



# OXFORD PREPARATORY ACADEMY

## REGULAR MEETING OF THE BOARD OF DIRECTORS

**November 30, 2017**

**5:30 pm Closed Session**

**7:30 pm Open Session**

**Meeting Location:**

*Oxford Preparatory Academy – Saddleback Valley Campus  
22882 Loumont Dr., Lake Forest, CA 92630; and*

**Teleconference Location:**

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

<b>AGENDA</b>
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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 4740 Green River Rd, #210, Corona, Ca, 92880; telephone (909) 536-6807.

**I. PRELIMINARY**

**A. CALL TO ORDER**

1. Roll Call

Members	Present	Absent
Sandra Garner, Board Chair	_____	_____
Joseph Haney, Vice Chair	_____	_____
Albert Diaz, Secretary	_____	_____
Raymond Jackson, Treasurer	_____	_____

2. Pledge of Allegiance
3. Approval of Agenda for Regular Board Meeting for November 30, 2017

Item I.A.3 - Recommend the Board of Directors:  Approve Agenda for Regular Board Meeting for November 30, 2017.	Motion: Second: Vote:
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4. Saddleback Valley Student Performance – Guitar Club  
*Mr. Sacks*

**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 – 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

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

Title: Executive Director

Title: Chief Financial/Business Officer

**C. Conference with Legal Counsel - Anticipated Litigation**

(Gov. Code section 54956.9(d)(2)) – 1 matter

**III. OPEN SESSION**

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

**B. PRESENTATIONS**

1. Saddleback Valley Site Update  
*Garrett Bridges, Dean*
2. Presentation to the Board  
*Honour Society*
3. What Does the Charter Say? *Element 1.D Achieving State Priorities*  
*Tammy Lohoff, Dean*
4. Advisory Council Update – Saddleback Valley Campus
5. Advisory Council Update – South Orange County Campus

**C. COMMUNICATIONS**

1. Comments from the Board of Directors
2. Comments from the Interim Managing Director

**D. 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.*

**E. ITEMS FOR INFORMATION**

1. Charter Impact Financial Update - October 2017
2. Gilbert Associates July 2017 Review
3. Governance Committee Update
4. Finance Committee Update

**F. ITEMS SCHEDULED FOR CONSENT**

1. Minutes from Regular Board Meeting 10/26/17 and Special Board Meetings 11/06/17
2. Warrant Reports October 2017

**G. ITEMS FOR DISCUSSION/ACTION**

**1. Approval of 2016-2017 Oxford Preparatory Academy Financial Audit**

*As required, independent audits are performed each year for the prior fiscal year ending June 30th and the final audit report, prepared by Christy White Associates, is submitted by December 15th following each school year as prescribed by the California Department of Education.*

Item III.G.1 - Recommend the Board of Directors:  Approve the 2016-2017 Oxford Preparatory Academy Financial Audit..	Motion: Second:  Vote:
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**2. Board Resolution 2017-013 Distribution Plan for Remaining Unrestricted Assets of Oxford Preparatory Academy-Chino Valley Charter School**

*Oxford Preparatory Academy-Chino Valley Charter School closed effective July 24, 2017. The former school's charter states that upon closure, all unrestricted and unused assets remain the sole property of Oxford Preparatory Academy and shall be distributed in accordance with the distribution plan adopted by the Oxford Preparatory Academy Board of Directors. Board Resolution 2017-013 constitutes the Oxford Preparatory Academy-Chino Valley Charter School distribution plan as part of the school's financial closeout.  
Presented by: Dr. Lisa Hall*

Item III.G.2 - Recommend the Board of Directors:  Approve Board Resolution 2017-013 Distribution Plan for Remaining Unrestricted Assets of Oxford Preparatory Academy-Chino Valley Charter School.	Motion: Second:  Vote:
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**3. Approval of 2017-2018 First Interim Financial Report for Oxford Preparatory Academy – South Orange County**

*Pursuant to Education Code section 47604.33, all California charter schools are required to approve a "First Interim Financial Report" by December 15th of each year that includes a projection of the upcoming year and two subsequent years, and reflects changes/ shows year-to-date actual revenues and expenditures through October 31st.  
Presented by: Andy Stern, Charter Impact*

Item III.G.3 – Recommend the Board of Directors:  Approve the 2017-2018 First Interim Financial Report for Oxford Preparatory Academy - South Orange County.	Motion: Second:  Roll Call:
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**4. Approval of 2017-2018 First Interim Financial Report for Oxford Preparatory Academy – Saddleback Valley**

*Pursuant to Education Code section 47604.33, all California charter schools are required to approve a “First Interim Financial Report” by December 15th of each year that includes a projection of the upcoming year and two subsequent years, and reflects changes/ shows year-to-date actual revenues and expenditures through October 31st.*

*Presented by: Andy Stern, Charter Impact*

Item III.G.4 – Recommend the Board of Directors:  Approve the 2017-2018 First Interim Financial Report for Oxford Preparatory Academy - Saddleback Valley.	Motion: Second:  Roll Call:
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**5. Conflict of Interest Policy Implementing the Requirements of Government Code Section 1090**

*Pursuant to the recently-approved MOU with the Orange County Board of Education, Oxford Preparatory Academy is required to adopt a conflict of interest policy implementing the requirements of Government Code Section 1090 et seq.*

Item III.G.5: Recommend the Board of Directors:  Approve Conflict of Interest Policy Implementing the Requirements of Government Code Section 1090 et seq.	Motion: Second:  Roll Call:
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**6. Approve Contracting with Executive Search Agency for a Nationwide Executive Director Search**

*At the October 26, 2017 Board of Directors meeting, the Board directed Interim Managing Director, Dr. Lisa Hall, to obtain bids for Executive Search Agencies to lead a search for a new Executive Director.*

*Presented by: Dr. Lisa Hall*

Item III.G.6: Recommend the Board of Directors:  Approve contracting with _____ for a Nationwide Executive Director Search.	Motion: Second:  Roll Call:
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**7. Consideration and Potential Adoption of Plan to fill Board Vacancy**

*The Board is in the process of filling the Board vacancy. The purpose of this item is to allow the Board of Directors to discuss the process for recruitment of a Board member.*

Item III.G.7: Recommend the Board of Directors:  Direct the Interim Managing Director to assist the Nominating Committee with the identification of the qualities of a Board member to fill the Board vacancy.	Motion: Second:  Roll Call:
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**8. Action on staff recommendation related to creation of OPA Board agendas.**

*The Board previously requested that staff create a policy regarding how Board members add things to the agenda.*

Item III.G.8: Recommend the Board of Directors:  Approve staff's recommended policy relating to the creation of Board Agendas.	Motion: Second:  Roll Call:
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**9. Action on staff recommendation to commence a study regarding staffing and organizational plans for OPA**

*One of OPA's authorizers has questioned the job descriptions and salaries of some OPA employees. OPA has provided current information to the Authorizer. However, this is intended to be responsive to these concerns.*

Item III.G.9: Recommend the Board of Directors:  Direct the Interim Managing Director to review the staffing and organizational plan for staff and return with a revised staffing plan and organizational structure that reflects only the two Orange counties schools for the 2017-18 and 2018-19 fiscal years.	Motion: Second:  Roll Call:
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**10. Action on staff recommendation regarding pay scales for OPA employees.**

*One of OPA's authorizers has questioned the job descriptions and salaries of some OPA employees. OPA has provided current information to the Authorizer. However, this is intended to be responsive to these concerns.*

Item III.G.10: Recommend the Board of Directors:  Direct the Interim Managing Director to review salaries for all OPA employees and ensure that they are reasonable in light of their job description and the future staffing plan.	Motion: Second:  Roll Call:
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**IV. ADJOURNMENT**

Recommend the Board of Directors:  Adjourn the Regular Board Meeting for November 30, 2017.	Motion: Second:  Vote:
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The meeting adjourned at \_\_\_\_\_.