



OXFORD PREPARATORY ACADEMY

SPECIAL MEETING OF THE BOARD OF DIRECTORS

January 24, 2017
CLOSED SESSION 5:00 PM
OPEN SESSION 7:00 PM

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	_____	_____
Alberto Diaz, Secretary	_____	_____
Debra Tarver, Member	_____	_____
Sandra Garner, Member	_____	_____

2. Pledge of Allegiance

3. Approval of Agenda for Special Board Meeting for January 24, 2017

Item I.A.3 - Recommend the Board of Directors approve Agenda for Special Board Meeting for January 24, 2017.	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. Please turn your comment card in to the Board Secretary prior to this agenda item.

II. CLOSED SESSION – FOR DISCUSSION AND POSSIBLE ACTION

A. Conference with Legal Counsel – Anticipated Litigation (Gov. Code section 54956.9(d)(2)): (6 matters)

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

III. OPEN SESSION

A. PUBLIC REPORT OF ACTION TAKEN IN CLOSED SESSION

B. ITEMS FOR INFORMATION

1. SCHOOL SERVICES OF CALIFORNIA – Andrew Crowe, Interim Managing Director
2. PCSGP SCHOOL REVIEW – Andrew Crowe, Interim Managing Director

C. ITEMS SCHEDULED FOR DISCUSSION/ACTION

1. **Approval of Student Freedom of Speech/ Expression Policy**

The Board of Directors affirms all OPA students' free speech and press rights and will consider adoption of a Student Freedom of Speech/Expression Policy.

Item III.C.1: Recommend the Board of Directors: Approve the Student Freedom of Speech/Expression Policy.	Motion: Second: Roll Call:
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2. **Approval of Employment Agreement for the Interim Executive Director**

Denise Pascoe was named the Interim Executive Director of OPA on December 6, 2016 while the Board actively searches for a permanent Executive Director replacement. The Board of Directors will consider approving an employment agreement with Denise Pascoe while she serves as the Interim Executive Director.

Item III.C.2: Recommend the Board of Directors: Approve the Employment Agreement for the Interim Executive Director.	Motion: Second: Roll Call:
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3. Approval of Contract between School Food and Wellness Group LLC and Oxford Preparatory Academy to Provide Administrative Support with Oxford’s Participation in the National School Lunch Program

School Food and Wellness Group (SFWG) will provide Oxford Preparatory Academy necessary support in administrative management of the National School Lunch Program (NSLP) for all three school sites.

<p>Item III.C.3: Recommend the Board of Directors:</p> <p>Approve contract between School Food and Wellness Group, LLC and Oxford Preparatory Academy to provide administrative support with Oxford’s participation in the national School Lunch Program.</p>	<p>Motion: Second: Roll Call:</p>
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4. Approval of contract with Elite Modular, Inc. and Oxford Preparatory Academy for Modular Buildings to be Placed at the South Orange County School Site

Elite Modular will provide a 36’ x 40’ and 12’ x 40’ modular buildings on the South Orange County campus for annual rent of \$44,000.00.

<p>Item III.C.4: Recommend the Board of Directors:</p> <p>Approve contract between Elite Modular, Inc. and Oxford Preparatory Academy for modular buildings to be placed on the South Orange County school site.</p>	<p>Motion: Second: Roll Call:</p>
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5. Approval of Nepotism Disclosure Policy

In order to tighten internal controls and increase the transparency of OPA’s hiring procedures for employees, consultants and school services providers, and for board members, the Board of Directors will consider approving an updated Nepotism Policy and disclosure forms.

<p>Item III.C.5 Recommend the Board of Directors:</p> <p>Approve the Nepotism Policy and disclosure forms.</p>	<p>Motion: Second: Roll Call:</p>
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6. Election of Board Vice-Chairman

Pursuant to the Bylaws, Article VIII, the officers of the corporation are chosen by the Board of Directors and serve at the pleasure of the Board. It is recommended that the Board of Directors now appoint a Vice-Chairman of the Board.

<p>Item II.C.6: Recommend the Board of Directors:</p> <p>Appoint _____ as Vice-Chairman of the Board.</p>	<p>Motion: Second: Roll Call:</p>
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7. Response to Notice of Violation for Oxford Preparatory Academy–Chino Valley

On January 10, 2017 Oxford Prep received a letter re “Notice of Violation” from the Chino Valley Unified School District regarding Oxford Prep-Chino Valley. The deadline for Oxford Prep to respond is January 31, 2017. The Board will discuss the letter and consider directing Oxford Prep staff to submit a detailed, written response addressing each identified violation with attached supporting evidence.

Item III.C.7: Recommend the Board of Directors: Direct staff to submit a detailed, written response to the letter re “Notice of Violation” for Oxford Preparatory Academy-Chino Valley addressing each identified violation with attached supporting evidence.	Motion: Second: Roll Call:
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8. Approve Submission of Oxford Preparatory Academy-Chino Valley Charter Renewal Appeal to the California State Board of Education

In accordance with the State of California Charter School Law and pursuant to 5 C.C.R. 11966.5(d) and 11966.6, Oxford Preparatory Academy will appeal the Charter Renewal Denial for Oxford Prep – Chino Valley to the California State Board of Education.

Item III.C.8 – Recommend the Board of Directors: Approve: Submission of the Oxford Preparatory Academy-Chino Valley Charter Renewal Appeal to the California State Board of Education.	Motion: Second: Roll Call:
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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 III.C.9 – Recommend the Board of Directors: Approve: Business Expense Reimbursement Policy	Motion: Second: Roll Call:
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IV. ADJOURNMENT

Recommend the Board of Directors: Adjourn the Special Board meeting for January 24, 2017.	Motion: Second: Roll Call:
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The meeting adjourned at _____.

Please note regarding Special Board Meetings: In accordance with Gov. Code 54954.3, stakeholders are welcome to address the Board regarding comments listed on the agenda. Comments regarding items not on the Special Meeting Agenda will not be heard. All Regularly scheduled meetings will allow a time for stakeholders to address the Board on non-agenda items.