



OXFORD PREPARATORY ACADEMY REGULAR MEETING OF THE BOARD OF DIRECTORS

December 6, 2016 MINUTES

I. PRELIMINARY

A. CALL TO ORDER

The meeting was called to order at 8:08 p.m.

The regular meeting of the Board of Directors was held at the OPA-South Orange County (SOC) campus located at 23000 Via Santa Maria, Mission Viejo, California. The teleconference of the meeting took place at the Chino Valley campus located at 5862 C Street, Chino, California and at the Saddleback Valley campus located at 2882 Loumont Drive, Lake Forest, California.

1. Roll Call

Members	Present	Absent
Andrew Vestey, Chairman	x	
Neveen Adly, Treasurer	x	
Albert Diaz, Secretary	x	
Vacant		
Vacant		

2. Pledge of Allegiance

Chairman Vestey led the Pledge of Allegiance.

3. Approval of Agenda

Moved (Adly), second (Diaz), motion carried by a vote of 3-0 to approve the agenda for the regular meeting of the Board of Directors for December 6, 2016 as presented. The vote was taken by roll call.

Roll Call Vote:

AYES: Andrew Vestey, Albert Diaz, Neveen Adly

NOES: 0

ABSTAIN: 0

ABSENT: 0

II. OPEN SESSION

A. ITEMS SCHEDULED FOR DISCUSSION/ACTION

1. Election of Director to Fill Vacant Board Seat

Kevin Mueller, parent, spoke regarding the vacant seat on the Board, he shared that he had also applied for a position on the Board and reiterated his interest in assisting the board as a board member or on an advisory committee to assist the board with the appeal in Chino or the upcoming renewal in South Orange County. Albert Diaz, secretary, shared that the current board is currently comprised of all parents and is lacking in charter and education experience. Mr. Diaz shared that authorizers prefer that parents are not the majority on charter boards. Mr. Diaz nominated for an open seat on the OPA Board, Ms. Debra Tarver. Mr. Diaz shared Ms. Tarver's 25 years of education experience, that she currently is the CEO of two Charter schools located in the high desert. He shared details

regarding her current membership with local charter school support organizations as well.

Moved (Adly), second (Diaz), motion carried by a vote of 3-0 to designate and elect Debra Tarver to fill a current opening on the Board of Directors made available by a resignation. The vote was taken by roll call.

Roll Call Vote:

AYES: Andrew Vestey, Albert Diaz, Neveen Adly
NOES: 0
ABSTAIN: 0
ABSENT: 0

B. COMMUNICATIONS

1. Comments from the Board

Mrs. Adly shared that given the circumstances we are experiencing, the addition of Ms. Tarver will be an asset to our entire organization.

Chairman Vestey commented that he appreciates the many emails he has received and the Board is listening to everyone's comments, even if all emails cannot be responded to. The Board is trying to make decisions that will be best for all three schools and even though there is no parent from South Orange County, the board is acting on behalf of every campus. Mr. Vestey encouraged parents to continue emailing their concerns and they will be addressed as the board sees fit.

2. Comments from the Interim Executive Director

Mrs. Pascoe stated that she was honored and excited to work as a team with the Board to achieve great things for OPA. She thanked her South Orange County parents and staff for their support through this transition.

C. COMMENTS FROM THE AUDIENCE ON ITEMS NOT ON THE AGENDA

- *Kim Price, SOC parent, congratulated Mrs. Pascoe on her appointment to Interim E.D. and thanked the Board for the many hours they have been putting in. She asked the Board to evaluate the past and current practices for approving contracts and specifically if any nepotism occurred in regards to the current construction project at SOC. She shared her concerns that processes were in place to ensure that bids were reviewed and decisions were made openly.*
- *Erica Shulte, SOC parent, congratulated Mrs. Pascoe on her new position with the organization and thanked the Board for stepping up to guide the organization in a time of crisis. She also thanked the Board for listening to concerns of parents. Mrs. Shulte suggested that Board minutes could be more specific to increase transparency and that it would be helpful if minutes were posted online in a timely manner.*
- *Troy Stevens, Chino parent, thanked the Board for making the changes needed in the organization and asked parents to focus on the good things that are taking place at OPA and less on the negative. He shared that we need to present a united front to our community to ensure that we are all attending OPA again next year.*
- *Patricia Aguilar, Chino I.S. parent, shared how her daughter was thriving at OPA. She shared that her daughter was struggling at public school, afraid to attend due to a problem with her teacher and that there was no assistance offered to help her. She commented on how her daughter was doing so well again since coming to OPA and she thanked the staff for being so kind. Ms. Aguilar emotionally pleaded for the Chino Valley School to remain open for her and other families.*
- *Cathy Mansfield, SOC parent, thanked the Board for supporting the resignations of Barbara Black and Mike Delgado. She requested the Board take action against the Administrators who were mentioned in the FCMAT report, specifically Monica Power, Jared McLeod, and Amy Valenzuela, and remove them from the organization either by resignation or by other means.*

- Pam Thompson, SOC employee, commented on her experience with the Academy Fund the prior year and that she had made a one-time donation online but that monthly withdrawals had continued to take place without her knowledge. She shared that she was disheartened that she doesn't know where that money went or how it was spent and asked for increased transparency in regards to Academy Fund donation expenditures.

Public comments were concluded as the posted 15 minute maximum had been reached.

D. PRESENTATIONS

1. OPA South Orange County School Update

Denise Pascoe shared a PowerPoint presentation of school activities that had occurred at the South Orange County campus over the last few months.

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

Moved (Adly), second (Diaz), motion carried by a 3-0 vote to approve the above items scheduled for consent. The vote was taken by roll call.

Roll Call Vote:

AYES: Andrew Vestey, Albert Diaz, Neveen Adly

NOES: 0

ABSTAIN: 0

ABSENT: 0

F. ITEMS SCHEDULED FOR DISCUSSION/ACTION

1. Back Office Services

Written presentations from Charter Impact, CSMC, DMS, and EdTech were provided for the Board. Nick Driver from CSMC presented an oral presentation to the Board as well as Dorothy Lee from EdTech. Chairman Vestey announced that further information was required and this item would be tabled for further discussion at a subsequent meeting.

2. Updated Uniform Policy

Denise Pascoe, Interim Executive Director, shared changes made to the Uniform Policy, in collaboration with our Chartering Agencies and legal counsel that would eliminate barriers for families and to provide clarity of how the Uniform Policy is implemented across all three campuses. OPA reviewed the policy to ensure equity and accessibility. Albert Diaz, Secretary, asked about the accessibility of the one vendor, Vicki Marsha Uniforms, and Mrs. Pascoe confirmed that the uniform items could now be purchased at any store, not only at Vicki Marsha. Discussion took place regarding the aqua plaid not being available at locations other than Vicki Marsha uniforms and Mrs. Pascoe clarified that students could wear any aqua plaid material now.

Moved (Diaz), second (Adly), motion carried by a 3-0 vote to approve the updated Uniform Policy as presented. The vote was taken by roll call.

Roll Call Vote:

AYES: Andrew Vestey, Albert Diaz, Neveen Adly

NOES: 0

ABSTAIN: 0

ABSENT: 0

3. Updated Anti-Discrimination, Unlawful Harassment, Unlawful Retaliation and Bullying Policies

Moved (Diaz), second (Adly), motion passed by a 3-0 vote to approve the Updated Anti-Discrimination, Unlawful Harassment, Unlawful Retaliation and Bullying Policies as presented. The vote was taken by roll call.

Roll Call Vote:

AYES: Andrew Vestey, Albert Diaz, Neveen Adly
 NOES: 0
 ABSTAIN: 0
 ABSENT: 0

4. Submission of Oxford Preparatory Academy – Los Serranos Charter Petition to the San Bernardino County Board of Education on Appeal

Andrew Crowe, Chancellor-Chino Valley, commented that the timeframe for the appeal on the Los Serranos petition is 180 days and the timeline on the Chino Valley appeal is 30 days. Mr. Crowe recommended to the Board that a decision to utilize the available resources needed to appeal the petition be considered.

Motion (Diaz), second (Adly), motion carried by a vote of 3-0 to deny the request to submit an appeal on the Los Serranos Charter Petition to the San Bernardino County Board of Education on appeal. The vote was taken by roll call.

Roll Call Vote:

AYES: Andrew Vestey, Albert Diaz, Neveen Adly
 NOES: 0
 ABSTAIN: 0
 ABSENT: 0

5. Submission of Oxford Preparatory Academy – Chino Valley Renewal Petition to the San Bernardino County Board of Education on Appeal

Andrew Crowe, Chancellor-Chino Valley, requested that the Board approve the submission of the Chino Valley renewal appeal to the San Bernardino County Board of Education on behalf of the 1200 students and 900 children on wait lists that want this school to continue.

Motion (Adly), second (Diaz), motion carried by a vote of 3-0 to approve the submission of the Oxford Preparatory Academy-Chino Valley renewal petition to the San Bernardino County Board of Education on appeal. The vote was taken by roll call.

Roll Call Vote:

AYES: Andrew Vestey, Albert Diaz, Neveen Adly
 NOES: 0
 ABSTAIN: 0
 ABSENT: 0

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

Motion (Adly), second (Diaz), motion carried by a vote of 3-0 to approve the contract of West Coast Paving for blacktop slurry at the Oxford Preparatory Academy-Saddleback Valley campus. The vote was taken by roll call.

Roll Call Vote:

AYES: Andrew Vestey, Albert Diaz, Neveen Adly

NOES: 0

ABSTAIN: 0

ABSENT: 0

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**

Motion (Adly), second (Diaz), motion carried by a vote of 3-0 to approve the contract of Best Wood Chips for playground wood chips at the Oxford Preparatory Academy-Saddleback Valley campus. The vote was taken by roll call.

Roll Call Vote:

AYES: Andrew Vestey, Albert Diaz, Neveen Adly

NOES: 0

ABSTAIN: 0

ABSENT: 0

8. **Approval of 2016-2017 First Interim Financial Report for Oxford Preparatory Academy–Chino Valley**

Juliette Ugartechea, CFO, requested that the financial items on the agenda be tabled for additional review by the Board of Directors.

Chairman Vestey tabled this item for further review.

9. **Approval of 2016-2017 First Interim Financial Report for Oxford Preparatory Academy–South Orange County**

Chairman Vestey tabled this item for further review.

10. **Approval of 2016-2017 First Interim Financial Report for Oxford Preparatory Academy–Saddleback Valley**

Chairman Vestey tabled this item for further review.

11. **Approval of 2015-2016 OPA Financial Audit**

Chairman Vestey tabled this item for further review.

G. **PUBLIC ANNOUNCEMENT OF REASON FOR CLOSED SESSION**

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

Chairman Vestey announced the reason for closed session as:

- *Conference with Legal Counsel – Anticipated Litigation (Gov. Code section 54956.9(d)(2)) (3 matters); and*
- *Conference with Legal Counsel – Anticipated Litigation (Gov. Code section 54956.9(d)(4)) (1 matter)*

There were no public comments.

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

Andrew Vestey, Chairman, announced that the Board would go into closed session beginning at 9:27 p.m.

IV. **OPEN SESSION**

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

Chairman Vestey reconvened the meeting into Open Session at 10:55 p.m. The Board was in closed session from 9:27 p.m. to 10:55 p.m. Chairman Vestey announced there was no action taken in closed session to report out.

V. ADJOURNMENT

Moved (Diaz), second (Adly), motion carried by a vote of 3-0 to approve adjournment of the regular meeting for December 6, 2016. The vote was taken by roll call.

Roll Call Vote:

AYES: Andrew Vestey, Albert Diaz, Neveen Adly
NOES: 0
ABSTAIN: 0
ABSENT: 0

Andrew Vestey, Chairman, adjourned the regular meeting of the Board of Directors for December 6, 2016 at 10:56 p.m.



Andrew Vestey, Chairman



Albert Diaz, Secretary