

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

**APPROVED MINUTES  
Regular Meeting of the Executive Committee  
February 4, 2013**

**CALL TO ORDER**

Cathy Cartwright called the meeting of the Executive Committee of the University Preparation School at CSU Channel Islands to order at 2:30 in room 10.

**AGENDA ADDITION/ADOPTION OF THE AGENDA**

On a motion by Betsy Connolly, seconded by Stephanie Zierhut the Board moved to adopt the agenda.

**PLEDGE OF ALLEGIANCE**

The Flag Salute was led by Cathy Cartwright

<b>ROLL CALL</b>	<b>Present</b>	<b>Absent</b>
Cathy Cartwright	<u>  x  </u>	_____
Carolyn Bernal	<u>  x  </u>	_____
Merilyn Buchanan	<u>  x  </u>	_____
Betsy Connolly	<u>  x  </u>	_____
Teresa Nunez	<u>  x  </u>	_____
Barbara Wagner	<u>  x  </u>	_____
Stephanie Zierhut	<u>  x  </u>	_____

Also in attendance: Charmon Evans and Veronica Solorzano

**PUBLIC COMMENTS**

None

**SPOTLIGHT ON UCS**

Charmon Evans gave a short presentation on POET-Peer Observation to Enhance Teaching

**DIRECTORS/ASSISTANT DIRECTOR REPORT**

Charmon stated that since the board just received an extensive email of updates, that her report would be fairly short, she wanted to share that the Toys for Tots gave a very generous donation of toys the last day before winter break and we were able to give to 55 more kids, it was very touching. Veronica also added the Sheriff Department sent a representative that took several of our students shopping for the holiday season. The primary years has gone to the Santa Cruz Island has their key experience field trips, the eighth grade students are in the middle of the 9<sup>th</sup> grade orientation process. We had several of our teachers present at the Dual Language Institute last Friday, and 11 of our UCMS students were ambassadors for the evening, all did a great job!

**Board Reports, Correspondence, and Communications**

None

## Advisory and Auxiliary Reports

- **University Charter Schools Education Foundation**-None
- **School Advisory Council**-Meeting next week to finalize Climate Survey, would like to distribute during conference week.
- **Parent Teacher Student Association**-Nominations are in, elections are next week. The Fun Run is next week and a See's Candy Fundraiser will be soon.
- **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 Carolyn Bernal and seconded by Betsy Connolly (Minutes of the Regular Meeting November 5, 2012 , donations and check registers for November & December) adopted as presented.

### II. Action Items

1. Topic/Agenda Item: Review and Approval of the November & December 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 November & December Financials be approved. After a short discussion Betsy Connolly motioned to approve the November & December Financials; Teresa Nunez seconded the motion. Motion approved.

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Charmon Evans/Sara Ahl  
Directors

2. Topic/Agenda Item: Review and Approval of the 2013-2014 school calendar 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 board approve the 2013-2014 school calendar for UPS/UCMS. After a short discussion Betsy Connolly motioned to approve the start & end date of the calendar presented; bringing back the calendar to the next meeting; Stephanie Zierhut seconded the motion. Motion approved.

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Charmon Evans/Sara Ahl  
Directors

3. Topic/Agenda Item: Review and Approval of the School Accountability Report Card for the 2011-2012 school year for UPS  
Personnel Involved: Veronica Solorzano  
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 School Accountability Report Card for the 2011-2012 school year for UPS be approved. Veronica briefly went over the SARC report, explaining that we have up to 3 draft changes to make, if needed. The report was posted by February 1, and after a short discussion, Betsy Connolly motioned to approve the School Accountability Report Card for the 2011-2012 school year for UPS; Carolyn Bernal seconded the motion. Motion approved.

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Charmon Evans/Sara Ahl  
Directors

4. Topic/Agenda Item: Review and Approval of the School Accountability Report Card for the 2011-2012 school year for UCMS  
Personnel Involved: Veronica Solorzano  
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 School Accountability Report Card for the 2011-2012 school year for UCMS be approved. Veronica briefly went over the SARC report, explaining that we have up to 3 draft changes to make, if needed. The report was posted by February 1, and after a short discussion, Carolyn Bernal motioned to approve the School Accountability Report Card for the 2011-2012 school year for UPS; Betsy Connolly seconded the motion. Motion approved.

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Charmon Evans/Sara Ahl  
Directors

5. Topic/Agenda Item: Review and Approval of the Revision of Policy #501 Directory Information Policy  
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 the Revision of Policy #501 Directory Information Policy be approved. After a short discussion; Stephanie Zierhut moved to approve Policy #501 Directory Information Policy; Betsy Connolly seconded the motion. Motion approved.

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Charmon Evans/Sara Ahl  
Directors

6. Topic/Agenda Item: Review and Approval of the Revision of Policy #502  
First Aid, CPR and Health Screening Policy  
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 the Revision of Policy #502 First Aid, CPR and Health Screening Policy be approved. Cathy Cartwright suggested that if the policies have only the revision of Executive Director, that they be put in one agenda item in the future. After a short discussion; Betsy Connolly moved to approve Policy #502 First Aid, CPR and Health Screening Policy; Teresa Nunez seconded the motion. Motion approved.

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Charmon Evans/Sara Ahl  
Directors

7. Topic/Agenda Item: Review and Approval of the Revision of Policy #505  
Administration of Medication Policy  
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 the Revision of Policy #505 Administration of Medication Policy be approved. *After a short discussion, it was decided that this policy needed to go back to attorney for clarification.*

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Charmon Evans/Sara Ahl  
Directors

8. Topic/Agenda Item: Review and Approval of the Revision of Policy #506  
Student Accidents Policy  
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 the Revision of Policy #506 Student Accidents Policy be approved. After a short discussion; Betsy Connolly moved to approve Policy #506 Student Accidents Policy; Teresa Nunez seconded the motion. Motion approved.

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Charmon Evans/Sara Ahl  
Directors

9. Topic/Agenda Item: Review and Approval of the Revision of Policy #509 Assessments and Examinations Policy  
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 the Revision of Policy #509 Assessments and Examinations Policy be approved. After a short discussion; Betsy Connolly moved to approve Policy #509 Assessments and Examinations Policy; Stephanie Zierhut seconded the motion. Motion approved.

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Charmon Evans/Sara Ahl  
Directors

10. Topic/Agenda Item: Review and Approval of the Revision of Policy #510 Pupil Record Challenges Policy  
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 the Revision of Policy #510 Pupil Record Challenges Policy be approved. After a short discussion; Betsy Connolly moved to approve Policy #510 Pupil Record Challenges Policy; Stephanie Zierhut seconded the motion. Motion approved.

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Charmon Evans/Sara Ahl  
Directors

11. Topic/Agenda Item: Review and Approval of the Revision of Policy #511 Drop Off and Pick Up of Students Policy  
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 the Revision of Policy #511 Drop Off and Pick Up of Students Policy be approved. After a short discussion; Betsy Connolly moved to approve Policy #511 Drop Off and Pick Up of Students Policy; Stephanie Zierhut seconded the motion. Motion approved.

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Charmon Evans/Sara Ahl  
Directors

12. Topic/Agenda Item: Review and Approval of the Revision of change to Board Meeting Schedule  
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 the change to Board Meeting Schedule be approved. One of our board members has a conflict for the spring semester and can no longer do Monday mornings. After a short discussion; Betsy Connolly moved to schedule the Executive Committee meetings on Monday afternoons from 12:30-2:30pm, with Board of Directors meetings ending at 3:15; Carolyn Bernal seconded the motion. Motion approved.

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Charmon Evans/Sara Ahl  
Directors

### **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- sent out an email to teachers to see who would like to be involved, teachers are key to who we want to be, will hold a few meetings with teachers. Also will meet with Barbara & Merilyn.
2. Topic/Agenda Item: Enrollment/Lottery  
Personnel Involved: Charmon Evans- Lottery Season! We are advertising in the Happenings Magazine, Acorn and the Ventura County Star. We have had one tour, and several more scheduled before lottery March 8.
3. Topic/Agenda Item: Climate Survey  
Personnel Involved: Veronica Solorzano- Went over results of last year's survey, and possible improvements for this year. The board had several suggestions that will be taken back to next SAC meeting.
4. Topic/Agenda Item: Administrative Budget & Finance Committee for 2013-2014  
Personnel Involved: Charmon Evans- Would like to begin building budget over next few months. Charmon will send out an email this week requesting volunteers for committee.
5. Topic/Agenda Item: Administrative Personnel Committee for the 2013-2014 school year  
Personnel Involved: Charmon Evans- We received all the intent to return forms back from the teachers, we will need to hire 2-4 teachers for next year. The ad in Ed Join will run until March 22, paper screen March 25-27 and interviews after spring break. Classroom visits should take place in early May. Charmon will send out an email this week requesting volunteers for committee.

**IV. Closed Session:** There is a closed session.

1. Director's/Assistant Director Reviews-Tabled for next meeting.

**V. Future Agenda Items:** Next Meeting March 4, 2013

**VI. Executive Committee Members Announcements and Remarks-**None

**VII. Adjournment:** 4:50 p.m.