

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

APPROVED Minutes for the Meeting held on Wednesday October 25, 2017
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 Michelle Dean at 1:37pm

B. Agenda Additions/Adoption of Agenda

Moved by Jeanne Adams Seconded by Howard Hartzfeld

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams	x			
Carolyn Bernal	x			
Rodrigo Cardenas				x
Cathrine Cartwright				x
Marie Francois	x			
Michelle Dean	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> </u>	<u> x </u>
Cathrine Cartwright	<u> </u>	<u> x </u>
Michelle Dean	<u> x </u>	<u> </u>
Marie Francois	<u> x </u>	<u> </u>
Howard Hartzfeld	<u> x </u>	<u> </u>
Roberto Martinez	<u> </u>	<u> x </u>

Administration

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

E. Public Comments

None

F. Director's Report

G. Board Reports, Correspondence, and Communications

None

H. Advisory and Auxiliary Reports

1. University Charter Schools Education Foundation

2. School Advisory Council

None

3. Parent, Teacher, Student Association

First meeting held last week. This year they would like to participate in the Reflections program. Harvest Festival is scheduled for November 3rd.

4. Other

ELAC begins meeting in September.

II. Regular Session

A. Consent Agenda

1. Minutes of the August 30, 2017 Regular Board Meeting

2. Donations

2. Check Register

3. Credit Card Transactions

Moved by *Jeanne Adams* Seconded by *Cathy Cartwright*

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams	x			
Carolyn Bernal	x			
Rodrigo Cardenas				x
Cathrine Cartwright	x			
Marie Francois	x			

Michelle Dean				x
Howard Hartzfeld	x			
Roberto Martinez				x

B. Action Items

- Topic/Agenda Item:** Election for the new Board President from August 30, 2017 through December 15, 2017

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 a new Board President from August 30, 2017 through December 15, 2017. A short discussion followed. Jeanne nominated Marie Francois, Charmon asked Roberto, and he had concerns about Wednesday meetings. Jeanne then nominated Cathy Cartwright.

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
Howard Hartzfeld	x			
Roberto Martinez				x

- Topic/Agenda Item:** Review and Approval of the June 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 June Financials for UPCS.

Moved by *Marie Francois* 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
Howard Hartzfeld	x			
Roberto Martinez				x

3. Topic/Agenda Item: Review and Approval of the Unaudited Actuals 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 Unaudited Actuals for UPCS. Lisa went over handouts. A short discussion followed.

Moved by *Marie Francois* Seconded by *Carolyn Bernal*

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

4. Topic/Agenda Item: Review and Approval of the Vendor Authorization List for 2017-2018

Personnel Involved: Lisa Boulos\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 Vendor Authorization List for 2017-2018. Lisa went over the list. A short discussion followed.

Moved by Howard Hartzfeld 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				
Howard Hartzfeld	x			x
Roberto Martinez				x

5. Topic/Agenda Item: Review and Approval of the 2017-2018 Staff Handbook

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 Directors Meeting Calendar for 2017-2018. Charmon stated that there was no significant change to the handbook. A short discussion followed.

Moved by Marie Francois Seconded by Howard Hartzfeld

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

6. Topic/Agenda Item: Review and Approval of Board Resolution #15 17/18

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 Board Resolution #15 17/18. Charmon stated the resolution is to remove Gayle Hughes and add Darlene Hale to all financials. A short discussion followed.

Moved by Cathy Cartwright Seconded by Roberto Martinez

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

7. Topic/Agenda Item: First Reading of #520 Suicide Prevention Policy

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 Policy #520 Suicide Prevention. Charmon stated that there is a new ruling all schools now need a suicide prevention policy. Carolyn Bernal asked if certificated staff need to be trained annually, Charmon will check into it. A short discussion followed.

Moved by *Jeanne Adams* Seconded by *Howard Hartzfeld*

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

ADJOURN OPEN SESSION:

III. Closed Session

A. Topic/Agenda Item: Public Employee

2017-2018 Certificated & Classified Staff

Personnel Involved: Charmon Evans

RECONVENE OPEN SESSION: 2:50

IV. Board of Directors Announcements/Remarks

None

VI. Future Agenda Items: Next Meeting, September 27, 2017, 1:30-4:00

VII. Adjournment: 2:52p.m.