



OXFORD PREPARATORY ACADEMY SPECIAL MEETING OF THE BOARD OF DIRECTORS

December 11, 2016

9:00 a.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
Andrew Vestey, Chairman	_____	_____
Neveen Adly, Treasurer	_____	_____
Albert Diaz, Secretary	_____	_____
Debra Tarver, Member	_____	_____
Vacant	_____	_____

2. Pledge of Allegiance
3. Approval of Agenda for Special Board Meeting – December 11, 2016

Item I.A.3 - Recommend the Board of Directors approve Agenda for Special Board Meeting for December 11, 2016.	Motion: _____ Second: _____ Action: _____ Roll Call: _____ Vote: _____
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II. OPEN SESSION

A. 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.B.1: Recommend the Board of Directors: Approve proposed contract with _____ for Back-office services.	Motion: Second: Roll Call:
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2. 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.

Items II.B.2: Recommend the Board of Directors: Approve the 2016-2017 First Interim Financial Report for Oxford Preparatory Academy-Chino Valley.	Motion: Second: Roll Call:
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3. 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.B.3: 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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4. 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.B.4: 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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5. 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.B.5: Recommend the Board of Directors: Approve the 2015-2016 Financial Audit.	Motion: Second: Roll Call:
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6. Approval of Updated Authorized Signature List

The Authorized Signature List must be updated to reflect recent changes in key personnel. The former Executive Director has been removed and the Interim Executive Director's name will be added as a signer on each of the school site checking accounts.

Item II.B.6: Recommend the Board of Directors: Approve the Updated Authorized Signature List	Motion: Second: Roll Call:
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7. Approve Lease of New Office Space for Oxford Preparatory Academy Business and Executive Administrative Offices

Additional office space has been located at 4740 Green River, Corona, California, 92880 directly next to our current offices in that location and on the same financial terms as the current lease. Additional space is needed to provide work space for the Executive Administration team, after relocating them from the Chino Valley campus. Additional office space will provide additional workstations for Business, Human Resource, and Administration departments as well and is located centrally to all three campuses.

Item II.B.7: Recommend the Board of Directors: Approve the Lease of New Office Space for OPA Business and Executive Administrative Offices	Motion: Second: Roll Call:
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8. Interim Executive Director Communication Protocols with Governing Board

Discussion with Board members outlining communication protocols between Executive Administration and OPA Board of Directors.

9. Business Expense Reimbursement Policy

OPA is obligated to safeguard and use charter school money only for appropriate purposes and consistent with the law. The law prohibits the donation of public funds but allows actual, appropriate, and necessary business expenditures. This policy applies to all OPA Directors and employees for the reimbursement of actual and necessary expenses incurred in the performance of their official duties on behalf of OPA, and is intended to strengthen OPA's institutional internal financial controls, checks and balances. .

Item II.F.9: Recommend the Board of Directors: Approve Business Expense Reimbursement Policy.	Motion: Second: Roll Call:
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10. Approval to Post Recordings of Oxford Preparatory Academy Board of Directors Meetings on Website

Oxford Preparatory Academy is committed to increasing stakeholder engagement in the organization’s Governance by posting audio recordings on the OPA website.

Item II.F.10: Recommend the Board of Directors: Approval to Post Audio Recordings on OPA Website	Motion: Second: Roll Call:
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B. 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.

III. CLOSED SESSION – FOR DISCUSSION AND POSSIBLE ACTION

- A. Conference with Legal Counsel – Anticipated Litigation** (Gov. Code section 54956.9(d)(2)): (2 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 Special meeting for December 11, 2016.	Motion: Second: Roll Call:
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The meeting adjourned at _____.

Date Posted: December 10, 2016
Prepared by: Jennifer Laddaga
Executive Secretary, Board of Directors