

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 Wednesday, December 9, 2015

**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 Carolyn Bernal at 1:35pm**

**B. Agenda Additions/Adoption of Agenda**

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

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			
Richard Urias	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>
Rodrigo Cardenas	<u>      </u>	<u>  x  </u>
Cathy Cartwright	<u>  x  </u>	<u>      </u>
Michelle Dean	<u>  x  </u>	<u>      </u>
Marie Francois	<u>  x  </u>	<u>      </u>
Michelle Dean	<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**

Active Collaborative Team Time-ACTT, teachers meet while students are with specialists. Teachers are spending a lot of time currently on new curriculum.

## **G. Directors Report**

Charmon stated that she is very excited to present the Charter. It was submitted to PVSD on November 23, a meeting is scheduled on December 11 and classroom visitations are scheduled for January. Last night was the public hearing at City Hall; we had a nice turnout of staff & parents. Prop. 39 was submitted November 1, PVSD sent an email before the December 1 deadline stating that they had no objections.

## **H. Board Reports, Correspondence, and Communications**

Charmon received an email from Rod Cardenas, because of his new position he will need to step down from the board. Charmon would like to hold his resignation, and add an agenda item to next month's meeting, because it is due to the day of the week the meeting is being held. UCMS will have STEM scopes visiting on Friday observing Annie Ransom.

## **I. Advisory and Auxiliary Reports**

### **1. University Charter Schools Education Foundation**

We filed a car, foundation is doing nothing!

### **2. School Advisory Council**

New ballot going out, someone moved.

### **3. Parent, Teacher, Student Association**

Getting ready for Holiday Boutique next week.

### **4. Other**

None

## **II. Regular Session**

### **A. Consent Agenda**

#### **1. Minutes of the November 18, 2015 Regular Meeting**

**Moved by *Jeanne Adams* Seconded by *Marie Francois***

<b>Board Member</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Jeanne Adams	x			
Carolyn Bernal	x			
Rodrigo Cardenas				x
Cathrine Cartwright	x			
Michelle Dean	x			
Marie Francois	x			
Howard Hartzfeld	x			
Richard Urias	x			

### **B. Action Items**

#### **1. Topic/Agenda Item: Review and Approval of the September & October Financials for UPS & UCMS 2015-2016**

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 September & October Financials. Irina went over all handouts. A short discussion followed.

Charmon Evans/Gayle Hughes  
Directors

**Moved by *Cathy Cartwright* 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			
Richard Urias	x			

2. **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 Directors' recommend approval of the First Interim Budget for UPS & UCMS. Irina stated that these are the October financials in a different format, SACS format. The Audit Committee met with Irina before this meeting. A short discussion followed.

**Moved by *Jeanne Adams* 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			
Richard Urias	x			

3. **Topic/Agenda Item:** Elections for the Board of Directors December 2015-December 2016, President, Vice President, Treasurer and Secretary.

Personnel Involved: Charmon Evans

Issues Involved/Fiscal Implications:

Impact on School Mission, Vision or Goals:

Options or Solutions (If applicable):

Director's Recommendation: It is recommended the Board of Directors elect a President, Vice President, Treasurer and Secretary from December 2015-December 2016. A short discussion followed. President-Carolyn Bernal, Vice President-Richard Urias, Secretary-Michelle Dean, Treasurer-Marie Francois

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

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			
Richard Urias	x			

4. **Topic/Agenda Item:** Review and Approval of revision #000 Parent Involvement Policy, Title 1

Personnel Involved: Gayle Hughes

Issues Involved/Fiscal Implications:

Impact on School Mission, Vision or Goals:

Options or Solutions (If applicable):

Director's Recommendation: The Directors' recommend approval of revision #000 Parent Involvement Policy, Title 1. This is being brought back once again because it was not the correct draft last month. A short discussion involved.

**Moved by *Cathy Cartwright* 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			
Richard Urias	x			

## C. Discussion

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

Working on the Action Plan, will send out an email to board members.

2. **Topic/Agenda Item: Research Project**

Michelle Dean is conducting a research project at UPS. She has sent out consent forms to parents to conduct a Friendship Survey with the students. The purpose of the survey is to identify kids with social issues, kids feeling isolated, or having a hard time making friends. Michelle received a grant for this project, and will share the results in a future board meeting.

**3. Topic/Agenda Item: First Reading of the Educator Effectiveness Grant**

This is onetime funding from state to spend on profession development for teachers and administration.

**4. Topic/Agenda Item: University Charter Schools Education Foundation**

Gayle would like advice on what to do, the foundation has been stagnant for a while. Should we have a board workshop? Special Board Meeting?

**ADJOURN OPEN SESSION: 3:05**

**III. Closed Session**

**A. Topic/Agenda Item: Administrative Goals**

Personnel Involved: Directors

No Action Taken

**RECONVENE OPEN SESSION: 3:20**

**IV. Board of Directors Announcements/Remarks**

None

**VI. Future Agenda Items: Next Meeting, January 29, 2016, 1:30-4:00**

**VII. Adjournment: 3:24 p.m.**