



# Oxford Preparatory Academy

## Regular Meeting of the Board of Directors

February 22, 2018

### MINUTES

#### I. PRELIMINARY

##### A. CALL TO ORDER

*The meeting was called to order at 5:43 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       |        |
| Joseph Haney, Vice-Chair   | X       |        |
| Albert Diaz, Secretary     | X       |        |
| Raymond Jackson, Treasurer | X       |        |

##### 2. Pledge of Allegiance

*The Pledge of Allegiance was led by Saddleback Valley student, Quinn Femster.*

##### 3. Saddleback Valley Student Performance

*Ms. Shawna Lei, World Language instructor, let students in song and dance to celebrate Chinese New Year.*

##### 4. Approval of Agenda

*Moved (Haney), second (Jackson), motion carried by a vote of 4-0 to approve the agenda for the Regular Meeting of the Board of Directors for February 22, 2018 as presented.*

#### B. PUBLIC ANNOUNCEMENT OF REASON FOR CLOSED SESSION

*Board Chair Garner shared the Closed Session items as:*

- a. Conference with Legal Counsel – Potential Litigation  
*(Gov. Code section 54956.9(d)(2)) – 3 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))*
  1. *Oxford Preparatory Academy v. Chino Valley Unified School District*
  2. *Oxford Preparatory Academy v. Edlighten Learning Solutions*
- d. Public Employee Performance  
*(Gov. Code Section 54957(b))*
  - *Chancellor*
  - *Dean*

**1. Public Comments on Closed Session Items**

*Candy Reyes, staff member, spoke regarding the on-going litigation with Sue Roche, Edlighten Learning Solutions and Chino Valley Unified School District and asked the Board to provide updates when available.*

**II. CLOSED SESSION – FOR DISCUSSION AND POSSIBLE ACTION**

*Board Chair Garner announced that the Board would begin Closed Session at 5:55 pm.*

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

*Sandra Garner, Chair, reconvened the Open Session at 7:05 pm. The Board was in Closed Session from 5:55 pm to 7:05 pm. Ms. Garner stated that the Board voted unanimously to approve a Special Education student settlement.*

**B. PRESENTATIONS****1. Saddleback Valley Site Update**

*Garrett Bridges, Dean, shared a video that included images from recent school site activities and updates regarding Saddleback Valley's upcoming lottery in April.*

**2. What Does the Charter Say? Element 1.1 "What it means to be an Educated Person in the 21<sup>st</sup> Century"**

*MK Boucher, Dean, reviewed the Charter, sharing the nine skills and attributes including high academic proficiency, innovation, and curiosity.*

**4. Advisory Council Update – Saddleback Valley**

*Preston Trebas shared that the Saddleback Valley Advisory Council did not meet in February but their meeting on March 8<sup>th</sup> will focus on final approval of ordering smart boards for every classroom and the LCAP. He shared the Joint Advisory Council meeting is scheduled for March 14<sup>th</sup>.*

**5. Advisory Council Update – South Orange County**

*David Barley shared that the South Orange County Advisory Council had met on February 21<sup>st</sup> and they reviewed the English Learner Policy and LCAP with Ms. Daugherty and Dr. Hall. He stated it was a very productive meeting and the council is happy with the progress being made.*

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

*Joseph Haney, Vice Chair, stated it was exciting to see the Chinese New Year performance by the students, it was above and beyond what we expect. He thanked the staff, parents and students.*

*Mr. Diaz, Secretary, shared that he loved the performance and the recent 2.0 Round Table and all of the comments that were received, good and bad, and he shared he is looking forward to seeing the combined list from both schools.*

*Raymond Jackson, Treasurer, thanked everyone for supporting Kathleen Daugherty in her interim role. He shared that her presence is being felt all across the organization. He thanked the Board members for embracing the new ways of doing things. Finally, Mr. Jackson commented that there were still technical issues on the live streaming that need to be worked on.*

*Ms. Garner, Board Chair, thanked parents and teachers for their participation in the Executive Director survey and the Town Hall 2.0 meetings. She shared that it's exciting to see everyone engaged. Ms. Garner stated that safety is on everyone's mind right now and she suggested that the Advisory Councils*

*might consider creating an ad hoc committee on safety and report back to the Board about any recommendations they may come up with.*

## **2. Comments from the Interim Executive Director**

*Kathleen Daugherty shared in response to the speaker earlier that the appeal continues to move forward at the Court of Appeal. OPA has filed a brief and CVUSD responded. We will continue to provide updates at each Board meeting for all stakeholders. Ms. Daugherty shared some of the activities she has participated in. She also shared that the Board is moving forward with the Board elections, which will take place on March 13<sup>th</sup>. Ms. Daugherty shared that safety plans are being enacted and student safety is the highest priority. She stated that lock down drills have taken place and resource officers are working with our campuses to give feedback.*

## **D. COMMENTS FROM THE AUDIENCE ON ITEMS NOT ON THE AGENDA**

*Candy Reyes, staff member, spoke regarding the time study comments that had been made about shared employees, discrimination against employees that have come from Chino.*

## **E. ITEMS FOR INFORMATION**

### **1. Gilbert Associates August Review**

*Dr. Hall shared that the Gilbert Associates monthly sample review of Oxford's back office had no deficiencies and no notable errors.*

### **2. SOC Renewal Timeline**

*Kathleen Daugherty shared that a committee is being formed with staff from SOC and SV. Timelines will be reviewed with the authorizer to ensure we are on target with them. Ms. Daugherty shared that all aspects of the renewal process will be reviewed, including legal updates, assessments, and LCAP. She stated the Advisory Council, CCSA, and legal counsel will all have input prior to the final draft being submitted in June.*

*Candy Reyes, staff member, spoke regarding ensuring that the charter's phenomenal programs are not changed in the process of updating our renewal petition. She also shared that she visited an SOC classroom and she was very impressed with the amazing work being done every day.*

### **3. Certificated Salary Study Update**

*Kathleen Daugherty shared that they have been doing salary comps from 11 nearby school districts and will be comparing those daily salaries to the Oxford Prep salary schedule. A committee is being formed with staff from both campuses to review in depth how our structure compares to others and what recommendations the committee wants to make to the Board.*

*Pam Thompson, staff member, submitted a card to speak but was not in attendance at the time this topic came before the Board.*

### **4. Governance Committee Update**

*Joseph Haney stated there was no update.*

### **5. Finance Committee Update**

*Raymond Jackson stated candidates had been received for the Audit Committee.*

### **6. Nominating Committee Update**

*The Nominating Committee announced that two candidates for the open Board position would be brought forward for consideration, Joshua Teeple and Priscilla Trichet. The candidates introduced themselves and answered several questions from the Board members.*

## **F. SCHEDULED FOR CONSENT**

- 1. Minutes from Regular Meeting on 01/25/18.**
- 2. Warrant Report for January 2018.**

- 3. March 2018 Board of Directors change of meeting date to March 13, 2018.
- 4. Personnel Report

*Moved (Diaz), Second (Jackson), motion carried 4-0 to approve the items scheduled for consent as presented.*

**G. ITEMS FOR DISCUSSION/ACTION**

- 1. **Participation Agreement and Resolution 2018-001 between Oxford Preparatory Academy and El Dorado SELPA**

*Moved (Jackson) and Second (Diaz), motion carried 4-0 to approve Participation Agreement and Resolution 2018-001 between Oxford Preparatory Academy and El Dorado SELPA.*

- 2. **Approve English Learner Policy**

*Moved (Diaz) and Second (Haney), motion carried 4-0 to approve English Learner Policy as presented.*

- 3. **Approve Students with Disabilities Policy**

*Moved (Haney) and Second (Jackson), motion carried 4-0 to approve Students with Disabilities Policy as presented.*

- 4. **Approve Updated Identification and Education under 504 Policy**

*Moved (Jackson) and Second (Haney), motion carried 4-0 to approve Updated Identification and Education under 504 Policy.*

- 5. **Approve Chief Business Officer Job Description**

*Motion (Jackson) and Second (Haney), motion carried 4-0 to approve Chief Business Office Job Description with additional language: Accounting and Finance experience preferred.*

**IV. CLOSED SESSION – FOR DISCUSSION AND POSSIBLE ACTION**

*Board Chair Garner announced that the Board would return to Closed Session at 9:01 pm.*

**V. OPEN SESSION**

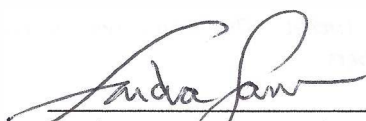
**A. PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION**

*Sandra Garner, Chair, reconvened the Open Session at 10:55 pm. The Board was in Closed Session from 9:01 pm to 10:55 pm. Ms. Garner stated that as part of the continued evaluation of all our Policies and Procedures, on a 4-0 vote, the Board is directing the Interim Executive Director to move forward with evaluating the site Deans and Chancellors.*

**VI. ADJOURNMENT**

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

*Sandra Garner, Board Chair, adjourned the Regular Meeting of the Board of Directors for February 22, 2018 at 10:56 pm.*

  
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Sandra Garner, Board Chair

  
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Albert Diaz, Board Secretary