



OXFORD PREPARATORY ACADEMY

REGULAR MEETING OF THE BOARD OF DIRECTORS

June 26, 2017
5:30 pm Closed Session
8:30 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 Regular Board Meeting for June 26, 2017

Item I.A.3 - Recommend the Board of Directors approve Agenda for Regular Board Meeting for June 26, 2017.	Motion: Second: Roll Call:
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II. OPEN SESSION

A. ITEMS SCHEDULED FOR INFORMATION

1. Resignation of Andrew Vestey, Chairman and Member, Board of Directors

B. ITEMS SCHEDULED FOR DISCUSSION/ACTION

1. Election of Board Chairman

Pursuant to the Bylaws, Article VIII, the officers of the corporation are chosen by the Board of Directors and serve at the pleasure of the Board. It is recommended that the Board either (1) appoint a new Chair of the Board, (2) appoint an Interim Chair of the Board, (3) continue to allow the Vice-Chair of the Board to chair the meetings, or (4) permit the Secretary to chair the meetings pursuant to the Bylaws, Article VIII, Section 8.

<p>Item II.B.1: Recommend the Board of Directors either:</p> <p>(1) appoint a new Chair of the Board, (2) appoint an Interim Chair of the Board, (3) continue to allow the Vice Chair of the Board to chair the meetings, or (4) permit the Secretary of the Board to chair the meetings pursuant to the Bylaws, Article VIII, Section 8.</p>	<p>Motion: Second: Roll Call:</p>
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C. 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.

III. CLOSED SESSION – FOR DISCUSSION AND POSSIBLE ACTION

A. Conference with Legal Counsel – Anticipated Litigation

(Gov. Code section 54956.9(d)(4)): (2 matters)

B. Conference with Legal Counsel – Anticipated Litigation

(Gov. Code section 54956.9(d)(2)): (3 matters)

C. Conference with Legal Counsel – Existing Litigation

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

1. *Oxford Preparatory Academy v. Chino Valley Unified School District*
2. *Oxford Preparatory Academy v. Edlighten Learning Solutions*

D. Public Employee Appointment (Gov. Code section 54957)

Title: Interim Executive Director

E. Public Employee Appointment (Gov. Code section 54957)

Title: Chancellor SOC

IV. 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 5/9/17 and Special Meetings on 5/18/17, 6/7/17, and 6/19/17
2. Warrant Report for May 2017

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

1. **Financial Update for May 2017**
Charter Impact
2. **Gilbert Associates Review for April**
Andrew Crowe
3. **Christy White Associates Discussion Point Memo**
Andrew Crowe

F. ITEMS FOR INFORMATION

1. Governance Committee Update
2. Finance Committee Update

G. ITEMS FOR DISCUSSION/ACTION

1. **Approval of 2017-2018 July 1 (“Final”) Budget for Oxford Preparatory Academy – Saddleback Valley**

Oxford Preparatory Academy is required to adopt the final budget for the upcoming fiscal year by July 1 of each year, including a projection of the upcoming year and subsequent two fiscal years, demonstrating fiscal solvency throughout. Presented by: Andy Stern, Charter Impact

Item IV.G.1 - Recommend the Board of Directors: Approve the 2017-2018 July 1 (“Final”) Budget for Oxford Preparatory Academy-Saddleback Valley.	Motion: Second: Roll Call:
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2. Approval of 2017-2018 July 1 (“Final”) Budget for Oxford Preparatory Academy – South Orange County

Oxford Preparatory Academy is required to adopt the final budget for the upcoming fiscal year by July 1 of each year, including a projection of the upcoming year and subsequent two fiscal years, demonstrating fiscal solvency throughout. Presented by: Andy Stern, Charter Impact

Item IV.G.2 - Recommend the Board of Directors: Approve the 2017-2018 July 1 (“Final”) Budget for Oxford Preparatory Academy-South Orange County.	Motion: Second: Roll Call:
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3. Approval of Resolution 2017-003 Determining to Spend the Oxford Prep - Chino Valley Education Protection Account monies in Accordance with Article XIII, Section 36

Monies received by Oxford Prep – Chino Valley from the Education Protection Account shall be spent as required by Article XIII, Section 36 of the California Constitution. The spending determinations on how the money will be spent shall be made in Open Session of a public meeting of the Governing Board. Presented by: Andy Stern, Charter Impact

Item IV.G.3 - Recommend the Board of Directors: Approve Resolution 2017-002 determining to spend the Oxford Prep – Chino Valley Education Protection Account monies in accordance with Article XIII, Section 36.	Motion: Second: Roll Call:
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4. Approval of Resolution 2017-004 Determining to Spend the Oxford Prep – South Orange County Education Protection Account monies in Accordance with Article XIII, Section 36

Monies received by Oxford Prep – South Orange County from the Education Protection Account shall be spent as required by Article XIII, Section 36 of the California Constitution. The spending determinations on how the money will be spent shall be made in Open Session of a public meeting of the Governing Board. Presented by: Andy Stern, Charter Impact

Item IV.G.4 - Recommend the Board of Directors: Approve Resolution 2017-003 determining to spend the Oxford Prep – South Orange County Education Protection Account monies in accordance with Article XIII, Section 36.	Motion: Second: Roll Call:
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5. Approval of Resolution 2017-005 Determining to Spend the Oxford Prep - Saddleback Valley Education Protection Account monies in Accordance with Article XIII, Section 36

Monies received by Oxford Prep – Saddleback Valley from the Education Protection Account shall be spent as required by Article XIII, Section 36 of the California Constitution. The spending determinations on how the money will be spent shall be made in Open Session of a public meeting of the Governing Board. Presented by: Andy Stern, Charter Impact

Item IV.G.5 - Recommend the Board of Directors: Approve Resolution 2017-004 determining to spend the Oxford Prep – Saddleback Valley Education Protection Account monies in accordance with Article XIII, Section 36.	Motion: Second: Roll Call:
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6. Approve Contract for Revolution Foods in Accordance with the National School Lunch Program

In accordance with the National School Lunch Program, Oxford will contract with Revolution Foods from 8/1/17 to 7/30/18 to provide meals on all campuses. Presented by: Andrew Crowe

Item IV.G.6 - Recommend the Board of Directors: Approve Contract with Revolution Foods in accordance with the National School Lunch Program.	Motion: Second: Roll Call:
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7. Public Hearing on Local Control Accountability Plan (LCAP) for Oxford Preparatory Academy - Saddleback Valley

8. Public Hearing on Local Control Accountability Plan (LCAP) for Oxford Preparatory Academy - Chino Valley

9. Public Hearing on Local Control Accountability Plan (LCAP) for Oxford Preparatory Academy - South Orange County

10. Approve Local Control Accountability Plan (LCAP) for Oxford Preparatory Academy- Saddleback Valley

As part of the Local Control Funding Formula (LCFF), school districts, county offices of education, and charter schools are required to develop, adopt, and annually update a three-year Local Control and Accountability Plan (LCAP), beginning on July 1, 2014. The LCAP is required to identify goals and measure progress for student subgroups across multiple performance indicators. Presented by: Andrew Crowe

Item IV.G.10 – Recommend the Board of Directors: Approve the Local Control Accountability Plan (LCAP) for Oxford Preparatory Academy-Saddleback Valley.	Motion: Second: Roll Call:
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11. Approve Local Control Accountability Plan (LCAP) for Oxford Preparatory Academy- Chino Valley

As part of the Local Control Funding Formula (LCFF), school districts, county offices of education, and charter schools are required to develop, adopt, and annually update a three-year Local Control and Accountability Plan (LCAP), beginning on July 1, 2014. The LCAP is required to identify goals and measure progress for student subgroups across multiple performance indicators. Presented by: Andrew Crowe

Item IV.G.11 – Recommend the Board of Directors: Approve the Local Control Accountability Plan (LCAP) for Oxford Preparatory Academy-Chino Valley.	Motion: Second: Roll Call:
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12. Approve Local Control Accountability Plan (LCAP) for Oxford Preparatory Academy-South Orange County (SOC)

As part of the Local Control Funding Formula (LCFF), school districts, county offices of education, and charter schools are required to develop, adopt, and annually update a three-year Local Control and Accountability Plan (LCAP), beginning on July 1, 2014. The LCAP is required to identify goals and measure progress for student subgroups across multiple performance indicators. Presented by: Andrew Crowe

Item IV.G.12 – Recommend the Board of Directors: Approve the Local Control Accountability Plan (LCAP) for Oxford Preparatory Academy-South Orange County (SOC).	Motion: Second: Roll Call:
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13. Approval of Updated Merit Pay and Discretionary Bonus Policy

The Oxford Preparatory Academy Board consistently updates policies to ensure they are upholding their fiduciary responsibility to the stakeholders. The Merit Pay and Discretionary Bonus 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

Item IV.G.13 - Recommend the Board of Directors: Approve the Updated Merit Pay and Discretionary Bonus Policy.	Motion: Second: Roll Call:
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14. Approval of Employee Stipend Policy

The Stipend Policy provides school site employees the opportunity to receive additional compensation for involvement in school activities, clubs, and sports pursuant to the school’s charter petition. Presented by: Andrew Crowe

Item IV.G.14 - Recommend the Board of Directors: Approve Employee Stipend Policy	Motion: Second: Roll Call:
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15. Approve Updated Credit Card Policy

The Board of Directors is committed to ensuring Oxford Prep maintains relevant and transparent fiscal policies. The Credit Card Policy established 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. The updated policy increases credit limits as recommended by Executive Administration. Presented by: Carrie Thiret

Item IV.G.15 - Recommend the Board of Directors: Approve Updated Credit Card Policy.	Motion: Second: Roll Call:
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16. Consideration of At-Will Employment Agreement(s) with Denise Pascoe and Compensation for 2017-2018 School Year

Denise Pascoe was named the Interim Executive Director of OPA on December 6, 2016 while the Board actively searches for a permanent Executive Director replacement. The Board of Directors will consider approving at-will employment agreements and compensation for the 2017-2018 school year.

Item IV.G.16 - Recommend the Board of Directors: Approve At-Will Employment Agreement(s) with Denise Pascoe and Compensation for 2017-2018 school year.	Motion: Second: Roll Call:
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17. Approve Cyberbullying Prevention Policy

The Board of Directors is committed to providing a safe, positive, productive, and nurturing educational environment for all students and members of the OPA community. This policy provides families with background information on cyberbullying, disciplinary rules, prevention strategies, and links to helpful resources. Presented by: Andrew Crowe.

Item IV.G.17 - Recommend the Board of Directors: Approve Cyberbullying Prevention Policy.	Motion: Second: Roll Call:
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18. Approve Law Enforcement Access to Students on Campus Policy

This policy sets forth guidelines for OPA staff to follow in the event a law enforcement officer, child protective services agent, or U.S. Immigration and Customs and Enforcement agent requests information or access to students. Presented by: Andrew Crowe.

Item IV.G.18 - Recommend the Board of Directors: Approve Law Enforcement Access to Students on Campus Policy.	Motion: Second: Roll Call:
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19. Approve Vendor Bidding Policy

The Board of Directors is committed to safeguarding the schools' funds, continuing the process of tightening internal controls, and increasing transparency with the schools' authorizers and stakeholders. This policy sets forth guidelines and procedures for acquiring bids or estimates on certain contracts. Presented by: Andrew Crowe

Item IV.G.19 - Recommend the Board of Directors: Approve Vendor Bidding Policy.	Motion: Second: Roll Call:
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V. ADJOURNMENT

Recommend the Board of Directors: Adjourn the Regular Board Meeting for June 26, 2017.	Motion: Second: Roll Call:
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The meeting adjourned at _____.