



OXFORD PREPARATORY ACADEMY

REGULAR MEETING OF THE BOARD OF DIRECTORS

February 7, 2017
CLOSED SESSION 5:30 PM
OPEN SESSION 7:00 PM

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 regarding items listed on the agenda and items not 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. Comments on non-agenda items can be made during the designated time on the agenda. 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	_____	_____
Sandra Garner, Vice-Chairman	_____	_____
Alberto Diaz, Secretary	_____	_____
Neveen Adly, Treasurer	_____	_____
Debra Tarver, Member	_____	_____

2. Pledge of Allegiance
3. Approval of Agenda for Regular Board Meeting

Item I.A.3 - Recommend the Board of Directors approve Agenda for Regular Board Meeting for February 7, 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)): (9 matters)
- B. Conference with Legal Counsel – Anticipated Litigation** (Gov. Code section 54956.9(d)(4)): (2 matters)

III. OPEN SESSION

A. PUBLIC REPORT OF ACTION TAKEN IN CLOSED SESSION

B. COMMUNICATIONS

1. Comments from the Board
2. Comments from the Interim 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. Please turn your comment card into the Board Secretary prior to this agenda item.

D. ITEMS SCHEDULED FOR CONSENT

1. Minutes from Regular Meeting on 1.3.17 and Special Meetings on 1.22.17 and 1.24.17

Item III.D.1: Recommend the Board of Directors: Approve the Items Scheduled for consent.	Motion: Second: Roll Call:
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E. PRESENTATIONS

1. **South Orange County Campus Update**
Nic Sessions, Dean
2. **Financial Update**
Charter Impact

F. ITEMS SCHEDULED FOR DISCUSSION/ACTION**1. Rescission of Approval of Interim Executive Director Employment Agreement Approved at January 24, 2017 Meeting due to Clerical Error**

Due to clerical error, the Board of Directors approved at the January 24, 2017 meeting an incorrect version of the employment agreement with Denise Pascoe while she serves as the Interim Executive Director.

Item III.F.1: Recommend the Board of Directors: Rescind the Approval of Interim Executive Director Employment Agreement Approved at January 24, 2017 meeting due to Clerical Error.	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.F.2: Recommend the Board of Directors: Approve the Employment Agreement for the Interim Executive Director.	Motion: Second: Roll Call:
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3. Approve Purchase of Band Instruments for Saddleback Valley Campus from JCS Charis Corp dba: Yamaha Music School

The purchase of musical instruments for Saddleback Valley will support the Music Program. The quote from Yamaha Music School for \$11,872.64 exceeds the \$10,000 threshold and requires Board of Directors approval.

Item III.F.3: Recommend the Board of Directors: Approve purchase of band instruments for Saddleback Valley campus from JCS Charis Corp dba: Yamaha Music School.	Motion: Second: Roll Call:
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4. Approval of Revised 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 Board of 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. The Business Expense Reimbursement Policy was originally adopted by the Board on December 11, 2016. This revision provides further clarification of what expenses may not be reimbursed by OPA.

Item III.F.4: Recommend the Board of Directors: Approve the revised Business Expense Reimbursement Policy.	Motion: Second: Roll Call:
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5. Formation of Board of Directors Finance Committee

Pursuant to Oxford Preparatory Academy Seventh Amended Bylaws, Article 7, Section 23: The Board may create one or more committees of the Board, each consisting of two or more Directors and no one who is not a Director, to serve at the pleasure of the Board. Appointments to committees of the Board of Directors shall be by majority vote of the authorized number of Directors.

Item III.F.5: Recommend the Board of Directors: Nominate _____ and _____ to serve on the Finance Committee.	Motion: Second: Roll Call:
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6. Formation of Board of Directors Governance Committee

Pursuant to Oxford Preparatory Academy Seventh Amended Bylaws, Article 7, Section 23: The Board may create one or more committees of the Board, each consisting of two or more Directors and no one who is not a Director, to serve at the pleasure of the Board. Appointments to committees of the Board of Directors shall be by majority vote of the authorized number of Directors.

Item III.F.6 – Recommend the Board of Directors: Nominate _____ and _____ to serve on the Governance Committee.	Motion: Second: Roll Call:
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7. Approval of Updated Uniform Policy

OPA maintains a school uniform 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. Additional site specific updates have been added and come before the Board for approval.

Item III.F.7: Recommend the Board of Directors: Approve the Updated Uniform Policy.	Motion: Second: Roll Call:
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8. Appointment of Director to Ad Hoc Executive Director Committee

The Board of Directors formed an Ad Hoc committee to perform an extensive search for a new Executive Director. A new Director will be added to the committee.

Item III.F.8 – Recommend the Board of Directors: Nominate _____ to serve on the Ad Hoc Executive Director Search Committee.	Motion: Second: Roll Call:
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IV. ADJOURNMENT

Recommend the Board of Directors: Adjourn the Regular Board meeting for February 7, 2017.	Motion: Second: Roll Call:
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The meeting adjourned at _____.