



# OXFORD PREPARATORY ACADEMY

## REGULAR MEETING OF THE BOARD OF DIRECTORS

**July 27, 2017**  
**5:30 pm Closed Session**  
**7:00 pm Open Session**

**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; and*

***Hilton Garden Inn Montgomery – Eastchase***  
*7665 Eastchase Parkway, Montgomery, AL, 36117*

### 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
Sandra Garner, Chair	_____	_____
Albert Diaz, Secretary	_____	_____
Neveen Adly, Treasurer	_____	_____
Debra Tarver, Member	_____	_____

2. Pledge of Allegiance
3. Approval of Agenda for Regular Board Meeting for July 27, 2017

Item I.A.3 - Recommend the Board of Directors approve Agenda for Regular Board Meeting for July 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)(4)): (1 matter)*

**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*

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

*Title: Chancellor Saddleback Valley*

**III. OPEN SESSION**

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

**B. COMMUNICATIONS**

1. Comments from the Board
2. Comments from the Managing 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 6/26/17 and Special Meetings on 6/7/17, and 7/6/17
2. Warrant Report for April 2017
3. Updated Parent Handbooks for SOC and SV campuses
4. Revised Employee Handbook
5. 2017-2018 Master Calendars for South Orange County and Saddleback Valley campuses

Item III.D.1-5: Recommend the Board of Directors:  Approve the Items Scheduled for consent.	Motion: Second: Roll Call:
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**E. PRESENTATIONS**

1. **Saddleback Valley Campus Update**  
*Tammy Lohoff and MK Boucher*
2. **Financial Update for June 2017**  
*Charter Impact*
3. **Board Member Qualified Candidate Committee**  
*Neveen Adly and Albert Diaz*

**F. ITEMS FOR INFORMATION**

1. **Governance Committee Update**
2. **Finance Committee Update**
3. **Employee Insurance Update**

**G. ITEMS FOR DISCUSSION/ACTION**

**1. Approve Suicide Prevention Policy**

California *Education Code (EC)* Section 215, as added by Assembly Bill 2246, (Chapter 642, Statutes of 2016) mandates that the Governing Board of any local educational agency (LEA) that serves pupils in grades seven to twelve, inclusive, adopt a policy on pupil suicide prevention, intervention, and postvention. The policy shall specifically address the needs of high-risk groups, including suicide awareness and prevention training for teachers, and ensure that a school employee acts within the authorization and scope of the employee's credential or license. *Presented by: Andrew Crowe*

Item III.G.1 - Recommend the Board of Directors:  Approve the Suicide Prevention Policy.	Motion: Second: Roll Call:
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**2. 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, as part of the Fiscal Policy and Procedures, sets forth guidelines and procedures for acquiring bids or estimates on certain contracts. Presented by: Carrie Thiret*

Item III.G.2 - Recommend the Board of Directors:  Approve Vendor Bidding Policy, as part of the Fiscal Policy and Procedure Manual.	Motion: Second: Roll Call:
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**3. Update, Discussion and Possible Action Regarding New Insurance Policies**

*Information will be provided regarding the Package (property, general liability, and crime), Umbrella, Excess, and D&O, EPL, Fiduciary coverage. Presented by: Andrew Crowe*

Item III.G.3 - Recommend the Board of Directors:  Approve New Insurance Policies as presented.	Motion: Second: Roll Call:
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**4. Appeal of WASC Withholding of Accreditation Status and/or Re-Apply for Accreditation Status for Oxford Prep – Chino Valley**

*On June 28, 2017, Oxford Prep received a Notification of Withholding of Accreditation Status for Oxford Prep – Chino Valley from the Western Association of Schools and Colleges (WASC). The Board will discuss the notification from WASC and consider directing staff to prepare and submit an appeal of the WASC decision by no later than the deadline of August 27, 2017 and/or to re-apply for WASC accreditation status.*

<p>Items III.G.4: Recommend the Board of Directors:</p> <p>Direct staff to prepare and submit an appeal to WASC of its decision to withhold accreditation status for Oxford Prep – Chino Valley by no later than August 27, 2017 and/or to re-apply for WASC accreditation status.</p>	<p>Motion: Second: Roll Call:</p>
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**5. Appeal of WASC Withholding of Accreditation Status and/or Re-Apply for Accreditation Status for Oxford Prep – South Orange County**

*On June 28, 2017, Oxford Prep received a Notification of Withholding of Accreditation Status for Oxford Prep – SOC from the Western Association of Schools and Colleges (WASC). The Board will discuss the notification from WASC and consider directing staff to prepare and submit an appeal of the WASC decision by no later than the deadline of August 27, 2017 and/or to re-apply for WASC accreditation status.*

<p>Items III.G.5: Recommend the Board of Directors:</p> <p>Direct staff to prepare and submit an appeal to WASC of its decision to withhold accreditation status for Oxford Prep – SOC by no later than August 27, 2017 and/or to re-apply for WASC accreditation status.</p>	<p>Motion: Second: Roll Call:</p>
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**6. Approve Child Abuse Prevention and Reporting Policy**

*In accordance with California Penal Code 11166, Oxford Preparatory Academy employees are Mandated Reporters of Child Abuse. This policy addresses the required training, procedures for reporting abuse, and Oxford’s legal responsibility and liability.*

<p>Item III.G.6 - Recommend the Board of Directors:</p> <p>Approve Child Abuse Prevention and Reporting Policy.</p>	<p>Motion: Second: Roll Call:</p>
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**7. Approve Hiring Policy**

*To ensure transparency with stakeholders and employees, the Oxford Preparatory Academy Board will consider a Hiring Policy to outline the processes for hiring new staff and the applicable laws that are to be followed.*

<p>Item III.G.7 - Recommend the Board of Directors:</p> <p>Approve Hiring Policy.</p>	<p>Motion: Second: Roll Call:</p>
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**8. Approve Amended Oxford Prep – Chino Valley Master Calendar for the 2017-2018 School Year**

*In light of the on-going litigation between Oxford Preparatory Academy and Chino Valley Unified School District, the Board will review three options for amending the Oxford Prep – Chino Valley Master Calendar with three different start dates.*

Item III.G.8 - Recommend the Board of Directors:  Approve Amended Oxford Prep – Chino Valley Master Calendar Option _____ for the 207-2018 school year.	Motion: Second: Roll Call:
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**9. Approval of Updated 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: Rachel Czarnocki*

Item III.G.9 - Recommend the Board of Directors:  Approve Updated Payroll Processing Policy and Protocol.	Motion: Second: Roll Call:
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**10. Delegate Decision-Making Authority to Oxford Prep Executive Director Related to Early Admission to Transitional Kindergarten (TK)**

*Under Ed. Code section 48000©(2)(B), a child who will have his/her 5<sup>th</sup> birthday after December 2 but during that same school year may be admitted to Oxford Prep’s TK program if the Board of Directors determines that the admittance is in the best interests of the child. Currently, each individual case is presented to the Board. The proposed delegation of authority would align with common practices among large school districts in California and improve the efficiency of TK enrollment procedures.*

Item III.G.10 - Recommend the Board of Directors:  Approve delegation of authority to Oxford Prep Executive Director related to early admission to transitional kindergarten.	Motion: Second: Roll Call:
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**11. Approve Student Cell Phone and Personal Electronic Device Policy**

*The Board will consider the Cell Phone Policy outlining the rules for student possession of personal electronic devises on Oxford Prep campuses during school hours.*

Item III.G.11 - Recommend the Board of Directors:  Approve Student Cell Phone and Personal Electronic Device Policy.	Motion: Second: Roll Call:
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**V. ADJOURNMENT**

Recommend the Board of Directors: Adjourn the Regular Board Meeting for July 27, 2017.	Motion: Second: Roll Call:
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The meeting adjourned at \_\_\_\_\_.