



Oxford Preparatory Academy

Special Meeting of the Board of Directors

January 11, 2018

MINUTES

I. PRELIMINARY

A. CALL TO ORDER

The meeting was called to order at 5:26 pm.

The Special 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	
Joseph Haney, Vice-Chair	X	
Albert Diaz, Secretary	X	
Raymond Jackson, Treasurer	X	

2. Pledge of Allegiance

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

3. Approval of Agenda

Moved (Diaz), second (Haney), motion carried by a vote of 4-0 to approve the Agenda for the Special Meeting of the Board of Directors for January 11, 2018 as presented.

B. PUBLIC ANNOUNCEMENT OF REASON FOR CLOSED SESSION

Board Chair Garner shared the Closed Session items as:

- A. Public Employee Appointment (Gov. Code section 54957)
Title: Executive Director
- B. Public Employee Appointment (Gov. Code section 54957)
Title: Interim Executive Director
- C. Public Employee Appointment (Gov. Code section 54957)
Title: Managing Director

1. Public Comments on Closed Session Items

Candy Reyes, Administrative Assistant, asked the board to consider school culture as they search for a new Executive Director. She thanked the Administrative team at Saddleback Valley for keeping the OPA culture alive on their campus and for teaching the antecedents of excellence to the students.

II. CLOSED SESSION – FOR DISCUSSION AND POSSIBLE ACTION

Board Chair Garner announced that the Board would begin Closed Session at 5:34 pm.

III. OPEN SESSION

Sandra Garner, Chair, reconvened the Open Meeting of the Board of Directors at 7:07 pm. The Board was in closed session from 5:34 pm to 7:07 pm. Action was not reported as the Board will be returning to closed session to finish discussions after the Board Study Session.

A. BOARD STUDY SESSION

1. Executive Director Search Process

- a. Overview of Search Process
Dennis Smith and Peggy Lynch from Leadership Associates introduced themselves, shared their experience and background and reviewed the Executive Director Search process.
- b. Board Search Firm Protocols during the search
The Board reviewed the Leadership Associates protocols for Executive Director Search.
- c. Timetable for Search
Ms. Lynch and Mr. Smith reviewed timeline goals for completing the search.
- d. Board Input Regarding Desired Qualities and Characteristics of Executive Director
Board Members identified the following Characteristics they would look for in an Executive Director: Integrity, works well with teachers, parents and Board, charter experience, knowledge of Ed Code, willingness to learn the OPA program and Multiple Intelligences, candor, courage, honesty, collaborative, Administrative experience, communication skills, innovative, strategic thinker, and not afraid of a challenge.
- e. Board Input Regarding Community and Staff Groups to Participate in Input Sessions with Leadership Associates Consults
The Board recommended Leadership Associates to meet with school staff, parents, Advisory Council, Honour Society, and Authorizers.
- f. Discussion of Online Survey
Leadership Associates will create an online survey for stakeholders to complete regarding desired characteristics in an Executive Director.

Sandra Garner, Chair, announced the Board would go back in to Closed Session at 8:35 pm to complete their discussions from earlier in the evening.

B. PUBLIC REPORT OF ACTION TAKEN IN CLOSED SESSION

Board Chair Garner resumed the Open Session at 9:14 pm. The Board was in Open Session from 8:35 pm to 9:14 pm. Ms. Garner reported that there was no action taken in Closed Session that required reporting out.

VI. ADJOURNMENT

Motion (Diaz) and Second (Haney), motion carried 4-0 to adjourn the meeting.

Sandra Garner, Board Chair, adjourned the Special Meeting of the Board of Directors for January 11, 2018 at 9:15 pm.


Sandra Garner, Board Chair


Albert Diaz, Board Secretary