

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 November 30, 2018
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 1:37pm.

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

| Board Member | Aye | Nay | Abstain | Absent |
|---------------------|-----|-----|---------|--------|
| Jeanne Adams | | | | 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 |
| <u>Board Members</u> | | |
| Jeanne Adams | <u> x </u> | _____late |
| Cathrine Cartwright | <u> x </u> | _____ |
| Michelle Dean | <u> x </u> | _____ |
| Marlo Hartsuyker | <u> x </u> | _____ |
| Howard Hartzfeld | <u> x </u> | _____ |
| Roberto Martinez | <u> x </u> | _____ |
| Brian Sevier | <u> x </u> | _____ |

Administration

| | | |
|--------------------|--------------|-----------|
| Charmon Evans | <u> x </u> | _____ |
| Darlene Hale | <u> x </u> | _____ |
| Veronica Solorzano | <u> x </u> | _____late |

E. Public Comments

None

- F. Spotlight-Child Care & Bussing, Charmon Evans**
Charmon went over the financial handouts for both programs.

G. Director's Report

- H. Board Reports, Correspondence, and Communications**
We all wish you the best on your surgery, Charmon.

I. Swearing in of Board Member, Carolyn Bernal, Community Position

J. Advisory and Auxiliary Reports

- 1. University Charter Schools Education Foundation**
None
- 2. School Advisory Council**
We just met, we are working on the new Safety Plan, we have moved to DTS.
- 3. Parent, Teacher, Student Association**
Gearing up for the Festival of Lights next Friday.
- 4. Other**
ELAC-held a meeting before break, we voted on officers

I. Regular Session

A. Consent Agenda

- 1. Minutes of the October 26, 2018 Board Meeting**
- 2. Check Register**
- 3. Credit Card Transactions**

Moved by *Jeanne Adams* 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 | | | |
| Howard Hartzfeld | x | | | |
| Roberto Martinez | x | | | |
| Brian Sevier | x | | | |

A. Action Items

1. Topic/Agenda Item: October 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 October Financials for UPCS. Lisa went over handouts. 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 | | | |

2. Topic/Agenda Item: 2017-2018 Audit 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 2017-2018 Audit for UPCS. The audit committee met today and would like to recommend the audit for approval. A short discussion followed.

Moved by *Carolyn Bernal* 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 | | | |

3. Topic/Agenda Item: #511 Drop Off and Pick Up of Students 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 #511 Drop Off and Pick up of Students Policy. Charmon stated that the only changes are the new site & address. A short discussion followed.

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

| 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: Review and Approval of the 8th Grade Washington D.C. trip, April 8-April 13, 2019

Personnel Involved: Veronica Solorzano

Issues Involved/Fiscal Implications:

Impact on School Mission, Vision or Goals:

Options or Solutions (If applicable):

Director's Recommendation: The Executive Director recommends approval the 8th Grade Washington DC trip April 8-13, 2019. The trip is changing this year, with Pennsylvania being added as one of the stops. It looks like our biggest group going in years. A short discussion followed.

Moved by *Jeanne Adams* 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 the Primary Years Santa Cruz Island Trip January 25, 2019 and February 1, 2019

Personnel Involved: Veronica Solorzano

Issues Involved/Fiscal Implications:

Impact on School Mission, Vision or Goals:

Options or Solutions (If applicable):

Director's Recommendation: The Executive Director recommends approval the Primary Years Santa Cruz Island Trip January 25, 2019 and February 1, 2019. Every year it is of course with weather permitting that we may take this trip. A short discussion followed.

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

| 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:** Establishing Timeline, procedures & Nominating Committee for 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 establishing timeline, procedures and nominating committee for board vacancy. After a very lengthy discussion to board would like to table this item until February 2019. Although, they would like to continue to advertise the opening on Facebook and ParentSquare until December 10. Any applicants will be asked to attend the next meeting, December 14.

No Action Taken

7. **Topic/Agenda Item:** Prop 39 update
Personnel Involved: Charmon Evans
Good News, PVSD is not contesting any projections! We have asked for a multi-year Prop 39 through 2021.

No Action Taken

ADJOURN OPEN SESSION: 3:23

III. Closed Session

- A. **Topic/Agenda Item: Administrative Review**
Personnel Involved: Executive Director

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

RECONVENE OPEN SESSION: BOARD REPORT OUT ON ACTION TAKEN IN CLOSED SESSION, IF ANY: 4:03

IV. Board of Directors Announcements/Remarks

VI. Future Agenda Items: Next Meeting, December 14, 2018, 1:30-4:00
ELA Curriculum

VII. Adjournment: 4:04p.m.