

**University Preparation School at CSU Channel Islands  
1099 Bedford Drive Camarillo, CA 93010  
Annual Organizational  
Board of Directors Meeting  
University Preparation Charter School at CSU Channel Islands**

**January 26, 2024**

**1:30-4:00**

**Room E7**

<b>AGENDA</b>
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**Public Comment: Instructions for Addressing the Board of Directors and Requesting Agenda Items**

*If a member of the public wishes to speak about an item on the agenda, a Speaker Sheet should be completed, including the number of the agenda item, OR if wishing to speak to an item not on the agenda, stating the topic on which s/he wishes to speak. The Speaker Sheet should be presented to the Board Secretary prior to the start of the meeting.*

*Individual speakers will be allowed three (3) minutes to address the Board. The Board shall limit the total time for each agenda item to 20 minutes.*

*A member of the public wishing to place an item on the agenda should notify the University Preparation School office at least eight (8) days prior to the meeting date OR make such request when Future Agenda items are addressed. In accordance with Education Code 35145.5, the Board cannot enter a formal discussion or make a decision on any matter not on this agenda during this meeting. The Board may take action or refer to a later meeting any subject discussed in a presentation at this Board of Directors' meeting.*

*Any Agenda Item is to be considered a Potential Action Item.*

**A. Call to Order (1:30-1:40)**

**B. Adoption of the Agenda**

**Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_**

<b>Board Member</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Jeanne Adams				
Melinda Brookshire				
Regina Carver				
Talya Drescher				
Ernesto Guerrero				
Marlo Hartsuyker				
Veronica Rauschenberger				
Lindsay Walker				
Celina Zacarias				

**C. Pledge of Allegiance**

<b>D. Roll Call</b>	<b>Present</b>	<b>Absent</b>
<b><u>Board Members</u></b>		
Jeanne Adams	_____	_____
Melinda Brookshire	_____	_____
Regina Carver	_____	_____
Talya Drescher	_____	_____
Ernesto Guerrero	_____	_____
Marlo Hartsuyker	_____	_____
Veronica Rauschenberger	_____	_____
Lindsay Walker	_____	_____
Celina Zacarias	_____	_____
<b><u>Administration</u></b>		
Charmon Evans	_____	_____
Echo Reves	_____	_____
Veronica Solorzano	_____	_____

**E. Public Comments**

**F. Directors' Reports**

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

**H. Advisory and Auxiliary Reports**

- 1. School Site Council**
- 2. ELAC**
- 3. Parent, Teacher, Student Association**

**II. Regular Session**

**A. Consent Agenda (1:40-1:45)**

All items on the Consent Agenda are to be approved as one motion unless a Board member requests separate action on a specific item. Each item approved shall be deemed to have been read in full and adopted as recommended.

- 1. Minutes of the December 15, 2023, Regular Board Meeting**
- 2. Revised Minutes of the November 17, 2023, Regular Board Meeting**
- 3. Winter Consolidated Application for UPCS**

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams				
Melinda Brookshire				
Regina Carver				
Talya Drescher				
Ernesto Guerrero				
Marlo Hartsuyker				
Veronica Rauschenberger				
Lindsay Walker				
Celina Zacarias				

**B. Items for Action, Discussion and or Information**

**1. Topic/Agenda Item: Review and approval of the November and December Financials for UPCS (1:45-1:55)**

**Personnel Involved:** Lisa Boulos/Charmon Evans

**Fiscal Implications:**

**Impact on School Mission, Vision or Goals, (If Any):**

**Options or Solutions (If applicable):**

**Director's Recommendation:** The Executive Director recommends approval of the November and December Financials for UPCS

Charmon Evans  
Executive Director

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams				
Melinda Brookshire				
Regina Carver				
Talya Drescher				
Ernesto Guerrero				
Marlo Hartsuyker				
Veronica Rauschenberger				
Lindsay Walker				
Celina Zacarias				

**2. Topic/Agenda Item: Review and Approval of the School Accountability Report Card, SARC (1:55-2:10)**

**Personnel Involved:** Lisa Boulos/Charmon Evans

**Fiscal Implications:**

**Options or Solutions (If applicable):**

**Director's Recommendation:** The Executive Director recommends approval of the School Accountability Report Card, SARC  
Charmon Evans  
Executive Director

**Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_**

<b>Board Member</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Jeanne Adams				
Melinda Brookshire				
Regina Carver				
Talya Drescher				
Ernesto Guerrero				
Marlo Hartsuyker				
Veronica Rauschenberger				
Lindsay Walker				
Celina Zacarias				

**3. Topic/Agenda Item: Review and Approval of Revision to #103 Fingerprinting, Background, TB Clearance Policy (2:10-2:20)**

**Personnel Involved:** Charmon Evans

**Fiscal Implications:**

**Impact on School Mission, Vision or Goals, (If Any):**

**Options or Solutions (If applicable):**

**Director's Recommendation:** The Executive Director recommends approval of revision to #103 Fingerprinting, Background, TB Clearance Policy  
Charmon Evans  
Executive Director

**Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_**

<b>Board Member</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Jeanne Adams				
Melinda Brookshire				
Regina Carver				
Talya Drescher				
Ernesto Guerrero				
Marlo Hartsuyker				
Veronica Rauschenberger				
Lindsay Walker				
Celina Zacarias				

**4. Topic/Agenda Item: Review and Approval of Revision to #301 Document Retention Policy (2:20-2:30)**

**Personnel Involved:** Charmon Evans

**Fiscal Implications:**

**Impact on School Mission, Vision or Goals, (If Any):**

**Options or Solutions (If applicable):**

**Director's Recommendation:** The Executive Director recommends approval of revision to #301 Document Retention Policy  
Charmon Evans  
Executive Director

**Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_**

<b>Board Member</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Jeanne Adams				
Melinda Brookshire				
Regina Carver				
Talya Drescher				
Ernesto Guerrero				
Marlo Hartsuyker				
Veronica Rauschenberger				
Lindsay Walker				
Celina Zacarias				

**5. Topic/Agenda Item: Review and Approval of Revision to #302 Joint Venture Policy (2:30-2:40)**

**Personnel Involved:** Charmon Evans

**Fiscal Implications:**

**Impact on School Mission, Vision or Goals, (If Any):**

**Options or Solutions (If applicable):**

**Director's Recommendation:** The Executive Director recommends approval of revision to #302 Joint Venture Policy  
Charmon Evans  
Executive Director

**Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_**

<b>Board Member</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Jeanne Adams				
Melinda Brookshire				
Regina Carver				
Talya Drescher				
Ernesto Guerrero				
Marlo Hartsuyker				
Veronica Rauschenberger				
Lindsay Walker				
Celina Zacarias				

**6. Topic/Agenda Item: Review and Approval of Revision to #304 Gift Receiving Policy (2:40-2:50)**

**Personnel Involved:** Charmon Evans

**Fiscal Implications:**

**Impact on School Mission, Vision or Goals, (If Any):**

**Options or Solutions (If applicable):**

**Director's Recommendation:** The Executive Director recommends approval of revision to #304 Gift Receiving Policy

Charmon Evans  
Executive Director

**Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_**

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams				
Melinda Brookshire				
Regina Carver				
Talya Drescher				
Ernesto Guerrero				
Marlo Hartsuyker				
Veronica Rauschenberger				
Lindsay Walker				
Celina Zacarias				

**7. Topic/Agenda Item: Review and Approval of Revision to #601 Independent Study Policy (2:50-3:00)**

**Personnel Involved:** Charmon Evans

**Fiscal Implications:**

**Impact on School Mission, Vision or Goals, (If Any):**

**Options or Solutions (If applicable):**

**Director's Recommendation:** The Executive Director recommends approval of revision to #601 Independent Study Policy

Charmon Evans  
Executive Director

**Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_**

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams				
Melinda Brookshire				
Regina Carver				
Talya Drescher				
Ernesto Guerrero				
Marlo Hartsuyker				
Veronica Rauschenberger				
Lindsay Walker				
Celina Zacarias				

**III. Directors Announcements/Remarks**

**IV. Future Agenda Items: Next Meeting, February 23, 2024**

**V. Adjournment:**