

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

APPROVED MINUTES

**Regular Meeting of the Executive Committee
September 5, 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 12:35 in room 10.

AGENDA ADDITION/ADOPTION OF THE AGENDA

On a motion by Betsy Connolly, seconded by Teresa Nunez 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: Dr. Jeanne Adams, Charmon Evans, Veronica Solorzano, Sara Ahl and Irina Castillo

PUBLIC COMMENTS

None

DIRECTORS/ASSISTANT DIRECTOR REPORT

Charmon stated that she would give the Directors report at the Board of Directors meeting.

Board Reports, Correspondence, and Communications

None

Advisory and Auxiliary Reports

Reports to be given in Board of Directors Meeting

- **University Charter Schools Education Foundation**
- **School Advisory Council**
- **Parent Teacher Student Association**
- **Other**

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 Carolyn Bernal (Minutes of the Regular Meeting June 6, 2012 and Special Meeting August 7, 2012) adopted as presented.

II. Action Items

1. Topic/Agenda Item: Review and Approval of the After School Program; Policy Agreement
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 After School Program; Policy Agreement be approved. Charmon went over details of the new program; explaining that PVSD was very supportive in sharing information on their after school program. After a short discussion Teresa Nunez motioned to approve the After School Program; Policy Agreement; Carolyn Bernal seconded the motion. Motion approved

Charmon Evans/Sara Ahl
Directors

2. Topic/Agenda Item: Review and Approval of the After School Program; Parent Handbook
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 After School Program; Parent Handbook be approved. After a short discussion Betsy Connolly motioned to approve the After School Program; Parent Handbook, with the change of start time being made on page 7; Stephanie Zierhut seconded the motion. Motion approved

Charmon Evans/Sara Ahl
Directors

3. Topic/Agenda Item: Second Reading and approval of the Fiscal Policies and Procedures Handbook
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 Fiscal Policies and Procedures Handbook be approved. The policy was given a number policy #307 and after a very short discussion, Betsy Connolly moved to approve Fiscal Policies and Procedures Handbook #307; Stephanie Zierhut seconded the motion. Motion approved.

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- Agenda items were discussed, along with workshop structure.

IV. Closed Session: There is a closed session.

1. Approval of 2012-2013 Classified Employees
2. Approval of 2012-2013 Certificated Employees

V. Reconvene Open Session/Closed Session Announcement-1:12

1. Approved 7:0 in favor
2. Approved 7:0 in favor

VI. Future Agenda Items: Next Meeting, September 10, 2012, Workshop meeting regarding Mission, Vision, Guiding Principles

VII. Executive Committee Members Announcements and Remarks-None

VIII. Adjournment: 1:23 p.m.