



OXFORD PREPARATORY ACADEMY

REGULAR MEETING OF THE BOARD OF DIRECTORS

March 13, 2018

5:00 pm Open Session

5:15 pm Closed Session

6:45 pm Open Session

Meeting Location:

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

Teleconference Location:

*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 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. Student Performance – *OPA Cheer Squad*
Brittany Batchelor and Rachel Lang

4. Approval of Agenda for Regular Board Meeting for March 13, 2018

Item I.A.3 - Recommend the Board of Directors: Approve Agenda for Regular Board Meeting for March 13, 2018.	Motion: Second: Vote:
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B. ITEMS FOR DISCUSSION/ACTION

1. Nominations and Election of Directors to the Board

On October 26, 2017, the Oxford Preparatory Academy Board of Directors formed an ad hoc committee appointed to designate qualified candidates for election to the Board of Directors with the intent to fill an opening on the Board that will expire on June 30, 2020. Pursuant to the Bylaws, Article VII, Section 6, at the Board meeting held on February 22, 2018, the nominating committee made a report to the Board and provided each Board member a list of designated qualified candidates. It is recommended that the Board of Directors nominate and elect a director from the pool of qualified candidates designated by the committee.

Item III.G.1: Recommend the Board of Directors: Nominate _____ to the Board of Directors.	Motion: Second: Roll Call:
Elect _____ to the Board of Directors.	Motion: Second: Roll Call:
Approve Resolution #2018-002 appointing _____ as a member of the Board of Directors.	Motion: Second: Roll Call:

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.

II. CLOSED SESSION – FOR DISCUSSION AND POSSIBLE ACTION

A. Conference with Legal Counsel – Potential Litigation

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

B. Conference with Legal Counsel – Anticipated Litigation

(Gov. Code section 54956.9(d)(4)): (1 matter)

C. Conference with Legal Counsel – Existing Litigation

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

- Oxford Preparatory Academy v. Edlighten Learning Solutions*

III. OPEN SESSION

A. PUBLIC REPORT OF ACTION TAKEN IN CLOSED SESSION

B. PRESENTATIONS

1. South Orange County Site Update
Denise Pascoe, Chancellor and Nic Sessions, Dean
2. What Does the Charter Say? Element 1:J “How Learning Best Occurs”
Denise Pascoe, Chancellor and Nic Sessions, Dean
3. Advisory Council Update – South Orange County Campus
4. Advisory Council Update – Saddleback Valley Campus
5. Honour Society Update – South Orange County Campus
6. Honour Society Update – Saddleback Valley Campus

C. COMMUNICATIONS

1. Comments from the Board of Directors
2. Comments from the Interim Executive Director/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. January Financial Update – *Andy Stern*
2. Renewal Committee Update – *Kathleen Daugherty*
3. Certificated Compensation Committee Update – *Kathleen Daugherty*
4. Governance Committee Update – *Joseph Haney*
5. Finance/Audit Committee Update – *Raymond Jackson*

F. ITEMS SCHEDULED FOR CONSENT

1. Minutes from Regular Board Meeting 02/22/18 and Special Board Meeting 03/08/18
2. Warrant Reports February 2018
3. Student Master Calendar for 2018-2019 and 2019-2020 School Years
4. Personnel Report

Item III.F.1-4: Recommend the Board of Directors: Approve Items Scheduled for Consent.	Motion: Second: Roll Call:
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G. ITEMS FOR DISCUSSION/ACTION

1. Board Governance Workshop

The Board will select from March 20, 2018 from 1:00-5:00 pm or March 21, 2018 from 4:00–8:00 pm (or another mutually agreed upon date) to schedule a Board Governance workshop.

Presented by: Kathleen Daugherty

Item III.G.1: Recommend the Board of Directors: Schedule the Board Governance Workshop on _____.	Motion: Second: Roll Call:
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2. Approve Visitors and Outsiders Policy

To ensure Oxford Preparatory Academy is compliant with all Board Policies and Protocols required by its authorizers, the Board will consider approval of the policy related to visitors and outsiders on the school campuses.

Presented by: Kathleen Daugherty

Item III.G.2: Recommend the Board of Directors: Approve Visitors and Outsiders Policy.	Motion: Second: Roll Call:
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3. Approve Volunteer Policy

To ensure Oxford Preparatory Academy is compliant with all Board Policies and Protocols required by its authorizers, the Board will consider approval of the policy related to classroom and school volunteers.

Presented by: Kathleen Daugherty

Item III.G.3: Recommend the Board of Directors: Approve Volunteer Policy.	Motion: Second: Roll Call:
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4. Approve Extension to Agreement with Momni Café, LLC for Consulting Services

The Board is being asked to approve an extension to the contract with Momni Café, LLC beginning March 13, 2018 through June 30, 2018.

Presented by: Kathleen Daugherty

Item III.G.4: Recommend the Board of Directors: Approve Updated Identification and Education under Section 504 Policy.	Motion: Second: Roll Call:
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5. Approval of 2017-2018 Second Interim Financial Report for Oxford Preparatory Academy - South Orange County

The State of California requires that all charter schools approve their Second Interim Budget by March 15th of each year, reflecting actuals through January 31st, as well as any other changes to the budget projections.

Presented by: Andy Stern

Items III.G.5: Recommend the Board of Directors : Approve the 2017-2018 Second Interim Budget.	Motion: Second: Roll Call:
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6. Approval of 2017-2018 Second Interim Financial Report for Oxford Preparatory Academy - Saddleback Valley

The State of California requires that all charter schools approve their Second Interim Budget by March 15th of each year, reflecting actuals through January 31st, as well as any other changes to the budget projections.

Presented by: Andy Stern

Items III.G.6: Recommend the Board of Directors : Approve the 2017-2018 Second Interim Budget	Motion: Second: Roll Call:
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7. Approval of California STRS Audit Payment

The Board of Directors will be asked to take action on the Cal STRS payments related to the audit findings to date.

Presented by: Dr. Lisa Hall

Items III.G.7 Recommend the Board of Directors: Approve California STRS audit payment.	Motion: Second: Roll Call:
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8. Approve Revision to Auditor Contract with Christy White Associates

Oxford Preparatory Academy entered into a three year agreement with Christy White Associates in 2017 for annual audit services. The scope of work has been reduced with the closure of the OPA-Chino Valley campus, so a revised contract for the two remaining years is brought to the Board for approval.

Items III.G.8 Recommend the Board of Directors: Approve revised auditor contract with Christy White Associates.	Motion: Second: Roll Call:
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IV. ADJOURNMENT

Recommend the Board of Directors: Adjourn the Regular Board Meeting for March 13, 2018.	Motion: Second: Vote:
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The meeting adjourned at _____.

Future Business before the Board

1. LCAP (Ongoing)
2. OPA Board Policy Updates (ongoing)
3. SOC Renewal (ongoing)
4. Compensation Study (certificated, classified, administration - ongoing)
5. Budget 2018-2019