

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

APPROVED MINUTES for the MEETING OF THE BOARD OF DIRECTORS
September 5, 2012

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 1:35 pm

Pledge of Allegiance

The Pledge of Allegiance was led by Cathy Cartwright

Agenda Additions/Adoption of Agenda

Betsy Connolly motioned to adopt the agenda; Stephanie Zierhut 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> x </u>	<u> </u>
Barbara Wagner	<u> x </u>	<u> </u>
Merilyn Buchanan	<u> x </u>	<u> </u>
Stephanie Zierhut	<u> x </u>	<u> </u>
Denise Adams	<u> x </u>	<u> </u>
Dr. Jeanne Adams	<u> x </u>	<u> </u>
Dr. Mary Adler	<u> x </u>	<u> </u>
Debbie Cuevas	<u> </u>	<u> x </u>
Dr. Scott Frisch	<u> x </u>	<u> </u>
Stan Mantooth	<u> x </u>	<u> </u>
Elaine Martinez	<u> x </u>	<u> </u>
Teresa Nunez	<u> x </u>	<u> </u>

Spotlight on UCS

Sara Ahl gave a presentation on the Advancement “Avid” program at UCMS

Public Comments

Dr. Jeanne Adams commented on how extraordinary the 7th & 8th graders behaved at the 10th Anniversary Convocation held at CSUCI on August 24. She also wanted to invite the board to the Peace Pole ceremony on September 21 at 12:00; there our fourth and fifth graders will be performing the Peace Builder song. She also requests that the school write a thank you letter to the Director of Transportation at CSUCI for all his help with busing the students to and from the campus.

Directors/Assistant Director Report

On August 24th UPS/UCMS held a “Birthday” celebration to commemorate our 10 year anniversary. The garden at UPS was also dedicated to Linda Ngaurpe, Linda’s Wonderful Garden. The garden will take a bit to transform with the help of the Lion’s club & Thomson’s Building Supply. A symbolic piñata, with a few of Linda’s favorite things was also part of the party; along with hundreds of cupcakes! Charmon stated she was interviewed for the Acorn newspaper today highlighting the 10 year anniversary. UPS/UCMS has gone face book, please check us out. Staff Development days went from 2 ½ days this year to 1 ½ days, although still very effective, with a parent donated in-service, Culture Change, Culture Shift. The slogan for the year is “Keep Calm & Carry On”, “Keep Calm & Teach On.” Sara stated that we have a lot of new teachers this year at UCMS 7 new seasoned and enthusiastic. Back to School night is Thursday, September 13 from 5:30-8:00. Our Patriots Day celebration is Tuesday, September 11 at 8:15 am and the Harvest Festival is Friday October 5.

Board Reports, Correspondence, and Communications

None

Swearing in of new Board Member

Dr. Tiffany Morse

Advisory and Auxiliary Report

- ◆ University Charter Schools Education Foundation- Barbara to met with Sara
- ◆ School Advisory Council-Meeting next week
- ◆ Parent Teacher Student Association-Meeting 9/13 5pm
- ◆ Other-None

I. Consent Agenda

Motion was made to adopt the Consent Agenda by Dr. Jeanne Adams and seconded by Betsy Connolly, motion was passed and Consent Agenda (Minutes of the Regular Meeting, June 6, 2012) adopted as presented.

- A. Minutes of the Regular Meeting, June 6, 2012
- B. Donations
- C. Check Register

II. Action Items

On a motion by Cathy Cartwright, Action Item #4 is moved before #1

4. Topic/Agenda Item: Review and Approval of the Board of Directors and Executive Committee 2012-2013 Meeting Schedule

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 of Directors and Executive Committee 2012-2013 Meeting Schedule be approved. The board members would like to perhaps change the time of the meetings and/or the day of the meetings. After a long discussion, Betsy Connolly motioned to approve the Board of Directors and Executive Committee 2012-2013 Meeting Schedule, changing the meeting day to Monday and time of Executive Committee Meeting to 2:30-3:30 and Board of Directors meeting from 3:15-5:00; Teresa Nunez seconded the motion. Motion approved.

Charmon Evans/Ahl
Directors

1. Topic/Agenda Item: Elections for the Executive Committee for UPS/UCMS for the 2012-13 school year; President, Vice President, Treasurer and Secretary

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 of Directors elect a President, Vice President, Treasurer and Secretary and appoint members to serve as the Executive Committee. After a lengthy discussion, Barbara Wagner motioned that the Executive Committee will remain in effect until December 31, 2012; Elaine Martinez seconded the motion. Motion approved.

Charmon Evans/Sara Ahl
Directors

2. Topic/Agenda Item: Review and Approval of the May & June 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 May & June Financials for UPS/UCMS be approved. Irina Castillo, new ExED representative, presented the financials. After a short discussion, Betsy Connolly motioned to approve the May & June Financials for UPS/UCMS; Teresa Nunez seconded the motion. Motion approved.

Charmon Evans/Sara Ahl
Directors

3. Topic/Agenda Item: Review and Approval of the UPS/UCMS Unaudited Actuals for Fiscal Year 2011-12

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 UPS/UCMS Unaudited Actuals for Fiscal Year 2011-12 be approved. Irina Castillo, new ExED representative, presented the Unaudited Actuals for UPS/UCMS. After a short discussion, Carolyn Bernal motioned to approve the UPS/UCMS Unaudited Actuals for Fiscal Year 2011-12; Betsy Connolly seconded the motion. Motion approved.

Charmon Evans/Sara Ahl
Directors

4. Topic/Agenda Item: Review and Approval of the new Insurance Broker Lyddy Martin Company 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 new Insurance Broker Lyddy Martin Company for UPS/UCMS be approved. Charmon Evans briefly explained some of the changes in the health insurance for the upcoming year, also introducing the representative from Lyddy Martin Company, Kevin Strong. After a short discussion, Betsy Connolly motioned to approve the new Insurance broker Lyddy Martin Company; 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

Cathy informed the Board that a Special Workshop meeting has been scheduled for Monday, September 10 from 6:00-8:00pm at UPS.

2. Topic/Agenda Item: UCS Before/After School Child Care Program

Personnel Involved: Charmon Evans

Charmon hopes to have the child care program up and running by September 24. The school has sent out a flyer and phone calls and will also hold an informational meeting.

IV. Closed Session: There is not a closed session.

V. Board of Director Members Announcements and Remarks-None

VII. Future Agenda Items: Workshop September 10, 2012, Executive Committee Meeting October 1, 2012

VIII. Adjournment: 2:55