



OXFORD PREPARATORY ACADEMY REGULAR MEETING OF THE BOARD OF DIRECTORS

April 11, 2017
CLOSED SESSION 5:00 PM
OPEN SESSION 7:00 PM

Meeting Location:

*Oxford Preparatory Academy – Saddleback Valley Campus
22882 Loumont Dr., Lake Forest, CA 92630*

Teleconference Location:

- *Oxford Preparatory Academy – South Orange County Campus
23000 Via Santa Maria, Mission Viejo, CA 92691; and*
- *Oxford Preparatory Academy – Chino Valley Campus
5862 C Street, Chino, CA 91710*

AGENDA

The public, including public attending a teleconference location, are invited to address the Board regarding items 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. 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-Chair | _____ | _____ |
| Neveen Adly, Treasurer | _____ | _____ |
| Alberto Diaz, Secretary | _____ | _____ |
| Debra Tarver, Member | _____ | _____ |

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

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| Item I.A.3 - Recommend the Board of Directors approve Agenda for Regular Board Meeting for April 11, 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**

Significant exposure to litigation pursuant to Gov. Code section 54956.9(d)(2): (3 matters)

B. Conference with Legal Counsel – Anticipated Litigation

Initiation of litigation pursuant to Gov. Code section 54956.9(d)(4): (1 matter)

C. Conference with Legal Counsel – Existing Litigation

Oxford Preparatory Academy v. Edlighten Learning Solutions et al.

III. OPEN SESSION**A. PUBLIC REPORT OF ACTION TAKEN IN CLOSED SESSION****B. PRESENTATIONS**

1. Saddleback Valley 4th Grade Performance
Mrs. Lynch's and Mrs. Saller's Classes
2. Saddleback Valley Campus Update
Jeff Rich, Chancellor
3. California Accountability Model and School Dashboard
Andrew Crowe, Interim Managing Director

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 Board Meeting 3/09/17
Minutes from Special Board Meeting 3/30/17
2. Warrant Reports – February 2017

F. ITEMS SCHEDULED FOR INFORMATION

1. Financial Update
Charter Impact
2. Governance Committee Update
Sandra Garner, Committee Chair

- 3. Financial Committee Update
Neveen Adly, Committee Chair
- 4. Executive Director Search Committee Search Update
Andrew Vestey, Committee Chair
- 5. School Lunch Program Update
Andrew Crowe, Interim Managing Director

H. 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 the South Orange County Campus

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

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| <p>Item III.H.1: Recommend the Board of Directors:</p> <p>Approve contract with First Note Finance, Inc. for Proposition 39 Energy Manager Services + Project Development and Implementation Management Services for the South Orange County campus.</p> | <p>Motion: Second: Roll Call:</p> |
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2. 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

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| <p>Item III.H.2: Recommend the Board of Directors:</p> <p>Approve Updated Merit Pay Policy.</p> | <p>Motion: Second: Roll Call:</p> |
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3. Approve Board of Directors Job Description and Self-Evaluation

The Oxford Prep Board will review proposed Board of Directors Job Descriptions and Board Self-Evaluation. Presented by: Sandra Garner

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| <p>Item III.H.3: Recommend the Board of Directors:</p> <p>Approve Board of Directors Job Descriptions and Board Self Evaluation.</p> | <p>Motion: Second: Roll Call:</p> |
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4. Approve Resolution Tentatively Approving the Proposed Amended Conflict of Interest Code

On January 3, 2017, OPA tentatively approved an amended Conflict of Interest Code to tighten internal controls by designating all individuals who make or participate in making certain financial decisions, and by re-affirming that OPA Board members and employees will comply with all applicable conflict of interest laws and all OPA policies. The California Fair Political Practices Commission requested that we remove one paragraph from the proposed code, requiring that the Amended Code return to the Board of Directors for Tentative Approval. Presented by: Denise Pascoe

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| Item III.H.4: Recommend the Board of Directors: Approve Resolution Tentatively Approving the Proposed Amended Conflict of Interest Code. | Motion: Second: Roll Call: |
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5. Approve Contracting with Executive Search Agency for a Nationwide Executive Director Search

The Executive Director Search - Ad Hoc Committee of Oxford Prep is submitting proposals received from Executive Search Agencies for the Board to review. The Board may choose to recommend moving forward with one of the proposals. Presented by: Andrew Vestey

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| Item III.H.5: Recommend the Board of Directors: Approve contracting with _____ for a Nationwide Executive Director Search. | Motion: Second: Roll Call: |
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6. Approve Student Record Retention Policy

The Oxford Preparatory Academy Board consistently updates policies to ensure they are upholding their fiduciary responsibility to the stakeholders. The Student Record Retention Policy will safeguard that Oxford Prep is preserving confidentiality and protecting privileged student information along with ensuring timely access to necessary information. Presented by: Andrew Crowe

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| Item III.H.6: Recommend the Board of Directors: Approve the Student Record Retention Policy. | Motion: Second: Roll Call: |
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IV. ADJOURNMENT

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| Recommend the Board of Directors: Adjourn the Regular meeting for April 11, 2017. | Motion: Second: Roll Call: |
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The meeting adjourned at _____.

