

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

December 13, 2017

1:30-4:00

Middle School, Room D4

**AGENDA**

***UPCS Mission: UPCS is a collaborative community of innovative learners who seek out challenges and persevere toward individual and shared goals. We provide multiple opportunities for students to thrive in a diverse and compassionate learning environment.***

**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				
Carolyn Bernal				
Rodrigo Cardenas				
Cathrine Cartwright				
Michelle Dean				
Marie Francois				
Howard Hartzfeld				
Roberto Martinez				

**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	_____	_____
Rodrigo Cardenas	_____	_____
Cathy Cartwright	_____	_____
Michelle Dean	_____	_____
Marie Francois	_____	_____
Howard Hartzfeld	_____	_____
Roberto Martinez	_____	_____
<b><u>Administration</u></b>		
Charmon Evans	_____	_____
Darlene Hale	_____	_____
Veronica Solorzano	_____	_____

**E. Public Comments**

**F. Director's Report**

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

**H. Swearing in of New Board Members, Marlo Hartsuyker  
VCOE Representative**

**I. 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 25, 2017 Regular Meeting**
2. **Donations**
3. **Check Register**
4. **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				
Marlo Hartsuyker				
Howard Hartzfeld				
Roberto Martinez				

## B. **Action Items**

1. **Topic/Agenda Item: Review and Approval of the October Financials for UPCS (2:05-2:15)**  
**Personnel Involved:** Lisa Boulos, Audit Committee, 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 October Financials for UPCS

Charmon Evans  
Executive Director

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

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

2. **Topic/Agenda Item: Review and Approval of the 1<sup>st</sup> Interim Financial Report for UPCS (2:15-2:30)**

**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 1<sup>st</sup> Interim Financial Report for UPCS

Charmon Evans  
Executive Director

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

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

3. **Topic/Agenda Item: Review and Approval of the 2016-2017 Audit for UPCS (2:30-2:40)**

**Personnel Involved:** Lisa Boulos

**Fiscal Implications:**

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

**Director's Recommendation:** The Executive Director recommends approval of the 2016-2017 Audit for UPCS

Charmon Evans  
Executive Director

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

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

4. **Topic/Agenda Item: Review and Approval of Policy #106 General Complaint Policy (2:40-2:45)**

**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 Policy #106

Charmon Evans  
Executive Director

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

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

5. **Topic/Agenda Item: Review and Approval of Policy #105 Uniform Complaint Policy and Procedures (2:45-2:55)**

**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 Policy #105 Comprehensive Complaint Policy and Procedures

Charmon Evans  
Executive Director

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

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams				

Carolyn Bernal				
Rodrigo Cardenas				
Cathrine Cartwright				
Michelle Dean				
Marie Francois				
Marlo Hartsuyker				
Howard Hartzfeld				
Roberto Martinez				

**6. Topic/Agenda Item: Review and Approval of #518 Title IX Harassment, Intimidation, Discrimination & Bullying Policy (2:55-3:05)**

**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 #518

Charmon Evans  
Executive Director

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

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

7. **Topic/Agenda Item: Review and Approval of the Board of Director Calendar for 2018 (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 Executive Director recommends approval of the 2018 Board of Directors Calendar

Charmon Evans

Executive Director

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

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

8. **Topic/Agenda Item: Elections for the Board of Directors December 2017- December 2018, President, Vice President, Treasurer and Secretary (3:15-3:25)**

**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 December 2017-December 2018.

Charmon Evans

Executive Director

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

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

## C. Discussion/Information

1. **Topic/Agenda Item: State Progress Indicators Fall 2017 and LCAP 2017-2018 (3:25-3:35)**  
Personnel Involved: Charmon Evans

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

- A. **Topic/Agenda Item: Public Employee**  
Employee Review, Executive Director  
Personnel Involved: Board of Directors

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

- B. **Topic/Agenda Item: Possible Litigation**  
Personnel Involved: Charmon Evans

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



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

**V. Future Agenda Items: Next Meeting, January 24, 2018**

**VI. Adjournment**