

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 February 22, 2019  
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 Carolyn Bernal at 1:37p.m.**

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

*Moved by Roberto Martinez Seconded by Jeanne Adams*

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams	x			
Carolyn Bernal	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**  
**Board Members**

Jeanne Adams	<u>  x  </u>	<u>      </u>
Cathrine Cartwright	<u>  x  </u>	<u>      </u>
Michelle Dean	<u>      </u>	<u>  x  </u>
Marlo Hartsuyker	<u>  x  </u>	<u>      </u>
Howard Hartzfeld	<u>  x  </u>	<u>      </u>
Roberto Martinez	<u>  x  </u>	<u>      </u>
Brian Sevier	<u>  x  </u>	<u>      </u>

**Administration**

Charmon Evans	<u>  x  </u>	<u>      </u>
Darlene Hale	<u>      </u>	<u>  x  </u> late
Veronica Solorzano	<u>      </u>	<u>  x  </u>

**E. Public Comments**

None

**F. Spotlight-SWMI-Darlene Hale**

Darlene gave a presentation on SWMI, and how our teachers are learning new strategies on teaching math.

**G. Director's Report**

Charmon stated that today is the last day of Parent/Teacher conferences. This morning we held an assembly, Empathy Awards for the early year's students. This is in conjunction with Soul Shoppe, they will have a new trait next month. Our basketball team is off to a great start, they play through the end of March. We will hold a Parent Ed Math Night on February 25<sup>th</sup> from 5:30-7:30.

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

None

**I. Advisory and Auxiliary Reports**

**1. University Charter Schools Education Foundation**

None

**2. School Advisory Council**

The next meeting will be February 26. We have been working on the Parent and Student Climate survey and the Safety Plan.

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

They are wrapping up the See's candy fundraiser and busy working on the Dolphin Festival. The Dolphin Festival is May 31.

**4. ELAC**

Veronica was not present to report. They held a meeting this morning.

**I. Regular Session**

**A. Consent Agenda**

**1. Minutes of the January 25, 2019 Regular Board Meeting**

**Moved by *Roberto Martinez* Seconded by *Marlo Hartsuyker***

<b>Board Member</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Jeanne Adams	x			
Carolyn Bernal	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: January Financials for UPCS**

Personnel Involved: Lisa Boulos

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 January Financials for UPCS. Lisa went over handouts. A short discussion followed.

**Moved by *Cathy Cartwright* 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			
Cathrine Cartwright	x			
Michelle Dean				x
Marlo Hartsuyker	x			
Howard Hartzfeld	x			
Roberto Martinez	x			
Brian Sevier	x			

**2. Topic/Agenda Item:** 2nd Interim Financial Report for UPCS

Personnel Involved: Lisa Boulos

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 2<sup>nd</sup> Interim Financial Report for UPCS. Lisa explained that the 2<sup>nd</sup> Interim is based on the January Financials. A short discussion followed.

**Moved by *Howard Hartzfeld* Seconded by *Cathy Cartwright***

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

**3. Topic/Agenda Item:** Theme for calendar for 2019-2022 school years

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 calendar theme for the 2019-2022 school years. Charmon explained that every several years the board votes on a "theme" for the calendar. A short discussion followed. The board decided that the calendar theme would remain the same with Fall Break, all week for Thanksgiving and 2 weeks of Spring Break. A board member mentioned that OUHSD has added a February Presidents week break and suggested that we monitor attendance next year during the break.

**Moved by *Cathy Cartwright* Seconded by *Roberto Martinez***

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

4. **Topic/Agenda Item:** 2019-2020 school calendar 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 2019-2020 school calendar for UPCS. A short discussion followed.

**Moved by *Cathy Cartwright* Seconded by *Brian Sevier***

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

5. **Topic/Agenda Item:** Parent Representative, Board Member to be sworn in at the March 22 meeting

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 a new parent representative board member to be sworn in at the March 22 meeting. Howard Hartzfeld motioned to approve Ruben Ruiz, Marlo Hartsuyker seconded. A lengthy discussion followed. **The motion did not pass.**

**Moved by *Howard Hartzfeld* Seconded by *Marlo Hartsuyker***

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

Cathy Cartwright motioned to approve Jesús Torres, Brian Sevier seconded. A short discussion followed.

**Motion Passes**

**Moved by *Cathy Cartwright* Seconded by *Brian Sevier***

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

**6. Topic/Agenda Item: Safety Plan 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 Safety Plan for UPCS. A short discussion followed.

**Moved by *Marlo Hartsuyker* Seconded by *Brian Sevier***

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

**7. Topic/Agenda Item:** Low Performing Student Base Grant

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 plan for the Low Performing Student Base Grant.

Charmon explained in January we received an email from the State of California regarding the grant. A short discussion followed.

**Moved by *Cathy Cartwright* Seconded by *Brian Sevier***

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

**8. Topic/Agenda Item:** California School Dashboard for Fall 2018

**Personnel Involved:** Charmon Evans

Charmon stated that the Dashboard is complete now and went over the handouts.

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

**V. Future Agenda Items: Next Meeting, March 22, 2019, 1:30-4:00**

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