



# OXFORD PREPARATORY ACADEMY SPECIAL MEETING OF THE BOARD OF DIRECTORS

**November 7, 2016  
7:00 p.m.**

**Meeting Location:**

*Oxford Preparatory Academy – Chino Valley Campus  
5862 C Street, Chino, CA 91710*

**Teleconference Location:**

- *Oxford Preparatory Academy – South Orange County Campus  
23000 Via Santa Maria, Mission Viejo, CA 92691; and*
- *Oxford Preparatory Academy – Saddleback Valley Campus  
22882 Loumont Dr., Lake Forest, CA 92630*

## AGENDA

The public, including public attending a teleconference location, are invited to address the Board regarding items listed on the agenda. Comments on an agenda item will be accepted during consideration of that item, or prior to consideration of the item in the case of a closed session item. Please turn in comment cards to the Board Secretary prior to the item you wish to speak on.

**REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY**

Pursuant to the *Rehabilitation Act of 1973* and the *Americans with Disabilities Act of 1990*, any individual with a disability who requires reasonable accommodation to attend or participate in a meeting or function of the Corporate Board of Directors, may request assistance by contacting Oxford Preparatory Academy, 5862 C Street, Chino CA 91709; telephone (909) 536-6807; fax (909) 248-0459.

### **I. PRELIMINARY**

#### **A. CALL TO ORDER**

1. Roll Call

Members	Present	Absent
Mike Delgado, Chairman	_____	_____
Neveen Adly, Member	_____	_____
Albert Diaz, Member	_____	_____
Andrew Vestey, Member	_____	_____
Vacant	_____	_____

2. Pledge of Allegiance

3. Approval of Agenda for Special Board Meeting – November 7, 2016

Item I.A.3 - Recommend the Board of Directors approve Agenda for Special Board Meeting for November 7, 2016.	Motion: _____ Second: _____ Action: _____ Roll Call: _____ Vote: _____
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**II. OPEN SESSION**

**A. COMMUNICATIONS**

1. Comments from the Executive Director
2. Comments from the Board

**B. COMMENTS FROM THE AUDIENCE ON ITEMS NOT ON THE AGENDA**

*The public, including public attending a teleconference location, are invited to address the Board regarding items not listed on the agenda. No individual presentation shall be for more than three (3) minutes and the total time for this purpose shall not exceed fifteen (15) minutes. Ordinarily, Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation.*

(Comment cards found at the entrance to the room may be turned in to Board secretary prior to the item being announced)

**C. ITEMS SCHEDULED FOR INFORMATION**

1. Introduction of New Staff  
Monica Power and Rachel Czarnocki
2. Introduction of Administrators  
Monica Power
3. Board Member Resignation and Open Seat  
Barbara Black
4. Charter School Governance Training: Brown Act, Conflicts of Interest, Board Member Fiduciary Duties, and Best Practices.  
Greta Proctor, Procopio

**C. PRESENTATIONS**

1. Chino Valley Update  
Andrew Crowe, Chancellor

**D. ITEMS SCHEDULED FOR DISCUSSION/ACTION**

**1. Fiscal Policy Review and Update**

*The Fiscal Policy and Procedure Manual and other financial policies and procedures are regularly reviewed for updates and/or changes to ensure OPA maintains robust working financial controls and procedures. The current Fiscal Policy and Procedure Manual was most recently updated on July 8, 2016. In keeping with Oxford's desire to increase fiscal transparency, the Manual will be reviewed, discussed and may be updated by the Board.*

Item II.D.1 – Recommend the Board of Directors approve the changes to the Fiscal Policy and Procedure Manual as discussed and defined in the motion.	Motion: ____ Second: ____ Action: ____ Roll Call: ____ Vote: ____
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**2. Current Practice for Recording Board Meetings**

Item II.D.2 – Recommend the Board of Directors approve changes to the current practice for recording Board Meetings as discussed and defined in the motion.	Motion: ____ Second: ____ Action: ____ Roll Call: ____ Vote: ____
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**E. PUBLIC ANNOUNCEMENT OF REASON FOR CLOSED SESSION**

**1. Public Comments on Closed Session Items**

*Remarks for closed session items shall be limited to no more than three (3) minutes.*

(Comment cards found at the entrance to the room may be turned in to Board secretary prior to the item being announced)

**III. CLOSED SESSION – FOR DISCUSSION AND POSSIBLE ACTION**

- A. Conference with Legal Counsel – Anticipated Litigation (Gov. Code section 54956.9(d)(4).): (2 matters)
- B. Conference with Legal Counsel – Anticipated Litigation (Gov. Code section 54956.9(d)(2).): (2 matters)

**IV. OPEN SESSION**

- A. **Public Report of Action Taken in Closed Session**

**V. ADJOURNMENT**

Recommend the Board of Directors adjourn the special meeting for November 7, 2016.	Motion: ____ Second: ____ Action: ____ Roll Call: ____ Vote: ____
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The meeting adjourned at \_\_\_\_\_.