

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 May 25, 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 1:36pm. Howard made two amendments to the Agenda. The first, remove CONAPP from the Consent Agenda. Second, remove Action Item #2

**B. Agenda Additions/Dean 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			

**C. Pledge of Allegiance**

**D. Roll Call**                      **Present**                      **Absent**  
**Board Members**

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_____	_____

**Administration**

Charmon Evans	_____x_____	_____
Darlene Hale	_____	_____x_____
Veronica Solorzano	_____x_____	_____

**E. Public Comments**

None

**F. Director's Report**

Charmon stated that we joined the Silicon Valley Math Project and have assembled a team to go to the Summer Institute. We also received the MTSS grant for \$25,000, Veronica & Darlene will be attending a 3 day conference in Sacramento. We have moved forward on busing students from our new site to the boys and girls club. The cost is \$180 twice a year and free to those that qualify for free/reduced lunch. The boys and girls club is supplementing the cost of the buses this year with \$10,000. Veronica stated that we have a lot of activities plan for the last month of school. Pool party, Luau, Family Field Day, and will finish with the 8<sup>th</sup> grade promotion on Thursday, June 14 at 4:00.

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

Marlo wants to remind everyone to "Save the Date" for a Brown Act Conflict of Interest training on September 11 at VCOE.

**H. Advisory and Auxiliary Reports**

**1. University Charter Schools Education Foundation**

None

**2. School Advisory Council**

Met this week, working on Title I practices, budget and LCAP

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

Darlene just met for their budget meeting, they also elected officers for next year

**4. Other**

None

**II. Regular Session**

**A. Consent Agenda**

**1. Minutes of the April 27, 2018 Board Meeting**

**2. Check Register**

**3. Credit Card Transactions**

**Moved by *Marlo Hartsuyker* Seconded by *Roberto Martinez***

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 April 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 April Financials for UPCS. Lisa went over handouts. A short discussion followed.

**Moved by *Marlo Hartsuyker* 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			

- 2. Topic/Agenda Item:** Review and Approval of Executive Director contract pay for the 2018-2019 school year  
Personnel Involved: Charmon Evans  
Issues Involved/Fiscal Implications:  
Impact on School Mission, Vision or Goals:  
Options or Solutions (If applicable):  
Director's Recommendation:  
**This item removed from the Agenda**

3. **Topic/Agenda Item:** Review and Approval of Title III funding options for 2018-2019  
 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 that the school declines Title III funding for 2018-2019. After a lengthy discussion it was decided to continue with the Title III funding.

**Moved by Rod Cardenas Seconded by Brian Sevier**

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			

4. **Topic/Agenda Item:** Review and Approval of Instructional Minutes for the 2018-2019 school year  
 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 the approval of Instructional minutes for 2018-2019 for grades K-3, 4-5 and 6-8  
 Charmon explained that even with the changes in dismissal for next year, we still meet all required minutes for the year. A short discussion followed.

**Moved by Marlo Hartsuyker 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			

## **C. Discussion/Information**

1. **Topic/Agenda Item: LCAP/Budget discussion, Annual Measurable Outcomes for 17-18, recommended revisions to actions/services, budget for 18-19**  
Personnel Involved: Charmon Evans  
Charmon gave a lengthy discussion along with handouts.
2. **Topic/Agenda Item: Educator Effectiveness Final Report for UPS/UCMS, first reading**  
Personnel Involved: Charmon Evans  
Lisa went over the handouts.
3. **Topic/Agenda Item: Educator Effectiveness Final Report for UCMS, first reading**  
Personnel Involved: Charmon Evans  
Lisa went over the handouts.
4. **Topic/Agenda Item: Parent Climate Survey for 17-18**  
Personnel Involved: Charmon Evans  
Charmon went over the survey, we had 188 parents complete survey.
5. **Topic/Agenda Item: Final Prop 39 Agreement**  
Personnel Involved: Charmon Evans  
Charmon went over the final agreement with PVSD.

**ADJOURN OPEN SESSION: 3:57**

## **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, June 22, 2018, 1:30-4:00**

## **VII. Adjournment: 4:03p.m.**