

University Preparation School at CSU Channel Islands
1099 Bedford Drive, Camarillo, CA 93010
Board of Directors Agenda

APPROVED Minutes for the Meeting held on Friday August 31, 2018
at the UPCS site, room D2

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 Roberto Martinez at 1:37pm.

B. Agenda Additions/Adoption of Agenda

Moved by *Jeanne Adams* Seconded by *Marlo Hartsuyker*

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

C. Pledge of Allegiance

D. Roll Call Present Absent

Board Members

Jeanne Adams	<u> x </u>	<u> </u>
Carolyn Bernal	<u> x </u>	<u> </u> late
Rodrigo Cardenas	<u> </u>	<u> x </u>
Cathrine Cartwright	<u> </u>	<u> x </u>
Michelle Dean	<u> x </u>	<u> </u>
Marlo Hartsuyker	<u> x </u>	<u> </u>
Howard Hartzfeld	<u> x </u>	<u> </u> late
Roberto Martinez	<u> x </u>	<u> </u>
Brian Sevier	<u> x </u>	<u> </u>

Administration

Charmon Evans	<u> x </u>	<u> </u>
Darlene Hale	<u> x </u>	<u> </u>
Veronica Solorzano	<u> x </u>	<u> </u>

E. Public Comments

None

F. Spotlight-Tour of the new campus

Charmon led the tour of our new campus.

G. Director's Report

It has been a very busy summer. The move well fairly well and staff has been busy "moving in". Charmon stated that the first two weeks of school we have been on an alternate schedule. All students have been dismissed at 11:45 to allow for assessments. This year we decided to divide Back to School Night into two nights. It seems to have worked out well, attendance was great for both nights.

H. Board Reports, Correspondence, and Communications

Howard is concerned about the parking, are we doing anything about it?

I. Advisory and Auxiliary Reports

1. University Charter Schools Education Foundation

None

2. School Advisory Council

Ballots have gone out for the 3 open parent spots on the council.

3. Parent, Teacher, Student Association

We are currently in a very active membership drive.

4. Other

None

I. Regular Session

A. Consent Agenda

1. Minutes of the June 22, 2018 Board Meeting

2. Check Register

3. Credit Card Transactions

Moved by *Jeanne Adams* Seconded by *Roberto Martinez*

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

A. Action Items

1. **Topic/Agenda Item:** Review and Approval of the June 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 Executive Director recommends approval of the June Financials for UPS. A short discussion followed.

Moved by *Marlo Hartsuyker* Seconded by *Brian Sevier*

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

2. **Topic/Agenda Item:** Review and Approval of the Unaudited Actuals 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 Executive Director recommends approval of the 2018-2019 Budget for UPCS. A short discussion followed.

Moved by *Marlo Hartsuyker* Seconded by *Michelle*

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

3. **Topic/Agenda Item:** Review and Approval of the 2018-2019 Staff Handbook for 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 Executive Director recommends approval of the 2018-2019 Staff Handbook for UPCS. Charmon went over some basic changes that were made to the handbook. A short discussion followed.

Moved by *Jeanne Adams* Seconded by *Brian Sevier*

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

4. **Topic/Agenda Item:** Review and Approval of the 2018-2019 Student Handbook

Personnel Involved: Charmon Evans

Issues Involved/Fiscal Implications:

Impact on School Mission, Vision or Goals:

Options or Solutions (If applicable):

Director's Recommendation: The Executive Director recommends approval of the 2018-2019 Student Handbook. We added the Annual Notifications, we were out of compliance. Parents should have a clear picture of their rights. A short discussion followed.

Moved by *Jeanne Adams* Seconded by *Carolyn Bernal*

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

5. **Topic/Agenda Item:** Review and Approval of the change of date for the next board meeting from September 28 to September 21

Personnel Involved: Charmon Evans

Issues Involved/Fiscal Implications:

Impact on School Mission, Vision or Goals:

Options or Solutions (If applicable):

Director's Recommendation: The Executive Director recommends approval of the date change for the next board meeting. Charmon has a conflict on the 28th, a vote was taken and the date will remain the same.

Moved by *Jeanne Adams* Seconded by *Carolyn Bernal*

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

C. Discussion/Information

1. **Topic/Agenda Item: PVSD Annual Charter Renewal**

Personnel Involved: Charmon Evans

It was a very positive review. We have had one every year since Dr. Ramsey arrived.

ADJOURN OPEN SESSION: 3:11

III. Closed Session

- A. **Topic/Agenda Item: Public Employee**

2018-2019 Certificated & Classified Staff

Personnel Involved: Charmon Evans

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

RECONVENE OPEN SESSION: 3:20

IV. Board of Directors Announcements/Remarks

Marlo wanted to commend Charmon & staff for all of the hard work during the move!

VI. Future Agenda Items: Next Meeting, September 28, 2018, 1:30-4:00

VII. Adjournment: 3:28p.m.