

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

January 27, 2017

1:30-4:00

UPS Room 10

AGENDA

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 (1:30-1:50)

A. Call to Order

B. Adoption of the Agenda

Moved by _____ Seconded by _____

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

C. Pledge of Allegiance

| | | | |
|-----------|------------------------------|----------------|---------------|
| D. | Roll Call | Present | Absent |
| | <u>Board Members</u> | | |
| | Jeanne Adams | _____ | _____ |
| | Carolyn Bernal | _____ | _____ |
| | Rodrigo Cardenas | _____ | _____ |
| | Cathrine Cartwright | _____ | _____ |
| | Michelle Dean | _____ | _____ |
| | Marie Francois | _____ | _____ |
| | Howard Hartzfeld | _____ | _____ |
| | Roberto Martinez | _____ | _____ |
| | Richard Urias | _____ | _____ |
| | <u>Administration</u> | | |
| | Charmon Evans | _____ | _____ |
| | Gayle Hughes | _____ | _____ |
| | Veronica Solorzano | _____ | _____ |

E. Public Comments

F. Director's Report

G. Board Reports, Correspondence, and Communications

H. Advisory and Auxiliary Reports

1. University Charter Schools Education Foundation
2. School Site Council
3. Parent, Teacher, Student Association
4. Other

II. Regular Session

A. Consent Agenda (1:50-1:55)

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 December 9, 2016 Board Meeting**
2. **Check Register**
3. **Credit Card Transactions**

Moved by _____ Seconded by _____

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

1. **Topic/Agenda Item: Elections for the Board of Directors January 2017- December 2017, President, Vice President, Treasurer and Secretary (1:55-2:10)**

Personnel Involved: 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: It is recommended the Board of Directors elect a President, Vice President, Treasurer and Secretary from January 2017-December 2017.

Charmon Evans/Gayle Hughes

Directors

Moved by _____ Seconded by _____

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

2. Topic/Agenda Item: Review and Approval of the November & December Financials for UPCS (2:10-2:17)

Personnel Involved: Lisa Boulos/Irina Castillo

Fiscal Implications:

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

Options or Solutions (If applicable):

Director's Recommendation: The Director's recommend approval of the November & December Financials for UPCS

Charmon Evans/Gayle Hughes
Directors

Moved by _____ Seconded by _____

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

3. Topic/Agenda Item: Review and Approval of the Winter Consolidated Application Report for UPCS (2:17-2:27)

Personnel Involved: Lisa Boulos/Irina Castillo

Fiscal Implications:

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

Options or Solutions (If applicable):

Director's Recommendation: The Director's recommend approval of the Winter Consolidated Application Report for UPCS

Charmon Evans/Gayle Hughes
Directors

Moved by _____ Seconded by _____

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

4. **Topic/Agenda Item: Review and Approval of CA Wage & Hour Regulations-District Payroll Practices vs. State Payroll Practices (2:27-2:45)**

Personnel Involved: Lisa Boulos/Irina Castillo

Fiscal Implications:

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

Options or Solutions (If applicable):

Director's Recommendation: The Director's recommend approval of CA Wage & Hour Regulations-District Payroll Practices vs. State Payroll Practices

Charmon Evans/Gayle Hughes
Directors

Moved by _____ Seconded by _____

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

5. **Topic/Agenda Item: Review and Approval of the 2015-2016 SARC report for UPS (2:45-2:55)**

Personnel Involved: Gayle Hughes

Fiscal Implications:

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

Options or Solutions (If applicable):

Director's Recommendation: The Director's recommend approval of the 2015-2016 SARC Report for UPS

Charmon Evans/Gayle Hughes
Directors

Moved by _____ Seconded by _____

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

6. **Topic/Agenda Item: Review and Approval of the UPCS Cheer Team attending the All Star National Championship February 16-19, 2017 in Las Vegas Nevada (2:55-3:05)**

Personnel Involved: Gayle Hughes

Fiscal Implications:

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

Options or Solutions (If applicable):

Director's Recommendation: The Director's recommend approval of the UPCS Cheer Team attending the All Star National Championship February 16-19, 2017 in Las Vegas Nevada

Charmon Evans/Gayle Hughes
Directors

Moved by _____ Seconded by _____

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

7. **Topic/Agenda Item: Review and Approval of the Administration obtaining formal bids for portable classrooms at the Elementary site (3:05-3:15)**

Personnel Involved: Charmon Evans

Fiscal Implications:

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

Options or Solutions (If applicable):

Director's Recommendation: The Director's recommend approval of Administration obtaining formal bids for portable classrooms at the Elementary site.

Charmon Evans/Gayle Hughes
Directors

Moved by _____ Seconded by _____

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

C. Discussion/Information

1. Topic/Agenda Item: LCAP 2016-17 Action Plan (3:15-3:25)

Personnel Involved: Charmon Evans/Gayle Hughes

ADJOURN OPEN SESSION

III. Closed Session (3:25-3:55)

A. Topic/Agenda Item: Public Employee Discipline/Dismissal/Employment

Personnel Involved: Directors

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

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

IV. Board of Directors Announcements/Remarks

V. Future Agenda Items: Next Meeting, February 24, 2016

VI. Adjournment