



Oxford Preparatory Academy

Regular Meeting of the Board of Directors

March 9, 2017
MINUTES

I. PRELIMINARY

A. CALL TO ORDER

The meeting was called to order at 5:13 pm.

The regular 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, Chairman	X	
Sandra Garner, Vice Chair	X	
Albert Diaz, Secretary		X
Neveen Adly, Treasurer	X	
Debra Tarver, Member	X	

2. Pledge of Allegiance

The Pledge of Allegiance was led by Andrew Vestey, Chairman.

3. Approval of Agenda

Moved (Garner), second (Tarver), motion carried by a vote of 4-0 to approve the agenda for the regular meeting of the Board of Directors for March 9, 2017 as presented. The vote was taken by roll call.

Roll Call Vote:

AYES: Andrew Vestey, Sandra Garner, Neveen Adly, Debra Tarver

NOES: 0

ABSTAIN: 0

ABSENT: Diaz

B. PUBLIC ANNOUNCEMENT OF REASON FOR CLOSED SESSION

Chairman Vestey read the reason for closed session meeting as:

Conference with Legal Counsel-Anticipated Litigation per Gov. Code section 54956.9(d)(2) - 3 matters;

Conference with Legal Counsel-Anticipated Litigation per Gov. Code section 54956.9(d)(4) - 2 matters.

1. Public Comments on Closed Session Items

There were no public comments

II. CLOSED SESSION – FOR DISCUSSION AND POSSIBLE ACTION

Chairman Vestey announced that the Board would begin closed session at 5:15 pm.

III. OPEN SESSION

A. PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION

Andrew Vestey, Chairman, reconvened the Open Meeting of the Board of Directors at 7:05 pm. The Board was in closed session from 5:15 pm to 7:05 pm. Chairman Vestey commented that there was no action taken in closed session to report out.

B. PRESENTATIONS**1. Chino Valley Advanced Choir**

Mario Raven, Choral Director, conducted the Chino Valley Advanced Choir in two songs.

2. Chino Valley Campus Update

Garrett Bridges, Dean, shared updates on activities from December to February at the Chino Valley Campus. Some of those activities included School Choice Week, International Day, Book Fair, No one Eats Alone Day, Living Museum, Open Enrollment, the upcoming Washington DC trip for the 8th graders, and the upcoming Kindergarten Circus.

3. Brown Act Training

Greta Proctor, legal counsel from Procopio, Cory, Hargreaves & Savitch, provided Brown Act and Conflict of Interest training to the Board.

C. COMMUNICATIONS**1. Comments from the Board**

Neveen Adly had no comments.

Debra Tarver thanked the choir for their performance and commented that after a long day, it is refreshing to hear the students singing as it is a reminder of what the Board is all there for, the students.

Sandra Garner commented on how powerful the Living Museum was. She stated that the students tackled hard subjects and she was so impressed at how they took their written reports, shortened them into a speech, and they memorized them to share over and over throughout the day.

Andrew Vestey commented that the results of the April 5th meeting before the ACCS would be known by the next meeting. He wished the parent representatives at the hearing good luck and he hopes that everyone will be feeling good about the results the next time the Board meets. Mr. Vestey also thanked Ms. Tarver and Ms. Garner for joining the board while OPA was in crisis mode and he stated that he appreciated all they have done for OPA. Finally, Andrew Vestey thanked Ms. Adly and Mr. Diaz for their ongoing support.

2. Comments from the Interim Executive Director

Denise Pascoe, Interim Executive Director, thanked the Board for all of their hard work and support. Ms. Pascoe shared that all three campuses had recently gone through Open Enrollment. She shared that Staff Appreciation was happening at all three campuses and that staff were being spoiled by their Honour Societies and parents. Ms. Pascoe commented that there was on-going communication between the Capistrano Superintendent and Oxford Prep and that OPA is responding to all of their oversight questions. She also shared that a response to WASC was going to be sent out and that OPA is working with WASC representatives to get clear understanding of how OPA can maintain WASC Accreditation. Ms. Pascoe commented that there were parents, staff, and Board Members attending the ACCS hearing regarding Chino Valley's appeal in Sacramento on April 5th and that there was also a contingency of Administration and Board Members attending the California Charter School Association Conference in Sacramento on March 20th. Finally, Ms. Pascoe wished the 8th graders from all three campuses well, as they embark on their trip to Washington DC in a few days.

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

There were no comments from the audience on items not on the agenda.

E. ITEMS SCHEDULED FOR CONSENT

- 1. Approve Regular Meeting Minutes dated 2.07.17 and Special Meeting Minutes dated 3.02.17**
- 2. Master Calendar for 2017-2018 School Year for Chino Valley, South Orange County, and Saddleback Valley campuses.**

Moved (Garner), and Second (Tarver), Motion carried 4-0 to approve the Items scheduled for consent. The vote was taken by roll call.

Roll Call Vote:

AYES: Andrew Vestey, Sandra Garner, Neveen Adly, Debra Tarver
 NOES: 0
 ABSTAIN: 0
 ABSENT: Albert Diaz

F. ITEMS SCHEDULED FOR INFORMATION**1. Chino Valley Prop 39 Update**

Andrew Crowe, Interim Managing Director shared that on-going communication between Oxford Prep and Chino Valley USD was taking place. He also shared that we had requested Prop 39 facilities for 956 students and CVUSD has responded with an offer for 939. Mr. Crowe commented that a response had been sent to this latest offer requesting the additional room for 956 students as well as requesting a 5 year term, as we were granted last time.

2. AB1732 Compliance Update

Andrew Crowe, Interim Managing Director, shared with the Board that all single use restrooms on OPA campuses had been re-signed to indicate that they were now gender neutral restrooms. The signage was a blue circle with a white triangle on it. All multiple stall restrooms remain as they were.

3. Committee Reports

Governance, Sandra Garner

Ms. Garner shared that the Governance Committee will be bringing a Board Job Description as well as a Board Member Agreement for review at the next Regular Board Meeting in April.

Finance, Neveen Adly

Ms. Adly shared that the Finance Committee does not have anything new to report in light of the Charter Impact presentation that was shared at the last meeting. Ms. Adly did report that the need for an Audit Committee at this point will not be necessary. With Charter Impact as the Oxford back office provider and now a third party auditor doing monthly audits of the Charter Impact reports, an Audit Committee would be redundant at this point.

Executive Director Search, Andrew Vestey

Mr. Vestey shared that the Executive Director Search Committee had reviewed the Executive Director Job Description and made a few updates. Once the new job description is approved, the position will be flown on EdJoin with hopes that Oxford will have a permanent Executive Director by the end of the school year.

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.**

James Richmond from First Note presented his proposal for services. Chairman Vestey tabled this item until the April 11, 2017 meeting so staff could reach out to the authorizing agencies (CVUSD and CUSD) to explain the program and receive feedback.

2. Approval of Independent Auditor to Complete Comprehensive Financial Audit and Review of Internal Controls

The Board discussed the proposals for our yearly audit firm and that both companies come with excellent recommendations.

Moved (), Second (), motion carried 4-0 to approve Christy White as an Independent Auditor to complete comprehensive financial audit and review of internal controls. The vote was taken by roll call.

Roll Call Vote:

Ayes: Andrew Vestey, Neveen Adly, Debra Tarver, Sandra Garner
 Noes: 0
 Abstain: 0
 Absent: Albert Diaz

3. Approval of Updated Merit Pay Policy

Moved (Tarver), second (Adly), motion carried 4-0 to approve the updated Merit Policy sections 1 and 2 only, covering Student Academic Achievement (Grades 3-8) and Student Academic Achievement (All) only. The remainder of the policy is tabled to the next meeting. The vote was taken by roll call.

Roll Call Vote:

Ayes: Andrew Vestey, Neveen Adly, Debra Tarver, Sandra Garner
 Noes: 0
 Abstain: 0
 Absent: Albert Diaz

4. Approval of 2016-2017 Second Interim Financial Report for Oxford Preparatory Academy – Chino Valley

Moved (Garner), second (Tarver), motion carried 4-0 to approve the 2016-2017 Second Interim Financial Report for Oxford Preparatory Academy – Chino Valley. The vote was taken by roll call.

Roll Call Vote:

Ayes: Andrew Vestey, Neveen Adly, Debra Tarver, Sandra Garner
 Noes: 0
 Abstain: 0
 Absent: Albert Diaz

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

Moved (Adly), Second (Tarver), Motion carried 4-0 to approve the 2016-2017 Second Interim Financial Report for Oxford Preparatory Academy – South Orange County. The vote was taken by roll call.

Roll Call Vote:

Ayes: Andrew Vestey, Neveen Adly, Debra Tarver, Sandra Garner
 Noes: 0
 Abstain: 0
 Absent: Albert Diaz

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

Moved (Tarver), Second (Garner), Motion carried 4-0 to approve the 2016-2017 Second Interim Financial Report for Oxford Preparatory Academy – Saddleback Valley. The vote was taken by roll call.

Roll Call Vote:

Ayes: Andrew Vestey, Neveen Adly, Debra Tarver, Sandra Garner
 Noes: 0
 Abstain: 0
 Absent: Albert Diaz

7. Approval of Executive Director Job Description

Moved (Garner), Second (Tarver), Motion carried 4-0 to approve the updated Executive Director Job Description. The vote was taken by roll call.

Roll Call Vote:

Ayes: Andrew Vestey, Neveen Adly, Debra Tarver, Sandra Garner
 Noes: 0
 Abstain: 0
 Absent: Albert Diaz

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

Moved (Garner), Second (Tarver), Motion carried 4-0 to approve staff to respond to WASC notification of Potential Withholding of Accreditation for Oxford Preparatory Academy Chino Valley and South Orange County. The vote was taken by roll call.

Roll Call Vote:

*Ayes: Andrew Vestey, Neveen Adly, Debra Tarver, Sandra Garner
Noes: 0
Abstain: 0
Absent: Albert Diaz*


IV. ADJOURNMENT

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

Roll Call Vote:

*Ayes: Andrew Vestey, Neveen Adly, Debra Tarver, Sandra Garner
Noes: 0
Abstain: 0
Absent: Albert Diaz*

Andrew Vestey, Chairman, adjourned the Regular Meeting of the Board of Directors for March 9, 2017 at 9:23 p.m.



Andrew Vestey, Chairman



Albert Diaz, Secretary