

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

APPROVED Minutes for the Meeting held on Friday January 19, 2018
at the Middle School site, Room D4

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 Howard Hartzfeld at 1:36pm

B. Agenda Additions/Adoption of Agenda

Moved by Jeanne Adams Seconded by Carolyn Bernal

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams	x			
Carolyn Bernal	x			
Rodrigo Cardenas				x
Cathrine Cartwright				x
Michelle Dean	x			
Marlo Hartsuyker	x			
Howard Hartzfeld	x			
Roberto Martinez	x			

C. Pledge of Allegiance

D. Roll Call Present Absent
Board Members

Jeanne Adams	<u> x </u>	<u> </u>
Carolyn Bernal	<u> x </u>	<u> </u>
Rodrigo Cardenas	<u> x </u>	<u> </u>
Cathrine Cartwright	<u> </u>	<u> x </u>
Michelle Dean	<u> x </u>	<u> </u>
Marlo Hartsuyker	<u> x </u>	<u> </u>
Howard Hartzfeld	<u> x </u>	<u> </u>
Roberto Martinez	<u> x </u>	<u> </u>

Administration

Charmon Evans	<u> x </u>	<u> </u>
Darlene Hale	<u> x </u>	<u> </u>
Veronica Solorzano	<u> </u>	<u> x </u>

E. Public Comments

None

F. Spotlight, Annie Ransom, STEM

Annie led an experiment for all, followed by discussion.

G. Director's Report

Charmon stated, we are getting back to normal after the holidays & the Ventura fires. We actually have had very good attendance throughout, currently struggling with the flu. You have all received a Golden Gear pin, we received this award from the VC STEM Network. We are a model for STEM in the county. Training was held with the teachers yesterday in CAASPP. Third through eighth grade will be taking the test. Dr. Sevier emailed me to let me know the university bought an active panel to go into Room 10. Darlene went over the DART program, which will continue through the end of the year. The CIMI trip is scheduled for February for the primary year students. UPTV is a great success

H. Board Reports, Correspondence, and Communications

None

I. Advisory and Auxiliary Reports

1. University Charter Schools Education Foundation

Lisa & I are working on how to gift the monies back to the school

2. School Advisory Council

We have a meeting next Wednesday. Finalizing the climate survey and ELPAC.

3. Parent, Teacher, Student Association

Due to the fires, the holiday boutique & book fair were cancelled. The Fun Run is January 26th.

4. Other

None

II. Regular Session

A. Consent Agenda

1. Minutes of the December 13, 2017 Special Board Meeting

2. Minutes of the December 13, 2017 Regular Meeting

3. Check Register

4. Credit Card Transactions

Moved by *Jeanne Adams* Seconded by *Rod Cardenas*

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams	x			
Carolyn Bernal			x	
Rodrigo Cardenas	x			
Cathrine Cartwright				x
Michelle Dean	x			
Marlo Hartsuyker	x			
Howard Hartzfeld	x			
Roberto Martinez	x			

B. Action Items

- 1. Topic/Agenda Item:** Review and Approval of the November & December Financials for UPCS

Personnel Involved: Lisa Boulos

Issues Involved/Fiscal Implications:

Impact on School Mission, Vision or Goals:

Options or Solutions (If applicable):

Director's Recommendation: The Executive Director recommends approval of the November & December Financials for UPCS. Lisa went over the handout, ADA a little lower in December. A short discussion followed.

Moved by *Marlo Hartsuyker* Seconded by *Jeanne Adams*

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams	x			
Carolyn Bernal	x			
Rodrigo Cardenas	x			
Cathrine Cartwright				x
Michelle Dean	x			
Marlo Hartsuyker	x			
Howard Hartzfeld	x			
Roberto Martinez	x			

2. Topic/Agenda Item: Review and Approval of the 990 Report for UPCS

Personnel Involved: Lisa Boulos

Issues Involved/Fiscal Implications:

Impact on School Mission, Vision or Goals:

Options or Solutions (If applicable):

Director's Recommendation: The Executive Director recommends approval of the 990 Report for UPCS. Lisa explained that the auditor prepares this, the page with Board Members names is incorrect. A short discussion followed. Approved with corrections.

Moved by Marlo Hartsuyker Seconded by Rod Cardenas

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams	x			
Carolyn Bernal	x			
Rodrigo Cardenas	x			
Cathrine Cartwright				x
Michelle Dean	x			
Marlo Hartsuyker	x			
Howard Hartzfeld	x			
Roberto Martinez	x			

3. Topic/Agenda Item: Review and Approval of the 2018-2019 school calendar for UPCS

Personnel Involved: Charmon Evans

Issues Involved/Fiscal Implications:

Impact on School Mission, Vision or Goals:

Options or Solutions (If applicable):

Director's Recommendation: The Executive Director recommends approval of the 2018-2019 school calendar for UPCS. Charmon stated that we are no changes from last year. A short discussion followed.

Moved by Carolyn Bernal Seconded by Jeanne Adams

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams	x			
Carolyn Bernal	x			
Rodrigo Cardenas	x			
Cathrine Cartwright				x
Marie Francois	x			
Michelle Dean	x			
Marlo Hartsuyker	x			
Howard Hartzfeld	x			
Roberto Martinez	x			

4. **Topic/Agenda Item:** Review and Approval of Resolution #16 18/19
Preschool Attendance Recovery, State Preschool

Personnel Involved: Charmon Evans

Issues Involved/Fiscal Implications:

Impact on School Mission, Vision or Goals:

Options or Solutions (If applicable):

Director's Recommendation: The Executive Director recommends approval of Resolution #16 18/19. This is needed for state preschool due to the loss of attendance because of the fires. A short discussion followed.

Moved by Carolyn Bernal Seconded by Jeanne Adams

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams	x			
Carolyn Bernal	x			
Rodrigo Cardenas	x			
Cathrine Cartwright				x
Michelle Dean	x			
Marlo Hartsuyker	x			
Howard Hartzfeld	x			
Roberto Martinez	x			

5. **Topic/Agenda Item:** Review and Approval of Form J13A Request for Allowance of Attendance due to Emergency Conditions

Personnel Involved: Charmon Evans

Issues Involved/Fiscal Implications:

Impact on School Mission, Vision or Goals:

Options or Solutions (If applicable):

Director's Recommendation: The Executive Director recommends approval of Form J13A Request for Allowance of Attendance due to Emergency Conditions. This form is needed to recoup loss of ADA due to the fires in December. We had 5 full closure days. A short discussion followed.

Moved by Jeanne Adams Seconded by Carolyn Bernal

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams	x			
Carolyn Bernal	x			
Rodrigo Cardenas	x			
Cathrine Cartwright				x
Michelle Dean	x			
Marlo Hartsuyker	x			
Howard Hartzfeld	x			
Roberto Martinez	x			

8. Topic/Agenda Item: Elections for the Board of Directors December 2017-December 2018, President, Vice President, Treasurer and Secretary

Personnel Involved: Charmon Evans

Issues Involved/Fiscal Implications:

Impact on School Mission, Vision or Goals:

Options or Solutions (If applicable):

Director's Recommendation: It is recommended the Board of Directors elect a President, Vice President, Treasurer and Secretary, A short discussion followed. To start in January, President, Howard Hartzfeld, Vice President, Roberto Martinez, Treasurer Rod Cardenas and Secretary, Michelle Dean.

Moved by *Jeanne Adams* Seconded by *Marie Francois*

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams	x			
Carolyn Bernal				x
Rodrigo Cardenas	x			
Cathrine Cartwright	x			
Marie Francois	x			
Michelle Dean	x			
Marlo Hartsuyker	x			
Howard Hartzfeld	x			
Roberto Martinez			x	

C. Discussion/Information

1. Topic/Agenda Item: LCAP 2017-2018

Personnel Involved: Charmon Evans

Charmon stated, we are at the mid-year point, and has a meeting with Lisa B on Monday regarding the budget. More information at next meeting.

2. Topic/Agenda Item: SARC 2016-2017

Personnel Involved: Charmon Evans

This is the first SARC as a K-8 school. A lot of new information needed to be added. Due to the state by February 1st.

3. Topic/Agenda Item: Climate Survey

Personnel Involved: Charmon Evans

This should be an overall climate of the school. Trying to keep it simple for parents. Will be ready for February conferences.

ADJOURN OPEN SESSION: 3:32

III. Closed Session

- A. Topic/Agenda Item: Possible Litigation**
Employee Review, Executive Director
Personnel Involved: Board of Directors
NO Action Taken

RECONVENE OPEN SESSION: 4:12

IV. Board of Directors Announcements/Remarks

VI. Future Agenda Items: Next Meeting, February 23, 2017, 1:30-4:00

VII. Adjournment: 4:14p.m.