

University Preparation School at CSU Channel Islands
 1099 Bedford Drive, Camarillo, CA 93010
APPROVED Minutes for the Meeting held on Friday August 30, 2019
 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 Carolyn Bernal at 1:33p.m.

B. Agenda Additions/Adoption of Agenda
 Moved by *Marlo Hartsuyker* 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			
Jesus Torres				x

C. Pledge of Allegiance

D. Roll Call	Present	Absent
<u>Board Members</u>		
Jeanne Adams	<u> x </u>	_____
Carolyn Bernal	<u> x </u>	_____
Cathrine Cartwright	<u> x </u>	_____late
Michelle Dean	_____	<u> x </u>
Marlo Hartsuyker	<u> x </u>	_____
Howard Hartzfeld	<u> x </u>	_____
Roberto Martinez	<u> x </u>	_____
Brian Sevier	<u> x </u>	_____
Jesus Torres	<u> x </u>	_____
<u>Administration</u>		
Charmon Evans	<u> x </u>	_____
Darlene Hale	<u> x </u>	_____
Veronica Solorzano	<u> x </u>	_____

E. Public Comments

None

F. Spotlight-Kindness Video

G. Director’s Report

Charmon informed the board about the lockdown we had the day before school started. She also stated that we have a number of student teachers on campus. Veronica stated that we had a wonderful turnout for our two Back to School Nights. Having two nights was a huge success. Darlene stated that the math cycles would start soon.

H. Board Reports, Correspondence, and Communications

None

I. Advisory and Auxiliary Reports

1. School Site Council

There are a few openings. The ballots are due next Friday. The first meeting is scheduled for September 24 at 4:00

2. Parent, Teacher, Student Association

In the midst of the membership drive and Reflections. They will be trying an evening meeting to see if they reach more parents.

3. ELAC

First meeting is September 20.

II. Regular Session

A. Consent Agenda

1. Minutes of the June 28, 2019 Regular Board Meeting

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			
Howard Hartzfeld	x			
Roberto Martinez	x			
Brian Sevier	x			
Jesús Torres	x			

B. Items for Action, Discussion and or Information

1. **Topic/Agenda Item:** June 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 June Financials for UPCS. Lisa went over handouts. A short discussion followed.

Moved by *Cathy Cartwright* **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			

2. **Topic/Agenda Item:** Review and Approval of the Unaudited Actuals for UPCS

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 Unaudited Actuals for UPCS. A short discussion followed.

Moved by *Howard Hartzfeld* **Seconded by** *Cathy Cartwright*

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:** Review and Approval of Investment minimums and maximums
 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 Investment minimums and maximums. A lengthy discussion followed. **It was decided to hold for further review and discussion. Charmon will invite Jennifer Strong, from Montecito Bank to speak to board at a future meeting.**

Moved by Marlo Hartsuyker Seconded by Cathy Cartwright

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

4. **Topic/Agenda Item:** Review and Approval of the 2019-2020 Staff Handbook for UPCS
 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 2019-2020 Staff Handbook for UPCS. Charmon stated that there were no major changes. A short discussion followed.

Moved by Cathy Cartwright Seconded by Roberto Martinez

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:** Review and Approval of the 2019-2020 Parent/Student Handbook and Annual Notification

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 2019-2020 Parent/Student Handbook and Annual Notification. Charmon stated that there were no major changes. A short discussion followed.

Moved by Cathy Cartwright Seconded by Roberto Martinez

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			

6. **Topic/Agenda Item:** Adjust October Board Meeting Date from October 25th to October 18th

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 date change for the October meeting. October 25th is during our Fall Break. A short discussion followed.

Moved by Jeanne Adams Seconded by Howard Hartzfeld

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			

ADJOURN OPEN SESSION: 2:34

III. Closed Session

- A. **Topic/Agenda Item: Public Employee
2019-2020 Certificated & Classified Staff**
Personnel Involved: Charmon Evans
8 to 0 approval of staff list as presented

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			
Jesus Torres	x			

RECONVENE OPEN SESSION: BOARD REPORT OUT ON ACTION TAKEN IN CLOSED SESSION, IF ANY: 2:45

IV. Board of Directors Announcements/Remarks

Jeanne-gave handout for Ice Cream Social at Rubicon Theatre
Roberto-Boys and Girls Club kids attended a field trip to CSUCI
Jesús-Clean Air Day, October 2-creating awareness on air quality

V. Future Agenda Items: Next Meeting, September 27, 2019, 1:30-4:00

CAASPP Test Scores
Charter Bill
Local Indicators
New PVSD Board Member to replace Cathy Cartwright, Regina Carver

VI. Adjournment: 2:55p.m.