

University Preparation Charter School at CSU Channel Islands
 550 Temple Ave. Camarillo, CA. 93010
 Board of Directors Agenda
APPROVED Minutes for the Meeting held on Friday, April 28, 2017

I. Opening Procedures

A. Call to Order: The regular meeting of the Board of Directors of the University Preparation School at CSU Channel Islands was called to order by Richard Urias at 1:40pm.

B. Agenda Additions/Adoption of Agenda

Moved by Rod Cardenas Seconded by Marie Francois

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

C. Pledge of Allegiance

D. Roll Call Present Absent

Board Members

Jeanne Adams	<u> x </u>	<u> </u>
Carolyn Bernal	<u> </u>	<u> x </u>
Rodrigo Cardenas	<u> x </u>	<u> </u>
Cathy Cartwright	<u> </u>	<u> x </u>
Michelle Dean	<u> </u>	<u> x </u>
Marie Francois	<u> x </u>	<u> </u>
Howard Hartzfeld	<u> x </u>	<u> </u>
Roberto Martinez	<u> </u>	<u> x </u>
Richard Urias	<u> x </u>	<u> </u>

Administration

Charmon Evans	<u> x </u>	<u> </u>
Gayle Hughes	<u> x </u>	<u> </u>
Veronica Solorzano	<u> x </u>	<u> </u>

E. Public Comments

None

F. Director's Report

Charmon shared that today was her first day back to work! Veronica has been doing a fantastic job the last 2 weeks! Veronica stated that Open House was very successful, there were parents waiting in line for classroom visits. Tomorrow is the second annual Health Fair here at the elementary site. This morning were the Attendance awards, a lot of students received awards today. We held SES during Spring Break, with the Title 1 funds. Students were chosen by teacher recommendation, 5 per grade level. The sports teams at the middle school are doing wonderful. Both boys' volleyball and our co-ed soccer team are undefeated. The 8th grade is excited about their trip to Magic Mountain on May 19th. Gayle stated that the PVSD visitation went well this morning. They visited both campuses, and were very impressed with student engagement. State testing is coming May 8-19. We will provide snacks for all students. Step Up Night is May 4th, Career Day at the middle school is May 5th and Stem Expo Night is May 18th.

G. Board Reports, Correspondence, and Communications

None

I. Advisory and Auxiliary Reports

1. University Charter Schools Education Foundation

Gayle is seeking help from Barbara Wagner. She is writing a letter to the bank trying to get access to the account. The signature card needs to be changed.

2. School Site Council

We will be working on the Single School Plan, LCAP & the budget. The homework survey will also be going out soon.

3. Parent, Teacher, Student Association

A new board was elected at Open House for next year!

4. Other

None

II. Regular Session

A. Consent Agenda

1. **Minutes of the March 24, 2017 Regular Board Meeting**
2. **Check Register**
3. **Credit Card Transactions**

Moved by *Jeanne Adams* Seconded by *Howard Hartzfeld*

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

A. Action Items

1. **Topic/Agenda Item:** Review and Approval of the March Financials for UPCS

Personnel Involved: Lisa Boulos

Issues Involved/Fiscal Implications:

Impact on School Mission, Vision or Goals:

Options or Solutions (If applicable):

Director's Recommendation: The Director's recommend approval of the March Financials for UPCS. Lisa wend over the financials. A short discussion followed.

Moved by *Carolyn Bernal* Seconded by *Marie Francois*

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

2. Topic/Agenda Item: Review and Approval of common Friday dismissal time for all students at UPCS

Personnel Involved: Charmon Evans
Issues Involved/Fiscal Implications:
Impact on School Mission, Vision or Goals:
Options or Solutions (If applicable):
Director's Recommendation: The Directors recommend approval of common Friday dismissal time for all students at UPCS. We are looking at having a 2:00pm dismissal for all students on Fridays. It would give teachers a paid prep time, the middle school teachers have always wanted a prep period. It was decided that this should be reviewed next year and that we needed to notify the Boys & Girls Club. A short discussion followed.

Moved by *Richard Urias* Seconded by *Jeanne Adams*

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

C. Discussion/Information

1. Topic/Agenda Item: LCAP/LCFF Action Plan Rubric, Dashboard

Personnel Involved: Charmon Evans/Gayle Hughes
Charmon gave a lengthy update on the LCAP.

2. Topic/Agenda Item: Personnel Committee

Personnel Involved: Charmon Evans
The teacher interviews were held last Saturday. We have 2 openings at the middle school. May 6th the Admin interviews will take place.

**RECONVENE OPEN SESSION: BOARD REPORT OUT ON ACTION TAKEN IN
CLOSED SESSION: 3:32**

No action taken from closed session.

IV. Board of Directors Announcements/Remarks

VI. Future Agenda Items: Next Meeting, May 26, 2017, 1:30-4:00

VII. Adjournment: 3:33p.m.

DRAFT