

University Preparation School at CSU Channel Islands  
1099 Bedford Drive, Camarillo, CA 93010

**APPROVED Minutes** for the Meeting held on Friday April 24, 2020  
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 Marlo Hartsuyker at 1:36p.m. This meeting was held by teleconference in accordance with the Executive Orders N-25-20 and N-29-20.

**B. Adoption of Agenda**

*Moved by Jeanne Adams Seconded by Regina Carver*

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams	x			
Carolyn Bernal				x
Regina Carver	x			
Talya Drescher	x			
Marlo Hartsuyker	x			
Roberto Martinez				x
Brian Sevier	x			
Jesus Torre	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>
Regina Carver	<u>  x  </u>	<u>      </u>
Talya Drescher	<u>  x  </u>	<u>      </u>
Marlo Hartsuyker	<u>  x  </u>	<u>      </u>
Roberto Martinez	<u>  x  </u> late	<u>      </u>
Brian Sevier	<u>  x  </u>	<u>      </u>
Jesus Torres	<u>  x  </u>	<u>      </u>

**Administration**

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

**E. Public Comments**

None

**F. Spotlight**

None

**G. Director's Report**

None

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

None

**I. Advisory and Auxiliary Reports**

**1. School Site Council**

They have not met since school closure. Charmon will reach out to SSC members.

**2. ELAC**

Veronica will try to do the same.

**3. Parent Teacher, Student Association**

PTSA looking at budget. Two big events had to be cancelled this year. Lots of vacancies.

**II. Regular Session**

**A. Consent Agenda**

**1. Minutes of the February, 2020 Regular Board Meeting**

**Moved by Tayla Drescher Seconded by Jeanne Adams**

<b>Board Member</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Jeanne Adams	x			
Carolyn Bernal				x
Regina Carver	x			
Talya Drescher	x			
Marlo Hartsuyker	x			
Roberto Martinez	x			
Brian Sevier	x			
Jesús Torres	x			
Lindsay Walker	x			

**B. Items for Action, Discussion and or Information**

- 1. Topic/Agenda Item:** Review and approval of the February and March Financials for UPCS, check register, credit card statement

Personnel Involved: Lisa Boulos

Fiscal Implications:

Impact on School Mission, Vision or Goals:

Options or Solutions (If applicable):

Director’s Recommendation: The Executive Director recommends approval of the February and March Financials for UPCS. Lisa went over March handouts. Charmon stated that she will have extensive cuts to the budget. A short discussion followed.

**Moved by *Jeanne Adams* Seconded by *Brian Sevier***

<b>Board Member</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Jeanne Adams	x			
Carolyn Bernal				x
Regina Carver	x			
Talya Drescher	x			
Marlo Hartsuyker	x			
Roberto Martinez	x			
Brian Sevier	x			
Jesús Torres	x			
Lindsay Walker	x			

- 2. Topic/Agenda Item: IRS Form 990**

Personnel Involved: Lisa Boulos

Fiscal Implications:

Impact on School Mission, Vision or Goals:

Options or Solutions (If applicable):

Director’s Recommendation: The Executive Director recommends approval of the IRS Form 990. Lisa explained that this is the same as the audited actuals. A short discussion followed.

**Moved by *Jeanne Adams* Seconded by *Brian Sevier***

<b>Board Member</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Jeanne Adams	x			
Carolyn Bernal				x
Regina Carver	x			
Talya Drescher	x			
Marlo Hartsuyker	x			
Roberto Martinez	x			
Brian Sevier	x			
Jesús Torres	x			
Lindsay Walker	x			

**3. Topic/Agenda Item: Review and Approval of a continued contract with Christy White Associates for the 2019-2020 fiscal year**

Personnel Involved: Charmon Evans

Fiscal Implications: Percentage rates, dollar amounts, locked terms

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 a formality, this is the last year we extend contract. A short discussion followed.

**Moved by *Brian Sevier* Seconded by *Jeanne Adams***

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams	x			
Carolyn Bernal				x
Regina Carver	x			
Talya Drescher	x			
Marlo Hartsuyker	x			
Roberto Martinez	x			
Brian Sevier	x			
Jesús Torres	x			
Lindsay Walker	x			

**4. Topic/Agenda Item: Safety Plan for Ratification of Executive Director decisions regarding school closure for the remainder of the year beginning March 16, 2020 and the UPCS Distance Learning.**

Personnel Involved: Charmon Evans

Fiscal Implications:

Impact on School Mission, Vision or Goals:

Options or Solutions (If applicable):

Director's Recommendation: The Executive Director recommends approval of the school closure and UPCS Distance Learning Plan. Charmon went over the UPCS response to the COVID 19 situation. A short discussion followed.

**Moved by *Jeanne Adams* Seconded by *Talya Drescher***

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams	x			
Carolyn Bernal				x
Regina Carver	x			
Talya Drescher	x			
Marlo Hartsuyker	x			
Roberto Martinez	x			
Brian Sevier	x			
Jesús Torres	x			
Lindsay Walker	x			

5. **Topic/Agenda Item:** Charter Renewal  
Personnel Involved: Charmon Evans  
Next week Charmon will send out emails to staff asking if interested in participating on charter renewal committee.
  
6. **Topic/Agenda Item:** LCAP Update  
Personnel Involved: Charmon Evans  
Has been extended to December 15.
  
7. **Topic/Agenda Item:** COVID 19 Update  
Personnel Involved: Charmon Evans  
Charmon stated that there are a lot of unknowns. We are planning promotion, locker clean out, teacher pack up and planning for some type of promotion. What will school look like in the fall?

### **III. Closed Session**

- A. **Topic/Agenda Item: Public Employee Discipline/Dismissal/Employment/Review – Executive Director Annual Review**  
Personnel Involved: Jeanne Adams, Carolyn Bernal  
**Postponed until May meeting.**

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

Marlo, wonderful job on Zoom meeting. Thank you to Charmon Jeanne, huge thank you to staff and Charmon

- V. **Future Agenda Items: Next Meeting, May 29, 2020, 1:30-4:00**  
**None**

- VI. **Adjournment: 3:25 p.m.**