

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

APPROVED MINUTES for the MEETING OF THE BOARD OF DIRECTORS

June 3, 2013

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 1:17 pm

Pledge of Allegiance

The Pledge of Allegiance was led by Dax Jacobson

Agenda Additions/Adoption of Agenda

Stephanie Zierhut motioned to adopt the agenda with changes to items 5, 6, 7, and 8 the Personnel Involved should state Charmon Evans not Irina Castillo; Jeanne Adams seconded the motion. Motion approved.

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

Public Comments

None

Directors/Assistant Director Report

Charmon stated that we are close to the end of the school year, our annual Luau celebration was last Friday. The Silent Auction alone raised \$8000. UCMS Promotion is Thursday, June 13 at 4:00, all should have received their invitations. Sara had a walk through with PVSD and they will be accommodation some needs at UCMS next year with the moving of some classrooms. Our present Teacher Lounge/workroom will become Marion Towar's room, and room D-2 will become the new Teacher Lounge/workroom. UCMS will also add D-3 as a classroom. For UPS, the 5th graders are getting ready for the softball game vs. the staff.

Board Reports, Correspondence, and Communications

None

Advisory and Auxiliary Report

- ◆ University Charter Schools Education Foundation- None
- ◆ School Advisory Council-None
- ◆ Parent Teacher Student Association-Going Strong, excited about the new Board. The Luau was very successful. PTSA came out well ahead of what was projected for the year.
- ◆ Other-None

I. Consent Agenda

Motion was made to adopt the Consent Agenda by Jeanne Adams and seconded by Carolyn Bernal, motion was passed and Consent Agenda (Minutes of the Regular Meeting, March 4, 2013) adopted as presented.

- A. Minutes of the Regular Meeting, March 4, 2013
- B. Check Register

II. Closed Session: There is a closed session.

- 1. Director's/Assistant Director Reviews
- 2. Administrative Contracts for 2013-2014
- 3. Approval of 2013-2014 Classified Employees, 11-12 month
- 4. Approval of 2013-2014 Certificated Employees
- 5. Approval of One Year Leave of Teacher

III. Reconvene Open Session/Closed Session Announcement-2:09

- 1. No Action taken
- 2. Approved
- 3. Approved
- 4. Approved
- 5. Approved

IV. Action Items

- 1. Topic/Agenda Item: Review and Approval of the April 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 April Financials for UPS/UCMS be approved. Irina Castillo presented the April Financials. She explained that there was some money to be spent in the budget and the needs for both schools were Technology. Before year end orders will be placed for Laptops for each teacher, UCMS Laptop Cart, Chrome Cart, 2 Interwrite Boards. UPS will all get a Chrome Cart and 6 Permethion Smart Boards both schools will have Wi-Fi. After a short discussion, Teresa Nunez motioned to approve the April Financials; Stephanie Zierhut seconded the motion. Motion approved.

Charmon Evans/Sara Ahl
Directors

- 2. Topic/Agenda Item: Review and Approval of the 2012-2013 EPA Expenditures 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 2013-2013 EPA Expenditure for UPS/UCMS be approved. Irina Castillo stated that this is directly related to Prop 30, and is to be paid out in mid July. The monies are to only be used for Instructional purposes. After a short discussion, Jeanne Adams motioned to approve the 2012-2013 EPA Expenditures for UPS/UCMS for UPS/UCMS; Stephanie Zierhut seconded the motion. Motion approved.

Charmon Evans/Sara Ahl
Directors

3. Topic/Agenda Item: Review and Approval of the 2013-2014 EPA Expenditures 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 2013-2014 EPA Expenditure for UPS/UCMS be approved. After a short discussion, Stephanie Zierhut motioned to approve the 2013-2014 EPA Expenditures for UPS/UCMS for UPS/UCMS; Barbara Wagner seconded the motion. Motion approved.

Charmon Evans/Sara Ahl
Directors

4. Topic/Agenda Item: Review and Approval of the 2013-2014 Budget 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 2013-2014 Budget for UPS/UCMS be approved. Irina Castillo presented the budget. After a lengthy discussion, Barbara Wagner motioned to approve the April Financials; Jeanne Adams seconded the motion. Motion approved.

Charmon Evans/Sara Ahl
Directors

5. Topic/Agenda Item: Review and Approval of the Revised Bylaws for University Preparation School at CSU Channel Islands-A Non Profit Public Benefit Corporation

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 Revised Bylaws for University Preparation School at CSU Channel Islands-A Non Profit Public Benefit Corporation be approved. After a short discussion, Barbara Wagner motioned to approve the Revised Bylaws; Teresa Nunez seconded the motion. Motion approved.

Charmon Evans/Sara Ahl
Directors

6. Topic/Agenda Item: Review and Approval of the 2013-2015 ExED Contract 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 2013-2015 ExED Contract for UPS/UCMS be approved. Charmon Evans presented the contract, and pointed out that there would be no raise in the two year contract. After a short discussion, Jeanne Adams motioned to approve the 2013-2015 ExED Contract for UPS/UCMS; Carolyn Bernal seconded the motion. Motion approved.

Charmon Evans/Sara Ahl
Directors

7. Topic/Agenda Item: Review and Approval of the 2013-2014 Certificated Salary Schedule

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 2013-2014 Certificated Salary Schedule be approved. Charmon presented the salary schedule, after a short discussion, Carolyn Bernal motioned to approve the 2013-2014 Certificated Salary Schedule; Jeanne Adams seconded the motion. Motion approved.

Charmon Evans/Sara Ahl
Directors

8. Topic/Agenda Item: Review and Approval of the Lead Preschool Teacher Salary Schedule

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 Lead Teacher Salary Schedule be approved. Charmon presented the salary schedule, after a short discussion, Carolyn Bernal motioned to approve the Lead Teacher Salary Schedule; Barbara Wagner seconded the motion. Motion approved.

Charmon Evans/Sara Ahl
Directors

V. Information Items

1. Topic/Agenda Item: Enrollment/Lottery

Personnel Involved: Charmon Evans

Enrollment going very well, holding regular meeting with Lisa/Charmon/Sara

2. Topic/Agenda Item: Preschool Self Evaluation Report for 2013-2014

Personnel Involved: Charmon Evans

Preschool staff prepares report that is sent to state yearly. The report needs to be viewed by the Board on a yearly basis.

VI. Board of Director Members Announcements and Remarks-None

VII. Future Agenda Items: TBD

VIII. Adjournment: 2:55pm