

University Preparation School at CSU Channel Islands  
550 Temple Avenue, Camarillo CA 93010

Executive Committee

December 7, 2011

12:30-1:30pm

UPS MPR

AGENDA

**Public Comment: Instructions for Addressing the Board of Directors and  
Requesting Agenda Items**

*If a member of the public wishes to speak about an item on the agenda, a Speaker Sheet should be completed, including the number of the agenda item, OR if wishing to speak to an item not on the agenda, stating the topic on which s/he wishes to speak. The Speaker Sheet should be presented to the Board Secretary prior to the start of the meeting.*

*Individual speakers will be allowed three (3) minutes to address the Board. The Board shall limit the total time for each agenda item to 20 minutes.*

*A member of the public wishing to place an item on the agenda should notify the University Preparation School office at least eight (8) days prior to the meeting date OR make such request when Future Agenda items are addressed. In accordance with Education Code 35145.5, the Board cannot enter into a formal discussion or make a decision on any matter not on this agenda during this meeting. The Board may take action or refer to a later meeting any subject discussed in a presentation at this Board of Directors' meeting.*

A. Call to Order

B. Adoption of Agenda

C. Pledge of Allegiance

D. Roll Call	<u>Present</u>	<u>Absent</u>
Cathy Cartwright	_____	_____
Carolyn Bernal	_____	_____
Betsy Connolly	_____	_____
Barbara Wagner	_____	_____
Merilyn Buchanan	_____	_____
Stephanie Zierhut	_____	_____
Teresa Nunez	_____	_____

E. Directors/Assistant Director Reports

F. Board Reports, Correspondence, and Communications

G. Swearing in of New Board Member-Teresa Nunez

#### H. Advisory and Auxiliary Report

- University Charter Schools Education Foundation
- School Advisory Council
- Parent Teacher Student Association
- Other

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.*

- A. Minutes from the November 9, 2011 meeting
- B. 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 (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 Classified Office Staff Pay scale be approved and made retroactive as of November 1<sup>st</sup>.

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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 the revision of Board Policy #507 be approved.

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Charmon Evans/Sara Leibman

Directors

3. Review and approval of revision 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 revision of Board Policy #503 be 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.

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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

IV. Closed Session: There is a closed session.

1. Public Employee Performance Evaluation  
Title: Director's/Assistant Director

V. Future Agenda Items: Next meeting, January 11, 2012

VI. Executive Committee Members Announcements and Remarks

VII. Adjournment