

**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 8, 2015

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 (1:30-2:00)**

**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				
Richard Urias				

**C. Pledge of Allegiance**

**D. Roll Call Present Absent**

**Board Members**

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

**Administration**

Charmon Evans	_____	_____
Gayle Hughes	_____	_____
Veronica Solorzano	_____	_____

**E. Public Comments**

**F. Spotlight on UCS-ACTT**

**G. Director's Report**

**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. 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 November 18, 2015 Regular Meeting**

**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				
Howard Hartzfeld				
Richard Urias				

## B. Action Items

1. **Topic/Agenda Item: Review and Approval of the September & October Financials for UPS & UCMS (2:05-2:15)**

**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 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				

2. **Topic/Agenda Item: Review and Approval of the First Interim Budget for UPS & UCMS (2:15-2:25)**

**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 First Interim Budget 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				

3. **Topic/Agenda Item: Elections for the Board of Directors  
December 2015- December 2016, President, Vice President,  
Treasurer and Secretary (2:25-2:40)**

**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 2015-December 2016.

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				

4. **Topic/Agenda Item: Review and Approval of the Board Calendar  
from January 2016 through June 2016 (2:40-2:55)**

**Personnel Involved:** Charmon Evans

**Fiscal Implications:**

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

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

**Director's Recommendation:** The Director's recommend approval of the Board Calendar from January 2016 through June 2016

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				

5. **Topic/Agenda Item: Review and Approval of revision #000 Parent Involvement Policy, Title 1 (2:55-3:00)**

**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 \_\_\_\_\_**

<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				
Howard Hartzfeld				
Richard Urias				

**C. Discussion/Information**

1. **Topic/Agenda Item: LCAP (3:00-3:15)**  
Personnel Involved: Charmon Evans/Gayle Hughes
2. **Topic/Agenda Item: Research Project (3:15-3:25)**  
Personnel Involved: Michelle Dean
3. **Topic/Agenda Item: First Reading of the Educator Effectiveness Grant (3:25-3:35)**  
Personnel Involved: Charmon Evans
4. **Topic/Agenda Item: University Charter Schools Education Foundation (3:35-3:40)**  
Personnel Involved: Gayle Hughes

**ADJOURN OPEN SESSION**

### **III. Closed Session (3:40-4:00)**

#### **A. Topic/Agenda Item: Administrative Goals**

Personnel Involved: Directors

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				
Howard Hartzfeld				
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, January 13, 2015, 1:30-4:00p.m.**

#### **VI. Adjournment**