

University Preparation School at CSU Channel Islands  
550 Temple Ave. Camarillo, CA. 93010  
Board of Directors Agenda

**APPROVED** Minutes for the Meeting held on Wednesday August 30, 2017  
at Elementary Site, MPR

**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 Marie Francois at 1:43pm

**B. Agenda Additions/Adoption of Agenda**

*Moved by Jeanne Adams Seconded by Howard Hartzfeld*

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams	x			
Carolyn Bernal	x			
Rodrigo Cardenas				x
Cathrine Cartwright	x			
Marie Francois	x			
Michelle Dean				x
Howard Hartzfeld	x			
Roberto Martinez				x

**C. Pledge of Allegiance**

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

Jeanne Adams	<u>  x  </u>	<u>      </u>
Carolyn Bernal	<u>  x  </u>	<u>      </u>
Rodrigo Cardenas	<u>      </u>	<u>  x  </u>
Cathrine Cartwright	<u>  x  </u>	<u>      </u>
Michelle Dean	<u>      </u>	<u>  x  </u>
Marie Francois	<u>  x  </u>	<u>      </u>
Howard Hartzfeld	<u>  x  </u>	<u>      </u>
Roberto Martinez	<u>      </u>	<u>  x  </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. Director's Report**

First Charmon introduced Darlene Hale as our new Director. Charmon stated that our Back to School night was a big success. The staff in service was a success with many new faces. We are meeting our goal for enrollment, going very well for the start of school. We will have a Patriots Day assembly on Monday, September 11 at 8:15am. We hope you can make it! Darlene gave an overview of Benchmark, Mr. Durkee our new P.E. teacher and our first book fair of the year was a big hit. Our specialist program will begin on Monday, September 11<sup>th</sup>. Veronica stated that the middle held its first assembly, a bee theme. It was a success. Students are applying for leadership and tryouts are happening for volleyball and flag football.

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

None

**H. Advisory and Auxiliary Reports**

**1. University Charter Schools Education Foundation**

Mrs. Hughes will help work out any bank issues

**2. School Advisory Council**

None

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

First meeting held last week. This year they would like to participate in the Reflections program. Harvest Festival is scheduled for November 3<sup>rd</sup>.

**4. Other**

ELAC begins meeting in September.

**II. Regular Session**

**A. Consent Agenda**

**1. Minutes of the June 30, 2017 Regular Board Meeting**

**2. Check Register**

**3. Credit Card Transactions**

**Moved by *Jeanne Adams* Seconded by *Cathy Cartwright***

<b>Board Member</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Jeanne Adams	x			
Carolyn Bernal	x			
Rodrigo Cardenas				x
Cathrine Cartwright	x			
Marie Francois	x			
Michelle Dean				x
Howard Hartzfeld	x			
Roberto Martinez				x

**B. Action Items**

- 1. Topic/Agenda Item:** Election for the new Board President from August 30, 2017 through December 15, 2017

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 a new Board President from August 30, 2017 through December 15, 2017. A short discussion followed. Jeanne nominated Marie Francois, Charmon asked Roberto, and he had concerns about Wednesday meetings. Jeanne then nominated Cathy Cartwright.

**Moved by *Jeanne Adams* Seconded by *Marie Francois***

<b>Board Member</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Jeanne Adams	x			
Carolyn Bernal	x			
Rodrigo Cardenas				x
Cathrine Cartwright	x			
Marie Francois	x			
Michelle Dean				x
Howard Hartzfeld	x			
Roberto Martinez				x

**2. Topic/Agenda Item:** Review and Approval of the June 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 June Financials for UPCS.

**Moved by Marie Francois Seconded by Jeanne Adams**

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams	x			
Carolyn Bernal	x			
Rodrigo Cardenas				x
Cathrine Cartwright	x			
Marie Francois	x			
Michelle Dean				x
Howard Hartzfeld	x			
Roberto Martinez				x

**3. Topic/Agenda Item:** Review and Approval of the Unaudited Actuals 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 Unaudited Actuals for UPCS. Lisa went over handouts. A short discussion followed.

**Moved by Marie Francois Seconded by Carolyn Bernal**

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams	x			
Carolyn Bernal	x			
Rodrigo Cardenas				x
Cathrine Cartwright	x			
Marie Francois	x			
Michelle Dean				x
Howard Hartzfeld	x			
Roberto Martinez				x

**4. Topic/Agenda Item:** Review and Approval of the Vendor Authorization List for 2017-2018

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 Vendor Authorization List for 2017-2018. Lisa went over the list. A short discussion followed.

**Moved by *Howard Hartzfeld* 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			
Rodrigo Cardenas				x
Cathrine Cartwright	x			
Marie Francois	x			
Michelle Dean				
Howard Hartzfeld	x			x
Roberto Martinez				x

**5. Topic/Agenda Item:** Review and Approval of the 2017-2018 Staff Handbook

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 Board of Directors Meeting Calendar for 2017-2018. Charmon stated that there was no significant change to the handbook. A short discussion followed.

**Moved by Marie Francois Seconded by Howard Hartzfeld**

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams	x			
Carolyn Bernal	x			
Rodrigo Cardenas				x
Cathrine Cartwright	x			
Marie Francois	x			
Michelle Dean				x
Howard Hartzfeld	x			
Roberto Martinez				x

**6. Topic/Agenda Item:** Review and Approval of Board Resolution #15 17/18

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 Board Resolution #15 17/18. Charmon stated the resolution is to remove Gayle Hughes and add Darlene Hale to all financials. A short discussion followed.

**Moved by Cathy Cartwright 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
Marie Francois	x			
Howard Hartzfeld	x			
Roberto Martinez				x

**7. Topic/Agenda Item:** First Reading of #520 Suicide Prevention Policy

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 Policy #520 Suicide Prevention. Charmon stated that there is a new ruling all schools now need a suicide prevention policy. Carolyn Bernal asked if certificated staff need to be trained annually, Charmon will check into it. A short discussion followed.

**Moved by *Jeanne Adams* Seconded by *Howard Hartzfeld***

<b>Board Member</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Jeanne Adams	x			
Carolyn Bernal	x			
Rodrigo Cardenas				x
Cathrine Cartwright	x			
Marie Francois	x			
Michelle Dean				x
Howard Hartzfeld	x			
Roberto Martinez				X

**ADJOURN OPEN SESSION:**

**III. Closed Session**

**A. Topic/Agenda Item: Public Employee**

2017-2018 Certificated & Classified Staff

Personnel Involved: Charmon Evans

**RECONVENE OPEN SESSION: 2:50**

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

None

**VI. Future Agenda Items: Next Meeting, September 27, 2017, 1:30-4:00**

**VII. Adjournment: 2:52p.m.**