

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 December 13, 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 Cathy Cartwright at 1:35pm

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> </u>	<u> x </u>
Rodrigo Cardenas	<u> x </u>	<u> </u>
Cathrine Cartwright	<u> x </u>	<u> </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> x </u>	<u> </u>

Administration

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

E. Public Comments

None

F. Director's Report

Veronica stated that the report cards went out today. Volleyball ended yesterday with a win and 5th place. The middle school is excited for their 1st dance of the year December 1st. PTSA has graciously donated the cost of the DJ. Charmon spoke about the Tomas Fire, and wanted to commend Roberto for all his extra support with the Boys & Girls Club. Due to the fires we had to cancel Star Gazer night and the book fair. We have several teachers that will attend the ELPAC training, this is the new CELDT testing. Both campuses are having a coin drive for 20 students from Foothill High School that lost their homes. The coin drive contrines until January 31st.

G. Board Reports, Correspondence, and Communications

None

H. Swearing in of New Board Member, Marlo Hartsuyker VCOE Representative

I. Advisory and Auxiliary Reports

1. University Charter Schools Education Foundation

None, waiting to hear from Gayle.

2. School Advisory Council

Currently working on School Climate Survey, will have ready for parent/teacher conferences in February.

3. Parent, Teacher, Student Association

They are working hard on upcoming events.

4. Other

None

II. Regular Session

A. Consent Agenda

1. Minutes of the October 25, 2017 Regular Board Meeting

2. Donations

2. Check Register

3. 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			
Marie Francois	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 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: The Executive Director recommends approval of the October Financials for UPCS. Lisa went over the handouts and explained that they are the same as the 1st Interim, just a different format. 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	x			
Marlo Hartsuyker	x			
Howard Hartzfeld	x			
Roberto Martinez	x			

2. **Topic/Agenda Item:** Review and Approval of the 1st Interim Financial 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 1st Interim Financial Report for UPCS. Lisa again explained that this is the same information as the October Financials, just in a different format. This is what is used for State Reporting. A short discussion followed.

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

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			

3. **Topic/Agenda Item:** Review and Approval of the 2016-2017 Audit for UPCS

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 2016-2017 Audit for UPCS. Charmon explained that we have a finding on this audit. 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			
Marlo Hartsuyker	x			
Howard Hartzfeld	x			
Roberto Martinez	x			

4. **Topic/Agenda Item:** Review and Approval of Policy #106 General Complaint 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 #106 General Complaint Policy. Charmon explained that the changes are small, the two policies were together and now separate. 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	x			
Marlo Hartsuyker	x			
Howard Hartzfeld	x			
Roberto Martinez	x			

5. **Topic/Agenda Item:** Review and Approval of Policy #105 Uniform Complaint Policy and Procedures

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 #105 Uniform Complaint Policy and Procedures. 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	x			
Marlo Hartsuyker	x			
Howard Hartzfeld	x			
Roberto Martinez	x			

6. **Topic/Agenda Item:** Review and Approval of Board Resolution #518 Title IX Harassment, Intimidation, Discrimination & Bullying 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 #518. Charmon stated that changes needed to make to include Title IX. A short discussion followed.

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			
Marie Francois	x			
Marlo Hartsuyker	x			
Howard Hartzfeld	x			
Roberto Martinez	x			

7. **Topic/Agenda Item:** Review and Approval of the Board of Director Calendar for 2018

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 2018. Two calendars were given for review. A short discussion followed. The board approved Friday afternoon from 1:30-4:00.

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			
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: State Progress Indicators Fall 2017 and LCAP 2017-2018

Personnel Involved: Charmon Evans

Charmon went over handouts and gave a short presentation.

ADJOURN OPEN SESSION:

III. Closed Session

A. Topic/Agenda Item: Public Employee

Employee Review, Executive Director
Personnel Involved: Board of Directors
NO Action Taken

B. Topic/Agenda Item: Possible Litigation

Personnel Involved: Charmon Evans
NO Action Taken

RECONVENE OPEN SESSION: 4:00

IV. Board of Directors Announcements/Remarks

VI. Future Agenda Items: Next Meeting, January 19, 2017, 1:30-4:00

- 1. Walk through school closure “lockdown”**
- 2. STEM**
- 3. Math Curriculum K-5**

VII. Adjournment: 4:06p.m.