

**University Preparation School at Channel Islands
550 Temple Ave., Camarillo, CA 93010**

APPROVED MINUTES

**Regular Meeting of the Executive Committee
October 12, 2011**

CALL TO ORDER

Cathy Cartwright called the meeting of the Executive Committee of the University Preparation School at CSU Channel Islands to order at 12:34 in the University Preparation School Multi-Purpose room.

AGENDA ADDITION/ADOPTION OF THE AGENDA

On a motion by Betsy Connolly, seconded by Stephanie Zierhut the Board moved to adopt the agenda eliminating item #6, to be brought back at the next meeting.

FLAG SALUTE

The Flag Salute was led by Cathy Cartwright

ROLL CALL

Members in attendance were: Cathy Cartwright, Kathy Asher, Carolyn Bernal, Barbara Wagner, Betsy Connolly and Stephanie Zierhut. Also attending: Charmon Evans, Sara Leibman, Veronica Solorzano and Tammy Stanton.

SPOTLIGHT ON UCS

Larry Abele, parent volunteer, gave a short presentation on the Robotics Program for UPS/UCMS.

DIRECTORS/ASSISTANT DIRECTOR REPORT

Charmon Evans reminded the Executive Committee that the Relay for Life is Saturday, and the Luminary ceremony will be a tribute to Linda Ngarupe. The ceremony starts at 8 p.m. at Camarillo High School. Next week both schools will be having fall conferences. Thursday, October 13 Sara, Veronica and Cathy Cartwright are attending a Brown Act Training held in the Valley by our law firm. October 20 is the Great California Shake Out; both schools will participate in earthquake drills. Friday, October 21 is the Science Carnival from 5:30-8:30 at UCMS.

Board Reports, Correspondence, and Communications

None

Advisory and Auxiliary Report

- **University Charter Schools Education Foundation**-None
- **School Advisory Council**-Elections were held at yesterday's meeting, Stephanie Zierhut, new SAC representative to the Executive Committee. SAC would like to have the Climate survey ready for conferences in February.
- **Parent Teacher Student Association**-Almost all new board. The Fall Harvest Festival was a huge success.
- **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, without the minutes of the June 22 meeting by Carolyn Bernal and seconded by Betsy Connolly.

A. Donations

II. Action Items

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

Personnel Involved: Tammy Stanton

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 August Financials for UPS/UCMS be approved. After a short discussion Betsy Connolly motioned to approve the August Financials for UPS/UCMS; Stephanie Zierhut seconded the motion. Motion approved

Charmon Evans/Sara Leibman
Directors

2. Topic/Agenda Item: Review and Approval of the Accelify Enhanced Services Agreement-The Medi-Cal Administrative Activities Program

Personnel Involved: Charmon Evans

Issues Involved/Fiscal Implications: Possible revenue of \$70,000 per annum.

Accelify takes 6.5% off the top.

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

Options or Solutions (If applicable):

Director's Recommendation: It is recommended that the Accelify Services Agreement be approved. Charmon Evans presented the Accelify proposal and after a short discussion Betsy Connolly motioned to approve entering into a contract with Accelify for 1 ¾ years; Kathy Asher seconded the motion. Motion approved.

Charmon Evans/Sara Leibman
Directors

3. Second Reading of Board Policy Identification, Evaluation, and Education under Section 504 #507

Personnel Involved: Cathy Cartwright/Charmon Evans

Issues Involved/Fiscal Implications: (If Any):

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

Director's Recommendation: It is recommended that Board Policy #507 be approved. After a short discussion, Betsy Connolly motioned to approve policy #507; Kathy Asher seconded the motion. Motion approved.

Charmon Evans/Sara Leibman
Directors

4. First Reading of Board Policy Revision Student Study Team Process #606

Personnel Involved: Cathy Cartwright/Charmon Evans

Issues Involved/Fiscal Implications: (If Any):

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

Director's Recommendation: It is recommended that Board Policy Student Study Team Process be reviewed and approved. After a short discussion, Betsy Connolly motioned to approve policy #606; Stephanie Zierhut seconded the motion. Motion approved.

Charmon Evans/Sara Leibman
Directors

5. Topic/Agenda Item: Review and Approval of the 2011-2012 UPS/UCMS Employee Handbook

Personnel Involved: Charmon Evans/Sara Leibman

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 2011-12 Employee Handbook be approved. Betsy Connolly motioned to approve the UPS/UCMS Employee Handbook; Carolyn Bernal seconded the motion. Motion approved.

Charmon Evans/Sara Leibman
Directors

6. Topic/Agenda Item: Review and Approval Policy engaging in a contract with VCOE for the Student Data System, Data Wise for UPS/UCMS.

Personnel Involved: Charmon Evans/Sara Leibman

Issues Involved/Fiscal Implications (If Any): \$5.12 per student

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

Options or Solutions (If applicable):

Director's Recommendation: It is recommended that engaging in a new contract with VCOE for the Student Data System Data Wise be approved. This item was moved to future meeting.

Charmon Evans/Sara Leibman
Directors

III. Information Items

1. Topic/Agenda Item: Charter Renewal/Authorizer Visit
Personnel Involved: Charmon Evans presented the charter to the Executive Committee that was turned in to PVSD on Sept. 23, well within legal timeline. On October 20, Charmon and Sara will present the annual reports at the PVSD Board meeting at 7pm. PVSD has decided to do a full authorizer visit this year. They will do paper screening on Nov. 2 and 3 and come back for classroom visitations on November 8 and 10. They will interview parents and board members on November 9.
2. Topic/Agenda Item: Classified Personnel Salary Schedule
Personnel Involved: Charmon Evans and Sara Leibman-Charmon Evans would like to create beginning conversation on adopting a Step in column for Classified Office Staff. UPS/UCMS very unique because staff duties do not reflect typical office duties found in neighboring districts. She also asked if we should consider stipend for confidential employees. With the new Step in Column some of the employees would stay in their current pay scale until the following year, some a few years, and others would see an increase immediately. The impact would be small to the budget for the remainder of the year.
3. Topic/Agenda Item: Bylaws Review
Personnel Involved: Charmon Evans/Cathy Cartwright-Cathy stated that she would like to form a committee to review the bylaws.
4. Topic/Agenda Item: Policy Review Schedule
Personnel Involved: Charmon Evans/Cathy Cartwright-Cathy stated that she would like to form a committee to review the policies.

This meeting will now convene to closed session to discuss the following matters described in Section IV.

IV. Closed Session:

1. Public Employee Performance Evaluation
Title: Director's

V. Public Session:

Reconvene to open session. The meeting was reconvened to open session at 2:14 p.m.

Public Report on Action Taken in Closed Session

No Action Taken

VI. Future Agenda Items: Next Meeting, November 9, 2011; Board Resolution to remove Executive Director from Board Policies

VII. Executive Committee Members Announcements and Remarks-None

VIII. Adjournment. 2:15 p.m.