



# Oxford Preparatory Academy

## Regular Meeting of the Board of Directors

April 11, 2017

### MINUTES

#### I. PRELIMINARY

##### A. CALL TO ORDER

*The meeting was called to order at 5:04 p.m.*

*The Regular Meeting of the Board of Directors was held at the OPA-Saddleback Valley campus located at 22882 Loumont Dr., Lake Forest, 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-Chino Valley campus located at 5862 C Street, Chino, California.*

##### 1. Roll Call

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

##### 2. Approval of Agenda

*Moved (Diaz), second (Adly), motion carried by a vote of 5-0 to approve the agenda for the Regular Meeting of the Board of Directors for April 11, 2017 as presented. The vote was taken by roll call.*

##### Roll Call Vote:

*AYES: Andrew Vestey, Sandra Garner, Albert Diaz, Neveen Adly, Debra Tarver*

*NOES: 0*

*ABSTAIN: 0*

*ABSENT: 0*

#### B. PUBLIC ANNOUNCEMENT OF REASON FOR CLOSED SESSION

*Chairman Vestey read the reason for closes session meeting:*

*Conference with Legal Counsel-Anticipated Litigation (Gov. Code section 54956.9(d)(2)) 3 matters;  
Conference with Legal Counsel- Anticipated Litigation (Gov. Code section 54956.9(d)(4)) 1 matter;  
Conference with Legal Counsel-Existing Litigation (Oxford Preparatory Academy v. Edlighten Learning Solutions)*

##### 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 be entering closed session at 5:09 p.m.*

#### 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 7:18 p.m. The Board was in closed session from 5:09 pm to 7:18 p.m. Mr. Vestey stated that no action was taken in closed session that required reporting out.*

## **B. PRESENTATIONS**

- 1. Saddleback Valley's 4<sup>th</sup> graders performed Gold Rush songs under the direction of Mrs. Lynch and Mrs. Sallers.*
- 2. Jeff Rich, Chancellor, gave a Campus Update on activities that have taken place on the Saddleback Valley campus, including the 7<sup>th</sup> grade field trip to San Diego, the Step It Up Fundraiser, an 8<sup>th</sup> grade field trip to Washington DC, the 3<sup>rd</sup> Grade Living Museum, and the upgraded and painted Game Room.*
- 3. Andrew Crowe, Interim Managing Director, updated the Board on the new California School Dashboard. This new website is for parents, educators, and the public to use to see how districts and schools are meeting the needs of California's diverse student population, based on a concise set of measures included in the new accountability system.*

## **C. COMMUNICATIONS**

- 1. Comments from the Board**

*Debra Tarver, Member, shared that her prayers were with Moorpark Elementary School today. She commented that she would like the Board to review OPA's visitor and safety policies and handbooks at a future meeting, in light of this event. Ms. Tarver also thanked the parents and students who attended the ACCS Hearing in Sacramento and commented that the team is really pulling together to make a lot of changes in such a short time.*

*Albert Diaz, Secretary, echoed Ms. Tarver's comments regarding Moorpark Elementary. He commented that he had enjoyed the student's presentation earlier. Mr. Diaz stated that he was encouraged by the recognition of all the efforts Oxford has made, by the ACCS commissioners and commented that they can see that Oxford's mission to grow minds and children is successful.*

*Sandra Garner, Vice Chair, stated that raising \$40,000 by the Honour Society's fundraiser was impressive. She shared that it was special to see the kids in action during their performance. She also shared that the students are responding to what they are learning and their testing scores are going up, a tribute to parents, teachers, and the students. Finally, Ms. Garner thanked the Saddleback Valley Honour Society for the good dinner.*

*Neveen Adly, Treasurer, agreed with the previous comments about the tragedy at Moorpark Elementary. She stated that she enjoyed watching the kids perform, and in spite of everything going on around them, they were able to show up and perform so well and that is a reflection of the professors too. Ms. Neveen also commented that the Facebook pictures that were posted of support as the team traveled to Sacramento was very encouraging.*

*Andrew Vestey, Chairman, thanked everyone who supported the team in Sacramento, sharing that he had testified in many court cases in his career but the presentation at the State hearing was tough. Mr. Vestey also thanked the Honour Society for dinner.*

- 2. Comments from the Interim Executive Director**

*Ms. Pascoe shared that it was awesome to watch the kids perform. She thanked the Board and the families who went up to Sacramento for the ACCS hearing, commenting that OPA kids are*

*amazing. Ms. Pascoe shared updates on WASC that Steven Halfaker, a former executive of WASC had visited the Chino campus and was writing a letter of support for OPA. She also shared that she and Andrew Crowe would be traveling to San Francisco to attend a WASC meeting to speak on behalf of Oxford. Ms. Pascoe shared that OPA's academics have never been in question at the State and they are one of the most important factors in renewal, she commended the teachers for their hard work. Ms. Pascoe shared that all three campuses would be holding their Parent Appreciation Night and she commended all of the Oxford parents for being so involved. Ms. Pascoe updated the Board regarding Mr. Crowe holding a community outreach meeting in Chino to engage more interest in Oxford in our local neighborhood, that she and Andrew Crowe would be meeting with CVUSD Superintendent Joseph to discuss the Prop 39 energy grant, that Quiet weeks will be starting on all campuses in preparation of CAASPP testing which starts May 2<sup>nd</sup>, and finally the OCDE review that will take place at the Saddleback Valley campus on April 21<sup>st</sup> and the relationships these reviews build between Oxford and our authorizers is so valuable. Ms. Pascoe also shared that she and Carrie Thieret had attended 2 of the 3 CBO trainings in Sacramento and that after completion of the third, she would be completing the requirements for a certificate as a Charter Business Officer. Finally, the 8<sup>th</sup> graders at all three campuses spent the day learning about physics at Knott's Berry Farm.*

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

- 1. Kevin Mueller, parent, spoke in favor of the summer Champ Camp program for students. He stated he had heard that the program would not be open this summer causing parents to scramble for summer programs in the area. Mr. Mueller stated that he hoped that if the camp is not open this summer that it would be reopened in 2018 as it is a beneficial program for many families. He also welcomed the newest Board members and commented on his appreciation for the increased transparency.*
- 2. Erica Cox, parent, spoke to address the diversity signage that was displayed at the SOC campus. She commented that she was in support of it as there had been on-going problems on campus with bullying, especially in the 6<sup>th</sup> grade. She encouraged the Board to create a school site council to address these issues specifically. Ms. Cox stated that she believes parents must be a part of the solution. She also commented on the high school readiness for 8<sup>th</sup> graders. She shared about how the 8<sup>th</sup> grade classes currently do not have assigned desks and they go out to their backpacks between subjects to get their books and change desks to practice changing classes like in high school. She shared that if she thought this was an issue for her student, she would have enrolled them in a public middle school. She recommended a more educational option to prepare students in the future, like block scheduling, which is used in several local high schools. Finally, she addressed the high pressure being put on the students regarding the testing. She asked the Board to speak to students and see how stressed they are.*
- 3. Naz Nodhoumi, parent, spoke in favor of having an equal amount of Board Members from both Orange County and San Bernardino Counties, creating a more diverse Board.*

#### **E. ITEMS SCHEDULED FOR CONSENT**

- 1. Minutes from Regular Board Meeting 3/9/17  
Minutes from Special Board Meeting 3/30/17*
- 2. Warrant Reports – February 2017*

*Moved (Garner), Second (Adly), motion carried 5-0 to approve items scheduled for consent. Vote was taken by roll call.*

Roll Call Vote:

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

**F. ITEMS SCHEDULED FOR INFORMATION**

## 1. Financial Update

*Andy Stern from Charter Impact reviewed the February 2017 financial packet, highlighting positive cash flow at all three campuses and positive reserves expected at the end of the fiscal year.*

## 2. Governance Committee Update

*Sandra Garner shared that the Governance will be meeting on April 18, 2017. She also shared that the Governance Committee feels that an Advisory Council on each campus is a current need of our organization and forming these councils will be the priority of this committee and all parents are welcome to attend.*

## 3. Financial Committee Update

*Neveen Adly thanked Andy from Charter Impact for all of the work they are doing to ensure Oxford is in good shape with a surplus at the end of the fiscal year. Also, in regards to the comments made at the State hearing, Ms. Adly clarified that there is only one line of credit held by Oxford and it can be used by all three campuses.*

## 4. Executive Director Search Committee Update

*Mr Vestey shared that the process of completing an Executive Director nationwide search was necessary because that is what is expected of the Board, especially in light of everything that has come out in the last year. He commended the current Interim Administrators and said they were doing a great job, but a comprehensive search still needed to take place. He thanked everyone for their patience and reiterated that the Search Committee was doing what needed to be done to show transparency and there will be more information to come at future meetings.*

## 5. School Lunch Program Update

*Andrew Crowe shared that the application process for the School Lunch Program was started in January, that some addresses at the state did not match and those corrections have been made so Oxford can move forward. Mr. Crowe shared that taste testing will occur from food vendors in the near future and that OPA is on track for having this program up and running by the beginning of the 2017-2018 school year.*

**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.**

*Moved (Diaz), Second (Adly), motion carried 5-0 in favor of Approving contract with First Note Finance, Inc. for Proposition 39 Energy Manager Services + Project Development and implementation Management Services for the South Orange County campus. The vote was taken by roll call.*

Roll Call Vote:

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

**2. Approve Updated Merit Pay Policy**

*Moved (Garner), Second (Vestey), motion carried 5-0 to approve the updated Merit Pay Policy in regards to the Extra duty stipend for 2015-2016 school year and Sandra Garner noted that the Board will have a Study Session on this topic over the summer, as Administration works to tie the Above and Beyond portion of policy to employee evaluations for the 2017-2018 school year.*

Roll Call Vote:

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

**3. Approve Board of Directors Job Description and Self Evaluation**

*This item was tabled to a future meeting by Sandra Garner, Vice Chair.*

**4. Approve Resolution Tentatively Approving the Proposed Amended Conflict of Interest Code**

*Ms. Pascoe shared that the proposed change to the Conflict of Interest Code was at the request of the FPPC and that Oxford's legal counsel did not have a problem with the proposed change.*

*Moved (Vestey), Second (Garner), motion carried 5-0 to approve the resolution tentatively approving the proposed Amended Conflict of Interest Code. The vote was taken by roll call.*

Roll Call Vote:

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

**5. Approve contracting with Executive Search Agency for a Nationwide Executive Director Search**

- 1. Dennis Bond, Lead Teacher, thanked the Board for their tireless work to improve and guide OPA to a sound future. Mr. Bond asked the Board to consider Denise Pascoe for the Executive Director position. Mr. Bond quoted items from the Executive Director job description comparing those items to Ms. Pascoe's qualifications. Mr. Bond stated that due to Ms. Pascoe's influence, he is considering a leadership position in his future. He also asked that the Board consider seating Ms. Pascoe as the Executive Director before the State vote.*
- 2. Katie Booth, teacher, spoke in favor of Denise Pascoe being appointed as the Executive Director prior to the State Board of Education vote in May. Ms. Booth shared her positive experiences with Ms. Pascoe while referencing the Executive Director job description and Ms. Pascoe's experience and qualifications.*
- 3. Lori Malafonte – completed a card but was not present when her name was called.*
- 4. Kelly Gottus – completed a card but was not present when her name was called.*
- 5. A person from the audience spoke up about wanting to talk and then chose not to speak. No name is available as no card was submitted.*

*This items was tabled by Chairman Vestey to a future meeting pending additional proposals.*

**6. Approve Student Record Retention Policy**

*Moved (Tarver), Second (Diaz), motion carried 5-0 to approve the Student Record Retention Policy. The vote was taken by roll call.*

Roll Call Vote:

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

**IV. CLOSED SESSION – FOR DISCUSSION AND POSSIBLE ACTION**

*Chairman Vestey announced that the Board would be returning to Closed Session at 8:59 pm to continue previous discussions.*

**V. OPEN SESSION**

**A. PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION**

*Andrew Vestey, Chairman, reconvened the Open meeting of the Board of Directors at 9:40 pm. The Board was in closed session from 8:59 pm to 9:40 pm. Mr. Vestey stated that no action was taken in closed session that required reporting out.*

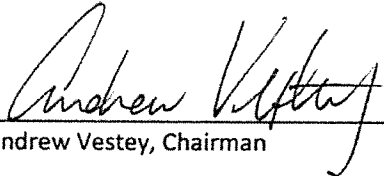
**VI. ADJOURNMENT**

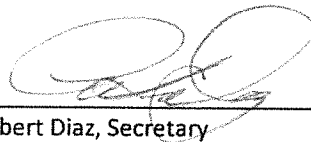
*Moved (Garner), Second (Adly), motion carried 5-0 to adjourn the Regular Meeting of the Board of Directors for April 11, 2017. The vote was taken by roll call.*

Roll Call Vote:

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

*Chairman Vestey adjourned the meeting at 9:40 p.m.*

  
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Andrew Vestey, Chairman

  
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Albert Diaz, Secretary