

**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**

September 8, 2014

1:30-3:30

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 (1:30-1:40)

A. Call to Order

B. Adoption of the Agenda

Moved by _____ Seconded by _____

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams				
Marilyn Buchanan				
Cathrine Cartwright				
Cheryl Kewley				
Ana DeGenna				
Dax Jacobson				

C. Pledge of Allegiance

D.	Roll Call	Present	Absent
	<u>Board Members</u>		
	Jeanne Adams	_____	_____
	Marilyn Buchanan	_____	_____
	Cathy Cartwright	_____	_____
	Ana DeGenna	_____	_____
	Dax Jacobson	_____	_____
	Cheryl Kewley	_____	_____
	<u>Administration</u>		
	Charmon Evans	_____	_____
	Gayle Hughes	_____	_____
	Veronica Solorzano	_____	_____

E. Public Comments

F. Spotlight on UCS

G. Directors' Reports

H. Board Reports, Correspondence, and Communications

I. Swearing in of New Board Member, Richard Urias

J. 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 (1:40-1:45)

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 June 30, 2014 Regular Board Meeting

Moved by _____ Seconded by _____

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams				
Marilyn Buchanan				
Cathrine Cartwright				
Cheryl Kewley				
Ana DeGenna				
Dax Jacobson				

B. Action Items

1. Topic/Agenda Item: Change to Election of Officers Schedule (1:45-1:50)

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 change the Election of Officers Schedule from August/September elections to December elections.

Charmon Evans/Gayle Hughes
Directors

Moved by _____ Seconded by _____

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams				
Marilyn Buchanan				
Cathrine Cartwright				
Cheryl Kewley				
Ana De Genna				
Dax Jacobson				

2. Topic/Agenda Item: Elections for the Board of Directors 2014-2015, President, Vice President, Treasurer and Secretary (1:50-1:55)

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 for the 2014-2015 school year.

Charmon Evans/Gayle Hughes
Directors

Moved by _____ Seconded by _____

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams				
Marilyn Buchanan				
Cathrine Cartwright				
Cheryl Kewley				
Ana De Genna				
Dax Jacobson				

3. Topic/Agenda Item: Review and Approval of candidate's application for consideration of Board vacancies. (1:55-2:10)

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: The Directors recommend approval of candidates moving forward for consideration to Board positions.

Charmon Evans/Gayle Hughes

Directors

Moved by _____ Seconded by _____

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams				
Merilyn Buchanan				
Cathrine Cartwright				
Cheryl Kewley				
Ana De Genna				
Dax Jacobson				

4. Topic/Agenda Item: Review and Approval of the June & July Financials for UPS & UCMS (2:10-2:20)

Personnel Involved: Irina Castillo

Issues Involved/Fiscal Implications (If Any):

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

Options or Solutions (If applicable):

Director's Recommendation: The Directors' recommend approval of the June & July Financials for UPS & UCMS.

Charmon Evans/Gayle Hughes

Directors

Moved by _____ Seconded by _____

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams				
Merilyn Buchanan				
Cathrine Cartwright				
Cheryl Kewley				
Ana De Genna				
Dax Jacobson				

5. **Topic/Agenda Item: Review and Approval of the Unaudited Actuals for FY 2013-2014 for UPS & UCMS (2:20-2:25)**

Personnel Involved: Irina Castillo

Issues Involved/Fiscal Implications (If Any):

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

Options or Solutions (If applicable):

Director's Recommendation: The Directors' recommend approval of the Unaudited Actuals for FY 2013-2014 for UPS & UCMS.

Charmon Evans/Gayle Hughes

Directors

Moved by _____ Seconded by _____

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams				
Merilyn Buchanan				
Cathrine Cartwright				
Cheryl Kewley				
Ana De Genna				
Dax Jacobson				

6. **Topic/Agenda Item: Review and Approval of Board Resolution 12 14/15 (2:25-2:28)**

Personnel Involved: Charmon Evans

Issues Involved/Fiscal Implications: Remove Sara Ahl as signatory for any and all documents related to the corporation, and adding new Middle School Director Gayle Hughes

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

Options or Solutions (If applicable):

Director's Recommendation: The Director's recommend approval of Board Resolution 12 14/15

Charmon Evans/Gayle Hughes

Directors

Moved by _____ Seconded by _____

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams				
Merilyn Buchanan				
Cathrine Cartwright				
Cheryl Kewley				
Ana De Genna				
Dax Jacobson				

7. Topic/Agenda Item: Review and Approval of Board Resolution 13 14/15 (2:28-2:31)

Personnel Involved: Charmon Evans

Issues Involved/Fiscal Implications: Remove Sara Ahl as a school official on documents to included but not limited to banking, state reporting, audits, financials, accountability reports, insurance, etc., and adding new Middle School Director Gayle Hughes

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

Options or Solutions (If applicable):

Director's Recommendation: The Director's recommend approval of Board Resolution 13 14/15

Charmon Evans/Gayle Hughes
Directors

Moved by _____ Seconded by _____

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams				
Merilyn Buchanan				
Cathrine Cartwright				
Cheryl Kewley				
Ana De Genna				
Dax Jacobson				

8. Topic/Agenda Item: Review and Approval of the CCSS Common Core State Standards Plan for 2013-2015 (2:31-2:40)

Personnel Involved: Charmon Evans/Irina Castillo

Issues Involved/Fiscal Implications (If Any):

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

Options or Solutions (If applicable):

Director's Recommendation: The Director's recommend approval of the Assistant Director Salary Schedule

Charmon Evans/Gayle Hughes
Directors

Moved by _____ Seconded by _____

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams				
Merilyn Buchanan				
Cathrine Cartwright				
Cheryl Kewley				
Ana De Genna				
Dax Jacobson				

9. **Topic/Agenda Item: Review and Approval of the Assistant Director Salary Schedules (2:40-2:45)**

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: The Director's recommend approval of the Assistant Director Salary Schedule
Charmon Evans/Gayle Hughes
Directors

Moved by _____ Seconded by _____

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams				
Merilyn Buchanan				
Cathrine Cartwright				
Cheryl Kewley				
Ana De Genna				
Dax Jacobson				

10. **Topic/Agenda Item: Review and Approval of the Title III Plan for UPS (2:45-2:50)**

Personnel Involved: Charmon Evans/Gayle Hughes

Issues Involved/Fiscal Implications (If Any):

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

Options or Solutions (If applicable):

Director's Recommendation: The Director's recommend approval of the Title III Plan for UPS
Charmon Evans/Gayle Hughes
Directors

Moved by _____ Seconded by _____

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams				
Merilyn Buchanan				
Cathrine Cartwright				
Cheryl Kewley				
Ana De Genna				
Dax Jacobson				

11. Topic/Agenda Item: Review and Approval of the Title III Consortium for UPS & UCMS (2:50-2:55)

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: The Director's recommend approval of the Assistant Director Salary Schedule

Charmon Evans/Gayle Hughes

Directors

Moved by _____ Seconded by _____

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams				
Marilyn Buchanan				
Cathrine Cartwright				
Cheryl Kewley				
Ana De Genna				
Dax Jacobson				

12. Topic/Agenda Item: Review and Approval of the change to make Petty Cash checks payable to Charmon Evans from Lisa Donofrio (2:55-3:00)

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: The Director's recommend approval of the change to make Petty Cash checks payable to Charmon Evans from Lisa Donofrio

Lisa Donofrio

Charmon Evans/Gayle Hughes

Directors

Moved by _____ Seconded by _____

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams				
Marilyn Buchanan				
Cathrine Cartwright				
Cheryl Kewley				
Ana De Genna				
Dax Jacobson				

13. Topic/Agenda Item: Review and Approval of the Board of Director Meeting Calendar for 2014-2015 (3:00-3:05)

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: The Director's recommend approval of the Board of Director Meeting Calendar for 2014-2015
Charmon Evans/Gayle Hughes
Directors

Moved by _____ Seconded by _____

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams				
Marilyn Buchanan				
Cathrine Cartwright				
Cheryl Kewley				
Ana De Genna				
Dax Jacobson				

C. Discussion/Information

1. Topic/Agenda Item: LCAP update (3:05-3:15)

Personnel Involved: Charmon Evans

III. Closed Session (3:15-3:30)

A. Topic/Agenda Item: Public Employee Review: Administration

Personnel Involved: Directors

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams				
Marilyn Buchanan				
Cathrine Cartwright				
Cheryl Kewley				
Ana DeGenna				
Dax Jacobson				

RECONVENE OPEN SESSION: BOARD REPORT OUT ON ACTION TAKEN IN CLOSED SESSION, IF ANY

IV. Board of Directors Announcements/Remarks

V. Future Agenda Items: October 13, 2014, 1:30-3:30pm

VI. Adjournment