

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 February 23, 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 1:41pm

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			
Brian Sevier	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>
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> </u>	<u> x </u>
Veronica Solorzano	<u> x </u>	<u> </u>

E. Public Comments

None

F. Spotlight-Veronica Solorzano, Lockdown Procedures

Veronica explained the procedures that are followed during a lock down drill. The deputy and admin walk the campus together.

G. Director's Report

Charmon stated that Darlene left early this morning with 49 others on the CIMI trip. She reported the sea was very rough. Parent/teacher conferences ended today. The middle school teachers met in teams with parents. The trimester ends on March 6. We held a Coffee with the directors this morning. Roberto came and stayed for the entire meeting. Parents had concerns regarding Boys and Girls Club, student restrooms, drop off zone and PE. Veronica stated the leadership students are on a teambuilding fieldtrip today. We have had the high school counselors here on campus with information on orientation & registration for our eighth grade students. Tonight is the Chuck E Cheese fundraiser, Family Science Night is March 8 and Mc Teacher Night is March 13.

H. Board Reports, Correspondence, and Communications

None

I. Advisory and Auxiliary Reports

1. University Charter Schools Education Foundation

None

2. School Advisory Council

We have a meeting next week.

3. Parent, Teacher, Student Association

We just had both Executive and General Meeting. Currently working on See's Candy fundraiser and McTeacher Night.

4. Other

None

II. Regular Session

A. Consent Agenda

1. Minutes of the January 19, 2018 Board Meeting

2. 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			
Brian Sevier	x			

B. Action Items

- 1. Topic/Agenda Item:** Review and Approval of the January 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 Financials for UPCS. Lisa went over the handout, stated that we are on track still looking at a small deficit because of the book order came in late. ADA is great. This is the same information as the 2nd Interim, just in a different format. 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			
Brian Sevier	x			

2. **Topic/Agenda Item:** Review and Approval of the 2nd 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 990 Report for UPCS. Lisa explained that this is the same information as the financials just in a different format. A short discussion followed.
Approved with corrections.

Moved by Roberto Martinez Seconded by Michelle Dean

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			
Brian Sevier	x			

3. **Topic/Agenda Item:** Review and Approval of the 2018-2019 Safety Plan 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 Safety Plan for UPCS. Charmon stated that this is always tricky because it is not for public use. Next year this will become part of the Audit. 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			
Brian Sevier	x			

4. **Topic/Agenda Item:** Review and Approval of updates to 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 was approved at last board meeting, however it was sent back to us for more detail. 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			
Brian Sevier	x			

5. **Topic/Agenda Item:** Review and Approval of change to the March Board of Directors meeting from March 30 to March 23, 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 change to the March Board of Directors meeting from March 30 to March 23, 2018. 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			
Brian Sevier	x			

C. Discussion/Information

1. **Topic/Agenda Item: LCAP 2017-2018**
Personnel Involved: Charmon Evans
Still working on template. More information at next meeting.
2. **Topic/Agenda Item: Climate Survey**
Personnel Involved: Charmon Evans
The survey was available during conferences. As of today we only have 69
reposes.

ADJOURN OPEN SESSION: 3:26

III. Closed Session

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

RECONVENE OPEN SESSION: 4:00

IV. Board of Directors Announcements/Remarks

VI. Future Agenda Items: Next Meeting, March 23, 2018, 1:30-4:00

VII. Adjournment: 4:02p.m.