  </u>
Teresa Nunez	<u>      </u>	<u>  x  </u>
Barbara Wagner	<u>  x  </u>	<u>      </u>
Stephanie Zierhut	<u>  x  </u>	<u>      </u>

Also in attendance: Charmon Evans and Veronica Solorzano

**PUBLIC COMMENTS**

None

**SPOTLIGHT ON UCS**

Charmon gave an update on the progress of the memorial garden in memory of Linda Ngarupe.

**DIRECTORS/ASSISTANT DIRECTOR REPORT**

We had a great turnout at both campuses for Back to School Night. Enrollment was reworked this year, readjusted, lowered budgets at both schools to 481 at UPS and 272 at UCMS. Charmon is very happy to report both school are at or above budgeted enrollment. UCMS has started flag football and volleyball. UCMS is also currently in the finishing stages of progress reports. The Harvest Festival is Friday, October 5, Parent Teacher Conferences are October 22-26 and Fall Break is October 29 –November

**Board Reports, Correspondence, and Communications**

Barbara Wagner stated that she would like to schedule the next board workshop. The date, if Merilyn Buchanan is available, November 5 from 4:00-6:00 p.m. Charmon to contact Merilyn to check her schedule.

## Advisory and Auxiliary Reports

- **University Charter Schools Education Foundation**-Barbara had hoped to meet with Sara before her leave, unfortunately that didn't happen, no new information.
- **School Advisory Council**-Stephanie Zierhut stated that the school culture survey is complete, and she will have more to report next month, she will be returning as the board representative.
- **Parent Teacher Student Association**-All board positions have been filled, the PTSA is very excited. Harvest Festival is Friday, October 5.
- **Other**-None

### I. Consent Agenda

*All items on the Consent Agenda are to be approved as one motion unless a Board member requests separate action on a specific item. Each item approved shall be deemed to have been read in full and adopted as recommended.*

Motion was made to adopt the Consent Agenda by Carolyn Bernal and seconded by Stephanie Zierhut (Minutes of the Regular Meeting September 5, 2012 , donations and check registers for July & August) adopted as presented.

### II. Action Items

1. Topic/Agenda Item: Review and Approval of the July & August Financials for UPS/UCMS

Personnel Involved: Irina Castillo

Issues Involved/Fiscal Implications (If Any):

Impact on School Mission, Vision or Goals, (If Any):

Options or Solutions (If applicable):

Director's Recommendation: It is recommended that the July & August Financials be approved. Irina was not present; therefore Charmon went over the financials for both UPS & UCMS. After a short discussion Barbara Wagner motioned to approve the July & August Financials; Stephanie Zierhut seconded the motion. Motion approved

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Charmon Evans/Sara Ahl  
Directors

2. Topic/Agenda Item: Review and Approval of the UPS/UCMS Vendor Authorization List for FY 2012-2013  
Personnel Involved: Irina Castillo  
Issues Involved/Fiscal Implications (If Any):  
Impact on School Mission, Vision or Goals, (If Any):  
Options or Solutions (If applicable):  
Director's Recommendation: It is recommended that the Vendor Authorization List for FY 2012-2013 be approved. Irina not being present, Charmon explained the purpose of the list and after a short discussion Stephanie Zierhut motioned to approve the UPS/UCMS Vendor Authorization List for FY 2012-2013; Carolyn Bernal seconded the motion. Motion approved

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Charmon Evans/Sara Ahl  
Directors

3. Topic/Agenda Item: Review and Approval of the Revision of Policy #401 Smoke, Drug and Alcohol Free Environment Policy  
Personnel Involved: Cathy Cartwright/Charmon Evans  
Issues Involved/Fiscal Implications (If Any):  
Impact on School Mission, Vision or Goals, (If Any):  
Options or Solutions (If applicable):  
Director's Recommendation: It is recommended that the Revision of Policy #401 Smoke, Drug and Alcohol Free Environment Policy be approved. After a short discussion, Barbara Wagner moved to approve Policy #401 Smoke, Drug, and Alcohol Free Environment; Stephanie Zierhut seconded the motion. Motion approved.

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Charmon Evans/Sara Ahl  
Directors

4. Topic/Agenda Item: Review and Approval of the Revision of Policy #402 Fingerprinting and Background Checks-Employees Policy  
Personnel Involved: Cathy Cartwright/Charmon Evans  
Issues Involved/Fiscal Implications (If Any):  
Impact on School Mission, Vision or Goals, (If Any):  
Options or Solutions (If applicable):  
Director's Recommendation: It is recommended that the Revision of Policy #402 Fingerprinting and Background Checks-Employees Policy be approved. After a short discussion, it was decided that this would be the first reading of policy #402, with a few changes forthcoming and will be brought back to next meeting for second reading. Stephanie Zierhut moved to approve the first reading of Policy #402 Fingerprinting and Background Checks-Employees; Barbara Wagner seconded the motion. Motion approved.

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Charmon Evans/Sara Ahl  
Directors

5. Topic/Agenda Item: Review and Approval of the Revision of Policy #404  
Exposure Control Plan for Blood borne Pathogens Policy  
Personnel Involved: Cathy Cartwright/Charmon Evans  
Issues Involved/Fiscal Implications (If Any):  
Impact on School Mission, Vision or Goals, (If Any):  
Options or Solutions (If applicable):  
Director's Recommendation: It is recommended that the Revision of Policy #404 Exposure Control Plan for Blood borne Pathogens Policy be approved.  
After a short discussion, Carolyn Bernal moved to approve Policy #404 Exposure Control Plan for Blood borne Pathogens; Stephanie Zierhut seconded the motion. Motion approved.

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Charmon Evans/Sara Ahl  
Directors

### **III. Information Items**

1. Topic/Agenda Item: Executive Committee Information on Mission, Vision and Guiding Principles for UPS/UCMS Workshop  
Personnel Involved: Cathy Cartwright/Charmon Evans- A tentative date was scheduled for the next workshop. Monday November 5 4:00-6:00 p.m.
2. Topic/Agenda Item: Star Testing Results-API/AYP  
Personnel Involved: Charmon Evans- The results have not come out as of yet, the results will be shared at the next Executive Committee Meeting.
3. Topic/Agenda Item: Update on After School Program  
Personnel Involved: Charmon Evans- Sadly, we did not receive enough student enrollments to proceed with the after school program. We are planning on having a big push in January and end of school year.

### **IV. Closed Session:** There is a closed session.

1. Director's/Assistant Director Reviews
2. UCMS Director, Family Leave
  - Assistant Director, Extra Duty

### **V. Reconvene Open Session/Closed Session Announcement-3:50**

1. Review of goals on next board agenda
2. Approved: 4:0 in favor  
Increase daily rate to difference between UCMS Director and Assistant Director for duration of UCMS Director's absence.

### **VI. Future Agenda Items:** Next Meeting, November 5, 2012, Workshop meeting regarding Mission, Vision, Guiding Principles 4:00-6:00 p.m.

### **VII. Executive Committee Members Announcements and Remarks-**None

### **VIII. Adjournment:** 3:55 p.m.