



OXFORD PREPARATORY ACADEMY

REGULAR MEETING OF THE BOARD OF DIRECTORS

March 9, 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 Drive, 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 March 9, 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)): (5 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. PRESENTATIONS

1. Chino Valley Concert Choir – Mario Raven, Choral Director
2. Chino Valley Campus Update – Garrett Bridges, Dean
3. Governance Training: Ralph M. Brown Act, Public Records Act, Avoiding Conflicts of Interest, Board Member Roles and Fiduciary Duties, and Best Practices – Greta Proctor, Procopio, Cory, Hargreaves & Savitch, LLP

C. COMMUNICATIONS

1. Comments from the Board
2. Comments from the Interim Executive Director

D. 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.

E. ITEMS SCHEDULED FOR CONSENT

1. Minutes from Regular Meeting on 2-7-17 and Special Meeting on 3-2-17.
2. Master Calendar for 2017-2018 School Year for Chino Valley, South Orange County, and Saddleback Valley campuses.

Item III.E.1-2: Recommend the Board of Directors: Approve the Items Scheduled for consent.	Motion: Second: Roll Call:
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F. ITEMS SCHEDULED FOR INFORMATION

1. Chino Valley Prop 39 Update – Andrew Crowe, Interim Managing Director
2. AB1732 Compliance Update – Andrew Crowe, Interim Managing Director
3. Committee Reports
 - Governance, Andrew Vestey
 - Finance, Neveen Adly
 - Executive Director Search, Sandra Garner

G. ITEMS SCHEDULED FOR DISCUSSION/ACTION

1. Approve Contract with First Note Finance, Inc. for Proposition 39 Energy Manager Services + Project Development and Implementation Management Services for Chino Valley and South Orange County Campuses

First Note Finance proposes to provide OPA with comprehensive Energy Manager Services related to the California Proposition 39 Clean Energy Jobs Act, as well as coordinated Project Development and Implementation Management Services to be provided over the course of five years. Presented by: Andrew Crowe

Item III.G.1: Recommend the Board of Directors: Approve contract with First Note Finance, Inc. for Proposition 39 Energy Manager Services + Project Development and Implementation Management Services for Chino Valley and South Orange County campuses.	Motion: Second: Roll Call:
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2. Approval of Independent Auditor to Complete Comprehensive Financial Audit and Review of Internal Controls

Proposals from Independent Audit Firms to conduct a Comprehensive Audit and Review of OPA Internal Controls will be reviewed. Presented by: Andrew Crowe

Item III.G.2: Recommend the Board of Directors: Approve Independent Auditor _____ to complete a Comprehensive Audit and Review of Internal Controls.	Motion: Second: Roll Call:
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3. Approve Updated Merit Pay Policy

The Oxford Preparatory Academy Board consistently updates policies to ensure they are upholding their fiduciary responsibility to the stakeholders. The Merit Pay Policy provides certificated and classified staff the opportunity to receive additional compensation (“merit pay”) in excess of “base pay” pursuant to the school’s charter petition. Presented by: Andrew Crowe

Item III.G.3: Recommend the Board of Directors: Approve Updated Merit Pay Policy.	Motion: Second: Roll Call:
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4. Approval of 2016-2017 Second Interim Financial Report for Oxford Preparatory Academy-Chino Valley

The State of California requires that all charter schools approve their Second Interim Budget by March 15th of each year, reflecting actuals through January 31st, as well as any other changes to the budget projections. Presented by: Denise Pascoe

Items I.G.4: Recommend the Board of Directors :	Motion:
Approve the 2016-2017 Second Interim Budget	Second:
	Roll Call:

5. Approval of 2016-2017 Second Interim Financial Report for Oxford Preparatory Academy-South Orange County

The State of California requires that all charter schools approve their Second Interim Budget by March 15th of each year, reflecting actuals through January 31st, as well as any other changes to the budget projections. Presented by: Denise Pascoe

Items I.G.5: Recommend the Board of Directors :	Motion:
Approve the 2016-2017 Second Interim Budget	Second:
	Roll Call:

6. Approval of 2016-2017 Second Interim Financial Report for Oxford Preparatory Academy-Saddleback Valley

The State of California requires that all charter schools approve their Second Interim Budget by March 15th of each year, reflecting actuals through January 31st, as well as any other changes to the budget projections. Presented by: Denise Pascoe

Items I.G.6: Recommend the Board of Directors :	Motion:
Approve the 2016-2017 Second Interim Budget	Second:
	Roll Call:

7. Approval of Executive Director Job Description

Since December 6, 2016, the Executive Director (ED) position has been filled by an Interim ED, Denise Pascoe. The Board of Directors created an Ad Hoc Committee to search for a permanent Executive Director. The review of the job description is an essential step prior to launching a nationwide search to fill the position.

Items I.G.7: Recommend the Board of Directors :	Motion:
Approve the Executive Director Job Description	Second:
	Roll Call:

8. Response to Notification of Potential Withholding of Accreditation Status for Oxford Preparatory Academy-Chino Valley and Oxford Preparatory Academy-South Orange County

On February 1, 2017, OPA received Notices from the Accrediting Commission of Schools and Colleges Western Association of Schools and Colleges (WASC) about substantive changes at OPA Chino Valley and SOC, disclosure, and integrity of member schools. The Board will discuss the Notices and consider directing staff to submit responses on behalf of OPA-Chino Valley and OPA-South Orange County by no later than WASC's deadline of March 15, 2017.

Items I.G.8: Recommend the Board of Directors: Direct staff to submit a detailed, written response to the Notification of Potential Withholding of Accreditation Status for Oxford Preparatory Academy – Chino Valley and Oxford Preparatory Academy-South Orange County by no later than March 15, 2017.	Motion: Second: Roll Call:
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IV. ADJOURNMENT

Recommend the Board of Directors: Adjourn the Regular Board Meeting for March 9, 2017.	Motion: Second: Roll Call:
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The meeting adjourned at _____.