

Minutes for the Meeting held on Friday, November 17, 2023

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 Regina Carver at 1:37pm

- Moved by** *Jeanne Adams* **Seconded by** *Talya Drescher*

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

- | D. | Roll Call | Present | Absent |
|----|-----------------------------|---------|--------|
| | <u>Board Members</u> | | |

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E. Public Comments-None

F. Directors' Reports

Charmon-We held our annual Dual Language night last night. All dual language teachers attended. The meeting was led by Echo and Becca. Because we missed the LCAP deadline of June 30, we received a not met-Local Indicator. The meeting was held on July 6.

G. Board Reports, Correspondence, and Communications

None

H. Swearing in of Board Member-Regina Carver

Regina will continue her position to 2027.

I. Advisory and Auxiliary Reports-Nothing to report

1. **School Site Council-The first meeting of the year was held last week. Happy that all were in attendance. The first meeting consists of learning what is SSC. We have not had the November meeting.**
2. **ELAC-Desperately looking for members, especially parents of English learner students.**
3. **Parent, Teacher, Student Association-The Harvest Festival was a great success. The monies are still being counted; the auction brought in about \$6000.**

II. Regular Session

A. Consent Agenda

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 September 29, 2023, Regular Board Meeting**
2. **New hires/personnel update**

Moved by Mindy Brookshire Seconded by Lindsay Walker

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

B. Items for Action, Discussion and or Information

2. **Topic/Agenda Item: The Board will review the August, September and October financials, which includes Actuals, Variance, Check Register, Credit Card Register and Forecast for UPCS.**
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 August, September and October Financials for UPCS
 Lisa went over the October financials, she explained that they had the latest information. A short discussion followed.

Moved by Jeanne Adams Seconded by Mindy Brookshire

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

3. **Topic/Agenda Item:** The Board will review the First Interim Financial Report. First Interim is due December 15 for the period ending October 31. The First Interim includes a certification of whether the LEA can meet its financial obligations.

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 First Interim Financial Report. Lisa reported that this report is identical to the October Financials just in a different form.

Moved by *Mindy Brookshire* **Seconded by** *Talya Drescher*

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

4. **Topic/Agenda Item:** The Audit Committee will present the 2022-2023 Audit for review and approval as prepared by Christy White Associates

Personnel Involved: Charmon Evans, Regina Carver, Veronica Rauschenberger and Lindsay Walker

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 2022-2023 Audit. The audit committee met before this meeting. The audit is completely unmodified with no finding. Lisa added that was our first federal audit, because we had received more than \$750,000. A member of the board pointed out that the names of the members were not correct. Jeanne Adams moved to approve the audit with changes.

Moved by Jeanne Adams Seconded by Lindsay Walker

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

1. Topic/Agenda Item: Presentation on strategies to address attendance and Chronic absenteeism.

Personnel Involved: Charmon Evans, Erica Chambers and Rebecca Kruse.

Charmon stated that attendance has been challenging for the last few years. We have formed the attendance squad, Charmon Evans, Becca Kruse, Erica Chambers and Janice Barroso. A few meetings have been held with the squad and they have created a new system to deal with attendance.

III. Directors Announcements/Remarks

IV. Future Agenda Items: Next Meeting, December 15, 2023, 1:30-4:00pm

V. Adjournment: 2:35 pm

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