

University Preparation School at CSU Channel Islands
1099 Bedford Drive, Camarillo, CA 93010
Board of Directors Agenda

APPROVED Minutes for the Meeting held on Friday October 26, 2018
at the UPCS site, room D2

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 Howard Hartzfeld at 1:41pm.

B. Agenda Additions/Adoption of Agenda
Moved by Carolyn Bernal Seconded by Brian Sevier

| Board Member | Aye | Nay | Abstain | Absent |
|---------------------|-----|-----|---------|--------|
| Jeanne Adams | x | | | |
| Carolyn Bernal | x | | | |
| Rodrigo Cardenas | | | | x |
| Cathrine Cartwright | x | | | |
| Michelle Dean | | | | x |
| Marlo Hartsuyker | | | | x |
| Howard Hartzfeld | x | | | |
| Roberto Martinez | x | | | |
| Brian Sevier | x | | | |

C. Pledge of Allegiance

| | | |
|------------------------------|----------------|---------------|
| D. Roll Call | Present | Absent |
| <u>Board Members</u> | | |
| Jeanne Adams | <u> x </u> | _____ |
| Carolyn Bernal | <u> x </u> | _____ |
| Rodrigo Cardenas | <u> x </u> | _____late |
| Cathrine Cartwright | <u> x </u> | _____ |
| Michelle Dean | _____ | <u> x </u> |
| Marlo Hartsuyker | _____ | <u> x </u> |
| Howard Hartzfeld | <u> x </u> | _____ |
| Roberto Martinez | <u> x </u> | _____ |
| Brian Sevier | <u> x </u> | _____ |
| <u>Administration</u> | | |
| Charmon Evans | <u> x </u> | _____ |
| Darlene Hale | <u> x </u> | _____ |
| Veronica Solorzano | <u> x </u> | _____ |

E. Public Comments

None

F. Spotlight-Darlene Hale, update on Math & SVMII

We sent a team of teachers to the week-long workshop put on by The Silicon Valley Math Initiative.

G. Director's Report

We held Parent/teacher conferences the week before fall break. They went very well. Over the fall break we hosted a Title III Camp for 12 of our middle school students. Charmon stated that the format of the agenda has changed. We will be using the new format going forward. Charmon stated that she has contracted with DTS for services for LCAP, SARC and Safety Plan. This is a nominal fee of \$400. We will start Empower Hour in the middle school. It involves character building, social skills and is an extension of advancement. This week is Spirit Week for the middle school. Harvest Festival is November 2.

H. Board Reports, Correspondence, and Communications

None

I. Advisory and Auxiliary Reports

1. University Charter Schools Education Foundation

None

2. School Advisory Council

We held first meeting, a bit of a turnover this year. The new council is great. We looked at the Parent Involvement Policy & the Bylaws.

3. Parent, Teacher, Student Association

The Access fundraiser was a big success. Harvest Festival is next Friday!

4. Other

ELAC will meet next week.

I. Regular Session

A. Consent Agenda

- 1. Minutes of the June 22, 2018 Board Meeting**
- 2. Check Register**
- 3. Credit Card Transactions**

Moved by Jeanne Adams Seconded by Rodrigo Cardenas

| Board Member | Aye | Nay | Abstain | Absent |
|---------------------|-----|-----|---------|--------|
| Jeanne Adams | x | | | |
| Carolyn Bernal | x | | | |
| Rodrigo Cardenas | x | | | |
| Cathrine Cartwright | x | | | |
| Michelle Dean | | | | x |
| Marlo Hartsuyker | | | | x |
| Howard Hartzfeld | x | | | |
| Roberto Martinez | x | | | |
| Brian Sevier | x | | | |

A. Action Items

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

Personnel Involved: Irina Castillo

Issues Involved/Fiscal Implications:

Impact on School Mission, Vision or Goals:

Options or Solutions (If applicable):

Director's Recommendation: The Executive Director recommends approval of the August & September Financials for UPS. Irina went over handouts, Charmon stated that a new formal budget will be presented in December. A short discussion followed.

Moved by Cathy Cartwright Seconded by Roberto Martinez

| Board Member | Aye | Nay | Abstain | Absent |
|---------------------|-----|-----|---------|--------|
| Jeanne Adams | x | | | |
| Carolyn Bernal | x | | | |
| Rodrigo Cardenas | | | | x |
| Cathrine Cartwright | | | | x |
| Michelle Dean | x | | | |
| Marlo Hartsuyker | x | | | |
| Howard Hartzfeld | x | | | |
| Roberto Martinez | x | | | |
| Brian Sevier | x | | | |

2. **Topic/Agenda Item:** Review and Approval of the audit committee for UPCS
Personnel Involved: Charmon Evans
Issues Involved/Fiscal Implications:
Impact on School Mission, Vision or Goals:
Options or Solutions (If applicable):
Director's Recommendation: The Executive Director recommends approval of the Audit Committee. Howard & Cathy agreed to join Charmon on the Audit Committee. A short discussion followed.

Moved by *Jeanne Adams* Seconded by *Roberto Martinez*

| Board Member | Aye | Nay | Abstain | Absent |
|---------------------|-----|-----|---------|--------|
| Jeanne Adams | x | | | |
| Carolyn Bernal | x | | | |
| Rodrigo Cardenas | | | | x |
| Cathrine Cartwright | | | | x |
| Michelle Dean | x | | | |
| Marlo Hartsuyker | x | | | |
| Howard Hartzfeld | x | | | |
| Roberto Martinez | x | | | |
| Brian Sevier | x | | | |

3. **Topic/Agenda Item:** Federal Addendum & SPSA

Personnel Involved: Charmon Evans
Issues Involved/Fiscal Implications:
Impact on School Mission, Vision or Goals:
Options or Solutions (If applicable):
Director's Recommendation: The Executive Director recommends approval of the Federal Addendum & SPSA. Charmon went over handout. A short discussion followed.

Moved by *Carolyn Bernal* 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 | | | |
| Marlo Hartsuyker | x | | | |
| Howard Hartzfeld | x | | | |
| Roberto Martinez | x | | | |
| Brian Sevier | x | | | |

4. **Topic/Agenda Item:** Local Indicators Action Plan
Personnel Involved: Charmon Evans
Charmon went over handouts.
Presented as information only. No action taken.
5. **Topic/Agenda Item:** CAASPP 2017-2018 Test Scores
Personnel Involved: Charmon Evans
Charmon went over handouts.
Presented as information only. No action taken.
6. **Topic/Agenda Item:** Prop. 39 update
Personnel Involved: Charmon Evans
Charmon stated that “It’s that time of year”! Prop. 39 was due to PVSD on November 1. They have until December 1 to respond.
Presented as information only. No action taken.
7. **Topic/Agenda Item:** #000 Parent and Family Engagement Policy, Title 1

Personnel Involved: Charmon Evans

Issues Involved/Fiscal Implications:

Impact on School Mission, Vision or Goals:

Options or Solutions (If applicable):

Director’s Recommendation: The Executive Director recommends approval of #000 Parent and Family Engagement Policy. Charmon stated that the lawyer made minor changes, the majority of the changes were made to reflect ESSA. A short discussion followed.

Moved by *Carolyn Bernal* Seconded by *Brian Sevier*

| Board Member | Aye | Nay | Abstain | Absent |
|---------------------|-----|-----|---------|--------|
| Jeanne Adams | x | | | |
| Carolyn Bernal | | | | x |
| Rodrigo Cardenas | x | | | |
| Cathrine Cartwright | x | | | |
| Michelle Dean | | | | x |
| Marlo Hartsuyker | | | | x |
| Howard Hartzfeld | x | | | |
| Roberto Martinez | | | | x |
| Brian Sevier | x | | | |

IV. Board of Directors Announcements/Remarks

Howard stated that he is noticing a lot of trash in the neighborhood. He is wondering if parents/students can arrange a goodwill gesture to clean up the neighborhood.

Thank you to Rod. Today is his last meeting.

VI. Future Agenda Items: Next Meeting, September 28, 2018, 1:30-4:00

Information on investing some of reserve dollars

Child Care

Youth Truth

Audit

Review committee (Charmon)

VII. Adjournment: 4:08p.m.