

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, May 13, 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 Dax Jacobson at 1:35pm**

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

**Moved by *Cathy Cartwright* Seconded by *Carolyn Bernal***

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

**C. Pledge of Allegiance: Led by Cheryl Kewley**

**D. Roll Call                      Present                      Absent**

**Board Members**

Jeanne Adams	<u>  x  </u>	<u>      </u>
Carolyn Bernal	<u>  x  </u>	<u>      </u>
Merilyn Buchanan	<u>  x  </u>	<u>      </u>
Rodrigo Cardenas	<u>      </u>	<u>  x  </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>      </u>	<u>  x  </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

**ADJOURN OPEN SESSION: 1:39**

**II. Closed Session**

**A. Topic/Agenda Item: Possible Litigation**

Personnel Involved: Directors

**B. Topic/Agenda Item: Administrator Review**

Personnel Involved: Directors

**Reconvened from Closed Session: 1:44**

**A.** No Action taken

**B.** No Action taken

**A. Consent Agenda**

**1. Minutes of the April 29 , 2015 Audit Committee Meeting**

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

<b>Board Member</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
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. Action Items**

**1. Topic/Agenda Item: Review and Approval of a one-time stipend for all staff**

Personnel Involved: Charmon Evans

Issues Involved/Fiscal Implications: This will leave a strong ending balance, UPS \$172K, UCMS \$64K

Impact on School Mission, Vision or Goals:

Options or Solutions (If applicable):

Director's Recommendation: The Directors' recommend approval of a one-time stipend in the equivalent of 1% for all staff. Charmon stated that giving

the 1% stipend would still leave both schools with a strong ending balance and a very healthy reserve. A short discussion followed.

**Moved by Jeanne Adams 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

2. **Topic/Agenda Item:** Review and Approval of update to Policy #405 Tuberculin Examinations

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 update to Policy #405 Tuberculin Examinations. A short discussion followed.

**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 update to Policy #519 Education for Homeless Children & Youth 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 approval of the update to Policy #519 Education for Homeless Children & Youth Policy.

Charmon wanted to thank Rod; he has been such a gift. Veronica will be the new liaison, today a form was sent home to try to identify our homeless population. A short discussion followed.

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

<b>Board Member</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
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 change to Board of Directors Calendar for 2014-2015

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 change to Board of Directors Calendar for 2014-2015. A short discussion followed. **No Action Taken.**

**Moved by**

**Seconded by**

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

5. **Topic/Agenda Item:** Review and Approval of Interim Board President upon the resignation of Dax Jacobson

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 interim Board President. Cathy Cartwright nominated Carolyn Bernal as interim president, she is currently vice president. A short discussion followed.

**Moved by *Jeanne Adams* Seconded by *Merilyn Buchanan***

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

**A. Discussion/Information**

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

Personnel Involved: Charmon Evans

Charmon went over LCAP worksheets for both UPS/UCMS. She gave a lengthy presentation on LCAP.

**Opening Procedures Continued**

**F. Spotlight-Bullying, Veronica Solorzano**

Tabled for next meeting

**G. Directors' Report**

Charmon complemented PTSA on a wonderful Staff Appreciation lunch today, every day they have provided something special. Today UCMS will play in the championship soccer game vs. CAPE. Teachers are busy with assessments and state testing. Luau is coming May 29! Gayle stated that several students went to the STEM competition at ACE. Even though we did not get much notice, our students had fun and did well.

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

None

**I. Advisory and Auxiliary Reports**

**1. University Charter Schools Education Foundation**

None

**2. School Advisory Council**

SAC met yesterday, working on LCFF, Title I, II & III reports, and School Emergency Plan. The

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

PTSA has been very busy with Teacher Appreciation week. Getting ready for the Luau, May 29<sup>th</sup>!

**4. Other**

None

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

None

**V. Future Agenda Items: Next Meeting, June 10, 2015**

**VI. Adjournment: 3:25 p.m.**