

University Preparation School at CSU Channel Islands
1099 Bedford Drive, Camarillo, CA 93010
APPROVED Minutes for the Meeting held on September 27, 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 Cathy Cartwright Seconded by Howard Hartzfeld

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			
Jesus Torres				x

C. Pledge of Allegiance

D. Roll Call

	Present	Absent
<u>Board Members</u>		
Jeanne Adams	_____	_____x_____
Carolyn Bernal	_____x_____	_____
Cathrine Cartwright	_____x_____	_____
Michelle Dean	_____x_____	_____
Marlo Hartsuyker	_____x_____	_____late
Howard Hartzfeld	_____x_____	_____
Roberto Martinez	_____	_____x_____
Brian Sevier	_____x_____	_____
Jesus Torres	_____	_____x_____
<u>Administration</u>		
Charmon Evans	_____x_____	_____
Darlene Hale	_____x_____	_____
Veronica Solorzano	_____x_____	_____

E. Public Comments

None

F. Spotlight-Goodbyes

Charmon stated that we have two board members that are stepping leaving. She thanked her for her years of service and support through the years. Cathy stated that she enjoyed her time on the board and was happy to be associated with UPCS, as we are a quality charter school. Michelle Dean is also leaving. Charmon stated that her experience in SPED was appreciated and thanked for her time and dedication. Michelle stated that she loved being on the board and now that NGEI is done this is a good time to let someone else step into this position. Howard's last meeting is October. Charmon thanked him for his time and energy. Howard stated that he really enjoyed being a part of this board. He will miss it and will be glad to see someone new contribute.

G. Director's Report

Veronica stated that conferences are starting soon, with grade and assessments being finalized. Football and volleyball have begun with 2 parent coaches. Specialist has also started and is going well. Peer Buddies have been trained to help with reading with younger students. Darlene stated that assemblies have started. Accountability with a read along. Rebecca and Darlene will go into classrooms to follow up on math cycles. Charmon added Prop 39 request is due to PVSD November 1, lawyers template is in progress. New laws coming into effect for Charter Schools. Starting Charter Renewal, next fall (2020) is submission date. We will submit early. Committee and Parent-Teacher groups to discuss renewal.

H. Board Reports, Correspondence, and Communications

None

I. Advisory and Auxiliary Reports

1. School Site Council

Great new group, looking forward to working with them.

2. ELAC

We discussed reclassification of students. We also discussed team sports, parents would like to start inter-mural sports during lunch.

3. Parent, Teacher, Student Association

The Access book fundraiser is under way and the Harvest Festival in November 1st.

II. Regular Session

A. Consent Agenda

1. **Minutes of the June 28, 2019 Regular Board Meeting, amended**
2. **Minutes of the August 30, 2019 Regular Board Meeting**

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			
Jesús Torres				x

B. Items for Action, Discussion and or Information

1. **Topic/Agenda Item:** August Financials for UPCS, check register, credit card statement

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

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

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			
Jesús Torres				x

2. **Topic/Agenda Item:** Educational Presentation on Investment Options and Opportunities, Jennifer Strong and Nathan Glycer

Personnel Involved: Charmon Evans
Fiscal Implications:
Impact on School Mission, Vision or Goals:
Options or Solutions (If applicable):
Director's Recommendation:
A lengthy presentation/discussion followed.

3. **Topic/Agenda Item:** Convening of 2019-2020 Investment Committee 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 convening of 2019-2020 Investment Committee for UPCS. Charmon gave a description of the duties of the committee. The committee members: Roberto Martinez, Jesus Torres and Marlo Hartsuyker

Moved by Howard Hartzfeld 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			
Jesús Torres				x

4. **Topic/Agenda Item:** Convening of 2019-2020 Audit Committee 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 Audit Committee for UPCS. Charmon went over duties of the committee. A short discussion followed. Members: Jeanne Adams, Brian Sevier and Regina Carver.

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

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			
Jesús Torres				x

5. **Topic/Agenda Item:** Convening of the 2019-2020 Nominating Committee 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 convening of 2019-2020 Nominating Committee for UPCS. Charmon gave a description of the duties for this committee. A short discussion followed. Nominating Committee: Marlo Hartsuyker, Carolyn Bernal and Jeanne Adams

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

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			
Jesús Torres				x

6. **Topic/Agenda Item:** Dashboard Local Indicators Action Plan

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 Dashboard Local Indicators Action Plan for UPCS. Charmon went over each priority. A lengthy discussion followed.

Moved by *Howard Hartzfeld* **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			
Jesús Torres				x

7. **Topic/Agenda Item:** Intermediate Years, 5th Grade Key Experience overnight field trip to Catalina Island February 24, 25, 26, 2020

Personnel Involved: Darlene Hale

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 IY, 5th Grade Key Experience field trip to Catalina Island. This is the first year only 5th grade students will be attending. We will now go every year. A short discussion followed.

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			
Jesús Torres				x

8. **Topic/Agenda Item: New Legislation regarding Charter Schools**
Personnel Involved: Marlo Hartsuyker
Marlo discussed highlights of Bill AB 1505, AB 1507 and SB 328. She also suggested that the board refer to her handouts for further information. Charmon further discussed variations of how the Bill applies to our students and our school as a whole.

ADJOURN OPEN SESSION:

III. Closed Session

- A. **Topic/Agenda Item: Public Employee**
2019-2020 Certificated & Classified Staff
Personnel Involved: Charmon Evans
6 to 0 approval of staff list as presented

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			
Jesus Torres				x

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

- IV. **Board of Directors Announcements/Remarks**
Howard asked if the cafeteria menu could be changed
Carolyn suggested a contact for scratch cooking
- V. **Future Agenda Items: Next Meeting, October 18, 2019, 1:30-4:00**
Tentatively scheduled-may be cancelled
- VI. **Adjournment: 3:41p.m.**