

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

**APPROVED MINUTES
Regular Meeting of the Executive Committee
April 22, 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 1:15 in the UPS MPR.

AGENDA ADDITION/ADOPTION OF THE AGENDA

On a motion by Carolyn Bernal, seconded by Merilyn Buchanan the Board moved to adopt the agenda.

PLEDGE OF ALLEGIANCE

The Flag Salute was led by Cathy Cartwright

ROLL CALL	Present	Absent
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, Sara Ahl, Veronica Solorzano and Irina Castillo

PUBLIC COMMENTS

None

SPOTLIGHT ON UCS

Jennifer Alargunsoro gave a short presentation on Dual Language Best Practices and also spoke of her visit to the Multi Cultural Learning Center.

DIRECTORS/ASSISTANT DIRECTOR REPORT

Charmon stated that UPS/UCMS will be sending 9 people to the CABE Two Way Immersion Conference in the summer, including Veronica and herself, she is very excited. Thursday she is holding a meeting for the after school program. She hopes that many of our families are looking for a quality program. Sara stated that she is very happy to be back, and she is in major STAR testing mode. The annual training for staff was held last week and UPS will start testing next week, and UCMS the following week. UCMS staff has begun planning for the 8th grade promotion; please make your calendars for June 13 at 4:00pm. Veronica stated that we completed SES over Spring Break, 30 students, 36 hours of instruction over 8 days. Twenty 8th graders visited Washington DC during Spring Break and had a wonderful time and were great ambassadors for UCMS.

The third quarter Renaissance Rally is Thursday, and next Friday is the Star Olympics Rally.

Board Reports, Correspondence, and Communications

None

Advisory and Auxiliary Reports

- **University Charter Schools Education Foundation**-None
- **School Advisory Council**-Have not met
- **Parent Teacher Student Association**-*Funtastic* Fun Run, it raised over \$10,000! PTSA also voted in new officers.
- **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 February 4, 2013 , and check registers for February & March) adopted as presented.

II. Action Items

1. Topic/Agenda Item: Review and Approval of the February 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 February Financials be approved. Irina went over the financials, and stated that everything is positive news! The next meeting will have a discussion on how the EPA funds will be spent for UPS/UCMS. After a short discussion Carolyn Bernal motioned to approve the February Financials; Stephanie Zierhut seconded the motion. Motion approved.

Charmon Evans/Sara Ahl

Directors

2. Topic/Agenda Item: Review and Approval of the March 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 March Financials be approved. Irina went over the financials, and after a short discussion Carolyn

Bernal motioned to approve the March Financials; Stephanie Zierhut seconded the motion. Motion approved.

Charmon Evans/Sara Ahl
Directors

3. Topic/Agenda Item: Review and Approval of continuation of Vavrinek, Trine, Day & Co., LLP as auditors for UPS/UCMS
Personnel Involved: Irina Castillo/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 continuation of Vavrinek, Trine, Day & Co., LLP as auditors for UPS/UCMS. Charmon stated that last year the board approved a three year contract, however it is good practice to approve continuation of auditors; Stephanie Zierhut motioned to approve the continuation of Vavrinek, Trine, Day & Co., LLP as auditors for UPS/UCMS; Teresa Nunez seconded the motion. Motion approved.

Charmon Evans/Sara Ahl
Directors

4. Topic/Agenda Item: Review and Approval/First Reading of Bylaw Revisions
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 board approve the Bylaw Revisions.
This item is tabled, and to be brought back to next meeting.

Charmon Evans/Sara Ahl
Directors

5. 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. Charmon stated that there are no furlough days, 180 student days and 186 teacher work days. After a short discussion Carolyn Bernal motioned to approve the 2013-2014 school calendar; Marilyn Buchanan seconded the motion. Motion approved.
-

Charmon Evans/Sara Ahl
Directors

6. Topic/Agenda Item: Review and Approval of the revision of Classified Salary Schedule I and II 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 revision of Classified Salary Schedule I and II for UPS/UCMS be approved. Charmon explained the changes that have been made to the salary schedule after a short discussion Carolyn Bernal motioned to approve the revision of Classified Salary Schedule I and II for UPS/UCMS; Teresa Nunez seconded the motion. Motion approved.

Charmon Evans/Sara Ahl
Directors

7. Topic/Agenda Item: Review and Approval of the Revision of Policy #310 Preparation of Emergency Plan Guidelines Policy
Personnel Involved: Sara Ahl
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 #310 Preparation of Emergency Plan Guidelines Policy be approved. After a short discussion; Merilyn Buchanan moved to approve Policy #310 Preparation of Emergency Plan Guidelines Policy; Teresa Nunez seconded the motion. Motion approved.

Charmon Evans/Sara Ahl
Directors

8. Topic/Agenda Item: Review and Approval of Policy #518 Harassment, Intimidation, Discrimination & Bullying Policy
Personnel Involved: Sara Ahl
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 Policy #518 Harassment, Intimidation, Discrimination & Bullying Policy be approved. Sara stated that this is a new policy, and that what we have in handbook will need to align with this policy. After a short discussion; Carolyn Bernal moved

to approve Policy #518 Harassment, Intimidation, Discrimination & Bullying Policy; Barbara Wagner seconded the motion. Motion approved.

Charmon Evans/Sara Ahl
Directors

9. Topic/Agenda Item: Review and Approval of the Santa Barbara Summer Cheer Training trip for UCMS Cheer Team, August 9 through August 11, 2013
Personnel Involved: Sara Ahl
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 Santa Barbara Summer Cheer Training trip for the UCMS team, August 9, 2013 through August 11, 2013 be approved. Sara stated that the cheer team has attended a summer camp the last three years, the camp is paid through fundraising and after a short discussion Carolyn Bernal motioned to approve the Santa Barbara Summer Cheer Training trip for the UCMS Cheer Team; Teresa Nunez seconded the motion. Motion approved.

Charmon Evans/Sara Ahl
Directors

10. Topic/Agenda Item: Review and Approval of Las Vegas National Cheer Competition for UCMS Cheer team, February 20, 2014 through February 24, 2014
Personnel Involved: Sara Ahl
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 Las Vegas National Cheer Competition for UCMS Cheer team, February 20, 2014 through February 24, 2014 be approved.
This item is tabled, and to be brought back to next meeting.

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- Charmon has met with the staff twice, finished Self Study.
2. Topic/Agenda Item: Enrollment/Lottery
Personnel Involved: Charmon Evans- Fully enrolled for next year; we have done a lot of advertising this year, probably doubling our budget.
3. Topic/Agenda Item: Administrative Personnel Committee for the 2013-2014 school year
Personnel Involved: Charmon Evans- The interviews were held Saturday. We had a great committee of 10. Wonderful candidates, we have decided on a pool we will observe in early May. We will need to hire 3 to 4 teachers next year
4. Topic/Agenda Item: University Charter Schools Foundation Reorganization
Personnel Involved: Barbara Wagner/Sara Ahl- Barbara thinks this is a perfect time for a fresh start with the new Mission/Vision, Governance of the school. She does not wish to continue with the Foundation. She hopes that a representative will be able to attend a Foundation workshop that Tiffany Morse is holding on May 17.

IV. Closed Session: There is a closed session.

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

V. Reconvene Open Session/Closed Session Announcement-2:45

1. No Action taken

VI. Future Agenda Items: Next Meeting May 6, 2013

VII. Executive Committee Members Announcements and Remarks-None

VIII. Adjournment: 2:47 p.m.