



# OXFORD PREPARATORY ACADEMY

## REGULAR MEETING OF THE BOARD OF DIRECTORS

**May 1, 2018**

**6:00 pm Closed Session**

**7:00 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
Joseph Haney, Chairman	_____	_____
Raymond Jackson, Vice Chair	_____	_____
Priscilla Trichet, Secretary	_____	_____
Joshua Teeple, Treasurer	_____	_____
Mary Campos, Member	_____	_____

2. Pledge of Allegiance

3. Student Performance – 5<sup>th</sup> – 8<sup>th</sup> Grade Choir “Cantiamo”  
*Mr. Sacks*

4. Approval of Agenda for Regular Board Meeting for May 1, 2018

Item I.A.3 - Recommend the Board of Directors:  Approve Agenda for Regular Board Meeting for May 1, 2018.	Motion: Second: Vote:
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**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 - Anticipated Litigation (Gov. Code 54956.9(d)(4))
- B. Conference with Legal Counsel – Ongoing Litigation (Gov. Code 54956.9(d)(1))
  - a. Oxford Preparatory Academy vs. Edlighten Learning Solutions
  - b. Oxford Preparatory Academy vs. Chino Valley Unified School District
- C. Conference with Legal Counsel – Anticipated Litigation (Gov. Code 54956.9(d)(2))  
2 matters

**III. OPEN SESSION**

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

**B. PRESENTATIONS, REPORTS, and CORRESPONDENCE**

- 1. Site Updates
  - a. Saddleback Valley
  - b. South Orange County
- 2. Advisory Council Updates
  - a. Saddleback Valley
  - b. South Orange County
- 3. Honour Society Updates
  - a. Saddleback Valley
  - b. South Orange County
- 4. April 12, 2018 letter from Orange County Department of Education
- 5. Updates to CALSTRS audit

**C. COMMUNICATIONS**

- 1. Comments from the Board of Directors
- 2. Comments from the Interim Executive Director  
*Including but not limited to: SOC Chancellor update and interview process, Capistrano NOV update, SOC renewal progress, RFP for back office provider.*

**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. Gilbert Associates September, October, November and December 2017 Review – *Dr. Lisa Hall*
2. Salary Study Update – Administrative and Classified – *Kathleen Daugherty*
3. Compensation Study for Executive Director and CBO – *Kathleen Daugherty*
4. March 2018 Financial Update – *Andy Stern, Charter Impact*

**F. ITEMS SCHEDULED FOR CONSENT**

1. Minutes from Regular Board Meeting 03/13/18 and Special Board Meetings 04/04/18, 04/14/18, 04/17/18, and 04/20/18
2. Warrant Reports March 2018
3. Personnel Report

Item III.F.1-3: Recommend the Board of Directors:  Approve Items Scheduled for Consent.	Motion: Second:  Roll Call:
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**G. ITEMS FOR DISCUSSION/ACTION**

**1. Appointment of Joshua Arnold as Executive Director and Approval of Employment Contract**

*After an extensive search, the Board of Directors will appoint Joshua Arnold as the Executive Director and approve his employment contract.*

*Presented by: Kathleen Daugherty*

Item III.G.1: Recommend the Board of Directors:  Appoint Joshua Arnold as Executive Director and approve the Executive Director contract.	Motion: Second:  Roll Call:
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**2. Appointment of Oswaldo Diaz as Chief Business Officer and Approval of Employment Contract**

*After an extensive search, the Board of Directors will appoint Oswaldo Diaz as the Chief Business Officer and approve his employment contract.*

*Presented by: Kathleen Daugherty*

Item III.G.2: Recommend the Board of Directors:  Approve Chief Business Officer Appointment and Chief Business Officer Contract.	Motion: Second:  Roll Call:
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**3. Approve Updated Organization Structure for Oxford Preparatory Academy**

*The Board will review and take action on an updated Organization Structure for Oxford Preparatory Academy.*

*Presented by: Kathleen Daugherty*

Item III.G.3: Recommend the Board of Directors:  Approve updated Organization Structure for Oxford Preparatory Academy.	Motion: Second:  Roll Call:
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**4. Approve Salary Schedule for Certificated Staff Including Stipend Chart**

*Oxford Staff has worked with the Compensation Committee to create an updated Certificated Salary Schedule and Stipend Chart. The Board will consider for approval with an effective date of July 1, 2018.*

*Presented by: Kathleen Daugherty*

Item III.G.4: Recommend the Board of Directors:  Approve updated Salary Schedule for Certificated Staff including Stipend Chart.	Motion: Second:  Roll Call:
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**5. Approve Contract between Oxford Preparatory Academy and Bertelli Public Affairs**

*The Board will consider entering into a contract with Bertelli Public Affairs, an education public affairs consultancy for short-term communications /publicist services.*

*Presented by: Kathleen Daugherty*

Item III.G.5: Recommend the Board of Directors:  Approve Contract between Oxford Preparatory Academy and Bertelli Public Affairs.	Motion: Second:  Roll Call:
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**6. Approve Contract between Oxford Preparatory Academy and Charter Tech**

*The Board of Directors is committed to safeguarding the organization’s historical data and information technology infrastructure. The Board will consider entering into a short-term contract with Charter Tech for data recovery including communications and infrastructure refinement/security, ensuring safe and compliant information technology services.*

*Presented by: Kathleen Daugherty*

Item III.G.6: Recommend the Board of Directors:  Approve Contract between Oxford Preparatory Academy and Charter Tech.	Motion: Second:  Roll Call:
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**7. Approve Proposal for Before and After School Programs to Replace Oxford Prep’s Champion Village Program on both School Sites**

*The Board will consider three proposals for before and after school child care to replace Oxford’s current Champion Village program. If approved, the new before and after school program will be slated to begin as licensing is completed for both campuses.  
Presented by: Dr. Lisa Hall*

Item III.G.7: Recommend the Board of Directors:  Approve the _____ proposal for before and after school programs to replace Oxford’s current Champion Village program on both school sites.	Motion: Second:  Roll Call:
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**8. Approve New Admission and Enrollment Policy**

*The Board of Directors is committed to safeguarding the schools by ensuring that policies and procedures are updated regularly and shared with Oxford’s stakeholders and authorizers in a timely manner, ensuring transparency. The new Admission and Enrollment Policy is aligned with both charter petitions and has been reviewed by both Advisory Councils and Administration and is brought to the Board for approval.  
Presented by: Kathleen Daugherty*

Item III.G.8: Recommend the Board of Directors:  Approve New Admission and Enrollment Policy.	Motion: Second:  Roll Call:
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**9. Approve Updated Civility Policy**

*The Board of Directors is committed to safeguarding the schools by ensuring that policies and procedures are updated regularly and shared with Oxford’s stakeholders and authorizers in a timely manner, ensuring transparency. The Updated Civility Policy has been reviewed by both Advisory Councils and Administration and is brought to the Board for approval.  
Presented by: Kathleen Daugherty*

Item III.G.9: Recommend the Board of Directors:  Approve Updated Civility Policy.	Motion: Second:  Roll Call:
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**10. Accept Donation of Funds from Pacific Life Foundation under Three Ts of Education Grant**

*The Pacific Life Foundation offers educator grant dollars to schools who have been nominated by a Pacific Life employee with students enrolled in the school. The Three Ts of Education Grant covers Training, Textbooks, and Technology. The Foundation awarded OPA-Saddleback Valley \$3000.00 and OPA-South Orange County \$5,500.00. The Board is asked to accept the donation from the Pacific Life Foundation.  
Presented by: Dr. Lisa Hall*

Item III.G.10: Recommend the Board of Directors:  Accept donation of funds from Pacific Life Foundation under Three Ts of Education Grant.	Motion: Second:  Roll Call:
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**11. Approve Legal Services Agreement**

Item III.G.11: Recommend the Board of Directors:  Approve Legal Services Agreement.	Motion: Second:  Roll Call:
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**IV. ADJOURNMENT**

Recommend the Board of Directors:  Adjourn the Regular Board Meeting for May 1, 2018.	Motion: Second:  Vote:
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The meeting adjourned at \_\_\_\_\_.

**Future Business Before the Board**

1. Budget Adoption
2. SOC Renewal (ongoing)
3. Response to Capo NOV
4. Board Policy Updates (ongoing)
5. Local Control Accountability Plan (Initial Data Review)
6. Salary Study/Salary Schedules (Continued)
7. SOC Chancellor Appointment