

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 Friday, February 19, 2016

**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 *Cathy Cartwright* Seconded by *Rod Cardenas***

<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			

**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>  x  </u>	<u>      </u>
Cathy Cartwright	<u>  x  </u>	<u>      </u>
Michelle Dean	<u>      </u>	<u>  x  </u>
Marie Francois	<u>      </u>	<u>  x  </u>
Howard Hartzfeld	<u>      </u>	<u>  x  </u>
Richard Urias	<u>  x  </u>	<u>      </u>

**Administration**

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

**E. Public Comments**

None

**F. Spotlight-UPCS Language Programs, Rebecca Kruse**

Rebecca introduced herself as a founding member of UPS. She has taught in both Dual Language and Language Enrichment. She explained both programs at UPS & UCMS.

**G. Directors Report**

Veronica stated that the intermediate years students just returned from the CIMI trip to Catalina Island. She went on the fieldtrip with 103 students and 23 chaperones. It was a great success. UPS held the Dolphin Fun Run last Friday, it was a great success. See's candy sales will start on Monday. Gayle stated that the UCMS campus has been very busy with various activities, Renaissance Rally, Cupid Shuffle Dance, CAO, and Girls & Boys Basketball. We have two students that qualified for the city wide Spelling Bee on March 5, Leo Crawford & Charlotte Kuzela.

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

None

**J. Advisory and Auxiliary Reports**

**1. University Charter Schools Education Foundation**

None

**2. School Site Council**

Busy updating School Plan, and school survey

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

See's candy sales and getting ready for Luau!

**4. Other**

**5. None**

**II. Regular Session**

**A. Consent Agenda**

**1. Minutes of the December 9, 2015 Regular Meeting**

**2. Donations**

***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			

## B. Action Items

1. **Topic/Agenda Item:** Review and Approval of the November, December & January 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 November, December & January Financials. Irina went over all handouts. A lengthy 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 Second Interim Report 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 Second Interim Report for UPS & UCMS. Irina stated that these are the January financials in a different format, SACS format. A short discussion followed.

**Moved by** *Cathy Cartwright* **Seconded by** *Richard Urias*

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:** Review and Approval of the 2015-2016 Winter Consolidated Application 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 2015-2016 Winter Consolidated Application for UPS & UCMS.

Irina stated that this is more for information, not required for board approval. A short discussion followed.

**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			

**4. Topic/Agenda Item:** Second Reading of the Educator Effectiveness Grant

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 the Educator Effectiveness Grant. A short discussion followed.

**Moved by *Cathy Cartwright* Seconded by *Richard Urias***

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			

5. **Topic/Agenda Item:** Review and Approval of revision #513  
Suspension & Expulsion Policy

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 #513  
Suspension & Expulsion Policy. A short discussion followed.  
This is being tabled for next meeting

**Moved by Cathy Cartwright Seconded by Richard Urias**

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

6. **Topic/Agenda Item:** Review and Approval of Preschool outdoor  
shade structure

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  
the purchase & installation of the preschool outdoor shade structure.  
Gayle explained that Preschool has received an \$18,000 grant from  
VCOE because we rank as a high quality preschool. A short discussion  
followed.

**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. Discussion/Information**

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

Gayle went over latest LCAP.

### **2. Topic/Agenda Item: Possible change to Instructional Minutes**

Gayle stated that this actually started from teachers. We are looking at having a common dismissal for all grades starting in the fall.

### **3. Topic/Agenda Item: SARC**

Gayle went over the SARC report for both UPS & UCMS

### **4. Topic/Agenda Item: Audit Committee**

A new auditor is not needed this year, we have one more year with our current auditors.

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

## **VI. Future Agenda Items: Next Meeting, March 18, 2016, 1:30-4:00**

## **VII. Adjournment: 3:36 p.m.**