

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

June 22, 2018

1:30-4:00

UPCS, Elementary Site, 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 (1:30-1:40)

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				
Marlo Hartsuyker				
Howard Hartzfeld				
Roberto Martinez				
Brian Sevier				

C. Pledge of Allegiance

D.	Roll Call	Present	Absent
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Board Members

Jeanne Adams

Carolyn Bernal

Rodrigo Cardenas

Cathrine Cartwright

Michelle Dean

Marlo Hartsuyker

Howard Hartzfeld

Roberto Martinez

Brian Sevier

Administration

Charmon Evans

Darlene Hale

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**

I. Discussion/Information

- 1. Topic/Agenda Item: 2018-2019 Budget for UPCS (1:40-1:50)**
Personnel Involved: Lisa Boulos/Charmon Evans
- 2. Topic/Agenda Item: 2018-2019 Local Control Accountability Plan for UPCS (1:50-2:10)**
Personnel Involved: Charmon Evans

J. Public Hearings (2:10-2:16)

- 1. Public Hearing: Adoption of the UPCS 2018-2019 Budget. The Board will conduct a public hearing to allow members of the public the opportunity to comment on the adoption of the 2018-2019 budget.**
- 2. Public Hearing: 2018-2019 Local Control Accountability Plan for UPCS. The Board will conduct a public hearing to allow members of the public the opportunity to comment on the adoption of the Local Control Accountability Plan (LCAP)**

II. Regular Session

A. Consent Agenda (2:16-2:20)

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 May 25, 2018 Regular Board Meeting**
- 2. Donations**
- 3. Check Register**
- 4. Credit Card Transactions**
- 5. CONAPP**

Moved by _____ Seconded by _____

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

B. Action Items

1. **Topic/Agenda Item: Review and Approval of the 2018-2019 Local Control Accountability Plan for UPCS (2:20-2:25)**

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 Local Control Accountability Plan 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				
Marlo Hartsuyker				
Howard Hartzfeld				
Roberto Martinez				
Brian Sevier				

2. **Topic/Agenda Item: Review and Approval of the 2018-2019 Budget for UPCS (2:25-2:30)**

Personnel Involved: Lisa Boulos/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 2018-2019 Budget 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				
Marlo Hartsuyker				
Howard Hartzfeld				
Roberto Martinez				
Brian Sevier				

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

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 May 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				
Marlo Hartsuyker				
Howard Hartzfeld				
Roberto Martinez				
Brian Sevier				

4. **Topic/Agenda Item: Review and Approval of the Board of Directors Meeting Calendar for the remainder of 2018 (2:40-2:50)**

Personnel Involved: Charmon Evans

Fiscal Implications:

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

Options or Solutions (If applicable):

Director's Recommendation: The Executive Director recommends approval of the Board of Directors Meeting Calendar for the remainder of 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				
Marlo Hartsuyker				
Howard Hartzfeld				
Roberto Martinez				
Brian Sevier				

5. **Topic/Agenda Item: Review and Approval of Compensation Comparability Study for Executive Director Position (2:50-3:00)**

Personnel Involved: Howard Hartzfeld

Fiscal Implications:

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

Options or Solutions (If applicable):

Director's Recommendation: The Board President recommends approval of the Compensation Comparability Study for Executive Director

Charmon Evans
Executive Director

Moved by _____ Seconded by _____

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

6. **Topic/Agenda Item: Required Oral Report Regarding Executive Director Contract (3:00-3:10)**

Personnel Involved: Howard Hartzfeld

Fiscal Implications:

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

Options or Solutions (If applicable):

Director's Recommendation: The board president recommends approval of the Executive Director Contract

Charmon Evans
Executive Director

Moved by _____ Seconded by _____

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

7. **Topic/Agenda Item: Review and Approval of Executive Director Contract (3:10-3:20)**

Personnel Involved: Howard Hartzfeld

Fiscal Implications:

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

Options or Solutions (If applicable):

Director's Recommendation: The Board President recommends approval of the Compensation Comparability Study for Executive Director

Charmon Evans
Executive Director

Moved by _____ **Seconded by** _____

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

8. **Topic/Agenda Item: Review and Approval of the ExED Contract (3:20-3:25)**

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 ExED Contract

Charmon Evans
Directors

Moved by _____ **Seconded by** _____

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

9. **Topic/Agenda Item: Review and Approval of Education Protection Account Spending Plan for 2018-2019 (3:25-3:30)**

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 Education Protection Account Spending Plan for 2018-2019

Charmon Evans

Directors

Moved by _____ Seconded by _____

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

10. **Topic/Agenda Item: Review and Approval of the Vendor Authorization List for the 2018-2019 school year (3:30-3:35)**

Personnel Involved: Lisa Boulos/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 Vendor Authorization List for the 2018-2019 school year

Charmon Evans

Directors

Moved by _____ Seconded by _____

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

C. Discussion/Information

1. Topic/Agenda Item: Preschool Program 2017-2018 Self-Evaluation (3:35-3:40)

Personnel Involved: Charmon Evans

ADJOURN OPEN SESSION

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

A. Topic/Agenda Item: Public Employee 2018-2019 Certificated & Classified Staff Personnel Involved: Charmon Evans

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

B. Topic/Agenda Item: Public Employee Review/Discipline/Employment Personnel Involved: Charmon Evans

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams				
Carolyn Bernal				
Rodrigo Cardenas				
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, August 31, 2018

VI. Adjournment