

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, November 18, 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 1:32pm**

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

**Moved by *Howard Hartzfeld* 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			
Roberto Martinez	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>      </u>	<u>  x  </u>
Michelle Dean	<u>  x  </u>	<u>      </u>
Marie Francois	<u>  x  </u>	<u>      </u>
Howard Hartzfeld	<u>  x  </u>	<u>      </u>
Roberto Martinez	<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>      </u>	<u>  x  </u>

**E. Public Comments**

None

**F. Director's Report**

Our new swings have been fully installed on the elementary sites. We also have had some complaints, by students! The lines are too long! Exciting news, President Beck from CSU Channel Islands will be here for a visit of both campuses on December 13<sup>th</sup>. Both campuses of been working on service projects, October we held Socktober, collecting socks for the Rain Project. Students can participate in Operation Gratitude, sending care packages to U.S. Military. Both campuses are collecting letters of gratitude for our soldiers and also travel size items such as tooth brushes, toothpaste, dental floss, lip balm, etc. This morning the Middle School held a lock down drill. Our officer was able to open one of the locked doors with a knife! Suggestions were made by the officer for the doors to be fixed, and work orders will be submitted. The leadership team met yesterday, they planned for upcoming events, Engineering Night, Health Fair and Family Hike.

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

None

**I. Advisory and Auxiliary Reports**

**1. University Charter Schools Education Foundation**

None

**2. School Site Council**

No November Meeting.

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

Wrapping up Access Book Fundraiser. Holiday Boutique last week before Winter Break

**4. Other**

Jeanne mentioned that Hans Leven would like to visit our school

## **II. Regular Session**

### **A. Consent Agenda**

- 1. Minutes of the September 29, 2016 Regular Meeting**
- 2. Check Register**
- 3. Credit Card Transactions**

**Moved by *Rod Cardenas* Seconded by *Richard Urias***

<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			
Roberto Martinez	x			
Richard Urias	x			

**ADJOURN OPEN SESSION: 2:05**

## **II. Closed Session**

- A. Topic/Agenda Item: Administrative Review**  
Personnel Involved: Directors  
Approved 8:0

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

## A. Action Items

1. **Topic/Agenda Item:** Review and Approval of the September & October Financials for UPCS

Personnel Involved: Irina Castillo/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 the September & October Financials. Lisa stated that she is only presenting the October financials. A short discussion followed.

**Moved by *Jeanne Adams* Seconded by *Michelle Dean***

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 UPS & UCMS Audit for 2015-2016

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 UPS & UCMS Audit for 2015-2016. The Audit Committee met today. There are no findings, a clean audit. The committee recommends approving the audit. A short discussion followed.

**Moved by *Jeanne Adams* Seconded by *Michelle Dean***

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 Auditor Search Process

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 Auditor Search Process. Charmon stated that every five years it is recommended to change auditors. A short discussion followed.

**Moved by Richard Urias 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			
Roberto Martinez	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. The School Site Council worked on the policy, they took out old language and changed the name of the school. A short discussion followed.

**Moved by Jeanne Adams 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			
Roberto Martinez	x			
Richard Urias	x			

5. **Topic/Agenda Item:** First Reading of revision to University Preparation School at CSU Channel Islands Bylaws

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 First Reading of revision to University Preparation School at CSU Channel Islands Bylaws. Charmon stated that the corporation name is still the same, we are just changing the name of the school. A short discussion followed.

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

6. **Topic/Agenda Item:** Review & Approval of updates to Safety Plan for 2016-2017 school year

Personnel Involved: Veronica Solorzano

Issues Involved/Fiscal Implications:

Impact on School Mission, Vision or Goals:

Options or Solutions (If applicable):

Director's Recommendation: The Directors recommend approval of updates to Safety Plan for 2016-2017 school year. This is a very comprehensive plan, it is in the office at all times. If you would like to read the entire plan you can sign it out however, it must remain in the office at all times. A short discussion followed.

**Moved by *Howard Hartzfeld* Seconded by *Jeanne Adams***

<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			
Roberto Martinez	x			
Richard Urias	x			

**C. Discussion/Information**

**1. Topic/Agenda Item: LCAP 2016-17 Action Plan**

Personnel Involved: Charmon Evans/Gayle Hughes  
Charmon & Gayle gave an extensive presentation.

**2. Topic/Agenda Item: CAASPP 2015-16 Test Scores**

Personnel Involved: Charmon Evans/Gayle Hughes  
Gayle finished her presentation from previous meeting.

**3. Topic/Agenda Item: CA Healthy Kids Survey**

Personnel Involved: Gayle Hughes  
This survey is given to all 5<sup>th</sup> & 7<sup>th</sup> grade students with parent consent only.

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

**Happy Thanksgiving!**

Marie, will not be able to make meeting.

**VI. Future Agenda Items: Next Meeting, December 9, 2016, 1:30-4:00**

**VII. Adjournment: 3:42p.m.**