



Oxford Preparatory Academy

Regular Meeting of the Board of Directors

July 27, 2017
MINUTES

I. PRELIMINARY

A. CALL TO ORDER

The meeting was called to order at 5:31 pm.

The Regular Meeting of the Board of Directors of Oxford Preparatory Academy was held at the OPA-Saddleback Valley campus located at 22882 Loumont Dr., Lake Forest, California. The teleconference of the Board of Directors meeting was held at the OPA-South Orange County (SOC) campus located at 23000 Via Santa Maria, Mission Viejo, California.

1. Roll Call

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

2. Pledge of Allegiance

The Pledge of Allegiance was led by Sandra Garner, Chair.

3. Approval of Agenda

Moved (Diaz), second (Adly), motion carried by a vote of 3-0 to approve the agenda for the Regular Meeting of the Board of Directors for July 27, 2017 as presented.

B. PUBLIC ANNOUNCEMENT OF REASON FOR CLOSED SESSION

Board Chair Garner shared the Closed Session items as:

- Public Employee Appointment – Chancellor Saddleback Valley (Gov. Code section 54957)
- 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
- Conference with Legal Counsel – Existing Litigation (Gov. Code section 54956.9(d)(2) – 3 matters
- Conference with Legal Counsel – Existing Litigation (Gov. Code section 54956.9(d)(4) – 1 matter

1. Public Comments on Closed Session Items

There were no public comments.

II. CLOSED SESSION – FOR DISCUSSION AND POSSIBLE ACTION

Board Chair Garner announced that the Board would begin Closed Session at 5:35 pm

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

Sandra Garner, Chair, reconvened the Open Meeting of the Board of Directors at 7:06 pm. The Board was in closed session from 5:35 pm to 7:06 pm. Ms. Garner reported that the Board approved the final agreement with the California Charter School Association related to appellate court funding of our appeal.

B. COMMUNICATIONS**1. Comments from the Board**

Sandra Garner, Chair, shared that the Board is completely in support of separation of expenses and payments by school site. All expenses incurred by Oxford Prep - Chino Valley will be reported out as part of our closing procedures. Ms. Garner states that legal fees that are solely regarding Chino Valley will be paid by that campus. She also shared that legal fees that are incurred for all schools, such as for new organizational policies are split between all of the schools. Finally, Ms. Garner stated that her heart was breaking for the Chino Valley families.

Neveen Adly, Treasurer, shared her disappointment with the closure of Chino but shared that there is still hope. Ms. Adly also shared that all financials are reviewed by her and that she would not put her name on any documents that involved comingling of funds.

Albert Diaz, Secretary, said that it was very tough to lose this fight with Chino but that the Board would continue the battle. Mr. Diaz also commented that every lesson learned and every policy or protocol that is shored up by the Board is for the benefit of all schools, not just Chino Valley.

2. Comments from the Managing Director

Andrew Crowe shared that the process of moving off of the Chino Valley campus had started and the deadline for everything to be gone was August 7, 2017. He shared that Saddleback Valley was fully staffed and that there were only 2 openings at the South Orange County campus. Mr. Crowe shared that staff development for the new school year was starting on August 1, 2017. He also share that the SOC science lab building had been delivered. Mr. Crowe stated that the PCSGP Grant review had taken place at Saddleback Valley and the team who came out wrote a very complimentary report about the Saddleback Valley campus and staff. Finally Mr. Crowe shared that the CAASPP preliminary reports had been reviewed and he is excited to share our school successes when the embargo is lifted.

C. COMMENTS FROM THE AUDIENCE ON ITEMS NOT ON THE AGENDA

Angela Williams shared that she is heartbroken about Chino Valley's closure. She shared that a breakdown of legal fees by school would help with transparency. She asked for clarification on who is paying for the Chino Valley appeal and to see the contract from CCSA. Ms. Williams also requested an update on the Turner Agassi loan. Finally, she asked the Board to show her, not tell her.

Naz Nodjoui, parent, shared that she had been voted onto the parent Advisory Council. She shared that there had been so much turmoil at the schools and she wants to be part of the community and to be more informed. Ms. Nodjoui asked the Board to let parents know when the Advisory Council would be having their first meeting.

Pam Thompson, shared that she works as an aide at the South Orange County campus. She shared that stakeholders want to be involved and they are still waiting to hear about when the Advisory Council will start meeting.

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. 2017-2018 Master Calendars for South Orange County and Saddleback Valley campuses.

Updated Parent Handbooks for SOC and SV campuses and Revised Employee Handbook were pulled from consent by Sandra Garner, Chair.

Moved (Diaz), Second (Adly), Motion carried 3-0 to approve the items listed above for Consent.

Ms. Garner, Chair, questioned Mr. Crowe regarding certain items that had been removed from the parent handbooks this year, including the section on patriotism. Mr. Crowe shared that the patriotism section had been added back into the handbooks as well as the songs of the month. Ms. Garner thanked Mr. Crowe for making those updates and asked for a motion to approve.

Moved (Adly), Second (Diaz), motion carried 3-0 to approve the Updated Parent Handbooks for the SOC and SV campuses.

E. PRESENTATIONS

1. Saddleback Valley Campus Update

Tammy Lohoff, Dean, and MK Boucher, Dean, shared their condolences to the parents and staff of the OPA – Chino Valley community for the loss of their school. They also thanked the Honour Society for the new high top tables and stools for their staff lounge. Finally, they shared that the custodians and staff were working hard to get everything ready for their second year.

2. Financial Update for June 2017

Andy Stern, Charter Impact, gave a financial presentation to the Board regarding year end balances and new school year projections.

3. Board Member Qualified Candidate Committee

Albert Diaz shared that the committee had received 14 candidate resumes, narrowed the field down to 7 candidates and completed 5 interviews, that we were also attended by Andrew Crowe and Denise Pascoe. Mr. Diaz shared that the committee was bringing three qualified candidates to the Board for nomination, Ashwin Agarwal, Joseph Haney and Raymond Jackson. Each candidate was given an opportunity to introduce themselves to the Board and share a little something about their background that would benefit the Board.

F. ITEMS FOR INFORMATION

1. Governance Committee Update

Ms. Garner shared that the Advisory Council orientation would take place after school is back in session. She also shared that the Advisory Council will provide updates to the Board of what is taking place at the Council meetings.

2. Finance Committee Update

Ms. Adly shared that there was no update at this time but she did address a previous speaker regarding Oxford's desire to share as much financial information with stakeholders as possible but addressed the need for confidentiality of some information in regards to litigation.

3. Employee Insurance Update

Rachel Czarnocki, Human Resource Coordinator, shared the updates regarding the Employee Insurance Health plans.

G. ITEMS FOR DISCUSSION/ACTION

1. **Approve Suicide Prevention Policy**

Moved (Adly), Second (Adly), motion carried 3-0 to approve the Suicide Prevention Policy as presented.

2. **Approve Vendor Bidding Policy**
Moved (Diaz), Second (Adly), motion carried 3-0 to approve the Vendor Bidding Policy as presented.
3. **Approve Possible Action Regarding New Insurance Policies**
Moved (Adly), Second (Diaz), motion carried 3-0 to approve the Charter Safe Workers Compensation Insurance policy as presented.
4. **Appeal of WASC Withholding of Accreditation Status and/or Re-Apply for Accreditation Status for Oxford Prep – Chino Valley**
Sandra Garner, Chair, tabled this item.
5. **Appeal of WASC Withholding of Accreditation Status and/or Re-Apply for Accreditation Status for Oxford Prep – South Orange County**
Moved (Adly), Second (Diaz), motion carried to reapply for WASC accreditation as soon as possible.
6. **Approve Child Abuse Prevention and Reporting Policy**
Moved (Diaz), Second (Adly), motion carried 3-0 to approve the Child Abuse Prevention and Reporting policy as presented.
7. **Approve Hiring Policy**
Moved (Diaz), Second (Adly), motion carried 3-0 to approve Hiring Policy as presented.
8. **Approve Amended Oxford Prep – Chino Valley Master Calendar for the 2017-2018 School Year**
Sandra Garner, Chair, tabled this item.
9. **Approve of Updated Payroll Processing Policy and Protocol**
Moved (Adly), Second (Diaz), motion carried 3-0 to approve the Updated Payroll Policy and Protocol as presented.
10. **Delegate Decision-Making Authority to Oxford Prep Executive Director Related to Early Admission to Transitional Kindergarten (TK)**
Moved (Diaz), Second (Adly), motion carried 3-0 to approve delegating decision-making authority to Oxford Prep Executive Director related to early admission to Transitional Kindergarten (TK) as presented.
11. **Approve Student Cell Phone and Personal Electronic Device Policy**
Moved (Adly), Second (Diaz), motion carried 3-0 to approve the Student Cell phone and Personal Electronic Device policy as presented.

IV. CLOSED SESSION – FOR DISCUSSION AND POSSIBLE ACTION

Board Chair Garner announced that the Board would return to Closed Session at 9:11 pm

V. OPEN SESSION

A. PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION

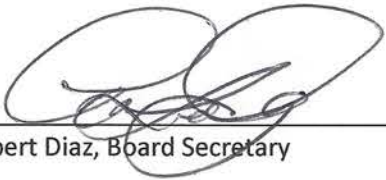
Sandra Garner, Chair, reconvened the Open Meeting of the Board of Directors at 9:52 pm. The Board was in closed session from 9:11 pm to 9:52 pm. Ms. Garner shared that there was no action taken in Closed Session to report out.

VI. ADJOURNMENT

Motion (Diaz) and Second (Adly), motion carried 3-0 to adjourn the meeting.

Sandra Garner, Board Chair, adjourned the Regular Meeting of the Board of Directors for July 27, 2017 at 9:52 pm.


Sandra Garner, Board Chair


Albert Diaz, Board Secretary