

University Preparation School at CSU Channel Islands
1099 Bedford Drive, Camarillo, CA 93010
Board of Directors Agenda

APPROVED Minutes for the Meeting held on Friday May 31, 2019
at the UPCS site, Makerspace/Library

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 Michelle Dean at 1:55p.m.

B. Agenda Additions/Adoption of Agenda

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

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams	x			
Carolyn Bernal				x
Cathrine Cartwright	x			
Michelle Dean	x			
Marlo Hartsuyker	x			x
Howard Hartzfeld				
Roberto Martinez				x
Brian Sevier	x			
Jesus Torres				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>
Cathrine Cartwright	<u> x </u>	<u> </u>
Michelle Dean	<u> x </u>	<u> </u>
Marlo Hartsuyker	<u> x </u>	<u> </u>
Howard Hartzfeld	<u> </u>	<u> x </u>
Roberto Martinez	<u> </u>	<u> x </u>
Brian Sevier	<u> x </u>	<u>late</u>
Jesus Torres	<u> x </u>	<u> </u>

Administration

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

E. Public Comments

None

F. Spotlight-Veronica Solorzano-Eighth grade Washington DC trip.

Veronica gave a slide show presentation of the 8th grade Washington DC trip.

G. Director's Report

Tonight is the Dolphin Festival, previously known as the Luau, from 5-8pm. PTSA will be presenting awards tonight, in hopes of increasing parent participation. Next Tuesday will be the annual 5th grade vs. staff softball game. Thursday June 13th is our 8th grade promotion. It will be our first one at the new site. Still working out the logistics, we needed to rent a stage, hoping to have one funded and built before next year. We are finishing math cycles, when we are done we will get together as a K-8 to discuss. All three administrators have been working on the teacher PGP's and pre/post observations. We are finishing CASSPP, NWEA and ELPAC.

H. Board Reports, Correspondence, and Communications

None

I. Advisory and Auxiliary Reports

1. University Charter Schools Education Foundation

None

2. School Advisory Council

We just met on Tuesday, we are currently finishing SPSA.

3. Parent, Teacher, Student Association

Getting ready for tonight's Dolphin Festival, a new board will be sworn in at next meeting. Awards were given out to present members of PTSA.

4. ELAC

None

I. Regular Session

A. Consent Agenda

1. Minutes of the May 31, 2019 Regular Board Meeting

Moved by Marlo Hartsuyker Seconded by Jeanne Adams

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams	x			
Carolyn Bernal				x
Cathrine Cartwright	x			
Michelle Dean	x			
Marlo Hartsuyker	x			
Howard Hartzfeld				x
Roberto Martinez				x
Brian Sevier	x			
Jesús Torres				x

B. Items for Action, Discussion and or Information

- Topic/Agenda Item:** April Financials for UPCS, check register, credit card statement

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. Charmon and Lisa discovered that PVSD has not been charging us correctly for utilities; Charmon contacted PVSD. The total moving costs are \$513000. The auditor was here, and we have no findings! A short discussion followed.

Moved by Cathy Cartwright Seconded by Brian Sevier

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams	x			
Carolyn Bernal				x
Cathrine Cartwright	x			
Michelle Dean	x			x
Marlo Hartsuyker	x			
Howard Hartzfeld				
Roberto Martinez				x
Brian Sevier	x			
Jesús Torres				x

2. **Topic/Agenda Item:** 8th Grade Washington D.C. trip with possible changes
 Personnel Involved: Charmon Evans/Veronica Solorzano
 Fiscal Implications: The board will review three options for the Washington D.C. trip. Each with different price points.
 Impact on School Mission, Vision or Goals:
 Options or Solutions (If applicable):
 Director's Recommendation: The Executive Director recommends approval of the 8th grade Washington D.C. trip with changes. It was decided to change destination to Washington D.C. and Philadelphia. A short discussion followed.

Moved by Marlo Hartsuyker Seconded by Jeanne Adams

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams	x			
Carolyn Bernal				x
Cathrine Cartwright	x			
Michelle Dean	x			
Marlo Hartsuyker	x			
Howard Hartzfeld				x
Roberto Martinez				x
Brian Sevier	x			
Jesús Torres				x

3. **Topic/Agenda Item:** Resolution #18 18/19 continued borrowing with California Credit Union, increase to credit card limit

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 the credit card limit. Our limit is currently \$14 thousand and we would like to increase to \$25 thousand. A short discussion followed.

Moved by Cathy Cartwright Seconded by Marlo Hartsuyker

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams	x			
Carolyn Bernal				x
Cathrine Cartwright	x			
Michelle Dean	x			
Marlo Hartsuyker	x			
Howard Hartzfeld				x
Roberto Martinez				x
Brian Sevier	x			
Jesús Torres				x

4. Topic/Agenda Item: ExED Management Agreement for 2019-2020

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 ExED Management Agreement for 2019-2020. There is a small increase based on COLA. A short discussion followed.

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

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams	x			
Carolyn Bernal				x
Cathrine Cartwright	x			
Michelle Dean	x			
Marlo Hartsuyker	x			
Howard Hartzfeld				x
Roberto Martinez				x
Brian Sevier	x			
Jesús Torres				x

5. Topic/Agenda Item: LCAP/Budget Discussion, Annual Measurable Outcomes for 18-19, recommended revisions to actions/services, budget for 19/20

Personnel Involved: Charmon Evans

Charmon went over the most recent LCAP.

6. Topic/Agenda Item: Presentation by Annie Ransom regarding leave of absence for a Fulbright Scholarship opportunity in Finland.

Personnel Involved: Annie Ransom/Charmon Evans

Annie stated that she is honored because she has just been chosen as a Fulbright Scholar award for teaching. She applied in January with 8000 applicants, 25 were selected.

ADJOURN OPEN SESSION: 3:22

III. Closed Session

- A. Topic/Agenda Item: Public Employee Discipline/Dismissal/Employment**
Personnel Involved: Executive Director
Unanimous yes!

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams	x			
Carolyn Bernal				x
Cathrine Cartwright	x			
Michelle Dean	x			
Marlo Hartsuyker	x			
Howard Hartzfeld				x
Roberto Martinez				x
Brian Sevier	x			
Jesús Torres				x

RECONVENE OPEN SESSION: BOARD REPORT OUT ON ACTION TAKEN IN CLOSED SESSION, IF ANY: 3:36

- IV. Board of Directors Announcements/Remarks**
None

- V. Future Agenda Items: Next Meeting, June 28, 2019, 1:30-4:00**
None

- VI. Adjournment: 3:42p.m.**