

**University Preparation School at CSU Channel Islands**  
**550 Temple Avenue Camarillo, CA 93010**  
**Board of Directors Meeting**  
**University Preparation School at CSU Channel Islands**  
**University Charter Middle School at CSU Channel Islands**

December 9, 2013

2:00-4:00pm

UPS Room 10

AGENDA
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**Public Comment: Instructions for Addressing the Board of Directors and  
Requesting Agenda Items**

*If a member of the public wishes to speak about an item on the agenda, a Speaker Sheet should be completed, including the number of the agenda item, OR if wishing to speak to an item not on the agenda, stating the topic on which s/he wishes to speak. The Speaker Sheet should be presented to the Board Secretary prior to the start of the meeting.*

*Individual speakers will be allowed three (3) minutes to address the Board. The Board shall limit the total time for each agenda item to 20 minutes.*

*A member of the public wishing to place an item on the agenda should notify the University Preparation School office at least eight (8) days prior to the meeting date OR make such request when Future Agenda items are addressed. In accordance with Education Code 35145.5, the Board cannot enter into a formal discussion or make a decision on any matter not on this agenda during this meeting. The Board may take action or refer to a later meeting any subject discussed in a presentation at this Board of Directors' meeting. Any Agenda Item is to be considered a Potential Action Item*

**I. Opening Procedures (20-30 min.)**

**A. Call to Order**

**B. Adoption of the Agenda**

**Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_**

**Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_**

**C. Pledge of Allegiance**

<b>D. Roll Call</b>	<b>Present</b>	<b>Absent</b>
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**Board Members**

Jeanne Adams

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Merilyn Buchanan

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Cathy Cartwright

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\_\_\_\_\_

Ana DeGenna

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Dax Jacobson

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\_\_\_\_\_

Caroline Chey

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**Administration**

Charmon Evans

\_\_\_\_\_

\_\_\_\_\_

Sara Ahl

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Veronica Solorzano

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**E. Public Comments**

**F. Spotlight on UCS-Common Core Video**

**G. Directors' Reports**

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

**I. Advisory and Auxiliary Reports**

**1. University Charter Schools Education Foundation**

**2. School Advisory Council**

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

**4. Other**

**II. Closed Session (15-20 minutes)**

**A. Topic/Agenda Item: Administrative Review**

Personnel Involved: Directors

**III. Regular Session**

**A. Consent Agenda (5 minutes)**

All items on the Consent Agenda are to be approved as one motion unless a Board member requests separate action on a specific item. Each item approved shall be deemed to have been read in full and adopted as recommended.

**1. Minutes of the November 18, 2013 Regular Board Meeting**

**2. Donations**

**3. Check Register**

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

Aye \_\_\_\_

Nay \_\_\_\_

Abstain \_\_\_\_

Absent \_\_\_\_

**B. Action Items**

- 1. Topic/Agenda Item: Review and Approval of the October Financials for UPS & UCMS (5 minutes)**

**Personnel Involved:** Irina Castillo

**Issues Involved/Fiscal Implications (If Any):**

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

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

**Director's Recommendation:** The Directors' recommend approval of the October Financials for UPS & UCMS.

Charmon Evans/Sara Ahl  
Directors

**Moved by** \_\_\_\_\_ **Seconded by** \_\_\_\_\_

**Aye** \_\_\_\_\_ **Nay** \_\_\_\_\_ **Abstain** \_\_\_\_\_ **Absent** \_\_\_\_\_

- 2. Topic/Agenda Item: Review and Approval of the First Interim Report for UPS & UCMS (5 minutes)**

**Personnel Involved:** Irina Castillo/Charmon Evans

**Issues Involved/Fiscal Implications:** The reports will reflect any changes to date to actual & projected revenues & expenditures.

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

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

**Director's Recommendation:** The Directors' recommend approval of First Interim Report for UPS & UCMS

Charmon Evans/Sara Ahl  
Directors

**Moved by** \_\_\_\_\_ **Seconded by** \_\_\_\_\_

**Aye** \_\_\_\_\_ **Nay** \_\_\_\_\_ **Abstain** \_\_\_\_\_ **Absent** \_\_\_\_\_

3. **Topic/Agenda Item: Review and Approval of the UPS & UCMS Audit for Fiscal Year 2012-2013 (5 minutes)**

**Personnel Involved:** Irina Castillo/Charmon Evans

**Issues Involved/Fiscal Implications (If Any):**

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

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

**Director's Recommendation:** The Directors' recommend approval of the Audit for Fiscal Year 2012-2013

Charmon Evans/Sara Ahl  
Directors

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Aye \_\_\_\_ Nay \_\_\_\_ Abstain \_\_\_\_ Absent \_\_\_\_

4. **Topic/Agenda Item: Review and Approval of the eflexFSA Flexible Spending Account for UPS & UCMS (5 minutes)**

**Personnel Involved:** Charmon Evans

**Issues Involved/Fiscal Implications:** This plan is comparable to our former plan. ExED has worked with this company and found them to be timely and efficient.

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

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

**Director's Recommendation:** The Directors' recommend approval of the eflexFSA Flexible Spending Account for UPS & UCMS

Charmon Evans/Sara Ahl  
Directors

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Aye \_\_\_\_ Nay \_\_\_\_ Abstain \_\_\_\_ Absent \_\_\_\_

**C. Discussion/Information**

- 1. Topic/Agenda Item: Budget Discussion (10 minutes)**  
Personnel Involved: Charmon Evans
- 2. Topic/Agenda Item: Enrollment Lottery (3 minutes)**  
Personnel Involved: Charmon Evans

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

**V. Future Agenda Items: Next meeting, January 27, 2014**

**VI. Adjournment**