



OXFORD PREPARATORY ACADEMY

SPECIAL MEETING OF THE BOARD OF DIRECTORS

April 27, 2017
5:30 pm Closed Session
6:30 pm Open Session

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 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. 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 Special Board Meeting for April 27, 2017

Item I.A.3 - Recommend the Board of Directors approve Agenda for Special Board Meeting for April 27, 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)): (2 matters)

B. Conference with Legal Counsel – Existing Litigation

(Gov. Code section 54956.9(d)(1)): Oxford Preparatory Academy v. Edlighten Learning Solutions et al.

C. Conference with Legal Counsel – Anticipated Litigation

(Gov. Code section 54956.9(d)(4)): (1 matter)

III. OPEN SESSION

A. PUBLIC REPORT OF ACTION TAKEN IN CLOSED SESSION

B. ITEMS SCHEDULED FOR INFORMATION

1. Gilbert and Associates Monthly Review
Andrew Crowe, Interim Managing Director
2. Christy White Engagement Letter
Denise Pascoe, Interim Executive Director

C. ITEMS SCHEDULED FOR DISCUSSION/ACTION

1. Approval of Attendance Accounting Policy

The Oxford Preparatory Academy Board consistently updates policies to ensure they are current and in compliance with all applicable laws. Attendance accounting is required to ensure students meet compulsory instructional minutes and determine the average daily attendance for which charter schools receive funding.

Presented by: Andrew Crowe

Item III.C.1: Recommend the Board of Directors: Approve the Attendance Accounting Policy.	Motion: Second: Roll Call:
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2. Approval of Resolution 2017-02 Prohibiting Future Use of Scrip

As part of Oxford Prep’s on-going commitment to transparency and in keeping with the Board of Directors’ fiduciary duties, the Board shall consider adoption of Resolution 2017-02 which reiterates that Oxford Prep will not engage in the purchase of fundraising Scrip for use by its employees, Board of Directors or any school programs. Presented by: Andrew Crowe

Item III.C.2: Recommend the Board of Directors: Approve Resolution 2017-02 Prohibiting future use of Scrip.	Motion: Second: Roll Call:
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3. Approval of Payroll Processing Policy and Protocol

The Oxford Preparatory Academy Board consistently updates policies to ensure they are current and in compliance with all applicable laws. The Payroll Processing Policy and Protocol comes before the Board for review and approval to memorialize how the organization processes payroll and ensure transparency with Oxford Prep’s employees and stakeholders. Presented by: Andrew Crowe

Item III.C.3: Recommend the Board of Directors: Approve Payroll Processing Policy and Protocol.	Motion: Second: Roll Call:
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4. Recognition of School Advisory Council Formation at Chino Valley, South Orange County, and Saddleback Valley Campuses

The stakeholders at all three Oxford Prep campuses are committed to participation in school governance and therefore have created a new school site-based advisory council that will not only consider items being discussed by the Board of Directors but specific items of concern for their campus. The Board of Directors would like to recognize the existence of these new councils. Presented by: Sandra Garner

Item III.C.4: Recommend the Board of Directors: Recognize School Advisory Council formation at Chino Valley, South Orange County, and Saddleback Valley campuses.	Motion: Second: Roll Call:
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5. Repayment of Line of Credit for Chino Valley and Saddleback Valley campuses.

The Chino Valley and Saddleback campuses have in the past each drawn on Oxford Preparatory Academy’s line of credit for cash reserves, which show as loans on the schools’ books. However given the schools’ strong cash reserves, the Board of Directors will consider directing staff to pay down or pay off the loans on the line of credit out of each schools’ reserves, as much as is prudent to ensure adequate cash remains on hand for each school to meet its expenses. Presented by: Denise Pascoe

Item III.C.5: Recommend the Board of Directors: Approve Repayment of Line of Credit for Chino Valley and Saddleback Valley campuses.	Motion: Second: Roll Call:
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IV. ADJOURNMENT

Recommend the Board of Directors: Adjourn the Special Board Meeting for April 27, 2017.	Motion: Second: Roll Call:
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The meeting adjourned at _____.

Please note regarding Special Board Meetings: In accordance with Gov. Code 54954.3, stakeholders are welcome to address the Board regarding comments about items listed on the agenda. Please complete a comment card and turn it into the Board Secretary. Comments regarding items not on the Special Meeting Agenda will not be heard. All Regularly scheduled meetings will allow a time for stakeholders to address the Board on non-agenda items.