



# OXFORD PREPARATORY ACADEMY REGULAR MEETING OF THE BOARD OF DIRECTORS

**December 6, 2016**

**7:00 p.m.**

**Meeting Location:**

*Oxford Preparatory Academy – South Orange County Campus  
23000 Via Santa Maria, Mission Viejo, CA 92691*

**Teleconference Location:**

- *Oxford Preparatory Academy – Chino Valley Campus  
5862 C Street, Chino, CA 91710; 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. 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 with a 15 minute maximum. 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
2. Pledge of Allegiance
3. Approval of Agenda for Regular Board Meeting – December 6, 2016

Item I.A.3 - Recommend the Board of Directors approve Agenda for Regular Board Meeting for December 6, 2016.
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Motion: Second: Roll Call:
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**II. OPEN SESSION**

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

**1. Election of Director to Fill Vacant Board Seat**

*Since November 1, 2016, there has been a vacant seat on the OPA Board of Directors. Pursuant to the Bylaws, Article VII, Section 12, vacancies on the Board of Directors may be filled by nomination and election of the Board of Directors. It is recommended that the Board of Directors consider and possibly nominate and elect a director to fill this vacancy.*

Item II.A.1: Recommend the Board of Directors:  Nominate and elect _____ to fill vacant Board member seat.	Motion: Second: Roll Call:
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**B. COMMUNICATIONS**

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

**C. 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.*

**D. PRESENTATIONS**

1. OPA South Orange County School Update  
*Presenter: Denise Pascoe*

**E. ITEMS SCHEDULED FOR CONSENT**

1. Minutes of Regular Meeting of 9/8/16; Minutes of Special Meetings of 9/29/16, 10/26/16, 11/7/16, 11/16/16, 11/23/16, 11/28/16
2. Warrant Reports
3. Updated Uniform Complaint Procedures

Items II.E.1-3: Recommend the Board of Directors approve items scheduled for Consent.	Motion: Second: Roll Call:
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**F. ITEMS SCHEDULED FOR DISCUSSION/ACTION**

**1. Back Office Services**

*To bolster the school's financial controls and procedures, the OPA Board of Directors intends to hire a high-quality charter school back-office services provider experienced in providing financial support for multi-school charter schools. It is recommended that the Board of Directors hear an update on the process and consider and possibly select a back-office services provider.*

Item II.F.1: Recommend the Board of Directors:  Approve proposed contract with _____ for back-office services.  <i>or</i>  Direct the OPA _____ to obtain proposals and/or proposed contracts from high-quality charter school back-office services providers experienced in providing financial support for multi-school charter schools, and bring back such proposals and/or proposed contract for OPA Board consideration at an upcoming Board meeting.	Motion: Second: Roll Call:
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**2. Updated Uniform Policy**

*OPA maintains a school uniform dress code policy that requires students be dressed and groomed in an appropriate manner that will not interfere with, or detract from, the school environment or disrupt the educational process. In compliance with the provisions of Article IX, section 5 of the California Constitution, and Assembly Bill 1575, it is recommended that the Board of Directors review and update the OPA Uniform Policy.*

Item II.F.2: Recommend the Board of Directors:  Approve Updated Uniform Policy.	Motion: Second: Roll Call:
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**3. Updated Anti-Discrimination, Unlawful Harassment, Unlawful Retaliation and Bullying Policies**

*OPA's policies prohibit unlawful discrimination, unlawful harassment, unlawful retaliation and bullying. It is recommended the Board of Directors now review and update as may be necessary the Anti-Discrimination, Unlawful Harassment, Unlawful Retaliation and Bullying Policies.*

Item II.F.3: Recommend the Board of Directors:  Approve Updated Anti-Discrimination, Unlawful Harassment, Unlawful Retaliation and Bullying Policies.	Motion: Second: Roll Call:
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**4. Submission of Oxford Preparatory Academy – Los Serranos Charter Petition to the San Bernardino County Board of Education on Appeal**

*Pursuant to Education Code section 47605(j)(1) and 5 C.C.R. 11967, if the governing board of a school district denies a petition for the establishment of a new charter, the petition may be submitted to the County Board of Education on appeal within 180 calendar days. It is recommended that in response to the Chino Valley Unified School District's Denial of the Oxford Preparatory Academy – Los Serranos charter on November 28, 2016, OPA appeal to the San Bernardino County Board of Education.*

Items II.F.4: Recommend the Board of Directors:  Approve the submission of the Oxford Preparatory Academy – Los Serranos petition on appeal to the San Bernardino County Board of Education.	Motion: Second: Roll Call:
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**5. Submission of Oxford Preparatory Academy – Chino Valley Renewal Petition to the San Bernardino County Board of Education on Appeal**

*Pursuant to Education Code sections 47607, 47605 and 5 C.C.R. 11966.5, if the governing board of a school district denies a charter school's petition for renewal, the petition for renewal may be submitted to the County Board of Education on appeal within 30 calendar days. It is recommended that in response to the Chino Valley Unified School District's Denial of the Oxford Preparatory Academy – Chino Valley charter renewal on November 28, 2016, OPA appeal to the San Bernardino County Board of Education.*

<p>Items II.F.5: Recommend the Board of Directors:</p> <p>Approve the submission of the Oxford Preparatory Academy – Chino Valley renewal petition on appeal to the San Bernardino County Board of Education.</p>	<p>Motion: Second: Roll Call:</p>
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**6. Approval of West Coast Paving Contract for Blacktop Slurry at the Oxford Preparatory Academy – Saddleback Valley Campus in the Amount of \$14,985.00**

*Funded by donations to the Oxford Preparatory Academy – Saddleback Valley charter school Academy Fund, the contract for West Coast Paving requires Board of Directors approval to proceed.*

<p>Items II.F.6: Recommend the Board of Directors:</p> <p>Approve the West Coast Paving contract for blacktop slurry and playground wood chips for Oxford Preparatory Academy – Saddleback Valley in the amount of \$14,985.00.</p>	<p>Motion: Second: Roll Call:</p>
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**7. Approval of Best Wood Chips Contract for Playground Wood Chips at the Oxford Preparatory Academy – Saddleback Valley Campus in the Amount of \$24,343.20**

*Funded by donations to the Oxford Preparatory Academy – Saddleback Valley charter school Academy Fund, the contract for Best Wood Chips requires Board of Directors approval to proceed.*

<p>Items II.F.7: Recommend the Board of Directors:</p> <p>Approve the Best Wood Chips contract for playground wood chips for Oxford Preparatory Academy – Saddleback Valley in the amount of \$24,343.20.</p>	<p>Motion: Second: Roll Call:</p>
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**8. Approval of 2016-2017 First Interim Financial Report for Oxford Preparatory Academy–Chino Valley**

*Pursuant to Education Code section 47604.33, all California charter schools are required to approve a “First Interim Financial Report” by December 15th of each year that includes a projection of the upcoming year and two subsequent years, and reflects changes/ shows year-to-date actual revenues and expenditures through October 31st.*

<p>Items II.F.8: Recommend the Board of Directors:</p> <p>Approve the 2016-2017 First Interim Financial Report for Oxford Preparatory Academy-Chino Valley.</p>	<p>Motion: Second: Roll Call:</p>
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**9. Approval of 2016-2017 First Interim Financial Report for Oxford Preparatory Academy–South Orange County**

*Pursuant to Education Code section 47604.33, all California charter schools are required to approve a “First Interim Financial Report” by December 15th of each year that includes a projection of the upcoming year and two subsequent years, and reflects changes/ shows year-to-date actual revenues and expenditures through October 31st.*

Items II.F.9: Recommend the Board of Directors: Approve the 2016-2017 First Interim Financial Report for Oxford Preparatory Academy-South Orange County.	Motion: Second: Roll Call:
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**10. Approval of 2016-2017 First Interim Financial Report for Oxford Preparatory Academy–Saddleback Valley**

*Pursuant to Education Code section 47604.33, all California charter schools are required to approve a “First Interim Financial Report” by December 15th of each year that includes a projection of the upcoming year and two subsequent years, and reflects changes/ shows year-to-date actual revenues and expenditures through October 31st.*

Items II.F.10: Recommend the Board of Directors: Approve the 2016-2017 First Interim Financial Report for Oxford Preparatory Academy-Saddleback Valley.	Motion: Second: Roll Call:
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**11. Approval of 2015-2016 OPA Financial Audit**

*As required, independent audits are performed each year for the prior fiscal year ending June 30th and the final audit report is submitted by December 15th following each school year as prescribed by the California Department of Education.*

Item II.F.11: Recommend the Board of Directors: Approve the 2015-2016 Financial Audit.	Motion: Second: Roll Call:
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**G. 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. There is a 15 minute maximum for public comments.*

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

**A. Conference with Legal Counsel – Anticipated Litigation** (Gov. Code section 54956.9(d)(2)): (3 matters)

**B. Conference with Legal Counsel – Anticipated Litigation** (Gov. Code section 54956.9(d)(4)): (1 matter)

**IV. OPEN SESSION**

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

**V. ADJOURNMENT**

Recommend the Board of Directors adjourn the Regular Meeting for December 6, 2016.	Motion: Second: Roll Call:
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The meeting adjourned at \_\_\_\_\_.