

University Preparation School at CSU Channel Islands  
1099 Bedford Drive, Camarillo, CA 93010

**APPROVED Minutes** for the Meeting held on Friday February 28, 2020  
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 Marlo Hartsuyker at 1:31p.m.

**B. Adoption of Agenda**

Moved by *Jeanne Adams* Seconded by *Brian Sevier*

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams	x			
Carolyn Bernal				x
Regina Carver	x			
Talya Drescher	x			
Marlo Hartsuyker	x			
Roberto Martinez	x			
Brian Sevier	x			
Jesus Torres				x

**C. Pledge of Allegiance**

**D. Roll Call**                      **Present**                      **Absent**  
**Board Members**

Jeanne Adams	<u>  x  </u>	<u>      </u>
Carolyn Bernal	<u>      </u>	<u>  x  </u>
Regina Carver	<u>  x  </u>	<u>      </u>
Talya Drescher	<u>  x  </u>	<u>      </u>
Marlo Hartsuyker	<u>  x  </u>	<u>      </u>
Roberto Martinez	<u>  x  </u>	<u>      </u>
Brian Sevier	<u>  x  </u>	<u>      </u>
Jesus Torres	<u>      </u>	<u>  x  </u> late

**Administration**

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

**E. Public Comments**

None

**E. Director's Report**

Charmon attended the Title 1 Conference. They had amazing Keynote speakers and several breakout sessions for charter schools only. Charmon also gave an update on our back taxes. Middle school math cycles start today. The process has begun for charter renewal.

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

None

**H. Swearing in of new Board Member, Lindsay Walker**

**I. Advisory and Auxiliary Reports**

**1. School Site Council**

Met on Tuesday, no SPSA this year, final recommendations of Safety Plan

**2. ELAC**

Veronica runs this committee. Charmon attended today. The committee discussed LCAP and Charter Renewal

**3. Parent Teacher, Student Association**

Currently running a See's candy fundraiser.

**II. Regular Session**

**A. Consent Agenda**

**1. Minutes of the January 31, 2020 Regular Board Meeting**

**Moved by *Jeanne Adams* Seconded by *Brian Sevier***

<b>Board Member</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Jeanne Adams	x			
Carolyn Bernal				x
Regina Carver	x			
Talya Drescher	x			
Marlo Hartsuyker	x			
Roberto Martinez	x			
Brian Sevier	x			
Jesús Torres	x			
Lindsay Walker	x			

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

1. **Topic/Agenda Item:** Review and approval of the January Financials for UPCS, check register, credit card statement

Personnel Involved: Lisa Boulos

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** *Jesus Torres* **Seconded by** *Jeanne Adams*

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams	x			
Carolyn Bernal				x
Regina Carver	x			
Talya Drescher	x			
Marlo Hartsuyker	x			
Roberto Martinez	x			
Brian Sevier	x			
Jesús Torres	x			
Lindsay Walker	x			

2. **Topic/Agenda Item: Review and Approval of the Second Interim Financial Report for UPCS**

Personnel Involved: Lisa Boulos

Fiscal Implications:

Impact on School Mission, Vision or Goals:

Options or Solutions (If applicable):

Director's Recommendation: The Executive Director recommends approval of the Second Interim Financial Report for UPCS. Lisa explained that this is the same as the financials. A short discussion followed.

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

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams	x			
Carolyn Bernal				x
Regina Carver	x			
Talya Drescher	x			
Marlo Hartsuyker	x			
Roberto Martinez	x			
Brian Sevier	x			
Jesús Torres	x			
Lindsay Walker	x			

**3. Topic/Agenda Item: Winter ConApp**

Personnel Involved: Lisa Boulos

Fiscal Implications: Percentage rates, dollar amounts, locked terms

Impact on School Mission, Vision or Goals:

Options or Solutions (If applicable):

Director's Recommendation: The Executive Director recommends approval of the Winter ConApp. A short discussion followed.

**Moved by Jeanne Adams Seconded by Marlo Hartsuyker**

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams	x			
Carolyn Bernal				x
Regina Carver	x			
Talya Drescher	x			
Marlo Hartsuyker	x			
Roberto Martinez	x			
Brian Sevier	x			
Jesús Torres	x			
Lindsay Walker	x			

**4. Topic/Agenda Item: Safety Plan for UPCS**

Personnel Involved: Charmon Evans

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. Charmon stated that there were no major changes. A short discussion followed.

**Moved by Jeanne Adams Seconded by Brian Sevier**

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams	x			
Carolyn Bernal				x
Regina Carver	x			
Talya Drescher	x			
Marlo Hartsuyker	x			
Roberto Martinez	x			
Brian Sevier	x			
Jesús Torres	x			
Lindsay Walker	x			

**4. Topic/Agenda Item: Review and Approval of the Instructional Minutes for 2020-2021**

Personnel Involved: Charmon Evans

Fiscal Implications:

Impact on School Mission, Vision or Goals:

Options or Solutions (If applicable):

Director's Recommendation: The Executive Director recommends approval of the Instructional Minutes for 2020-2021. A short discussion followed.

**Moved by Jesus Torres Seconded by Jeanne Adams**

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams	x			
Carolyn Bernal				x
Regina Carver	x			
Talya Drescher	x			
Marlo Hartsuyker	x			
Roberto Martinez	x			
Brian Sevier	x			
Jesús Torres	x			
Lindsay Walker	x			

**6. Topic/Agenda Item: Form J13A Request for Allowance of Attendance due to Emergency Conditions**

Personnel Involved: Charmon Evans

Fiscal Implications:

Impact on School Mission, Vision or Goals:

Options or Solutions (If applicable):

Director's Recommendation: The Executive Director recommends approval of Form J-13A Request for Allowance of Attendance due to Emergency Conditions. A short discussion followed.

**Moved by Jesus Torres Seconded by Lindsay Walker**

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams	x			
Carolyn Bernal				x
Regina Carver	x			
Talya Drescher	x			
Marlo Hartsuyker	x			
Roberto Martinez	x			
Brian Sevier	x			
Jesús Torres	x			
Lindsay Walker	x			

7. **Topic/Agenda Item:** Review and Approval of Resolution #20 19/20  
Preschool Attendance Recovery, State Preschool

Personnel Involved: Charmon Evans

Fiscal Implications:

Impact on School Mission, Vision or Goals:

Options or Solutions (If applicable):

Director's Recommendation: The Executive Director recommends approval of Board Resolution #20 19/20. A short discussion followed.

**Moved by** *Brian Sevier* **Seconded by** *Roberto Martinez*.

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams	x			
Carolyn Bernal				x
Regina Carver	x			
Talya Drescher	x			
Marlo Hartsuyker	x			
Roberto Martinez	x			
Brian Sevier	x			
Jesús Torres	x			
Lindsay Walker	x			

8. **Topic/Agenda Item:** Report from Investment Committee  
Personnel Involved: Charmon Evans, Lisa Boulos, Marlo Hartsuyker, Jesus Torres, Roberto Martinez  
The committee would like to recommend a Capital Expense Fund and also create a new Fiscal Policy to include investments.
9. **Topic/Agenda Item:** LCAP Update, new template  
Personnel Involved: Charmon Evans  
It has finally been released, core message: multiple measures

**IV. Board of Directors Announcements/Remarks**  
None

**V. Future Agenda Items: Next Meeting, March 20, 2020, 1:30-4:00**  
Board Resolution-support of Census  
Budget meeting  
Fiscal Policy  
Spotlight-Specialist program

**VI. Adjournment: 3:30 p.m.**