

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 March 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 1:40pm**

**B. Agenda Additions/Adoption of Agenda**

*Moved by Carolyn Bernal Seconded by Marlo Hartsuyker*

<b>Board Member</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
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>  x  </u>	<u>  -  </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>      </u>	<u>  x  late</u>
Brian Sevier	<u>  x  </u>	<u>      </u>

**Administration**

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

**E. Public Comments**

None

**F. Spotlight-Math Program, Darlene Hale**

Ms. Hale presented on the state of the K-5 math program. Ms. Hale pointed out that when disaggregating the data by teacher it can be noted that some teachers are having greater success than others. The recommendation was made that we focus on professional development for all teachers to strengthen math knowledge and provide opportunities for teachers to learn from each other's successes. The board asked that math be a regular topic of discussion as we move to develop a plan for increasing student success in the area of math.

**G. Director's Report**

Charmon stated that today was the Ballet Folklorico performance for the elementary site and tonight they will perform at Rancho Campana High School. Students have been enjoying numerous field trips, and also Women in History week. March 29<sup>th</sup> is Open House for both campuses. The admin team will be at the Charter School Conference March 26, 27, 28, Becca and Carlos will be in charge.

**H. Board Reports, Correspondence, and Communications**

None

**I. Advisory and Auxiliary Reports**

**1. University Charter Schools Education Foundation**

None

**2. School Advisory Council**

Discussed CON APP and parent survey, next meeting April 18

**3. Parent, Teacher, Student Association**

Just finished See's candy fundraiser, the Fun Run exceeded \$\$ expected so students will have a Fun Day Field Day on March 30

**4. Other**

None

## II. Regular Session

### A. Consent Agenda

1. Minutes of the February 23, 2018 Board Meeting
2. Check Register
3. Credit Card Transactions
4. Donations
5. Winter-CON APP

Moved by *Marlo Hartsuyker* 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 February 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 was not present. Charmon went over handouts provided by Lisa. A short discussion followed.

Moved by *Marlo Hartsuyker* Seconded by *Carolyn Bernal*

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams				
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 Board Resolution Number 16 17/18 to change Director or designee to Executive Director or designee

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 Number 16 17/18 that in board policy, handbooks, and all documents related where the term Director or designee are used that these terms are now to be considered Executive Director or designee. A short discussion followed.

**Moved by Marlo Hartsuyker Seconded by Michelle Dean**

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams				
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 a continued contract with Christy White Associates for audit purposes
- 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 continued contract with Christy White Associates. Charmon stated that this is just a formality, best practice to continue with the same firm. A short discussion followed.

**Moved by Marlo Hartsuyker Seconded by Michelle Dean**

<b>Board Member</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Jeanne Adams				
Carolyn Bernal	x			
Rodrigo Cardenas	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 ratification of Mobile Modular Contract

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 Mobile Modular Contract. This is a 3 year lease for 7 portables to be used for the middle school students. The contract includes a security deposit, 1<sup>st</sup> month's rent, delivery and set up. A short discussion followed.

**Moved by Carolyn Bernal Seconded by Brian Sevier**

<b>Board Member</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Jeanne Adams				
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 increase to yearly Preschool tuition  
 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 an increase to Preschool tuition, AM class \$3750 to \$4000 and PM class \$3000 to \$3060 monthly. Charmon stated that preschool has infringed on the general budget for a while. We are losing some PVNFL funding next year. A short discussion followed.

**Moved by *Jeanne Adams* Seconded by *Carolyn Bernal***

<b>Board Member</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
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			

**ADJOURN OPEN SESSION: 3:45**

### **III. Closed Session**

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

**RECONVENE OPEN SESSION: 4:05**

**IV. Board of Directors Announcements/Remarks**

**VI. Future Agenda Items: Next Meeting, April 27, 2018, 1:30-4:00**

**VII. Adjournment: 4:07p.m.**