

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

**APPROVED MINUTES
Regular Meeting of the Executive Committee
February 8, 2012**

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

	Present	Absent
Cathy Cartwright	<u> x </u>	<u> </u>
Carolyn Bernal	<u> </u>	<u> x </u>
Merilyn Buchanan	<u> x </u>	<u> </u>
Betsy Connolly	<u> x </u>	<u> </u>
Barbara Wagner	<u> x </u>	<u> </u>
Stephanie Zierhut	<u> x </u>	<u> </u>

SPOTLIGHT ON UCS

Veronica Solorzano gave a short presentation on the new updated website.

DIRECTORS/ASSISTANT DIRECTOR REPORT

Charmon Evans reported CAO was very successful at UPS. UPS/UCMS just completed the second window of MAA. UPS and UCMS have been busy with the lottery tours. The Charter Schools Conference is at the end of the month 2/28, 2/29 and 3/1 and Sara, Jeanne and Charmon will be attending. Sara also wanted to mention that CAO for UCMS had a very high participation rate. Five students from UPS/UCMS will be going to finals. UCMS will be starting "Pennies for Patients" fundraiser. The Science Fair was a big success with 94% successful completion, 12 of the students will be entered in the Ventura County Science Fair. Friday, February 17 is the UCMS Talent Show, please come if your available, last year was lots of fun. UCMS will host a Spotlight on UCMS night on Tuesday, February 21 from 6:00-7:30pm.

Board Reports, Correspondence, and Communications

None

Advisory and Auxiliary Report

- **University Charter Schools Education Foundation**-None
- **School Advisory Council**-Meeting next week
- **Parent Teacher Student Association**-The General Meeting was held last night. This year there is a new fundraiser, a community cookbook.
- **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 January 11, 2012) adopted as presented.

- A.** Check Register

II. Action Items

1. Topic/Agenda Item: Review and Approval of the December Financials for UPS/UCMS
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 December Financials for UPS/UCMS be approved. Tammy gave a state budget update; the spread of the transportation costs to Charter Schools has been increased from \$16 to \$66. The 2012-13 Charter School funding to remain flat next year, plan for \$370 cut for next year. After a very short discussion Betsy Connolly motioned to approve the November Financials for UPS/UCMS; Teresa Nunez seconded the motion. Motion approved

Charmon Evans/Sara Leibman
Directors

2. Topic/Agenda Item: Review and Approval of the SARC Report 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 recommended that the SARC Report for UPS/UCMS be approved. Sara went over both the UPS and UCMS reports. After a very short discussion Betsy Connolly motioned to approve the SARC reports for UPS/UCMS; Stephanie Zierhut seconded the motion. Motion approved

Charmon Evans/Sara Leibman
Directors

3. Topic/Agenda Item: Review and Approval of the Revision of Policy #105 Comprehensive Complaint Policy and Procedures

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 #105 Comprehensive Complaint Policy and Procedures be approved. After a short discussion Betsy Connolly motioned to approve the revision of Policy #105 Comprehensive Complaint Policy and Procedures; Stephanie Zierhut seconded the motion. Motion approved

Charmon Evans/Sara Leibman
Directors

4. Topic/Agenda Item: Review and Approval of the elimination of Policies #104, #106, #406 and #407 which have been combined into Policy #105 Comprehensive Complaint Policy and Procedures.

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 elimination of Policies #104, #106, #406 and #407 be approved. After a short discussion Betsy Connolly motioned to eliminate Policies #104, #106, #406 and #407; Stephanie Zierhut seconded the motion. Motion approved

Charmon Evans/Sara Leibman
Directors

5. Topic/Agenda Item: Review and Approval of the Revision of Policy #101 Parent Participation 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 #101 Parent Participation Policy be approved. After a short discussion Betsy Connolly motioned to approve Policy #101 with the change to eliminate all wording after Procedure; Stephanie Zierhut seconded the motion. Motion approved

Charmon Evans/Sara Leibman
Directors

6. Topic/Agenda Item: Review and Approval of the Revision of Policy #102
Community Relations 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 #102 Community Relations Policy be approved. After a short discussion Betsy Connolly motioned to approve Policy #102 Community Relations Policy; Stephanie Zierhut seconded the motion. Motion approved

Charmon Evans/Sara Leibman
Directors

7. Topic/Agenda Item: Review and Approval of the Revision of Policy #103
Fingerprinting and Background Checks-Volunteers 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 #103 Fingerprinting and Background Checks-Volunteers Policy be approved. After a short discussion it was agreed that this policy would be brought back to next meeting for further discussion.

Charmon Evans/Sara Leibman
Directors

8. Topic/Agenda Item: Review and Approval of the Revision of Policy #107
Use of Electronic Mail Addresses 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 #107 Use of Electronic Mail Addresses Policy be approved. After a short discussion Betsy Connolly motioned to approve Policy #107 Use of Electronic Mail Address; Stephanie Zierhut seconded the motion. Motion approved

Charmon Evans/Sara Leibman
Directors

9. Topic/Agenda Item: Review and Approval of the Revision of Policy #108 Public Solicitations on School Grounds 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 #108 Public Solicitations on School Grounds Policy be approved. After a short discussion Betsy Connolly motioned to approve Policy #108 Public Solicitations on School Grounds Policy; Stephanie Zierhut seconded the motion. Motion approved.

Charmon Evans/Sara Leibman

Directors

III. Information Items

1. Topic/Agenda Item: Discussion of Mission and Guiding Principals
Personnel Involved: Cathy Cartwright/Charmon Evans-After a very lengthy discussion, it was decided that this "project" would need to involve the teachers as well as bringing back to next meeting for more discussion.
2. Topic/Agenda Item: Discussion of Administrators establishment of Personnel Committee
Personnel Involved: Cathy Cartwright/Charmon Evans-It's that time of year again, both UPS and UCMS will have openings for next year. The jobs will be posted on Monday. We would like to keep the committee under 10 people this year. Administration team, two Board Members, one parent representative, Dr. Kinsey from CSUCI, one UPS Teacher and one UCMS Teacher.

IV. Closed Session: There is a closed session.

1. Public Employee Performance Evaluation
Title: Director's/Assistant Director
2. Public Employment: Personnel 2012-2013

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

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

V. Future Agenda Items: Next Meeting, March 14, 2012

VI. Executive Committee Members Announcements and Remarks-None

VII. Adjournment: 2:18 p.m.