

**University Preparation School at CSU Channel Islands**  
**1099 Bedford Drive Camarillo, CA 93010**  
**Board of Directors Meeting**  
**University Preparation Charter School at CSU Channel Islands**

August 30, 2019

1:30-4:00

Room D2

**AGENDA**

**Public Comment: Instructions for Addressing the Board of Directors and  
Requesting Agenda Items**

*If a member of the public wishes to speak about an item on the agenda, a Speaker Sheet should be completed, including the number of the agenda item, OR if wishing to speak to an item not on the agenda, stating the topic on which s/he wishes to speak. The Speaker Sheet should be presented to the Board Secretary prior to the start of the meeting.*

*Individual speakers will be allowed three (3) minutes to address the Board. The Board shall limit the total time for each agenda item to 20 minutes.*

*A member of the public wishing to place an item on the agenda should notify the University Preparation School office at least eight (8) days prior to the meeting date OR make such request when Future Agenda items are addressed. In accordance with Education Code 35145.5, the Board cannot enter into a formal discussion or make a decision on any matter not on this agenda during this meeting. The Board may take action or refer to a later meeting any subject discussed in a presentation at this Board of Directors' meeting. Any Agenda Item is to be considered a Potential Action Item.*

**I. Opening Procedures (1:30-1:40)**

**A. Call to Order**

**B. Adoption of the Agenda**

**Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_**

<b>Board Member</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Jeanne Adams				
Carolyn Bernal				
Cathrine Cartwright				
Michelle Dean				
Marlo Hartsuyker				
Howard Hartzfeld				
Roberto Martinez				
Brian Sevier				
Jesús Torres				

**C. Pledge of Allegiance**

<b>D. Roll Call</b>	<b>Present</b>	<b>Absent</b>
<b><u>Board Members</u></b>		
Jeanne Adams	_____	_____
Carolyn Bernal	_____	_____
Cathrine Cartwright	_____	_____
Michelle Dean	_____	_____
Marlo Hartsuyker	_____	_____
Howard Hartzfeld	_____	_____
Roberto Martinez	_____	_____
Brian Sevier	_____	_____
Jesús Torres	_____	_____
<b><u>Administration</u></b>		
Charmon Evans	_____	_____
Darlene Hale	_____	_____
Veronica Solorzano	_____	_____

**E. Public Comments**

**F. Spotlight-Kindness Video**

**G. Director's Report**

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

**I. Advisory and Auxiliary Reports**

- 1. School Site Council**
- 2. ELAC**
- 3. Parent, Teacher, Student Association**

**II. Regular Session**

**A. Consent Agenda (1:40-1:45)**

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 28, 2019 Regular Board Meeting**

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

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

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

1. **Topic/Agenda Item: June & July Financials for UPCS, check register, credit card statement (1:45-1:55)**

**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 June & July Financials for UPCS

Charmon Evans  
Executive Director

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

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

2. **Topic/Agenda Item: Review and Approval of the Unaudited Actuals for UPCS (1:55-2:05)**

**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 Unaudited Actuals for UPCS

Charmon Evans

Executive Director

**Moved by** \_\_\_\_\_ **Seconded by** \_\_\_\_\_

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams				
Carolyn Bernal				
Rodrigo Cardenas				
Cathrine Cartwright				
Michelle Dean				
Marlo Hartsuyker				
Roberto Martinez				
Brian Sevier				
Jesus Torres				

3. **Topic/Agenda Item: Review and Approval of Investment minimums and maximums (2:05-2:20)**

**Personnel Involved:** Charmon Evans

**Fiscal Implications:** Percentage rates, dollar amounts, locked terms

**Impact on School Mission, Vision or Goals, (If Any):**

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

**Director's Recommendation:** The Executive Director recommends approval of Investment minimums and maximums.

Charmon Evans

Executive Director

**Moved by** \_\_\_\_\_ **Seconded by** \_\_\_\_\_

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams				
Carolyn Bernal				
Rodrigo Cardenas				
Cathrine Cartwright				
Michelle Dean				
Marlo Hartsuyker				
Roberto Martinez				
Brian Sevier				
Jesus Torres				

4. **Topic/Agenda Item: Review and Approval of the 2019-2020 Staff Handbook for UPCS (2:20-2:25)**

**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 2019-2020 Staff Handbook for UPCS

Charmon Evans  
Executive Director

**Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_**

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams				
Carolyn Bernal				
Rodrigo Cardenas				
Cathrine Cartwright				
Michelle Dean				
Marlo Hartsuyker				
Roberto Martinez				
Brian Sevier				
Jesús Torres				

5. **Topic/Agenda Item: Review and Approval of the 2019-2020 Parent/Student Handbook and Annual Notification (2:25-2:30)**

**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 2019-2020 Student Handbook

Charmon Evans  
Directors

**Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_**

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams				
Carolyn Bernal				
Rodrigo Cardenas				
Cathrine Cartwright				
Michelle Dean				
Marlo Hartsuyker				
Roberto Martinez				
Brian Sevier				
Jesús Torres				

6. **Topic/Agenda Item: Adjust October Board Meeting Date to October 25th to October 18th (2:30-2:40)**

**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 date change for the October meeting

Charmon Evans

Directors

**Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_**

<b>Board Member</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Jeanne Adams				
Carolyn Bernal				
Rodrigo Cardenas				
Cathrine Cartwright				
Michelle Dean				
Marlo Hartsuyker				
Roberto Martinez				
Brian Sevier				
Jesús Torres				

**ADJOURN OPEN SESSION**

**III. Closed Session**

- A. **Topic/Agenda Item: Public Employee**  
2019-2020 Certificated & Classified Staff  
**Personnel Involved:** Charmon Evans

<b>Board Member</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Jeanne Adams				
Carolyn Bernal				
Cathrine Cartwright				
Michelle Dean				
Marlo Hartsuyker				
Howard Hartzfeld				
Roberto Martinez				
Brian Sevier				
Jesús Torres				

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

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

**V. Future Agenda Items: Next Meeting, September 27, 2019**

**VI. Adjournment**