

Minutes for the Meeting held on Wednesday July 7, 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 Jessica Lavariega Monforti at 9:11

B. Adoption of the Agenda-change date on number 5 to 2023-2024

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams				X
Melinda Brookshire	X			
Regina Carver	X			
Marlo Hartsuyker	X			
Jessica Lavariega Monforti	X			
Veronica Rauschenberger				
Brian Sevier				
Jesús Torres	X			
Lindsay Walker	X			

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

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E. Public Comments-None

F. Directors' Reports

Charmon- we are in the middle of Summer School; kids are having fun! We ordered summer school t shirts for all students and teachers. We have approximately 150 students this summer. Next week the administration team will be on a retreat in Lake Arrowhead.

G. Board Reports, Correspondence, and Communications

H. Advisory and Auxiliary Reports

None

ADJOURN OPEN SESSION: 9:20

II. CLOSED SESSION

A. Topic/Agenda Item: Public Employee/Employment/Review

Executive Director Annual Review

Personnel Involved: Charmon Evans

NO ACTION TAKEN

**RECONVENE OPEN SESSION: BOARD REPORT OUT ON ACTION TAKEN IN
CLOSED SESSION, IF ANY**

III. 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 June 21, 2023, Regular Board Meeting

Moved by Marlo Hartsuyker Seconded by Lindsay Walker

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams				x
Melinda Brookshire	x			x
Regina Carver	x			
Marlo Hartsuyker	x			
Jessica Lavariega Monforti	x			
Veronica Rauschenberger				
Brian Sevier				
Jesús Torres	x			
Lindsay Walker	x			

B. Items for Action, Discussion and or Information

- Topic/Agenda Item: Annual Update, 2023-2024 Local Control Accountability Plan: 2023-2024 Update to the 2021-2024 (LCAP); 2023-2024 metrics, actions/services, Local Indicators, and the Budget Overview for Parents**
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 2023-2024 LCAP Package.

Moved by *Marlo Hartsuyker* **Seconded by** *Mindy Brookshire*

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams				x
Melinda Brookshire	x			
Regina Carver	x			
Marlo Hartsuyker	x			
Jessica Lavariega Monforti	x			
Veronica Rauschenberger				x
Brian Sevier				x
Jesús Torres	x			
Lindsay Walker	x			

- Topic/Agenda Item: Review and Approval of the 2023-2024 Budget for UPCS (9:35-9:45)**
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 2023-2024 Budget for UPCS

Moved by *Lindsay Walker* **Seconded by** *Marlo Hartsuyker*

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams				x
Melinda Brookshire	x			
Regina Carver	x			
Marlo Hartsuyker	x			
Jessica Lavariega Monforti	x			
Veronica Rauschenberger				x
Brian Sevier				x
Jesús Torres	x			
Lindsay Walker	x			

3. **Topic/Agenda Item: Review and approval of the May Financials for UPCS (9:45-9:55)**
Personnel Involved: Lisa Boulos
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 May Financials for UPCS. Lisa gave a lengthy presentation of the financials.

Moved by Jesus Torres Seconded by Lindsay Walker

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams				x
Melinda Brookshire	x			
Regina Carver	x			
Marlo Hartsuyker	x			
Jessica Lavariega Monforti	x			
Veronica Rauschenberger				x
Brian Sevier				x
Jesús Torres	x			
Lindsay Walker	x			

4. **Topic/Agenda Item: Required Oral Report and contract approval for 2023-2024 school year regarding Executive Director (9:55-10:05)**
Personnel Involved: Jessica Lavariega Monforti
Fiscal: Base salary \$159,335.39, employer paid STRS \$30,433.06, employer paid Medicare \$9,878.79, employer paid SUI \$105.00, employer paid Med, Dent, Vision \$12,203.64. Total \$211,955.89
Impact on School Mission, Vision or Goals, (If Any):
Options or Solutions (If applicable):
Director's Recommendation: The board president recommends approval of the Executive Director Contract. The oral report was read by Jessica Lavariega Monforti.

Moved by Marlo Hartsuyker Seconded by Mindy Brookshire

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams				x
Melinda Brookshire	x			
Regina Carver	x			
Marlo Hartsuyker	x			
Jessica Lavariega Monforti	x			
Veronica Rauschenberger				x
Brian Sevier				x
Jesús Torres	x			
Lindsay Walker	x			

5. **Topic/Agenda Item: Review and Approval of Education Protection Account Spending Plan for 2022-2023**

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 the Education Protection Account Spending Plan for 2023-2024. Charmon Evans went over the plan. A short discussion followed.

Moved by Marlo Hartsuyker Seconded by Lindsay Walker

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams				x
Melinda Brookshire	x			
Regina Carver	x			
Marlo Hartsuyker	x			
Jessica Lavariega Monforti	x			
Veronica Rauschenberger				x
Brian Sevier				x
Jesús Torres	x			
Lindsay Walker	x			

6. **Topic/Agenda Item: Review and Approval of the Vendor Authorization List for the 2023-2024 school year**

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 Vendor Authorization List for the 2023-2024 school year. Lisa and Charmon explained the Vendor List. A short discussion followed.

Moved by Jesus Torres Seconded by Marlo Hartsuyker

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams				x
Melinda Brookshire	x			
Regina Carver	x			
Marlo Hartsuyker	x			
Jessica Lavariega Monforti	x			
Veronica Rauschenberger				x
Brian Sevier				x
Jesús Torres	x			
Lindsay Walker	x			

7. **Topic/Agenda Item: Review and Approval of the Key Experience Field Trip for the eighth-grade students to Washington D.C. April 1-April 6, 2024**

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 the Key Experience Field Trip to Washington D.C. for the eighth-grade students. This is the same trip as previous years.

Moved by *Marlo Hartsuyker* **Seconded by** *Mindy Brookshire*

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams				X
Melinda Brookshire	X			
Regina Carver	X			
Marlo Hartsuyker	X			
Jessica Lavariega Monforti	X			
Veronica Rauschenberger				X
Brian Sevier				X
Jesús Torres	X			
Lindsay Walker	X			

8. **Topic/Agenda Item: Review and Approval of the Key Experience Field Trip for the Intermediate Years students to Catalina Island Marine Institute, CIMI, date to be determined.**

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 the Key Experience Field Trip to Catalina Island currently on a waitlist. This is the same as previous years.

Moved by *Marlo Hartsuyker* **Seconded by** *Mindy Brookshire*

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams				X
Melinda Brookshire	X			
Regina Carver	X			
Marlo Hartsuyker	X			
Jessica Lavariega Monforti	X			
Veronica Rauschenberger				X
Brian Sevier				X
Jesús Torres	X			
Lindsay Walker	X			

9. Topic/Agenda Item: 2022-2023 Local Indicators

Personnel Involved: Charmon Evans

This was a separate agenda item last month. Charmon spoke about in LCAP presentation.

III. Directors Announcements/Remarks

Marlo reminded all the annual Board Governance meeting October 17

IV. Future Agenda Items: Next Meeting, August 24, 2023, 5:30-7:00pm

V. Adjournment: 10:25 am