



OXFORD PREPARATORY ACADEMY

REGULAR MEETING OF THE BOARD OF DIRECTORS

May 9, 2017

CLOSED SESSION 5:00 PM

OPEN SESSION 6:00 PM

Meeting Location:

- *Oxford Preparatory Academy – South Orange County Campus
23000 Via Santa Maria, Mission Viejo, CA 92691*

Teleconference Locations:

- *Oxford Preparatory Academy – Chino Valley Campus
5862 C Street, Chino, CA 91710; 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 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 May 9, 2017.	Motion: Second: Roll Call:
---	----------------------------------

4. Performance by South Orange County Glee Club
Mrs. Pluimer, Director

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.

III. OPEN SESSION

A. PUBLIC REPORT OF ACTION TAKEN IN CLOSED SESSION

B. COMMUNICATIONS

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

C. 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.

D. ITEMS SCHEDULED FOR CONSENT

1. Minutes from Regular Meeting on 4/11/17 and Special Meetings on 4/27/17 and 5/4/17
2. Warrant Reports for March 2017

Item III.D.1-2: Recommend the Board of Directors: Approve the Items Scheduled for consent.	Motion: Second: Roll Call:
---	----------------------------------

E. PRESENTATIONS

1. **South Orange County Campus Update**
Nic Sessions and Tammy Lohoff, Deans
2. **Financial Update**
Charter Impact
3. **Review of 2015 990 forms**
Denise Pascoe, Interim Executive Director

F. ITEMS SCHEDULED FOR INFORMATION

1. **Request for Proposal (RFP) for Free and Reduced Lunch Program**
Andrew Crowe, Interim Managing Director

G. ITEMS SCHEDULED FOR DISCUSSION/ACTION

1. **Approve Committee Appointed to Designate Qualified Candidates for Election to the Board of Directors**

Bylaws, Article VII, Section 6 – Nominations by Committee: “The Chairman of the Board or, if none, the President will appoint a committee to designate qualified candidates for election to the Board of Directors at least thirty (30) days before the date of any election of directors. The nominating committee shall make its report at least seven (7) days before the date of the election or at such other time as the Board of Directors may set and the Secretary shall forward to each Board member, with the notice of meeting required by these bylaws, a list of all candidates nominated by committee.
Presented by: Andrew Vestey

Item III.G.1: Recommend the Board of Directors: Approve _____ and _____ to the ad hoc committee, appointed to designate qualified candidates for election to the Board of Directors.	Motion: Second: Roll Call:
---	----------------------------------

2. **Approval of Credit Card Policy**

The Board of Directors is committed to ensuring Oxford Prep maintains relevant and transparent fiscal policies. The Credit Card Policy will establish the reasonable credit limits and purchasing procedures for organizational credit cards. The organization maintains credit cards for actual and necessary expenses incurred by employees and officers in the performance of their duties when a purchase order is neither practical nor possible, including when traveling to complete business. Presented by: Andrew Crowe

Item III.G.2: Recommend the Board of Directors: Approve the Credit Card Policy.	Motion: Second: Roll Call:
--	----------------------------------

3. **Approval of Vendor Bid Policy**

The Board of Directors will consider adopting a Vendor Bid Policy to promote public accountability and ensure prudent use of public funds. When leasing, purchasing, or contracting for equipment, materials, supplies, or services, the Board shall explore lawful opportunities to obtain the greatest possible value for its expenditure of public funds. The Board shall solicit formal proposals whenever it appears to be in the best interest of the organization to do so. Presented by: Andrew Crowe

Item III.G.3: Recommend the Board of Directors: Approve the Vendor Bid Policy.	Motion: Second: Roll Call:
---	----------------------------------

4. Approval of Updated Purchasing Policy from Fiscal Policy and Procedure Manual

The Fiscal Policy and Procedure Manual and other financial policies and procedures are regularly reviewed for updates and/or changes to ensure OPA maintains robust working financial controls and procedures. The current Fiscal Policy and Procedure Manual was most recently updated on July 8, 2016. In keeping with Oxford's desire to increase fiscal transparency, the Purchasing Policy will be reviewed, discussed and may be updated by the Board. Presented by: Andrew Crowe

Item III.G.4 – Recommend the Board of Directors: Approve Updated Fiscal Policy and Procedure Manual.	Motion: Second: Roll Call:
---	----------------------------------

IV. ADJOURNMENT

Recommend the Board of Directors: Adjourn the Regular Board meeting for May 9, 2017.	Motion: Second: Roll Call:
---	----------------------------------

The meeting adjourned at _____.