

University Preparation School at CSU Channel Islands
550 Temple Ave. Camarillo, CA. 93010
Board of Directors Agenda
University Preparation School at CSU Channel Islands
University Charter Middle School at CSU Channel Islands

APPROVED Minutes for the Meeting held on Monday, December 9, 2013

I. Opening Procedures

A. 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 Jeanne Adams at 2:07pm

B. Agenda Additions/Adoption of Agenda: Cathy Cartwright motioned to adopt the agenda with modifications to reflect only the 3 Action Items

Moved by Marilyn Buchanan

Seconded by Dax Jacobson

Aye 4 Nay 0

Abstain 0

Absent 2

C. Pledge of Allegiance: Led by Dax Jacobson

D. Roll Call **Present** **Absent**
Board Members

Jeanne Adams	<u> X </u>	<u> </u>
Marilyn Buchanan	<u> X </u>	<u> </u>
Cathy Cartwright	<u> </u>	<u> X </u>
Carolyn Chey	<u> </u>	<u> X </u>
Ana DeGenna	<u> X </u>	<u> </u>
Dax Jacobson	<u> X </u>	<u> </u>

Administration

Charmon Evans	<u> X </u>	<u> </u>
Sara Ahl	<u> X </u>	<u> </u>
Veronica Solorzano	<u> X </u>	<u> </u>

E. Public Comments

None

F. Spotlight on UCS-Common Core Video

A short video was view about Common Core; the same video was used during the recent Parent Night.

G. Directors' Reports

Sara stated that last week she held a parent meeting for the upcoming Intermediate Years Key Experience field trip. There was a good turnout, fundraising is being highly encouraged. Currently we are selling Scrip and Mixed bags. The Spelling Bee is coming soon, the classroom bee is January 10, and the UCMS Science Fair is January 23. Charmon stated that on January 6 the county will be here to work with staff on Common Core. She has ordered two smart boards with scholastic dollars. Last week Charmon and one of the UCMS teachers were at CSUCI evaluating student teachers. Several teachers from Las Virgenes will be visiting our dual program (K-3 dual) at UPS on December 12. Veronica has a meeting at CSUCI regarding Service Learning tomorrow.

H. Board Reports, Correspondence, and Communications

None

I. Advisory and Auxiliary Reports

1. University Charter Schools Education Foundation

None

2. School Advisory Council

Going well, working on SDP and Wellness Policy. The climate survey coming soon.

3. Parent, Teacher, Student Association

Budget, invoices received and paying out on those

4. Other

II. Closed Session

A. Topic/Agenda Item: Administrative Review

Personnel Involved: Directors

Reconvened from Closed Session: 3:42

A. No Action taken

III. Regular Session

A. Consent Agenda

Motion was made to adopt the Consent Agenda by Ana DeGenna with the correction to the November 18, 2013 minutes to read next meeting December 9, 2013 instead of November 18, 2013; seconded by Dax Jacobson, motion was passed and Consent Agenda (Minutes from November 18, 2013) adopted as presented.

1. **Minutes of the November 18, 2013 Regular Board Meeting**
2. **Donations**
3. **Check Register**

Moved by Ana DeGenna

Seconded by Dax Jacobson

Aye 4 Nay 0

Abstain 0

Absent 2

B. Action Items

1. Topic/Agenda Item: Review and Approval of the October Financials for UPS & UCMS

Personnel Involved: Irina Castillo

Issues Involved/Fiscal Implications (If Any):

Impact on School Mission, Vision or Goals:

Options or Solutions (If applicable):

Director's Recommendation: The Directors' recommend approval of the October Financials. Irina presented the October financials. A short discussion followed.

Moved by Dax Jacobson

Seconded by Ana DeGenna

Aye 4 Nay 0 Abstain 0

Absent 2

2. Topic/Agenda Item: Review and Approval of the First Interim Report for UPS & UCMS

Personnel Involved: Irina Castillo/Charmon Evans

Issues Involved/Fiscal Implications: The reports will reflect any changes to date to actual & projected revenues & expenditures.

Impact on School Mission, Vision or Goals:

Options or Solutions (If applicable):

Director's Recommendation: The Directors' recommend approval of the First Interim Report for UPS & UCMS. Irina presented the First Interim reports for both schools. A short discussion followed.

Moved by Ana DeGenna

Seconded by Dax Jacobson

Aye 4 Nay 0 Abstain 0

Absent 2

3. Topic/Agenda Item: Review and Approval of the UPS & UCMS Audit for Fiscal Year 2012-3013
Personnel Involved: Irina Castillo/Charmon Evans
Issues Involved/Fiscal Implications (If Any):
Impact on School Mission, Vision or Goals:
Options or Solutions (If applicable):
Director's Recommendation: The Directors' recommend approval of the Audit for Fiscal Year 2012-2013. An Administrative Audit committee was formed to go over audit. The audit has no finding, unmodified. Every Board member received a copy of the audit. The county needs to receive a copy of the audit by December 15.

Moved by Marilyn Buchanan Seconded by Ana DeGenna

Aye 4 Nay 0 Abstain 0 Absent 2

4. Topic/Agenda Item: Review and Approval of the eflexFSA Flexible Spending Account for UPS & UCMS
Personnel Involved: Charmon Evans
Issues Involved/Fiscal Implications: This plan is comparable to our former plan. ExED has worked with this company and found them to be timely and efficient.
Impact on School Mission, Vision or Goals:
Options or Solutions (If applicable):
Director's Recommendation: The Directors' recommend approval of the eflexFSA Flexible Spending Account for UPS & UCMS. We had several issues with Conexis last year, ExED recommended eflex, and the costs are comparable.

Moved by Ana DeGenna Seconded by Dax Jacobson

Aye 4 Nay 0 Abstain 0 Absent 2

C. Discussion/Information

1. Topic/Agenda Item: Budget Discussion

Personnel Involved: Charmon Evans

1. Local control funding
2. Common Core to come
3. Moving funds-Wells Fargo \$250,000.00 balance; Pacific Western \$250,000.00 balance

2. Topic/Agenda Item: Enrollment Lottery

Personnel Involved: Charmon Evans

A handout was presented for the registration timeline for 2014-2015, the banners will go up next week and registration will begin December 16 and run through March 6.

IV. Board of Directors Announcements/Remarks

None

V. Future Agenda Items: Next meeting, January 27, 2014

Closed session, same topic, Smarter Balance, Spotlight on UCS-I pad walkthroughs

VI. Adjournment 4:07p.m.