

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

Minutes for the Meeting held on Friday June 26, 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 Jesus Torres at 1:31p.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 Roberto Martinez*

<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			
Jesus Torres	x			
Lindsay Walker	x			

**C. Pledge of Allegiance**

**D. Roll Call**  
**Board Members**

	<b>Present</b>	<b>Absent</b>
Jeanne Adams	<u>x</u>	_____
Carolyn Bernal	<u>x</u>	_____
Regina Carver	<u>x</u>	_____
Talya Drescher	<u>x</u>	_____
Marlo Hartsuyker	_____	<u>x</u>
Roberto Martinez	<u>x</u>	_____
Brian Sevier	<u>x</u>	_____
Jesus Torres	<u>x</u>	_____
Lindsay Walker	<u>x</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. Director's Report**

Rebecca is currently training teachers, getting them ready for Summer School. July 6 through July 23

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

None

**H. Advisory and Auxiliary Reports**

**1. School Site Council**

We held our final meeting on June 9<sup>th</sup>. Went over reports, school re-opening and said good byes to several members

**2. ELAC**

No meeting

**3. Parent Teacher, Student Association**

No new information

**I. Discussion/Information**

**1. Topic/Agenda Item: 2020-2021 Budget for UPCS**

Personnel Involved: Lisa Boulos/Charmon Evans

We are presenting now, not approving. We have a blended learning budget, based on the May revise. No programs were cut, just trimmed.

**2. Topic/Agenda Item: Operations Written Report (in lieu of LCAP)**

Personnel Involved: Charmon Evans

This is the final for the year. It explains what we did and how we are meeting the needs of our students.

**J. Public Hearings**

**1. Public Hearing: Adoption of the UPCS 2020-2021 Budget. The Board will conduct a public hearing to allow members of the public the opportunity to comment on the adoption of the 2020-2021 budget.**

Non

2. **Public Hearing: Operations Written Report (in lieu of LCAP) UPCS. The Board will conduct a public hearing to allow members of the public the opportunity to comment on the Operations Written Report.**  
None

## II. Regular Session

### A. Consent Agenda

1. **Minutes of the May 29, 2020 Regular Board Meeting**

*Moved by Jeanne Adams Seconded by Roberto Martinez*

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			

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

1. **Topic/Agenda Item: 2020-2021 Review and Approval of the Operations Written Report (in lieu of LCAP)**

**Personnel Involved:** Charmon Evans

**Fiscal Implications:**

**Impact on School Mission, Vision or Goals (If Any):**

**Options or Solutions (If applicable):**

**Director's Recommendation:** The Executive Director recommends approval of the Operations Written Report (in lieu of LCAP). A short discussion followed.

**Moved by Carolyn Bernal 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			

**2. Topic/Agenda Item: 2020-2021 Review and Approval of the 2020-2021 Budget for UPCS**

**Personnel Involved:** Lisa Boulos/Charmon Evans

**Fiscal Implications:**

**Impact on School Mission, Vision or Goals (If Any):**

**Options or Solutions (If applicable):**

**Director's Recommendation:** The Executive Director recommends approval of the 2020-2021 Budget for UPCS. A short discussion followed.

**Moved by Jeanne Adams Seconded by Lindsay Walker**

<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 the May 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 May Financials for UPCS. Lisa went over May handouts. Basically this is same as budget. A short discussion followed.

**Moved by Carolyn Bernal 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			

4. **Topic/Agenda Item:** Required Oral Report and contract approval for 2020-2021 school year regarding Executive Director

**Personnel Involved:** Jesus Torres

**Fiscal Implications:** Base salary \$138,311.00, with benefits of \$33,818.66, total \$172,129.66

**Impact on School Mission, Vision or Goals:**

**Options or Solutions (If applicable):**

**Director's Recommendation:** The Board Vice President recommends approval of the Executive Director Contract. A short discussion followed.

**Moved by** *Carolyn Bernal* **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			

5. **Topic/Agenda Item:** Review and Approval of Education Protection Account Spending Plan for 2020-2021

**Personnel Involved:** Charmon Evans

**Fiscal Implications:**

**Impact on School Mission, Vision or Goals:**

**Director's Recommendation:** The Executive Director recommends approval of the Education Protection Account Spending Plan for 2020-2021 recommends approval of the Executive Director Contract. This has been extended, used for teacher salaries. A short discussion followed.

**Moved by** *Lindsay Walker* **Seconded by** *Jesus Torres*

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			

6. **Topic/Agenda Item:** Review and Approval of the 2020-2021 Excellent Education (ExED) Contract

**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 2020-2021 Excellent Education (ExED) Contract. A short discussion followed.

**Moved by** *Carolyn Bernal* **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			

7. **Topic/Agenda Item:** Review and Approval of Board Resolution #21 19/20 for 2020-2021 State Preschool Program Contract

**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 2020-2021 State Preschool Program contract. We will continue to engage in funding, currently 14 scholarships. We have applied for an additional 10 scholarships. A short discussion followed.

**Moved by** *Lindsey Walker* **Seconded by** *Roberto Martinez*

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			

8. **Topic/Agenda Item:** Review and Approval of the Vendor Authorization List for the 2020-2021 school year

**Personnel Involved:** Lisa Boulos/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 Vendor Authorization List for the 2020-2021 school year. A list of monthly bills, ExED processes through SpendBridge, Charmon approves. A short discussion followed.

**Moved by Carolyn Bernal 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			

9. **Topic/Agenda Item:** Review and Approval of the corrected J13A

**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 corrected J13A. Charmon explained that a day was left off the submitted J13A. A short discussion followed.

**Moved by Roberto Martinez Seconded by Carolyn Bernal**

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			

10. **Topic/Agenda Item:** Review and Approval of the corrected  
Preschool Resolution #21 19/20

**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 corrected Preschool Resolution #21 19/2020. A day was left off original Resolution. A short discussion followed.

**Moved by** *Roberto Martinez* **Seconded by** *Lindsay Walker*

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			

11. **Topic/Agenda Item:** Review and Approval of the Employee slate for  
the 2020-2021 school year

**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 Employee slate for the 2020-2021 school year. We lost three teachers at the end of the year. A short discussion followed.

**Moved by** *Carolyn Bernal* **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			



12. **Topic/Agenda Item:** Review and Approval to purchase new technology to support instruction and distance learning. Smartboards, digital presenters and replacement devices.

**Personnel Involved:** Charmon Evans

**Fiscal Implications:** \$75000.00

**Impact on School Mission, Vision or Goals:**

**Options or Solutions (If applicable):**

**Director's Recommendation:** The Executive Director recommends approval of the purchase of new technology to support instruction for distance Learning. We would need to spend some of the reserve dollars. A short discussion followed.

**Moved by** *Lindsay Walker* **Seconded by** *Roberto Martinez*

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			

13. **Topic/Agenda Item:** Review and Approval to start search for possible child care options to assist families during 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 search for possible child care. Seeking authority to engage, to continue search. A short discussion followed.

**Moved by** *Jeanne Adams* **Seconded by** *Jesus Torres*

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			

14. **Topic/Agenda Item:** First Reading of Policy #513 Suspension and Expulsion Policy  
**Personnel Involved:** Charmon Evans  
Charmon stated that these need to be approved by July. We are currently updating the student handbook to align with new laws.
15. **Topic/Agenda Item:** First Reading of Policy #518 Title IX Harassment, Intimidation, Discrimination and Bullying Policy  
**Personnel Involved:** Charmon Evans  
This must be ready by August 1<sup>st</sup>, a number of changes that must go on website.
16. **Topic/Agenda Item:** First Reading of Policy #519 Education for Homeless Children and Youth Policy  
**Personnel Involved:** Charmon Evans  
First Reading
17. **Topic/Agenda Item:** First Reading of Policy #520 Suicide Prevention Policy  
**Personnel Involved:** Charmon Evans  
First Reading
18. **Topic/Agenda Item:** Distance Learning Survey  
**Personnel Involved:** Darlene Hale  
The core of all conversations, how are we looking at equity.
19. **Topic/Agenda Item:** Update on Charter Renewal  
**Personnel Involved:** Charmon Evans  
Charmon stated that we are continuing our work. Team has not met for 2 weeks. Teachers are taking on curriculum. I have meeting with lawyer next week.

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

Jesus brought the CSU Channel Islands article, Jeanne Adams

#### **V. Future Agenda Items: Next Meeting, July 31, 2020, 1:30-4:00**

Staff Handbook  
Parent/Student Handbook  
Policies  
Title III

#### **VI. Adjournment: 4:32 p.m.**