



# Oxford Preparatory Academy

## Regular Meeting of the Board of Directors

### March 13, 2018

### MINUTES

**I. PRELIMINARY**

**A. CALL TO ORDER**

*The Regular Meeting of the Board of Directors was held at Oxford Preparatory Academy - South Orange County located at 23000 Via Santa Maria, Mission Viejo, CA 92691. The teleconference took place at Oxford Preparatory Academy – Saddleback Valley located at 22882 Loumont Drive, Lake Forest, CA 92630.*

**1. Roll Call**

| Members                    | Present | Absent |
|----------------------------|---------|--------|
| Sandra Garner, Board 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 a South Orange County student.*

**3. Student Performance**

*The OPA-SOC Cheer Squad performed for the Board of Directors.*

**4. Approval of Agenda**

*Moved (Diaz), second (Haney), motion carried 3-0 to approve the agenda for the Regular Meeting of the Board of Directors for March 13, 2018.*

*The Board took a short recess to wait for the arrival of the final Board Member, Raymond Jackson, to arrive. Mr. Jackson joined the meeting at 5:22 pm and Chair Garner reopened the meeting at 5:23pm.*

**B. ITEMS FOR DISCUSSION/ACTION**

**1. Nominations and Election of Directors to the Board.**

*Motion (Diaz), second (Jackson), motion to nominate Joshua Teeple to the Board of Directors passed 4-0. Motion (Diaz), second (Jackson), motion passed unanimously 4-0 to elect Mr. Teeple to the Board of Directors. Motion (Jackson), second (Diaz), motion passed 4-0 to pass Resolution #2018-002 appointing Joshua Teeple as a member of the Board of Directors.*

**C. PUBLIC ANNOUNCEMENT OF REASON FOR CLOSED SESSION**

*Board Chair, Sandra Garner, announced the reason for Closed Session as:*

- *Conference with Legal Counsel – Potential Litigation (Gov. Code section 54956.9(d)(2)) – 2 matters*
- *Conference with Legal Counsel – Anticipated Litigation (Gov. Code section 54956.9(d)(4)) – 1 matter*
- *Conference with Legal Counsel – Existing Litigation (Gov. Code section 54956.9(d)(1))  
Oxford Preparatory Academy v. Edlighten Learning Solutions*

**1. There were no comments on Closed Session items.**

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

*Ms. Garner closed the Open Session and opened Closed Session at 5:27 pm.*

## III. OPEN SESSION

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

*The Board of Directors reconvened in Open Session at 6:45 pm. The Board was in Closed Session from 5:27 pm to 6:45 pm. Board Chair Garner shared that the Board had voted unanimously to approve a Special Education settlement.*

### B. PRESENTATIONS

1. South Orange County Site Update  
*Denise Pascoe, Chancellor, and Nic Sessions, Dean, shared a video which included Cum Laude, Valentine's Day, and the 100<sup>th</sup> Day of School activities.*
2. What Does the Charter Say?  
*Denise Pascoe, Chancellor, and Nic Sessions, Dean, reviewed Element 1:J "How Learning Best Occurs"*
3. Advisory Council Update – South Orange County  
*Hadley Fukuda shared that the Advisory Council is currently working on scheduling a joint Advisory Council meeting with the Saddleback Valley campus Advisory Council.*
4. Advisory Council Update – Saddleback Valley  
*Ms. Lohoff shared that all teachers are receiving Mimeo Whiteboards for their classroom. She also shared they are interested in working on safety issues and looking forward to the joint Advisory Council meeting.*
5. Honour Society Update – South Orange County  
*The SOC Honour Society has been working on Staff Appreciation Week, the Golf Tournament and the Ball Drop that is taking place on campus. They also have Brandi Matthews working with the SOC Renewal Committee.*
6. Honour Society Update – Saddleback Valley  
*The SV Honour Society has been working on their jog-a-thon, which raised over \$35,000, scheduling their all school science night, the annual Gala on April 5<sup>th</sup>, beach clean-up on May 5<sup>th</sup>, and their partnership with Helping Hands.*

### C. COMMUNICATIONS

1. Comments from the Board of Directors  
*Josh Teeple shared his gratitude to the Board and to Kathi Daugherty for bringing him up to speed. He also thanked Ms. Trichet and the parents for their support. Joseph Haney thanked Ms. Trichet and all of the great Board candidates and encouraged them to stay involved. He also thanked the SOC stakeholders for their reaction to the NOV. Mr. Haney thanked Josh Teeple for stepping up to be on the Board. Albert Diaz echoed the comments regarding the great candidates and welcomed Josh Teeple to the Board. Mr. Haney also thanked Kathi Daugherty for everything she is doing for OPA. Raymond Jackson recognized the Nominating Committee. He thanked Ms. Garner for doing what she said she would do. Mr. Jackson shared that Ms. Daugherty is unifying the Board and helping them speak with one voice. Finally, he told Mr. Teeple that he was excited to have him on the Board. Sandra Garner gave a shout out to the student Spirit Squad and told them they did a great job.*
2. *Kathleen Daugherty, Interim Executive Director, stated that OPA has a wonderful team and everyone is working very hard. She stated that everyone is going to keep moving forward with one voice, past any bumps in the road. Ms. Daugherty stated the Advisory*

*Council and Honour Societies are doing a great job. She shared that we have nowhere to go but up.*

*Lisa Hall, Interim Managing Director, shared that she participated in International Day at both campuses. She shared her gratitude to the Site Administrators and parents.*

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

*Heidi Crowley, Capistrano Unified School District, spoke regarding a Notice of Violation that was sent to Oxford and will be brought to the Capo School Board at their next meeting.*

*Kathleen Daugherty, Interim Executive Director, thanked Ms. Crowley for sharing the letter and stated that OPA is committed to continue working collaboratively with Capistrano USD to resolve outstanding issues.*

**E. ITEMS FOR INFORMATION**

1. January Financial Update

*Andy Stern, Charter Impact, shared a financial update through January 2018 with the Board Members. The Board asked if there was possible to get a more detailed breakdown of expenditures over the last six months.*

2. Renewal Committee Update

*Kathleen Daugherty shared that the Renewal Committee has been meeting and they have assigned out sections of the Charter for team members to work on. They also reviewed the renewal criteria.*

3. Certificated Compensation Committee Update

*Kathleen Daugherty shared that Certificated Compensation Committee has been meeting and they hope to have a salary schedule for certificated employees by the May 1, 2018 meeting.*

4. Governance Committee Update

*Mr. Haney stated there was no update.*

5. Finance/Audit Committee Update

*Mr. Jackson stated there was no update.*

**F. ITEMS SCHEDULED FOR CONSENT**

*Motion (Diaz), second (Haney), motion carried 5-0 to approve Consent Calendar as presented.*

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 2018-19 and 2019-20 School Years*
4. *Personnel Report*

**G. ITEMS FOR DISCUSSION/ACTION**

1. Board Governance Workshop

*Motion (Diaz), second (Teeples), motion carried 5-0 to schedule April 4, 2018 from 2p – 6p for the Board Governance Workshop. The Board will also meet with Leadership Associates on April 4, 2018 at 7:00 pm to review Executive Director Candidate resumes.*

2. Approve Visitors and Outsiders Policy

*This item was pulled by Kathleen Daugherty.*

3. Approve Volunteer Policy

*This item was pulled by Kathleen Daugherty.*

4. Approve Extension to Agreement with Momni Café, LLC for Consulting Services


*Motion (Jackson), second (Haney), motion carried 5-0 to approve extension to agreement with Momni Café, LLC for consulting services.*

5. Approval of 2017-18 Second Interim Financial Report for Oxford Preparatory Academy – South Orange County  
*Motion (Diaz), second (Teeple), motion carried 5-0 to approve the 2017-18 Second Interim Financial Report for Oxford Preparatory Academy – South Orange County.*
  
6. Approval of 2017-18 Second Interim Financial Report for Oxford Preparatory Academy – South Orange County  
*Motion (Diaz), second (Teeple), motion carried 5-0 to approve the 2017-18 Second Interim Financial Report for Oxford Preparatory Academy – South Orange County.*
  
7. Approval of California STRS Audit Payment  
*Motion (Diaz), second (Haney), motion carried 5-0 to approve California STRS Audit payment. The Board asked Dr. Hall to bring back the employee payment portions of the audit findings to the May 1, 2018 meeting.*
  
8. Approve Revision to Auditor Contract with Christy White  
*Motion (Jackson), second (Haney), motion carried 5-0 to approve revision to Auditor contract with Christy White Associates.*

**IV. ADJOURNMENT**

*Motion (Diaz), second (Haney), motion carried 5-0 to adjourn the Regular Meeting of the Board of Directors. Sandra Garner, Board Chair, closed the Regular Meeting of the Board of Directors for March 13, 2018 at 8:07 pm.*

  
Board Chairman

  
Board Secretary