

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

Minutes for the Meeting held on Friday, May 31, 2024

## 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 Veronica Rauschenberger at 1:34pm

- B. **Adoption of the Agenda**

*Moved by Jeanne Adams Seconded by Marlo Hartsuyker*

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			
Celina Zacarias	x			

- C. **Pledge of Allegiance-** Led by Veronica R.

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

**E. Public Comments-None**

**F. Discussion/Information**

- 1. Topic/Agenda Item:**  
**Annual Update, 2023-2024 Local Control Accountability Plan**  
**Budget Overview for Parents**  
**Local Indicators 2024-2025**  
**2024-2025 LCAP – Goals, Metrics, Actions**  
Personnel Involved: Lisa Boulos/Charmon Evans
- 2. Topic/Agenda Item: 2024-2025 Preliminary Budget for UPCS**  
Personnel Involved: Lisa Boulos/Charmon Evans

**G. PUBLIC HEARING**

- 1. Public Hearing LCAP Package**  
**Annual Update, 2023-2024 Local Control Accountability Plan**  
**Budget Overview for Parents**  
**Local Indicators 2024-2025**  
**2024-2025 LCAP – Goals, Metrics, Actions**

In accordance with Education Code 52062, a public hearing to solicit the recommendations and comments of the public regarding the proposed University Preparation Charter School (UPCS) Local Control Accountability Plan (LCAP) is being held. The K-12 finance system utilizes the Local Control Funding Formula (LCFF) which includes base, supplemental, and concentration grants as the funding streams. As part of the LCFF, local education agencies and County Offices of Education are required to develop, adopt, and annually update a three-year Local Control and Accountability Plan (LCAP), using a template adopted by the California State Board of Education (SBE). The LCAP is required to identify goals and measure progress for student groups across multiple performance indicators. School districts and County Offices of Education are required to develop, adopt, and annually update a three-year Local Control and Accountability Plan (LCAP), this process is recommended for charter schools, but not required. The UPCS LCAP has been developed with the input from diverse groups of educational partners. As required by Education Code the following items are up for public hearing: (1) 2023-2024 LCAP annual update, (2) Budget Overview for parents, (3) Local Indicators, (4) 2024—2025 LCAP.

Adoption of the UPCS 2024-2025 LCAP is scheduled for June 20, 2024. As with any public comment session, members of the Board may not engage in conversation with individuals who may comment. However, members of the Board will consider the comments made in their deliberation.

**1. Public hearing 2024-2025 Preliminary Budget**

Education code requires that prior to the adoption of the budget, the Board of Directors must convene a hearing specifically for members of the public to comment on the proposed school budget. As with any public comment session, members of the Board may not engage in conversation with individuals who may comment. However, members of the Board will consider the comments made in their deliberation.

**F. Directors' Reports**

Veronica- Everyone is getting ready for the Dolphin Festival next Friday. State testing is done. Field day is also next week, June 5 and June 6. Promotion is Thursday, June 13, all are welcome. We are also gearing up for Summer School.

Charmon- Last night was Step up Night, it was a big hit almost three hundred in attendance.

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

None

**H. Advisory and Auxiliary Reports-Nothing to report**

**1. School Site Council**-They met and agreed to the LCAP.

**2. ELAC**-Members attended the SSC meeting.

**3. Parent, Teacher, Student Association**- They have found all the officers for next year's PTSA. They are also remarkably busy with the planning of the Dolphin Festival.

**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 April 26, 2024, Regular Board Meeting**

**Moved by Celina Zacarias Seconded by Marlo Hartsuyker**

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

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

**1. Topic/Agenda Item: Review and approval of the April Financials 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 April Financials for UPCS. Lisa presented the April financials. After a brief discussion, motion was made to approve the April Financials.

**Moved by** *Jeanne Adams* **Seconded by** *Ernesto Guerrero*

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			
Celina Zacarias	x			

**2. Topic/Agenda Item: Review and Approval of the ExED Notice of Terms Supplement**

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

**Fiscal Implications:** \$148,900/annually

**Director's Recommendation:** The Executive Director recommends approval of the ExED Notice of Terms Supplement. Lisa explained that this is an annual update. After a brief discussion, motion was made to approve the ExED Notice of Terms

**Moved by** *Ernesto Guerrero* **Seconded by** *Marlo Hartsuyker*

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			
Celina Zacarias	x			

3. **Topic/Agenda Item: Review and Approval of a continued contract with Christy White Associates for audit purposes for fiscal years ending June 30, 2025, 2026, 2027**  
**Personnel Involved:** Charmon Evans  
**Fiscal Implications:** 2025, 16,300; 2026, 17,170; 2027, 18,090  
**Options or Solutions (If applicable):**  
**Director's Recommendation:** The Executive Director recommends approval of the continued contract with Christy White Associates for fiscal years ending June 30, 2025, 2026, 2027. Charmon explained that we will still be with Christy White, they will select a new lead auditor.

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

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			
Celina Zacarias	x			

4. **Topic/Agenda Item: Review and Approval of the 2023-2024 retention bonus for all staff, 4% OR 4.5%**  
**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 a percent retention bonus for all staff. Charmon stated that we are not planning on a raise this year, therefore a retention bonus to all staff for this year, retroactive to the first day of school. After a brief discussion, the board approved a 4.5% retention bonus for all staff.

**Moved by** *Marlo Hartsuyker* **Seconded by** *Ernesto Guerrero*

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

5. **Topic/Agenda Item: Review and Approval of Revision to #305 Compensation Review Policy**  
**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 # 305 Compensation Review Policy. Charmon stated that there are few changes from our lawyer. A brief discussion followed.

**Moved by Marlo Hartsuyker Seconded by Celina Zacarias**

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			
Celina Zacarias	x			

6. **Topic/Agenda Item: Review and Approval of Revision to #401 Tobacco, Drug, and Alcohol-Free Environment Policy**

**Personnel Involved:** Charmon Evans

**Fiscal Implications:**

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

**Director's Recommendation:** The Executive Director recommends approval of revision to #401 Tobacco, Drug and Alcohol-Free Environment Policy. Another policy reviewed by our lawyer, minor changes. A brief discussion followed.

**Moved by Celina Zacarias Seconded by Jeanne Adams**

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			
Celina Zacarias	x			

7. **Topic/Agenda Item: Review and Approval of the proposal from Pacific Contractors Group Inc. to paint the leased modular buildings**  
**Personnel Involved:** Charmon Evans  
**Fiscal Implications:** \$34,000  
**Impact on School Mission, Vision or Goals, (If Any):**  
**Options or Solutions (If applicable):**  
**Director's Recommendation:** The Executive Director recommends approval of the proposal from Pacific Contractors Group Inc. to paint the leased modular buildings. This contract is to pay for all the brown portables. The bond monies will pay for the D wing and MPR. A brief discussion followed.

**Moved by** *Celina Zacarias* **Seconded by** *Ernesto Guerrero*

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

**III. Directors Announcements/Remarks**

**IV. Future Agenda Items: Next Meeting, June20, 2024**

**LCAP Package**

**Budget**

**Executive Director Compensation Annual Report**

**Executive Director Annual Review**

**Local Authorizations for 24-25**

**EPA Spending**

**Prop 28 Planning Report**

**V. Adjournment**

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