

**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 9, 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				
Richard Urias				

**C. Pledge of Allegiance**

- D. Roll Call**
- |                              | <b>Present</b> | <b>Absent</b> |
|------------------------------|----------------|---------------|
| <b><u>Board Members</u></b>  |                |               |
| Jeanne Adams                 | _____          | _____         |
| Carolyn Bernal               | _____          | _____         |
| Merilyn Buchanan             | _____          | _____         |
| Rodrigo Cardenas             | _____          | _____         |
| Cathy Cartwright             | _____          | _____         |
| Richard Urias                | _____          | _____         |
| <b><u>Administration</u></b> |                |               |
| Charmon Evans                | _____          | _____         |
| Gayle Hughes                 | _____          | _____         |
| Veronica Solorzano           | _____          | _____         |
- E. Public Comments**
- F. Spotlight on UCS, Show my Homework-Gayle Hughes**
- G. Director's Report**
- H. Board Reports, Correspondence, and Communications**
- I. Swearing in of New Board Members, Michelle Dean & CSUCI Presidents Representative**
- 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 (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 June 24, 2015 Regular Meeting**
- 2. Donations**

**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				
Richard Urias				

## B. Action Items

1. **Topic/Agenda Item: Review and Approval of interim Board Secretary upon the resignation of Cheryl Kewley (2:05-2:10)**

**Personnel Involved:** Carolyn Bernal/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 an interim Secretary

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				
Richard Urias				

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

**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 May & June 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				
Richard Urias				

3. **Topic/Agenda Item: Review and Approval of the Unaudited Actuals for fiscal year 2014-2015 for UPS & UCMS (2:20-2:30)**

**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 Unaudited Actuals for fiscal year 2014-2015 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				
Richard Urias				

4. **Topic/Agenda Item: Review and Approval of the increase to the UCMS Petty Cash from \$300 to \$500 (2:30-2:35)**

**Personnel Involved:** Charmon Evans

**Fiscal Implications:** In order to cover referee costs during the UCMS sports season

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

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

**Director's Recommendation:** The Director's recommend approval of an increase to the UCMS Petty Cash from \$300 to \$500

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				
Richard Urias				

5. **Topic/Agenda Item: Review and Approval of the 2015-2016 Employee Handbook (2:35-2:40)**

**Personnel Involved:** Charmon Evans

**Fiscal Implications:**

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

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

**Director's Recommendation:** The Director's recommend approval of the 2015-2016 Employee Handbook

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				
Richard Urias				

6. **Topic/Agenda Item: Review and Approval of the 2015-2016 Vendor Authorization List (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 Director's recommend approval of the 2015-2016 Vendor Authorization List

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				
Richard Urias				

7. **Topic/Agenda Item: Review and Approval of the Bilingual/Biliterate pay for Classified Office Staff (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 Director's recommend approval of the Bilingual/Biliterate pay for Classified Office Staff

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				
Richard Urias				

8. **Topic/Agenda Item: Review and Approval of candidate application for consideration of Board vacancy (2:55-3:05)**

**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 Directors recommend approval of candidate moving forward for consideration to Board position.

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				
Richard Urias				

## **C. Discussion/Information**

### **1. Topic/Agenda Item: Summer School (3:05-3:20)**

Personnel Involved: Veronica Solorzano

## **ADJOURN OPEN SESSION**

## **III. Closed Session (3:20-4:00)**

### **A. Topic/Agenda Item: Ratification of Certificated & Classified Staff for the 2015-2016 school year**

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				
Richard Urias				

### **B. Topic/Agenda Item: Administrator 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				
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, October 14, 2015, 1:00-4:00p.m.**

**VI. Adjournment**