

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, March 24, 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 1:37pm.

B. Agenda Additions/Adoption of Agenda

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			

C. Pledge of Allegiance

D. Roll Call **Present** **Absent**
Board Members

Jeanne Adams	_____	_____x_____
Carolyn Bernal	_____	_____
Rodrigo Cardenas	_____	_____x_____
Cathy Cartwright	_____	_____x_____
Michelle Dean	_____x_____	_____
Marie Francois	_____x_____	_____
Howard Hartzfeld	_____x_____	_____
Roberto Martinez	_____x_____	_____
Richard Urias	_____x_____	_____

Administration

Charmon Evans	_____x_____	_____
Gayle Hughes	_____	_____x_____
Veronica Solorzano	_____x_____	_____

E. Public Comments

None

F. Director's Report

Charmon shared that Gayle was at the Project Directors meeting today. Last night we held our LCAP meeting and only 2 parents came, they decided to come back today for Coffee with the Director. We had a really good turn out this morning for that, including the two parents from last night! The middle school sports are doing well, the Soccer & Volleyball teams have just started. The elementary school is looking at adopting a new English Language Arts program. We are currently piloting in a few of our classrooms. We are also looking at other Math programs other than Engage New York.

G. Board Reports, Correspondence, and Communications

Charmon stated that Jeanne Adams was not present due to illness. She had a pacemaker surgery 2 days prior to the meeting. She is resting at home.

I. Advisory and Auxiliary Reports

1. University Charter Schools Education Foundation

None

2. School Site Council

None

3. Parent, Teacher, Student Association

The Dolphin Fun Run was last week, all had a blast! This morning the Ballet Folklorico dance groups performed for the elementary students and will also have a performance this evening at 6:00pm.

4. Other

None

II. Regular Session

A. Consent Agenda

- 1. Minutes of the February 24, 2017, Special Board Meeting**
- 2. Minutes of the February 24, 2017 Board Meeting**
- 3. Minutes of the March 17, 2017 Board Meeting**
- 4. Check Register**
- 5. Credit Card Transactions**

Moved by *Howard Hartzfeld* 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			
Marie Francois	x			
Howard Hartzfeld	x			
Roberto Martinez	x			
Richard Urias	x			

A. Action Items

- 1. Topic/Agenda Item:** Review and Approval of the February 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 February Financials for UPCS. Lisa went 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 the CA Wage & Hour Regulations-District Payroll Practices vs. State Payroll Practices

Personnel Involved: Lisa Boulos

Issues Involved/Fiscal Implications:

Impact on School Mission, Vision or Goals:

Options or Solutions (If applicable):

Director's Recommendation: The Directors recommend approval of CA Wage & Hour Regulations and Payroll Practices to follow Labor Code based on legal opinion from YM & C. Our attorney felt it was better to go with Labor code not Ed Code, the board has moved to follow Ed Code. A short discussion followed.

Moved by *Richard Urias* 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			
Marie Francois	x			
Howard Hartzfeld	x			
Roberto Martinez	x			
Richard Urias	x			

3. **Topic/Agenda Item:** Review and Approval of the 2017-2018 School Calendar

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 2017-2018 School Calendar. A short discussion followed.

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

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams				x
Carolyn Bernal	x			
Rodrigo Cardenas				x
Catharine 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 very lengthy presentation/update on the LCAP.

2. Topic/Agenda Item: Personnel Committee

Personnel Involved: Charmon Evans

Charmon stated that currently we have 2 personnel committees, 1 for teachers and 1 more Admin. We currently have 2 teacher openings at the Middle School

ADJOURN OPEN SESSION: 3:10

III. Closed Session

A. Topic/Agenda Item: Public Employee Discipline/Dismissal/Employment

Personnel Involved: Directors

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

**RECONVENE OPEN SESSION: BOARD REPORT OUT ON ACTION TAKEN IN
CLOSED SESSION: 3:44**

No action taken from closed session.

Board requests Special Meeting to be scheduled after Director Interviews.

IV. Board of Directors Announcements/Remarks

VI. Future Agenda Items: Next Meeting, April 24, 2017, 1:30-4:00

VII. Adjournment: 3:47p.m.

DRAFT