

UNIVERSITY PREPARATION SCHOOL
at CHANNEL ISLANDS
550 Temple Ave. Camarillo, CA. 93010

APPROVED MINUTES for the MEETING OF THE BOARD OF DIRECTORS

December 3, 2012

Call to Order

The regular meeting of the Board of Directors of the University Preparation School at CSU Channel Islands was called to order by Cathy Cartwright at 3:38 pm

Pledge of Allegiance

The Pledge of Allegiance was led by Cathy Cartwright

Agenda Additions/Adoption of Agenda

Cathy Cartwright stated several changes that were asked to be made to the agenda; Information Item 1 to go before Action Item 12, and Irina would like Action Item 2 to go before Action Item 1, also move Items 9, 10 and 11 before items 5, 6 and 7 Dr. Jeanne Adams motioned to adopt the agenda with the above changes; Debbie Cuevas seconded the motion. Motion approved.

Roll Call	Present	Absent
Cathy Cartwright	<u> x </u>	<u> </u>
Carolyn Bernal	<u> x </u>	<u> </u>
Betsy Connolly	<u> </u>	<u> x </u>
Barbara Wagner	<u> </u>	<u> x </u>
Merilyn Buchanan	<u> x </u>	<u> </u>
Stephanie Zierhut	<u> </u>	<u> x </u>
Teresa Nunez	<u> </u>	<u> x </u>
Denise Adams	<u> x </u>	<u> </u>
Jeanne Adams	<u> x </u>	<u> </u>
Debbie Cuevas	<u> x </u>	<u> </u>
Dr. Scott Frisch	<u> </u>	<u> x </u>
Elaine Martinez	<u> </u>	<u> x </u>
Tiffany Morse	<u> x </u>	<u> </u>

Spotlight on UCS

None, full agenda

Public Comments

None

Directors/Assistant Director Report

Charmon stated that there are several CSUCI classes on campus this year, next semester UPS will be teaching a Reading Methods course during the school day. UPS/UCMS will participate in the Camarillo Christmas Parade for the first time on December 8th. The Holiday party is December 15. UCMS has started the basketball season for our 3rd through 8th grade students.

Board Reports, Correspondence, and Communications

None

Swearing in of new Board Member

Dax Jacobson

Advisory and Auxiliary Report

- ◆ University Charter Schools Education Foundation- None, meeting in Spring
- ◆ School Advisory Council-Meeting next week
- ◆ Parent Teacher Student Association-Dine Out/Shop Out, Fresh & Easy, Me & Ed's Pizza & Home Spun Treasures, November 29
- ◆ Other-None

I. Consent Agenda

Motion was made to adopt the Consent Agenda by Dr. Jeanne Adams and seconded by Betsy Connolly, motion was passed and Consent Agenda (Minutes of the Regular Meeting, June 6, 2012) adopted as presented.

- A. Minutes of the Regular Meeting, September 5, 2012
- B. Check Register

II. Action Items

On a motion by Cathy Cartwright, Action Item #2 is moved before #1

2. Topic/Agenda Item: Review and Approval of the 2011-2012 Fiscal Year Taxes 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 2011-2012 Fiscal Year Taxes for UPS/UCMS be approved. Irina Castillo presented the 2011-2012 Fiscal Year Taxes for UPS/UCMS. After a short discussion, Carolyn Bernal motioned to approve the 2011-2012 Fiscal Year Taxes for UPS/UCMS; Tiffany Morse seconded the motion. Motion approved.

Charmon Evans/Sara Ahl
Directors

1. Topic/Agenda Item: Review and Approval of the October 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 October Financials for UPS/UCMS be approved. Irina Castillo presented the October Financials, Proposition 30 passed! Charmon stated with the passing of Proposition 30, it would allow the restoration of the 4% cut and reduction of 4 of the furlough days to the employees. Also, we would add some travel and conference spending. After a short discussion, Dr. Jeanne Adams motioned to approve the October Financials; Tiffany Morse seconded the motion. Motion approved.

Charmon Evans/Sara Ahl
Directors

3. Topic/Agenda Item: Review and Approval of the updated budget for fiscal year 2012-2013 for UPS/UCMS

Personnel Involved: Irina Castillo/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 updated budget for fiscal year 2012-2013 for UPS/UCMS be approved. Irina Castillo presented the updated budget and also the old budget for comparison. After a short discussion, Dr. Jeanne Adams motioned to approve the updated budget for fiscal year 2012-2013 for UPS/UCMS as presented; Tiffany Morse seconded the motion. Motion approved.

Charmon Evans/Sara Ahl
Directors

4. Topic/Agenda Item: Review and Approval of First Interim report 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 First Interim report for UPS/UCMS be approved. Irina Castillo presented the First Interim reports for UPS/UCMS. After a short discussion, Carolyn Bernal motioned to approve the First Interim report for UPS/UCMS; Dr. Jeanne Adams seconded the motion. Motion approved.

Charmon Evans/Sara Ahl
Directors

On a motion by Cathy Cartwright, Action Items #9, 10, 11 are moved before #5, 6, and 7

9. Topic/Agenda Item: Review and Approval of the UPS/UCMS ConApp 2011-12 Title 1, Part A School Program Improvement Activities

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 UPS/UCMS ConApp 2011-12 Title 1, Part A School Program Improvement Activities be approved. Irina Castillo presented the Con App reports for UPS/UCMS. After a short discussion, Tiffany Morse motioned to approve the UPS/UCMS ConApp 2011-12 Title 1, Part A School Program Improvement Activities; Debbie Cuevas seconded the motion. Motion approved.

Charmon Evans/Sara Ahl
Directors

10. Topic/Agenda Item: Review and Approval of the UPS/UCMS ConAPP 2011-12 Title 1, Part A Program Improvement Expenditures and Reallocation Criteria

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 UPS/UCMS ConAPP 2011-12 Title 1, Part A Program Improvement Expenditures and Reallocation Criteria be approved. Irina Castillo presented the Con App reports for UPS/UCMS. After a short discussion, Debbie Cuevas motioned to approve the UPS/UCMS ConApp 2011-12 Title 1, Part A Program Improvement Expenditures and Reallocation Criteria; Denise Adams seconded the motion. Motion approved.

Charmon Evans/Sara Ahl
Directors

11. Topic/Agenda Item: Review and Approval of the UPS/UCMS ConAPP 2011-12 Title 1, Part A School Funded Staff Report

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 UPS/UCMS ConApp 2011-12 Title 1, Part A School Funded Staff Report be approved. Irina Castillo presented the Con App reports for UPS/UCMS. After a short discussion, Debbie Cuevas motioned to approve the UPS/UCMS ConApp 2011-12 Title 1, Part A School Funded Staff Report; Denise Adams seconded the motion. Motion approved.

Charmon Evans/Sara Ahl
Director

5. Topic/Agenda Item: Review and Approval of the new calendar for the 2012-2013 school year for UPS/UCMS

Personnel Involved: 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 new calendar for the 2012-2013 school year for UPS/UCMS be approved. Charmon drafted a new calendar with four furlough days reinstated, 2 days in March and 2 days in June. After a short discussion, Dr. Jeanne Adams motioned to approve the 2012-2013 school calendar for UPS/UCMS; Dax Jacobson seconded the motion. Motion approved.

Charmon Evans/Ahl
Directors

6. Topic/Agenda Item: Review and Approval of Conexis as our Flexible Spending Account

Personnel Involved: 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 Conexis as our Flexible Spending Account Vendor be approved. Charmon stated that this is employer paid, about \$3500 per employee. After a short discussion, Dr. Jeanne Adams motioned to approve Conexis as our Flexible Spending Account Vendor; Debbie Cuevas seconded the motion. Motion approved.

Charmon Evans/Ahl
Directors

7. Topic/Agenda Item: Review and Approval of Employer Contribution of \$200 per qualified employee to Flexible Spending Accounts for the 2012-2013 school year

Personnel Involved: 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 Employer Contribution of \$200 per qualified employee to Flexible Spending Accounts for the 2012-2013 school year be approved. Charmon stated that UCS would like to share the savings with employees, may not be able to do next year. After a short discussion, Dr. Jeanne Adams motioned to approve the Employer Contribution of \$200 per qualified employee to Flexible Spending Accounts for the 2012-2013 school year; Carolyn Bernal seconded the motion. Motion approved.

Charmon Evans/Ahl
Directors

8. Topic/Agenda Item: Review and Approval of Aflac as a new voluntary benefits vendor

Personnel Involved: 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 Aflac as a new voluntary benefits vendor be approved. Charmon stated that we are migrating from Unum to Aflac, hopefully better customer service with Aflac. Charter schools can pay into state disability. After a short discussion, Debbie Cuevas motioned to approve Aflac as a new voluntary benefits vendor; Dax Jacobson seconded the motion. Motion approved.

Charmon Evans/Ahl
Directors

On a motion by Cathy Cartwright, Information Item 1 to go before Action Item 12

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

Where are we now?? Still more to do, more workshops need to be scheduled.

12. Topic/Agenda Item: Elections for the Executive Committee for UPS/UCMS for the 2012-2013 school year; President, Vice President, Treasurer and Secretary

Personnel Involved: Cathy Cartwright

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 Board of Directors elect a President, Vice President, Treasurer and Secretary and appoint members to serve as the Executive Committee. After a lengthy discussion, Debbie Cuevas motioned to table the elections until the next Board of Directors meeting, leaving the Executive Committee as it stands; Dr. Jeanne Adams seconded the motion. Motion approved.

Charmon Evans/Sara Ahl

Directors

III. Information Items

2. Topic/Agenda Item: Prop 39 for PVSD

Personnel Involved: Charmon Evans

We were approved at November 15th meeting. Yeah!

3. Topic/Agenda Item: Climate Survey

Personnel Involved: Veronica Solorzano

Moved to next meeting, Board of Directors & Executive Committee, also forward to Marilyn Buchanan.

IV. Closed Session: There is a closed session.

1. Director's/Assistant Director Reviews-Recommend to move to next meeting, more board members needed.

V. Board of Director Members Announcements and Remarks-None

VII. Future Agenda Items: Full Board Meeting, March 4, 2013

VIII. Adjournment: 5:01pm