

**University Preparation School at CSU Channel Islands**  
**1099 Bedford Drive, Camarillo CA 93010**  
**Board of Directors Meeting**  
**University Preparation Charter School at CSU Channel Islands**

November 30, 2018

1:30-4:00

Room D2

<b>AGENDA</b>
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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 (1:30-2:00)**

**A. Call to Order**

**B. Adoption of the Agenda**

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

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

**C. Pledge of Allegiance**

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

**E. Public Comments**

**F. Spotlight-Child Care & Busing, Charmon Evans**

**G. Director's Report**

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

**I. Swearing in of Board Member, Carolyn Bernal, Community Position**

**J. 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 (2:00-2:05)**

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 October 26, 2018 Regular Board Meeting**
- 2. Check Register**
- 3. Credit Card Transactions**

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

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

**B. Items for Action, Discussion and or Information**

**1. Topic/Agenda Item: October Financials for UPCS (2:05-2:15)**

**Personnel Involved:** Lisa Boulos

**Fiscal Implications:**

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

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

**Director's Recommendation:** The Executive Director recommends approval of the October Financials for UPCS

Charmon Evans  
Executive Director

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

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

2. **Topic/Agenda Item: 2017-2018 Audit for UPCS (2:15-2:30)**  
**Personnel Involved: Charmon Evans**  
**Fiscal Implications:**  
**Impact on School Mission, Vision or Goals, (If Any):**  
**Options or Solutions (If applicable):**  
**Director's Recommendation:** The Executive Director recommends approval of the 2017-2018 Audit for UPCS

Charmon Evans  
Executive Director

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

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

3. **Topic/Agenda Item: #511 Drop Off and Pick Up of Students Policy (2:30-2:40)**  
**Personnel Involved: Charmon Evans**  
**Fiscal Implications:**  
**Impact on School Mission, Vision or Goals, (If Any):**  
**Options or Solutions (If applicable):**  
**Director's Recommendation:** The Executive Director recommends approval of #511 Drop Off and Pick up of Students Policy

Charmon Evans  
Executive Director

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

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

4. **Topic/Agenda Item: Review and Approval of the 8<sup>th</sup> Grade Washington D.C. trip, April 8-April 13, 2019 (2:40-2:45)**

**Personnel Involved:** Veronica Solorzano

**Fiscal Implications:**

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

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

**Director's Recommendation:** The Executive Director recommends approval of the 8<sup>th</sup> Grade Washington D.C. trip April 8-April 13, 2019

Charmon Evans  
Executive Director

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

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

5. **Topic/Agenda Item: Review and Approval of the Primary Years Santa Cruz Island Trip January 25, 2019 and February 1, 2019 (2:45-2:50)**

**Personnel Involved:** Darlene Hale

**Fiscal Implications:**

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

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

**Director's Recommendation:** The Executive Director recommends approval of the Primary Years Santa Cruz Island Trip January 25, 2019 and February 1, 2019

Charmon Evans  
Executive Director

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

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

6. **Topic/Agenda Item: Establishing Timeline, Procedures & Nominating Committee for Board Vacancy (2:50-3:05)**

**Personnel Involved:** Charmon Evans

**Fiscal Implications:**

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

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

**Director's Recommendation:** The Executive Director recommends approval of establishing timeline, procedures and nominating committee for board vacancy

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

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

7. **Topic/Agenda Item: Prop 39 update (3:30-3:35)**

**Personnel Involved:** Charmon Evans

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

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

**ADJOURN OPEN SESSION**

### **III. Closed Session (3:35-4:00)**

**A. Topic/Agenda Item: Administrative Review**  
Personnel Involved: Executive Director

<b>Board Member</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Jeanne Adams				
Carolyn Bernal				
Cathrine Cartwright				
Michelle Dean				
Marlo Hartsuyker				
Howard Hartzfeld				
Roberto Martinez				
Brian Sevier				

**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, December 14, 2018**

### **VI. Adjournment**