

University Preparation School at CSU Channel Islands
1099 Bedford Drive, Camarillo, CA 93010
Board of Directors Agenda

APPROVED Minutes for the Meeting held on Friday January 25, 2019
at the UPCS site, room D2

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 1:42p.m.

B. Agenda Additions/Adoption of Agenda
Moved by Cathy Cartwright Seconded by Brian Sevier

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

C. Pledge of Allegiance

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

Jeanne Adams	_____	_____x_____
Cathrine Cartwright	_____x_____	_____
Michelle Dean	_____x_____	_____
Marlo Hartsuyker	_____	_____x_____
Howard Hartzfeld	_____x_____	_____
Roberto Martinez	_____x_____	_____
Brian Sevier	_____x_____	_____

Administration

Charmon Evans	_____x_____	_____
Darlene Hale	_____	_____x_____
Veronica Solorzano	_____x_____	_____

E. Public Comments

None

F. Director's Report

Charmon started with introductions, and explained that two of the candidates are only available by phone today. Ruben Ruiz was introduced as one of the candidates. The students have been on several fieldtrips including Santa Cruz Island for the primary years. We also have been holding character building workshops for the students, Soul Shoppe. Veronica stated that basketball season has started, with a win! The eighth grade will take a tour of Dodger Stadium and counselors from the various high schools will be here to meet with the students. Parent teacher conferences are February 13 through the 22. Charmon added that she is still waiting to hear from the lawyer regarding a fiscal policy on investment.

G. Board Reports, Correspondence, and Communications

None

I. Advisory and Auxiliary Reports

1. University Charter Schools Education Foundation

None

2. School Advisory Council

We just met this week, we are reviewing the Climate Survey. Reviewing parent survey from Youth Truth. The council has a few questions which Charmon will have answers at the next meeting.

3. Parent, Teacher, Student Association

They are working on dine-out nights and the See's candy fundraiser

4. ELAC

A meeting was held last week. Officers were elected and future meetings were scheduled.

I. Regular Session

A. Consent Agenda

- 1. Minutes of the November 30, 2018 Special Board Meeting**
- 2. Minutes of the November 30, 2018 Regular Board Meeting**

Moved by *Carolyn Bernal* Seconded by *Cathy Cartwright*

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

A. Action Items

1. **Topic/Agenda Item:** Elections for the Board of Directors January 2019-December 2019, 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. A short discussion followed. New President, Carolyn Bernal, Vice President Roberto Martinez, Treasurer Brian Sevier and Secretary Michelle Dean

Moved by *Cathy Cartwright* Seconded by *Brian Sevier*

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

2. **Topic/Agenda Item:** November 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: Administration recommends approval of the November Financials for UPCS. Lisa went over handouts. A short discussion followed.

Moved by *Howard Hartzfeld* Seconded by *Michelle Dean*

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

3. Topic/Agenda Item: 1st Interim Financial Report 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 1st Interim Financial Report for UPCS. Lisa explained that the 1st Interim is based on the October Financials. A short discussion followed.

Moved by *Cathy Cartwright* Seconded by *Howard Hartzfeld*

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

4. Topic/Agenda Item: Board of Director Calendar for 2019

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 Board of Director Calendar for 2019. Charmon stated that this is normally approved at the December meeting, however that meeting was canceled. A short discussion followed.

Moved by *Cathy Cartwright* Seconded by *Roberto Martinez*

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

5. **Topic/Agenda Item:** Review and Approval of candidate application(s) for consideration of board vacancy

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 moving forward for consideration of applicant to board position. A lengthy discussion followed. The board decided to move all candidates forward to the next meeting.

Moved by *Cathy Cartwright* Seconded by *Brian Sevier*

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

6. **Topic/Agenda Item:** Review of SARC for 2017-2018

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

ADJOURN OPEN SESSION: 2:49

III. Closed Session

- A. **Topic/Agenda Item: Public Employee Discipline/Dismissal/Employment**
Personnel Involved: Executive Director

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams				X
Carolyn Bernal	X			
Cathrine Cartwright	X			
Michelle Dean	X			
Marlo Hartsuyker				X
Howard Hartzfeld	X			
Roberto Martinez	X			
Brian Sevier	X			

Approved Local Math Waiver (PIP)

RECONVENE OPEN SESSION: BOARD REPORT OUT ON ACTION TAKEN IN CLOSED SESSION, IF ANY: 2:58

- IV. **Board of Directors Announcements/Remarks**
Roberto, Save the Date, Rotary Monday January 28th, and Enchilada Dinner tickets still available.
- VI. **Future Agenda Items: Next Meeting, March 22, 2018, 1:30-4:00**
- VII. **Adjournment: 3:01p.m.**