

University Preparation School at Channel Islands
550 Temple Ave., Camarillo, CA 93010
APPROVED MINUTES
Regular Meeting of the Executive Committee
May 9, 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 12:25 in the University Preparation School Multi-Purpose room.

AGENDA ADDITION/ADOPTION OF THE AGENDA

Cathy Cartwright requested a motion to proceed with items B, C, D, E, F, G and Action Items 1 and 2 then drop Action Items 3, 4, 5, 6 to end of agenda. On a motion by Stephanie Zierhut, seconded by Teresa Nunez the Board moved to adopt the agenda with the requested changes.

FLAG SALUTE

The Flag Salute was led by Cathy Cartwright

ROLL CALL

	Present	Absent
Cathy Cartwright	<u> x </u>	<u> </u>
Carolyn Bernal	<u> x </u>	<u> </u>
Meryllyn Buchanan	<u> x </u>	<u> </u>
Betsy Connolly	<u> </u>	<u> x </u>
Teresa Nunez	<u> x </u>	<u> </u>
Barbara Wagner	<u> x </u>	<u> </u>
Stephanie Zierhut	<u> </u>	<u> x </u>
Stan Mantooth	<u> x </u>	<u> </u>

DIRECTORS/ASSISTANT DIRECTOR REPORT

Charmon stated that you may notice Sara's absence; she is getting married on Saturday! Both schools are in the middle of STAR testing. We had an incredible Open House, a great turnout at both schools this year.

Board Reports, Correspondence, and Communications

None

Advisory and Auxiliary Report

- **University Charter Schools Education Foundation**-None
- **School Advisory Council**-Budget, CON APP
- **Parent Teacher Student Association**-The cookbook is the current fundraiser, gearing up for Luau on June 1
- **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 Stephanie Zierhut (Minutes of the Regular Meeting April 18, 2012, April 18, 2012 Special Meeting, April 23, 2012 Special Meeting) adopted as presented.

A. Check Register

II. Action Items

1. Topic/Agenda Item: Review and Approval of the March 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: It is recommended that the February Financials for UPS/UCMS be approved. After a very short discussion Barbara Wagner motioned to approve the February 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 Consolidated Application Part 1 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: It is recommended that the Consolidated Application Part 1 for UPS/UCMS 2012-2013 UPS/UCMS be approved. Tammy explained the report has been totally revamped; it has taken much longer because of all the changes to the new program. After a short discussion Stephanie Zierhut motioned to approve the Consolidated Application Part 1 for UPS/UCMS; Teresa Nunez seconded the motion. Motion approved.

Charmon Evans/Sara Leibman
Directors

3. Topic/Agenda Item: Review and Approval of the Revision of Policy #302
Joint Venture 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 #302 Joint Venture Policy be approved. Due to lack of time, this item has been moved to a future agenda.

Charmon Evans/Sara Leibman
Directors

4. Topic/Agenda Item: Review and Approval of the Revision of Policy #303
Expense Reimbursement 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 #303 Expense Reimbursement Policy approved. Due to lack of time, this item has been moved to a future agenda.

Charmon Evans/Sara Leibman
Director

5. Topic/Agenda Item: Review and Approval of the Revision of Policy #304
Gift Receiving 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 #304 Gift Receiving Policy approved. Due to lack of time, this item has been moved to a future agenda.

Charmon Evans/Sara Leibman
Directors

6. Topic/Agenda Item: Review and Approval of the Revision of Policy #305 Compensation Review 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 #305 Compensation Review Policy approved. Due to lack of time, this item has been moved to a future agenda.

Charmon Evans/Sara Leibman
Directors

III. Information Items

1. Topic/Agenda Item: Discussion of Mission and Guiding Principals
Personnel Involved: Cathy Cartwright/Charmon Evans-have not met again with staff, we will in a few weeks. Cathy would like to do by the end of the year. It was suggested to have a workshop.
2. Topic/Agenda Item: Update on Personnel Committee
Personnel Involved: Charmon Evans-Amazing candidates this year. Committee did their job, great process. Will be approving in closed session.
3. Topic/Agenda Item: Key Experience Field Trips
Personnel Involved: Sara Leibman-Veronica Solorzano came with information in Sara's absence. We came up with 3 trips; the goal was to send all that wanted to attend. Need discussion from the Board, "Where do we go from here?" Another survey? Collect Data? Results from survey? Teacher survey?
4. Topic/Agenda Item: Budget Development Discussion
Personnel Involved: Charmon Evans/Sara Leibman-The Budget Committee, Barbara, Jeanne, Stephanie and Admin Team have met. Large cuts need to made to both UPS, 120,000 and UCMS 65,000. There is not a lot to cut, because so many cuts have been made already. The May revise is around the corner, Budget Committee will meet one more time, and final budget will be brought to June meeting.
5. Topic/Agenda Item: Board of Directors Terms of Service
Personnel Involved: Charmon Evans-Stan Mantooth came to tender his resignation. He stated that he admired the mission of our charter. Stan also suggested that maybe the Board could be condensed. His replacement will be Tiffany Morse. Charmon went on to state that if you are leaving the board this year that you request from your organization a suggested replacement.

IV. Closed Session: There is a closed session.

1. Approval of New Hires for the 2012-2013 school year
2. Administrative Contracts for 2012-2013
Title: Directors, Assistant Director
Discussion, No Action Taken

V. Reconvene Open Session/Closed Session Announcement-2:20

- 1 Approval on recommendation of Personnel Committee, 4 new teachers for the 2012-2013 school year.
2. Discussion, No Action Taken

V. Future Agenda Items: Next Meeting, June 6, 2012, 8th grade Math Program

VI. Executive Committee Members Announcements and Remarks-None

VII. Adjournment: 2:26 p.m.