



Oxford Preparatory Academy

Special Meeting of the Board of Directors

Board Study Session

January 22, 2017

MINUTES

I. PRELIMINARY

A. CALL TO ORDER

The meeting was called to order at 10:06 am.

The special meeting of the Board of Directors was held at the OPA-Chino Valley campus located at 5862 C Street, Chino, California. The teleconference of the Board of Directors was held at the OPA-South Orange County (SOC) campus located at 23000 Via Santa Maria, Mission Viejo, California and the OPA-Saddleback Valley campus located at 22882 Loumont Dr., Lake Forest, California.

1. Roll Call

Members	Present	Absent
Andrew Vestey, Vice-Chairman	X	
Neveen Adly, Treasurer	X	
Albert Diaz, Secretary	X	
Debra Tarver, Member		X
Sandra Garner, Member	X	

2. Approval of Agenda

Moved (Adly), second (Diaz), motion carried by a vote of 4-0 to approve the agenda for the special meeting of the Board of Directors for January 22, 2017 as presented. The vote was taken by roll call.

Roll Call Vote:

AYES: Andrew Vestey, Albert Diaz, Neveen Adly, Sandra Garner

NOES: 0

ABSTAIN: 0

ABSENT: Debra Tarver

II. OPEN SESSION

Andrew Vestey, Chairman, stated "the purpose of this workshop is to give board members the opportunity to have an in-depth discussion on topics of interest and to provide them with the opportunity to ask questions and get clarification from staff. No actions will be taken during the workshop. However, future board action items could come out of these discussions."

A. ITEMS SCHEDULED FOR DISCUSSION

1. Governance – Sandra Garner

Sandra Garner, Member, shared an Executive Summary and Overview of OPA's governance structure. Conversations included increasing board membership from five to seven, which is allowed by our current bylaws as well as adding Board Committees in Finance and Governance and advisory committees. Denise Pascoe, Interim Executive Director, shared that formal invitations to sit on the Oxford Board would go out to the chartering agencies.

2. Organization – Andrew Vestey

Andrew Vestey, Chairman, shared an Executive Summary and Overview of OPA’s organization structure. Conversations included organization charts, job descriptions, compensation, hiring policies, and evaluation procedures.

3. Finances – Debra Tarver

This item was tabled due to Ms. Tarver not being in attendance.

4. Student Enrollment

Sandra Garner, Member, reviewed the Executive Summary and Overview of OPA’s student enrollment structure. Conversations included lottery protocols, admission policies and outreach to under-represented and at-risk students.

The Board of Directors identified the following items to bring before the Board at future meetings:

- *Development of Board committees in Governance and Finance*
- *Discussion regarding increasing Directors on Board within bylaw parameters*
- *Adding Vice-Chairman position to the Board*
- *Creation of ad hoc committee regarding hiring policies and practices*
- *Review of Merit Pay Policy*
- *Discussion of Chino Valley site’s open enrollment*

III. ADJOURNMENT

Motion (Garner) and Second (Adly) to adjourn the meeting. The vote was taken by roll call.

Roll Call Vote:

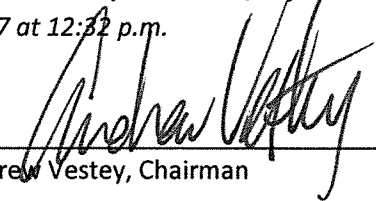
Ayes: Andrew Vestey, Albert Diaz, Neveen Adly, Sandra Garner

Noes: 0

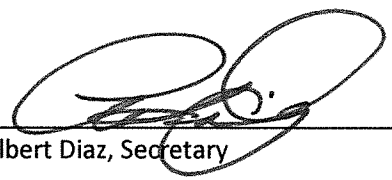
Abstain: 0

Absent: 0

Andrew Vestey, Chairman, adjourned the Special meeting of the Board of Directors for January 22, 2017 at 12:32 p.m.



Andrew Vestey, Chairman



Albert Diaz, Secretary