

JAN 13 2023

Clerk of the Board

## 2022 Local Agency Biennial Notice

Name of Agency: University Preparation School at CSU Channel Islands  
Mailing Address: 1099 Bedford Drive Camarillo, CA 93010  
Contact Person: Lisa Donofrio Phone No. 805-482-4608  
Email: ldonofrio@pleasantvalleysd.org Alternate Email: \_\_\_\_\_

**Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.**

This agency has reviewed its conflict of interest code and has determined that (check one BOX):

☒ **An amendment is required. The following amendments are necessary:**

(Check all that apply.)

- ☐ Include new positions
- ☒ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☒ Other (describe) necessary legal changes

☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is over five years old, amendments may be necessary.)

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**Verification (to be completed if no amendment is required)**

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

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Signature of Chief Executive Officer

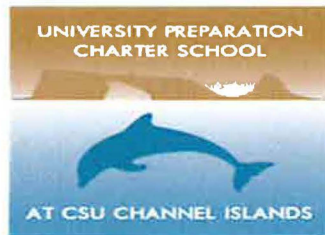
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Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2022**, or by the date specified by your agency, if earlier, to: **E-Mail to: [form700clerk@ventura.org](mailto:form700clerk@ventura.org)**

or  
**Mail to: Clerk of the Board of Supervisors**  
**800 S. Victoria Avenue, L# 1920**  
**Ventura, CA 93009-1920**

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**



## **CONFLICT OF INTEREST CODE**

### **I. ADOPTION**

In compliance with the Political Reform Act of 1974, California Government Code Section 87100, *et seq.*, the University Preparation School at CSU Channel Islands (“Charter School”) hereby adopts this Conflict of Interest Code (“Code”), which shall apply to all governing board members and all other designated employees of the Charter School, as specifically required by California Government Code Section 87300.

### **II. DEFINITION OF TERMS**

As applicable to a California public charter school, the definitions contained in the Political Reform Act of 1974, and the implementing regulations of, specifically California Code of Regulations Section 18730, and any amendments or modifications to the Act and regulations are incorporated by reference to this Code.

### **III. DESIGNATED EMPLOYEES**

Employees of this Charter School, including governing board members who hold positions that involve the making or participation in the making, of decisions that may foreseeably have a material effect on any financial interest, shall be “designated employees.” The designated positions are listed in “Exhibit A” attached to this Code and incorporated by reference herein.

### **IV. STATEMENT OF ECONOMIC INTERESTS: FILING**

Each designated employee, including governing board members, shall file a Statement of Economic Interest (“Statement”) at the time and manner prescribed by California Code of Regulations, title 2, section 18730,, disclosing reportable investments, interests in real property, business positions, and income required to be reported under the category or categories to which the employee’s position is assigned in “Exhibit A.”

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**Adopted/Ratified: April 14, 2010**

**Revision Date: 5- 6-13, 11-18-15, 4-29-16, 11-18-16, 3/23/18, 9/30/22, 11/18/22**

## Board Policy - Governance # 903

An investment, interest in real property or income shall be reportable, if the business entity in which the investment is held, the interest in real property, the business position, or source of income may foreseeably be affected materially by a decision made or participated in by the designated employee by virtue of his or her position. The specific disclosure responsibilities assigned to each position are set forth in "Exhibit B."

All Statements shall be filed with the **County Board of Supervisors**. The Charter School **will make and retain a copy of the statement for members of the Governing Board**, and forward the original to the Clerk of the Ventura County Board of Supervisors, **the Filing Officer**. **In preparing the form 700, designated filers need only disclose those financial interests falling within the disclosure categories designated for that filer's position as stated in Exhibits A and B.**

### **V. DISQUALIFICATION**

No designated employee shall make, participate in making, or try to use his/her official position to influence any Charter School decision which he/she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family.

### **VI. MANNER OF DISQUALIFICATION**

#### **A. Non-Governing Board Member Designated Employees**

When a non-Governing Board member designated employee determines that he/she should not make a decision because of a disqualifying interest, he/she should submit a written disclosure of the disqualifying interest to his/her immediate supervisor. The supervisor shall immediately reassign the matter to another employee and shall forward the disclosure notice to the Chief Executive Officer, who shall record the employee's disqualification. In the case of a designated employee who is head of an agency, this determination and disclosure shall be made in writing to his/her appointing authority.

#### **B. Governing Board Member Designated Employees**

The Charter School shall not enter into a contract or transaction in which a director directly or indirectly has a material financial interest (nor shall the Charter School enter into any contract or transaction with any other corporation, firm, association, or other entity in which one or more of the Charter School's directors are directors and have a material financial interest).

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**EXHIBIT A**

***Designated Positions***

<b># Of POSITIONS</b>	<b>POSITION TITLE</b>	<b>DISCLOSURE CATEGORIES (From Exhibit B)</b>
Maximum of 9	Members of the Governing Board	1, 2
1	CEO/President	1, 2
1	CFO/Treasurer	1, 2
1	Secretary	1, 2
3	Directors of Charter Schools	1, 2
1	Chief Business Officer	1, 2
1	Purchasing Manager	2
1	Assistant Business Officer	3
1	Information Systems Technician	3
Consultants/New Positions <sup>1</sup>		

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<sup>1</sup> Consultants/New Positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation:

The CEO/President may determine in writing that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant’s or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The CEO/President’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code (Govt. Code § 81008).

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**EXHIBIT B**

***Disclosure Categories***

**Category 1 Reporting:**

Designated positions assigned to this category must report all interests in real property which are located in whole or in part within two (2) miles of any facility utilized by the Charter School including any leasehold, beneficial or ownership interest or option to acquire such interest in real property.

**Category 2 Reporting:**

Designated positions assigned to this category must report investments and business positions in business entities and sources of income (including receipt of gifts, loans, and travel payments) that are contractors engaged in the performance of work or services, or sources that manufacture, sell, repair, rent or distribute school supplies, books, materials, school furnishings or equipment of the type to be utilized by the Charter School.

**Category 3 Reporting:**

Designated positions assigned to this category must report investments and business positions in business entities and sources of income (including receipt of gifts, loans, and travel payments) that are contractors engaged in the performance of work or services, or sources that manufacture, sell, repair, rent or distribute school supplies, books, materials, school furnishings or equipment of the type to be utilized by the designated position's department.

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JAN 13 2023

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

Clerk of the Board

**APPROVED** Minutes for the Meeting held on Friday, November 18, 2022  
Virtual Via ZOOM

**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 Talya Drescher at 1:30
- B. Adoption of the Agenda-Delete Item Number one, we have no financials for this meeting.**

**Moved by** Marlo Hartsuyker **Seconded by** Jessica Lavariega Monforti

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams				x
Regina Carver	x			
Talya Drescher	x			
Marlo Hartsuyker	x			
Jessica Lavariega Monforti	x			
Jesús Torres	x			
Lindsay Walker				x

- C. Pledge of Allegiance-** Led by Charmon Evans

<b>D. Roll Call</b>	<b>Present</b>	<b>Absent</b>
<b><u>Board Members</u></b>		
Jeanne Adams	_____	<u>  x  </u>
Regina Carver	<u>  x  </u>	_____
Talya Drescher	<u>  x  </u>	_____
Marlo Hartsuyker	<u>  x  </u>	_____
Jessica Lavariega Monforti	<u>  x  </u>	_____
Jesús Torres	<u>  x  </u>	_____
Lindsay Walker	_____	<u>  x  </u>
<b><u>Administration</u></b>		
Charmon Evans	<u>  x  </u>	_____
Echo Reves	<u>  x  </u>	_____
Veronica Solorzano	_____	<u>  x  </u>

- F. Public Comments – This is a chance for any members of the public in attendance to speak to the Board on items not included on the agenda. Board members are limited in their response pursuant to the Brown Act requirements.**

If you would like to make a public comment, you will need to raise your hand in zoom. You then will be called on by the board president.

- G. Directors' Reports**

Charmon stated that she is flying solo. We had our second parent education night. Executive Functioning, good turnout. Echo and Ms. Chambers did an incredible presentation on how our kids brain work. Really great pointers were given to parents. In October we participated in the California shakeout. Yesterday we had a surprise Fire Drill in the science classroom. The kids in the class were doing a safe experiment. Delores Huerta, activist coming to campus in March. She works with Dr Guzman and Cesar Morales. We are planning to send students to meet her, Dual immersion fourth graders, our kids will learn a song that would honor Ms. Huerta to sing taught by our music teacher. They will start practicing after break. We have lots of field trips, mostly walking field trips. Echo and I recently attended the federal program directors conference. Concentration on Federal dollars, it has hugely expanded with the title 1 monies. Incredible accountability. We came with a lot about federal compliance. We probably will be audited in the next few years. We also directors and leadership. We got to look at teacher evaluation system. We thought it was a great opportunity. Teams take back to teachers and discuss if we should have any changes. Year 1 and Year 2 model. All teachers filled out a growth plan, and we assigned a teacher to an administrator.

- H. Board Reports, Correspondence, and Communications**  
None

- I. Advisory and Auxiliary Reports**

- 1. School Site Council**

Met Tuesday, we spent the entire time digging into the LCAP.

- 2. ELAC-Veronica is not here**

- 3. Parent, Teacher, Student Association**

First festival since spring 2019. Harvest Festival, it was so incredible, the turnout was fantastic. Made between 8-10 thousand. Great success. Lots of volunteers.



## 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 September 30, 2022, Regular Board Meeting**
2. **Purchases to Ratify, September and October**

Moved by Marlo Hartsuyker Seconded by Jesus Torres

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams				x
Regina Carver	x			
Talya Drescher	x			
Marlo Hartsuyker	x			
Jessica Lavariega Monforti	x			
Jesús Torres	x			
Lindsay Walker				x

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

1. **Topic/Agenda Item: Review and approval of the August and September Financials for UPCS (1:50-2:00)**

**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 August and September Financials for UPCS. Lisa went over financials. A short discussion followed.

Moved by Talya Drescher Seconded by Lindsay Walker

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams				x
Regina Carver	x			
Talya Drescher	x			
Marlo Hartsuyker	x			
Jessica Lavariega Monforti	x			
Jesús Torres				x
Lindsay Walker	x			

2. **Topic/Agenda Item: Review and Approval of the Audit for 2021-2022 (2:00-2:15)**

**Personnel Involved:** Charmon Evans, Regina Carver and Lindsay Walker

**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 Audit for 2021-2022. The audit committee went over the audit. We have no findings! A short discussion followed.

**Moved by Talya Drescher Seconded by Marlo Hartsuyker**

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams	x			
Regina Carver	x			
Talya Drescher	x			
Marlo Hartsuyker	x			
Jessica Lavariega Monforti	x			
Jesús Torres				x
Lindsay Walker	x			

3. **Topic/Agenda Item: Review and Approval of Revision to #608 Classroom-Based Attendance 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 #608 Classroom-Based Attendance Policy. A few changes were made, a short discussion followed.

**Moved by Jeanne Adams Seconded by Lindsay Walker**

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams	x			
Regina Carver	x			
Talya Drescher	x			
Marlo Hartsuyker	x			
Jessica Lavariega Monforti				x
Jesús Torres				x
Lindsay Walker	x			

4. **Topic/Agenda Item: Review and Approval of Revision to #903 Conflict of Interest Code 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 #903 Conflict of Interest Code Policy. Minor changes were made. A short discussion followed.

**Moved by Talya Drescher Seconded by Regina Carver**

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams	x			
Regina Carver	x			
Talya Drescher	x			
Marlo Hartsuyker	x			
Jessica Lavariega Monforti	x			
Jesús Torres				x
Lindsay Walker	x			

5. **Topic/Agenda Item: State Test Scores**

**Personnel Involved:** Echo Reves

**Test scores were released before the Dashboard.** The state has decided to give shorter test. Echo went over scores.

6. **Topic/Agenda Item: Administrative Review Update**

**Personnel Involved:** Charmon Evans

**The committee met and decided to do in a theme.**

1. Mentoring new admin
- 2, Emergency Preparedness
3. Collaborative Community Partnerships
4. Engage Stakeholders
5. Federal Program Compliance

7. **Topic/Agenda Item: Calendar Review**

**Personnel Involved:** Charmon Evans

**We will bring to January meeting**



- 8. Topic/Agenda Item: Update on New Funding**  
**Arts and Music Block Grant**  
**Fiscal Implications: \$423,738**  
**Learning Recovery Block Grant**  
**Fiscal Implications: \$783,950**  
**Personnel Involved: Charmon Evans**  
**Charmon stated that we will receive vast amounts of money, one-time funds. The funds are to be spent from 2022-2026.**

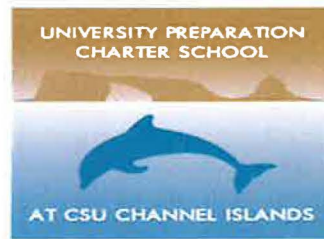
**III. Directors Announcements/Remarks**

**IV. Future Agenda Items: Next Meeting, December 16, 2022,  
Organizational Meeting**

**V. Adjournment: 2:56 pm**

DEC 21 2022

Clerk of the Board



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## **VI. MANNER OF DISQUALIFICATION**

### **A. Non-Governing Board Member Designated Employees**

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**EXHIBIT A**

***Designated Positions***

<b># Of POSITIONS</b>	<b>POSITION TITLE</b>	<b>DISCLOSURE CATEGORIES (From Exhibit B)</b>
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1	Chief Business Officer	1, 2
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<sup>1</sup> Consultants/New Positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation:

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**EXHIBIT B**

***Disclosure Categories***

**Category 1 Reporting:**

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SEP 30 2022

Clerk of the Board

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Mailing Address: 1099 Bedford Drive Camarillo, CA 93010  
Contact Person: Lisa Donofrio Phone No. 805-482-4608  
Email: ldonofrio@pleasantvalleysd.org Alternate Email: \_\_\_\_\_

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☒ **An amendment is required. The following amendments are necessary:**

(Check all that apply.)

- ☐ Include new positions  
☒ Revise disclosure categories  
☐ Revise the titles of existing positions  
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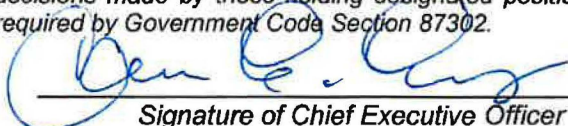
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Signature of Chief Executive Officer

9-30-2022  
Date

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or  
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## Board Policy - Governance # 903



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~~The California Fair Political Practices Commission has adopted a regulation (Cal. Code Regs., tit. 2, § 18730) which contains the terms of a standard Conflict of Interest Code, which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act of 1974 after public notice and hearings. The terms of California Code of Regulations, title 2, section 18730 and any amendment to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference as the Code for the Charter School.~~

#### II. DEFINITION OF TERMS

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Statements Filed With the Charter School. All Statements shall be supplied by the Charter School. All Statements shall be filed with the Charter School. The Charter School's filing official shall make and retain a copy of the Statement and forward the original to the Clerk of the Ventura County Board of Supervisors.

### V. DISQUALIFICATION

No designated employee shall make, participate in making, or try to use his/her official position to influence any Charter School decision which he/she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family.

### VI. MANNER OF DISQUALIFICATION

#### A. Non-Governing Board Member Designated Employees

When a non-Governing Board member designated employee determines that he/she should not make a decision because of a disqualifying interest, he/she should submit a written disclosure of the disqualifying interest to his/her immediate supervisor. The supervisor shall immediately reassign the matter to another employee and shall forward the disclosure notice to the Chief Executive Officer, who shall record the employee's disqualification. In the case of a designated employee who is head of an agency, this determination and disclosure shall be made in writing to his/her appointing authority.

#### B. Governing Board Member Designated Employees

The Charter School shall not enter into a contract or transaction in which a director directly or indirectly has a material financial interest (nor shall the Charter School enter into any contract or transaction with any other corporation, firm, association, or other entity in which one or more of the Charter School's directors are directors and have a material financial interest).

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Adopted/Ratified: April 14, 2010

Revision Date: 5- 6-13, 11-18-15, 4-29-16, 11-18-16, 3/23/18, 9/30/22

Board Policy - Governance # 903

**EXHIBIT A**

***Designated Positions***

# of POSITIONS	POSITION TITLE	DISCLOSURE CATEGORIES (From Exhibit B)
Maximum of 9	Members of the Governing Board	1, 2, <del>3</del>
1	CEO/President	1, 2, <del>3</del>
1	CFO/Treasurer	1, 2, <del>3</del>
1	Secretary	1, 2, <del>3</del>
<del>32</del>	Directors of Charter Schools	1, 2, <del>3</del>
1	Chief Business Officer	1, 2, <del>3</del>
1	Purchasing Manager	<del>1</del> 2
1	Assistant Business Officer	<del>1</del> 3
1	Information Systems Technician	<del>1, 2, 3</del>
Consultants/New Positions <sup>1</sup>		

**Commented [KR1]:** Are these position titles still accurate? Have any positions been added/eliminated?

<sup>1</sup> Consultants/New Positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation:

The disclosure, if any, required of a consultant or new position will be determined on a case-by-case basis by the Director. The determination of whether a consultant or new position has disclosure requirements should be made in writing on a Fair Political Practices Commission Form 805. The determination should include a description of the consultant's or new position's duties and based upon that description, a statement of the extent, if any, of the disclosure requirements. Each Form 805 is a public record and should be retained for public inspection either in the same manner and location as the Conflict of Interest Code, or with appropriate documentation at the location where the Conflict of Interest Code is maintained, cross-referencing to the Form 805. The CEO/President may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and based upon that description, a statement of the extent of disclosure requirements. The CEO/President's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code (Govt. Code § 81008).

**Adopted/Ratified: April 14, 2010**

**Revision Date: 5- 6-13, 11-18-15, 4-29-16, 11-18-16, 3/23/18, 9/30/22**



**EXHIBIT B**

***Disclosure Categories***

**Category 1 Reporting:**

~~A. Interest in real property which is located in whole or in part either (1) within the boundaries of the District, or (2) within two miles of the boundaries of the District, including any leasehold, beneficial or ownership interests or option to acquire such interest in real property.~~

~~(Interests in real property of an individual include a business entity's share of interest in real property of any business entity or trust in which the designated employee or his or her spouse owns, directly, indirectly, or beneficially, a 10% interest or greater.)~~

~~B. Investments in or income from persons or business entities which are contractors or sub-contractors which are or have been within the previous two year period engaged in the performance of building construction or design within the District.~~

~~C. Investments in or income from persons or business entities engaged in the acquisition or disposal of real property within the jurisdiction.~~

~~(Investment includes any financial interest in or security issued by a business entity, including but not limited to common stock, preferred stock, rights, warrants, options, debt instruments and any partnership interest or other ownership interests.)~~

~~(Investments of any individual include a pro rata share of investments of any business entity or trust in which the designated employee or his or her spouse owns, directly, indirectly or beneficially, a ten percent interest or greater.)~~

~~(Investment does not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, or any bond or other debt instrument issued by any government or government agency.)~~

Designated positions assigned to this category must report all interests in real property which are located in whole or in part within two (2) miles of any facility utilized by the Charter School including any leasehold, beneficial or ownership interest or option to acquire such interest in real property.

**Category 2 Reporting:**

Designated positions assigned to this category must report investments and business positions in business entities and sources of income (including receipt of gifts, loans, and travel payments)

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**Adopted/Ratified: April 14, 2010**

**Revision Date: 5- 6-13, 11-18-15, 4-29-16, 11-18-16, 3/23/18, 9/30/22**

## Board Policy - Governance # 903

that are contractors engaged in the performance of work or services, or sources that manufacture, sell, repair, rent or distribute school supplies, books, materials, school furnishings or equipment of the type to be utilized by the Charter School.

~~A. Investments in or income from business entities which manufacture or sell supplies, books, machinery or equipment of the type utilized by the department for which the designated employee is Manager or Director. Investments include interests described in Category 1.~~

### Category 3 Reporting:

Designated positions assigned to this category must report investments and business positions in business entities and sources of income (including receipt of gifts, loans, and travel payments) that are contractors engaged in the performance of work or services, or sources that manufacture, sell, repair, rent or distribute school supplies, books, materials, school furnishings or equipment of the type to be utilized by the designated position's department. A. Investments in or income from business entities which are contractors or sub-contractors engaged in the performance of work or services of the type utilized by the department for which the designated employee is Manager or Director. Investments include the interests described in Category 1.  
4880-1237-4836 v. 24880-1237-4836, v. 1

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**Adopted/Ratified: April 14, 2010**

**Revision Date: 5- 6-13, 11-18-15, 4-29-16, 11-18-16, 3/23/18, 9/30/22**



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

**Approved** Minutes for the Meeting held on Friday, September 30, 2022  
Virtual Via ZOOM

**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 Jesus Torres at 1:31
- B. **Adoption of the Agenda-Delete Item Number one, we have no financials for this meeting.**

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

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams	x			
Regina Carver	x			
Talya Drescher				x
Marlo Hartsuyker	x			
Jessica Lavariega Monforti	x			
Jesús Torres	x			
Lindsay Walker	x			

C. **Pledge of Allegiance**

D. <b>Roll Call</b>	Present	Absent
<b><u>Board Members</u></b>		
Jeanne Adams	<u>  x  </u>	<u>      </u>
Regina Carver	<u>  x  </u>	<u>      </u>
Talya Drescher	<u>      </u>	<u>  x  </u>
Marlo Hartsuyker	<u>  x  </u>	<u>      </u>
Jessica Lavariega Monforti	<u>  x  </u>	<u>      </u>
Jesús Torres	<u>  x  </u>	<u>      </u>
Lindsay Walker	<u>  x  </u>	<u>      </u>
<b><u>Administration</u></b>		
Charmon Evans	<u>  x  </u>	<u>      </u>
Echo Reves	<u>      </u>	<u>  x  </u>
Veronica Solorzano	<u>  x  </u>	<u>      </u>

**E. Board Action Item: Pursuant to Government Code Section 54953(e)**

***The Charter School Board of Directors determines, in accordance with Government Code Section 54953(e)(1)(B), that meeting in person would present imminent risks to the health or safety of attendees. Pursuant to Government Code Section 54953(e)(3), the Board has also reconsidered the circumstances of the State of Emergency declared by the Governor on March 4, 2020 and finds the State of Emergency continues to directly impact the ability of the Directors to meet safely in person and/or that State or local officials continue to impose or recommend measures to promote social distancing.***

**Director's Recommendation:** The Executive Director recommends approval of Government Code Section 54953.

**Moved by Regina Carver Seconded by Jesus Torres**

<b>Board Member</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Jeanne Adams	x			
Regina Carver	x			
Talya Drescher				x
Marlo Hartsuyker	x			
Jessica Lavariega Monforti	x			
Jesús Torres	x			
Lindsay Walker	x			

**F. Public Comments – This is a chance for any members of the public in attendance to speak to the Board on items not included on the agenda. Board members are limited in their response pursuant to the Brown Act requirements.**

If you would like to make a public comment, you will need to raise your hand in zoom. You then will be called on by the board president.

**G. Directors' Reports**

Charmon-More explanation of Raptor. There are other ways to check in if you do not have a driver's license. It has been going well. Veronica and I have attended the first safety meeting at the county. We will start shifting things in the front office, especially in the morning during tardies. Moving to the rainbow hallway. Office staff is happy about this decision. Patriot day was beautiful with all the students. Shorter assembly this year. Early Years sang one song. Coffee with the Director second of the year. Lunch tables, soul shop consultant was also there. Preview at what he would be doing at Parent Ed night. Looking for more speakers for the coffee with the directors. Grand opportunity for parent ed. Test scores should be released to the public in

October. Admin has access to the scores. Still embargoed. Still making corrections with the data, no specific date is set.

Veronica- I am happy to be working with Echo, we are currently doing classroom visits. Talking over key points with the students. Afterschool programs, Ballet Folklorico is back! Kindergarten was a bit of a challenge. Parent volunteers, 145 students. We also offer Bricks for Kids and Art Trek throughout the year. Football practice started this week. Flag Football. Grandfather is our coach. Athletic directors, pe teachers are also supporting. First game next Wednesday. Yearbook, UPTV, builders club. Busing until 4:30 to boys and girls club. We are starting study spot during lunch and after school, variety of teachers. Conferences are coming, new dismissal time, 1:10 to serve lunch to students. Dual teachers will have an extra day for conferences. Seven days total. Field trips this week...early years to Sprouts and intermediate to Tae Kwon Do studio., Ricky Robertson was here, and Echo and Becca are collaborating with teachers on focus area. Each team will be focusing on the focus area. Last year identifying needs of teachers. Dual teachers would like time with other dual teachers a Cross Collaborative Day. Joseph from Soul Shoppe held assemblies with different grade bands and topics. Specialists offering for this year. Cultural Studies, Art, Music, Math and sports, literature, Minecraft for education, Middle school only, gardening nutrition, and leadership

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

None

***I. Advisory and Auxiliary Reports***

**1. School Site Council**

First meeting Tuesday, we had a great turnout, with four new parents. Most parents work in higher education.

**2. ELAC**

Moving meeting to mornings to get a better turnout. On Campus instead of zoom.

**3. Parent, Teacher, Student Association**

General meeting last Wednesday. With parent ed night. Good turnout. Dinner and childcare. Fall Harvest on November 4. Access book fundraiser started today. Marie Calendars in November. Various dine outs this year. Toppers Pizza is October 19<sup>th</sup>. Red Ribbon Week soon.

**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 August 25, 2022, Regular Board Meeting**
2. **SACS Report**
3. **New hires for the 2022-2023 school year**
3. **Purchases to Ratify, August**

**Moved by Jeanne Adams Seconded by Lindsay Walker**

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams	x			
Regina Carver	x			
Talya Drescher				x
Marlo Hartsuyker	x			
Jessica Lavariega Monforti	x			
Jesús Torres	x			
Lindsay Walker	x			

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

2. **Topic/Agenda Item: Review and Approval of the updates to the COVID Mitigation and Response Plan**

**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 updates to the COVID Mitigation and Response Plan. Charmon stated the only change was removal of the requirement to test unvaccinated employees.

**Moved by Jessica Lavariega Monforti Seconded by Jeanne Adams**

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams	x			
Regina Carver	x			
Talya Drescher				x
Marlo Hartsuyker	x			
Jessica Lavariega Monforti	x			
Jesús Torres	x			
Lindsay Walker	x			

3. **Topic/Agenda Item: Review and Approval of update to the 2022-2023 Staff Handbook**

**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 update to the 2022-2023 Staff Handbook

Charmon stated the only change is vacation of part time 12-month employees. A short discussion followed.

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

<b>Board Member</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Jeanne Adams	x			
Regina Carver	x			
Talya Drescher				x
Marlo Hartsuyker	x			
Jessica Lavariega Monforti	x			
Jesús Torres	x			
Lindsay Walker	x			

4. **Topic/Agenda Item: Review and Approval of Revision to #608 Classroom-Based Attendance 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 #608 Classroom-Based Attendance Policy.

**After a lengthy discussion it was decided to bring back this policy to the next meeting.**

5. **Topic/Agenda Item: Review and Approval of Revision to #903 Conflict of Interest Code 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 #903 Conflict of Interest Code Policy. Charmon stated that this is the law! A short discussion followed.



**Moved by Jessica Lavariega Monforti Seconded by Jeanne Adams**

Board Member	Aye	Nay	Abstain	Absent
Jeanne Adams	x			
Regina Carver	x			
Talya Drescher				x
Marlo Hartsuyker	x			
Jessica Lavariega Monforti	x			
Jesús Torres	x			
Lindsay Walker	x			

6. **Topic/Agenda Item: Relationship with CSUCI (2:40-2:55)**  
**Personnel Involved:** Charmon Evans  
Due to Jessica's questions. Rebecca is currently the liaison for the university. Spring student teachers, prerequisite students, single subject students, getting their credential to teach middle and high schools. Talya here on Wednesdays, undergraduates, thinking that they might go into teaching. In classrooms and 1 hour seminar with Talya. Service-learning students. America Reads student, come on campus to read to our students while paid for hours here at school. Train to use Barton, tutors up to six. Great service-learning students in the math. Action research and written papers. AERA...research paper award. University Evening courses here on campus. A variety of things we have done through the years.
7. **Topic/Agenda Item: Fiscal/Audit Committee Update (2:55-3:10)**  
**Personnel Involved:** Charmon Evans, Regina Carver and Lindsay Walker  
Successful in person meeting. Reviewed the policy, Charmon took us through a few options including CDARS. Charmon and Lisa B discussed the amount of One million dollars. Charmon and Lindsay will reach out to various banking institutions. Met before COVID and now ready for the next step.

### **III. Directors Announcements/Remarks**

October 12<sup>th</sup> Board Governance meeting, reminder by Marlo

### **IV. Future Agenda Items: Next Meeting, October 21, 2022**

**State test scores**

**Attendance Policy**

### **V. Adjournment: 2:25**



### **CONFLICT OF INTEREST CODE**

#### **I. ADOPTION**

In compliance with the Political Reform Act of 1974, California Government Code Section 87100, *et seq.*, the University Preparation School at CSU Channel Islands ("Charter School") hereby adopts this Conflict of Interest Code ("Code"), which shall apply to all governing board members and all other designated employees of the Charter School, as specifically required by California Government Code Section 87300.

#### **II. DEFINITION OF TERMS**

As applicable to a California public charter school, the definitions contained in the Political Reform Act of 1974, and the implementing regulations o, specifically California Code of Regulations Section 18730, and any amendments or modifications to the Act and regulations are incorporated by reference to this Code.

#### **III. DESIGNATED EMPLOYEES**

Employees of this Charter School, including governing board members who hold positions that involve the making or participation in the making, of decisions that may foreseeably have a material effect on any financial interest, shall be "designated employees." The designated positions are listed in "Exhibit A" attached to this Code and incorporated by reference herein.

#### **IV. STATEMENT OF ECONOMIC INTERESTS: FILING**

Each designated employee, including governing board members, shall file a Statement of Economic Interest ("Statement") at the time and manner prescribed by California Code of Regulations, title 2, section 18730,, disclosing reportable investments, interests in real property, business positions, and income required to be reported under the category or categories to which the employee's position is assigned in "Exhibit A."

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**Adopted/Ratified: April 14, 2010**

**Revision Date: 5- 6-13, 11-18-15, 4-29-16, 11-18-16, 3/23/18, 9/30/22**

## **Board Policy - Governance # 903**

An investment, interest in real property or income shall be reportable, if the business entity in which the investment is held, the interest in real property, the business position, or source of income may foreseeably be affected materially by a decision made or participated in by the designated employee by virtue of his or her position. The specific disclosure responsibilities assigned to each position are set forth in "Exhibit B."

Statements Filed with the Charter School. All Statements shall be supplied by the Charter School. All Statements shall be filed with the Charter School. The Charter School's filing official shall make and retain a copy of the Statement and forward the original to the Clerk of the Ventura County Board of Supervisors.

### **V. DISQUALIFICATION**

No designated employee shall make, participate in making, or try to use his/her official position to influence any Charter School decision which he/she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family.

### **VI. MANNER OF DISQUALIFICATION**

#### **A. Non-Governing Board Member Designated Employees**

When a non-Governing Board member designated employee determines that he/she should not make a decision because of a disqualifying interest, he/she should submit a written disclosure of the disqualifying interest to his/her immediate supervisor. The supervisor shall immediately reassign the matter to another employee and shall forward the disclosure notice to the Chief Executive Officer, who shall record the employee's disqualification. In the case of a designated employee who is head of an agency, this determination and disclosure shall be made in writing to his/her appointing authority.

#### **B. Governing Board Member Designated Employees**

The Charter School shall not enter into a contract or transaction in which a director directly or indirectly has a material financial interest (nor shall the Charter School enter into any contract or transaction with any other corporation, firm, association, or other entity in which one or more of the Charter School's directors are directors and have a material financial interest).

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**Revision Date: 5- 6-13, 11-18-15, 4-29-16, 11-18-16, 3/23/18, 9/30/22**

Board Policy - Governance # 903

**EXHIBIT A**

***Designated Positions***

<b># Of POSITIONS</b>	<b>POSITION TITLE</b>	<b>DISCLOSURE CATEGORIES (From Exhibit B)</b>
Maximum of 9	Members of the Governing Board	1, 2
1	CEO/President	1, 2
1	CFO/Treasurer	1, 2
1	Secretary	1, 2
3	Directors of Charter Schools	1, 2
1	Chief Business Officer	1, 2
1	Purchasing Manager	2
1	Assistant Business Officer	3
1	Information Systems Technician	3
Consultants/New Positions <sup>1</sup>		

<sup>1</sup> Consultants/New Positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation:

The CEO/President may determine in writing that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant’s or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The CEO/President’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code (Govt. Code § 81008).

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**Adopted/Ratified: April 14, 2010**

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Board Policy - Governance # 903

**EXHIBIT B**

***Disclosure Categories***

**Category 1 Reporting:**

Designated positions assigned to this category must report all interests in real property which are located in whole or in part within two (2) miles of any facility utilized by the Charter School including any leasehold, beneficial or ownership interest or option to acquire such interest in real property.

**Category 2 Reporting:**

Designated positions assigned to this category must report investments and business positions in business entities and sources of income (including receipt of gifts, loans, and travel payments) that are contractors engaged in the performance of work or services, or sources that manufacture, sell, repair, rent or distribute school supplies, books, materials, school furnishings or equipment of the type to be utilized by the Charter School.

**Category 3 Reporting:**

Designated positions assigned to this category must report investments and business positions in business entities and sources of income (including receipt of gifts, loans, and travel payments) that are contractors engaged in the performance of work or services, or sources that manufacture, sell, repair, rent or distribute school supplies, books, materials, school furnishings or equipment of the type to be utilized by the designated position's department.

4880-1237-4836, v. 2

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