

**University Preparation School at Channel Islands**  
**550 Temple Ave., Camarillo, CA 93010**  
**APPROVED MINUTES**  
**Regular Meeting of the Executive Committee**  
**December 7, 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 12:32 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.

**FLAG SALUTE**

The Flag Salute was led by Cathy Cartwright

**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>  x  </u>	<u>      </u>
Barbara Wagner	<u>  x  </u>	<u>      </u>
Stephanie Zierhut	<u>  x  </u>	<u>      </u>

**DIRECTORS/ASSISTANT DIRECTOR REPORT**

Charmon Evans and Sara Leibman decided to give their report during the Board of Directors meeting.

**Board Reports, Correspondence, and Communications**

None

**Advisory and Auxiliary Report**

- **University Charter Schools Education Foundation**-None
- **School Advisory Council**- None
- **Parent Teacher Student Association**-Charmon Evans will give report in Board of Directors meeting
- **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 Betsy Connolly and seconded by Stephanie Zierhut (Minutes of the Regular Meeting November 9, 2011) adopted as presented.

### **A. Donations**

## **II. Action Items**

1. Topic/Agenda Item: Review and Approval of the UPS/UCMS Classified Office Staff Pay Scale

Personnel Involved: Charmon Evans/Sara Leibman

Issues Involved/Fiscal Implications:

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

Options or Solutions (If applicable):

Director's Recommendation: It is recommended that the UPS/UCMS Classified Office Staff Pay scale be approved and made retroactive as of November 1<sup>st</sup>. Charmon Evans stated that she discussed changes with Carolyn Bernal, currently only 2 employees would have a change to salary. Betsy Connolly motioned to approve the UPS/UCMS Classified Office Staff Pay Scale as presented with clarification on longevity and the retroactive date of December 1; Carolyn Bernal seconded the motion. Motion approved

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Charmon Evans/Sara Leibman  
Directors

2. Review and approval of revision 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. Charmon Evans stated that this is a revision only, the policy was sent to our attorneys to insure the policy included the latest information. After a short discussion Betsy Connolly motioned to approve revision of Board Policy Identification, Evaluation, and Education under Section 504 #507; Stephanie Zierhut seconded the motion. Motion approved

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Charmon Evans/Sara Leibman  
Directors

3. Review and approval of Board Policy Immunization/Physical Exams #503

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 Immunization/Physical Exams #503 be reviewed and approved. Charmon Evans stated that this is a revision to the adding the new requirements for TDAP, Pertussis. After a short discussion Betsy Connolly motioned to approve Board Policy Immunization/Physical Exams #503; Stephanie Zierhut seconded the motion. Motion approved.

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Charmon Evans/Sara Leibman

Directors

4. Review and Approval of Board Resolution #8 11/12 equating the term Executive Director and/or Superintendent Principal to Director on all official documents.

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 Board Resolution #8 11/12 be approved. Charmon Evans stated that she consulted with our attorney and a Board Resolution was the correct way to handle. After a short discussion Carolyn Bernal motioned to approve Board Resolution #8 11/12; Betsy Connolly seconded the motion. Motion approved.

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Charmon Evans/Sara Leibman

Directors

5. Review and Approval of Copier Lease for UPS/UCMS

Personnel Involved: 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 recommendation from Administration that UPS/UCMS enter into a lease agreement with Canon for 4 new copiers. After a short discussion Betsy Connolly motioned to approve a 5 year lease agreement with Canon commencing December 22, 2011; Carolyn Bernal seconded the motion. Motion approved.

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Charmon Evans/Sara Leibman

Directors

### **III. Information Items**

1. Topic/Agenda Item: Discussion of the formation of a School Bylaws Committee  
Personnel Involved: Cathy Cartwright/Charmon Evans-After a brief discussion it was decided that the Executive Committee would take a section of the Bylaws, and review at each remaining meeting. Future Executive Committee Agenda's will reflect Review of Bylaws.

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/Assistant Director

#### **V. Reconvene Open Session/Closed Session Announcement-1:25**

Public Report on Action Taken in Closed Session-No action taken

#### **VI. Future Agenda Items: Next Meeting, January 11, 2012**

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

#### **VIII. Adjournment. 1:29 p.m.**