

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

November 18, 2016

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

Board Members

Jeanne Adams	_____	_____
Carolyn Bernal	_____	_____
Rodrigo Cardenas	_____	_____
Cathrine Cartwright	_____	_____
Michelle Dean	_____	_____
Marie Francois	_____	_____
Howard Hartzfeld	_____	_____
Roberto Martinez	_____	_____
Richard Urias	_____	_____

Administration

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 September 29, 2016 Regular 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				

ADJOURN OPEN SESSION

III. Closed Session (1:55-2:25)

- A. Topic/Agenda Item: Administrative Reviews**
 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**

B. Action Items

1. Topic/Agenda Item: Review and Approval of the September & October Financials for UPCS (2:25-2:35)

Personnel Involved: 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 September & October 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				

2. Topic/Agenda Item: Review and Approval of the UPS & UCMS Audit for 2015-2016 (2:35-2:45)

Personnel Involved: Irina Castillo/Lisa Boulos/Charmon Evans

Cathy Cartwright/Rodrigo Cardenas/Howard Hartzfeld

Fiscal Implications:

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

Options or Solutions (If applicable):

Director's Recommendation: The Director's and Audit Committee recommend approval of the 2015-2016 Audit for UPS & UCMS

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				
Richard Urias				
Roberto Martinez				

3. Topic/Agenda Item: Review and Approval of Auditor Search Process (2:45-2:50)

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 Auditor Search Process

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 revision #000
Parent Involvement Policy, Title 1 (2:50:3:00)**

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 revision #000 Parent Involvement Policy, Title 1

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 revision #903
Conflict of Interest Code Policy (3:00:3:10)**

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 revision #903 Conflict of Interest Code Policy

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: First Reading of revision to University Preparation School at CSU Channel Islands Bylaws (3:10-3:15)**

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 First Reading of revision to University Preparation School at CSU Channel Islands Bylaws

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 & Approval of updates to Safety Plan for 2016-2017 school year (3:15-3:25)**

Personnel Involved: Veronica Solorzano

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 updates to Safety Plan for 2016-2017 school year.

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 (3:25-3:40)**
Personnel Involved: Charmon Evans/Gayle Hughes
- 2. Topic/Agenda Item: CAASPP 2015-16 Test Scores (3:40-3:55)**
Personnel Involved: Charmon Evans/Gayle Hughes
- 3. Topic/Agenda Item: CA Healthy Kids Survey (3:55-4:00)**
Personnel Involved: Gayle Hughes

IV. Board of Directors Announcements/Remarks

V. Future Agenda Items: Next Meeting, December 9, 2016

VI. Adjournment