

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

APPROVED MINUTES for the MEETING OF THE BOARD OF DIRECTORS
December 7, 2011

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 1:32 pm

Flag Salute

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

Spotlight on UCS

Karin Aldridge, UCMS teacher, gave a short presentation on the WRITE program.

Agenda Additions/Adoption of Agenda

On a motion by Betsy Connolly, seconded by Carolyn Bernal the Board moved to adopt the agenda as presented.

Public Comments-None

Directors/Assistant Director Report-Charmon Evans welcomed our two new Board Members, Teresa Nunez from Ventura Unified School District and Elaine Martinez from Pleasant Valley School District. The board is still working to fill other positions. The Holiday party is this Friday, once again hosted at Cathy Cartwright's home, all are welcome. Currently the PTSA is running a first aide fundraiser. Sara stated that the 8th graders will be attending a field trip to the Museum of Tolerance, for second year completely funded by Museum. She is also happy to announce an expanded partnership with Triton School by peer tutor Autism Ambassador Program with 20 of the UCMS students. The sports season is moving into basketball. January 6 is the school wide Spelling Bee and January 26 is the second annual all school Science Fair.

Board Members Announcements and Remarks

None

Swearing in of New Board Members

Elaine Martinez

Advisory and Auxiliary Report

- ◆ University Charter Schools Education Foundation- None
- ◆ School Advisory Council-None
- ◆ Parent Teacher Student Association-First aid fundraiser
- ◆ Other-None

I. Consent Agenda

Motion was made to adopt the Consent Agenda by Stan Mantooth and seconded by Carolyn Bernal, Motion was passed and Consent Agenda (Minutes of the Regular Meeting, September 7, 2011) adopted as presented.

- A. Minutes of the Regular Meeting, September 7, 2011
- B. October Check Register

II. Action Items

1. Topic/Agenda Item: Review and Approval of the October 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: Tammy stated the budget cuts are approximately \$185 per ADA. Both schools currently having some enrollment issues, the ADA has been adjusted at UPS and UCMS. After a long discussion, Betsy Connolly motioned to approve the October Financials; Stephanie Zierhut' seconded the motion. Motion approved.

Charmon Evans/Sara Leibman
Directors

2. Topic/Agenda Item: Review and Approval of the First Interim Report

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: Tammy gave a summary of the report, and after a lengthy discussion, Betsy Connolly motioned to approve the First Interim Report; Barbara Wagner seconded the motion. Motion approved.

Charmon Evans/Sara Leibman
Directors

3. Topic/Agenda Item: Review and Approval of the Audit Report for FY 10-11 for UPS/UCMS

Personnel Involved: Tammy Stanton/Audit Committee

Issues Involved/Fiscal Implications (If Any):

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

Options or Solutions (If applicable):

Director's Recommendation: Tammy explained that the audit is unqualified which translates to no findings for the fiscal year. The Board was very concerned that the document had no name of the Audit Company or signature. They do not consider an official document. After a lengthy discussion the Board of Directors requests an official document and will not approve the Audit report without the name of the Audit Company and signature. Betsy Connolly motioned to approve the Audit Report for FY 10-11 for UPS/UCMS contingent upon the receipt of a final document with the Audit company name, address and signatures. Also, with a correct list of Board members; Carolyn Bernal seconded the motion, Stan Mantooth abstained. Motion approved.

Charmon Evans/Sara Leibman
Directors

4. Topic/Agenda Item: Review and approval of Finance Committee for UPS/UCMS

Personnel Involved: Cathy Cartwright/Charmon Evans

Issues Involved/Fiscal Implications (If Any):

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

Options or Solutions:

Director's Recommendation: After a short discussion, the decision was made that the Administrative Team is forming a committee; Charmon is to send out an email to all board members. No motion needed.

Charmon Evans/Sara Leibman
Directors

III. Information Items

1. Topic/Agenda Item: Charter Renewal/Authorizer Visit

Personnel Involved: Charmon Evans

UPS received a 5 year renewal of Charter. A very proud moment for staff of UPS.

2. Topic/Agenda Item: Discussion of Brown Act Training

Personnel Involved: Cathy Cartwright/Sara Leibman/Veronica Solorzano

The training was put on by our law firm. It was very informative.

IV. Closed Session: There is not a closed session.

V. Board of Director Members Announcements and Remarks-None

VI. Future Agenda Items: Next Meeting: March 14, 2011

VII. Adjournment: 2:50