

University Preparation School at CSU Channel Islands
550 Temple Ave. Camarillo, CA. 93010
Board of Directors Agenda
University Preparation School at CSU Channel Islands
University Charter Middle School at CSU Channel Islands

Approved Minutes for the Meeting held on Monday, December 8, 2014

I. Opening Procedures

- 1. 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 Jeanne Adams at 1:33pm**

A. Agenda Additions/Adoption of Agenda

Moved by *Rodrigo Cardenas* Seconded by *Richard Urias*

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams	x			
Carolyn Bernal	x			
Merilyn Buchanan				x
Rodrigo Cardenas	x			
Cathrine Cartwright	x			
Dax Jacobson	x			
Cheryl Kewley	x			
Richard Urias	x			

B. Pledge of Allegiance: Led by Carolyn Bernal

C. Roll Call Present Absent

Board Members

Jeanne Adams	<u> x </u>	<u> </u>
Carolyn Bernal	<u> x </u>	<u> </u>
Merilyn Buchanan	<u> </u>	<u> x </u>
Rodrigo Cardenas	<u> x </u>	<u> </u>
Cathy Cartwright	<u> x </u>	<u> </u>
Dax Jacobson	<u> x </u>	<u> </u>
Cheryl Kewley	<u> x </u>	<u> </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. Spotlight on UCS-Annie Ransom, Science Coach for UPS & UCMS, gave a short presentation on Brain Pop

G. Directors' Reports

Gayle stated that Saturday she attended "Shop with a Cop" sponsored by the Ventura County Sheriff's Department at our local target. Two UCMS students were selected to take part in this very positive experience. Our UCMS volleyball team finished the season in 3rd place, they were all excellent sports. Friday is our winter dance, Snow Ball at UCMS. Progress reports also go home on Friday. Charmon stated that Annie put on a great Starry Night at UPS, it was well attended. We hosted the local Charter Meeting, and also enjoyed our staff Holiday Party last week. The annual update meeting to PVSD board went very well. Annie & Charmon are working on the Science Summer Institute, for grades K-8, included in Grant with CSUCI. Veronica stated that UPS held a lockdown drill this morning with Officer Cobian. Basketball has started for the 5/6 Girls, we are still looking for more coaches. An ELAC meeting is scheduled for Wednesday from 2:00-3:00, childcare, homework help and refreshments will be provided. Lastly, UPS had 261 students with Perfect Attendance in November!

H. Board Reports, Correspondence, and Communications

None

I. Advisory and Auxiliary Reports

1. University Charter Schools Education Foundation

None

2. School Advisory Council

No meeting in December, Title III plan for January 13 meeting.

3. Parent, Teacher, Student Association

Gave update during directors report.

4. Other

None

II. Regular Session

A. Consent Agenda

1. Minutes of the November 10 , 2014 Regular Board Meeting

2. Check Register

3. Donations

Moved by Cathy Cartwright Seconded by Rodrigo Cardenas

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams	x			
Carolyn Bernal	x			
Merilyn Buchanan				x
Rodrigo Cardenas	x			
Cathrine Cartwright	x			
Dax Jacobson	x			
Cheryl Kewley	x			
Richard Urias	x			

ADJOURN OPEN SESSION: 2:24

III. Closed Session

A. Topic/Agenda Item: Possible Litigation

Personnel Involved: Directors

Reconvened from Closed Session: 3:07

A. No Action taken

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

B. Action Items

- 1. Topic/Agenda Item:** Elections for the Board of Directors December 2014-December 2015, President Vice President, Treasurer and Secretary

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 that the Board of Directors elect a President, Vice President, Treasurer and Secretary from December 2014-December 2015. A short discussion followed.

Dax Jacobson, President, Carolyn Bernal, Vice-President, Rodrigo Cardenas, Treasurer and Cheryl Kewley Secretary. A discussion regarding Board Member terms is needed at the next meeting, per Dax Jacobson.

Charmon Evans/Gayle Hughes
Directors

Moved by Cheryl Kewley Seconded by Cathy Cartwright

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams	x			
Carolyn Bernal	x			
Merilyn Buchanan				x
Rodrigo Cardenas	x			
Cathrine Cartwright	x			
Dax Jacobson	x			
Cheryl Kewley	x			
Richard Urias	x			

2. **Topic/Agenda Item:** Review and Approval of candidate's application for consideration of Board vacancies.

Personnel Involved: Charmon Evans

Issues Involved/Fiscal Implications:

Impact on School Mission, Vision or Goals:

Options or Solutions (If applicable):

Director's Recommendation: The Board asked that this be brought back for further discussion. A short discussion followed. The Board requested a letter be sent out stating the following: We are writing to thank you for your application to the University Preparation School at CSU Channel Islands Board of Directors. At this time we are not moving your application forward for further consideration.

Moved by Cathy Cartwright Seconded by Carolyn Bernal

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams	x			
Carolyn Bernal	x			
Merilyn Buchanan				x
Rodrigo Cardenas	x			
Cathrine Cartwright	x			
Dax Jacobson	x			
Cheryl Kewley	x			
Richard Urias	x			

3. **Topic/Agenda Item:** Review and Approval of the October Financials for UPS & UCMS

Personnel Involved: Irina Castillo

Issues Involved/Fiscal Implications:

Impact on School Mission, Vision or Goals:

Options or Solutions (If applicable):

Director's Recommendation: The Directors' recommend approval of the October Financials. Irina went over October financials. A short discussion followed.

Moved by *Carolyn Bernal* Seconded by *Rodrigo Cardenas*

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams	x			
Carolyn Bernal	x			
Merilyn Buchanan				x
Rodrigo Cardenas	x			
Cathrine Cartwright	x			
Dax Jacobson	x			
Cheryl Kewley	x			
Richard Urias	x			

4. **Topic/Agenda Item:** Review and Approval of the First Interim Budget for UPS & UCMS

Personnel Involved: Irina Castillo

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 First Interim Budget for UPS & UCMS. Irina stated that this is exactly the same information as the October financials transferred into SACS format. The report is mailed to the state. A short discussion followed.

Moved by *Cathy Cartwright* Seconded by *Cheryl Kewley*

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams	x			
Carolyn Bernal	x			
Merilyn Buchanan				x
Rodrgio Cardenas	x			
Cathrine Cartwright	x			
Dax Jacobson	x			
Cheryl Kewley	x			
Richard Urias	x			

5. **Topic/Agenda Item:** Review and Approval of increasing Assistant Directors workdays for 2014-2015 from 210 to 215 days

Personnel Involved: Charmon Evans

Issues Involved/Fiscal Implications: \$2300.00

Impact on School Mission, Vision or Goals:

Options or Solutions (If applicable):

Director's Recommendation: The Directors' recommend approval of increasing the number of workdays from 210 to 215 for the Assistant Director. A short discussion followed.

Moved by *Jeanne Adams* Seconded by *Cathy Cartwright*

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams	x			
Carolyn Bernal	x			
Merilyn Buchanan				x
Rodrigo Cardenas	x			
Cathrine Cartwright	x			
Dax Jacobson	x			
Cheryl Kewley	x			
Richard Urias	x			

C. Discussion/Information

1. **Topic/Agenda Item: LCAP update**

Personnel Involved: Charmon Evans

Charmon stated that she received the new format, and it makes a lot more sense, she is beginning to draw over to new format. Tomorrow night is our LCAP meeting.

2. **Topic/Agenda Item: Title III Plan Update**

Personnel Involved: Gayle Hughes

Gayle stated she met with Elva, she shared information regarding LCAP, LEAP...and she has uploaded to CARS & CAHSEE. Sara had shared last year's plan, not this year's plan.

IV. Board of Directors Announcements/Remarks

Happy Holidays!

V. Future Agenda Items: Next Meeting, January 12, 2015

Next year calendar, climate survey

VI. Adjournment: 3:42 p.m.