

University Preparation School at Channel Islands
550 Temple Ave., Camarillo, CA 93010
APPROVED MINUTES
Regular Meeting of the Executive Committee
June 6, 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 12:36 in the University Preparation School Multi-Purpose room.

AGENDA ADDITION/ADOPTION OF THE AGENDA

On a motion by Teresa Nunez, seconded by Merilyn Buchanan the Board moved to adopt the agenda.

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>
Merilyn 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> x </u>	<u> </u>
Stan Mantooth	<u> x </u>	<u> </u>

DIRECTORS/ASSISTANT DIRECTOR REPORT

Charmon stated that she would give the Director Report in the Board of Directors Meeting.

Board Reports, Correspondence, and Communications

None

Advisory and Auxiliary Report

- **University Charter Schools Education Foundation**-None
- **School Advisory Council**-None
- **Parent Teacher Student Association**-None
- **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 Stephanie Zierhut and seconded by Teresa Nunez (Minutes of the Regular Meeting May 9, 2012) adopted as presented.

A. Check Register

II. Action Items

1. 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. After a very short discussion Carolyn Bernal motioned to approve the Revision of Policy #302 Joint Venture Policy; Stephanie Zierhut seconded the motion. Motion approved

Charmon Evans/Sara Leibman
Directors

2. 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 be approved. After a very short discussion Teresa Nunez motioned to approve the Revision of Policy #303 Expense Reimbursement Policy; Carolyn Bernal seconded the motion. Motion approved

Charmon Evans/Sara Leibman
Directors

3. 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 be approved. After a very short discussion Stephanie Zierhut motioned to approve the Revision of Policy #304 Gift Receiving Policy; Carolyn Bernal seconded the motion. Motion approved

Charmon Evans/Sara Leibman
Directors

4. 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 be approved. After a very short discussion Teresa Nunez motioned to approve the Revision of Policy #305 Compensation Review Policy; Stephanie Zierhut seconded the motion. Motion approved

Charmon Evans/Sara Leibman
Directors

5. Topic/Agenda Item: Review and Approval of the Fiscal Policies and Procedures Handbook
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 Fiscal Policies and Procedures Handbook be approved. After a lengthy discussion, Cathy Cartwright would like to bring this item back for review at a later date; we will consider this the First Reading of the Fiscal Policies and Procedures Handbook.

Charmon Evans/Sara Leibman
Directors

III. Information Items

1. Topic/Agenda Item: Preschool Self Evaluation Report for 2012-2013
Personnel Involved: Charmon Evans
Each year the Preschool staff puts together this report. The report needs to be shared with the board each year.

IV. Closed Session: There is a closed session.

1. Approval of 2012-2013 Classified Employees
2. Approval of 2012-2013 Certificated Employees
3. Administrative Contracts for 2012-2013

V. Reconvene Open Session/Closed Session Announcement-1:20

1. Approved
2. Approved
3. Approved

VI. Future Agenda Items: Next Meeting, September 5, 2012, Workshop meeting regarding Bylaws, Vision, Governance

VII. Executive Committee Members Announcements and Remarks-Reconsider time of day of meetings.

VIII. Adjournment: 1:25 p.m.