



OXFORD PREPARATORY ACADEMY REGULAR MEETING OF THE BOARD OF DIRECTORS

June 18, 2018

2:00 pm Closed Session

3:30 pm Open Session

Meeting Location:

Oxford Preparatory Academy – Saddleback Valley Campus
22882 Loumont Dr., Lake Forest, CA 92630

Teleconference Location:

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

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

2. Pledge of Allegiance

3. Approval of Agenda for Regular Board Meeting for June 18, 2018

Item I.A.3 - Recommend the Board of Directors: Approve Agenda for Regular Board Meeting for June 18, 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 – Anticipated Litigation (Gov. Code 54956.9(d)(2))
2 matters

C. Public Employment:

Position(s): Chancellor, Dean

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. Update regarding CAL STRS audit

C. COMMUNICATIONS

- 1. Comments from the Board of Directors
- 2. Comments from the Interim Executive Director
Including but not limited to: 8th Grade Promotion Activities; CUSD Board Meeting agenda for June 20, 2018 including updates submitted for the NOV; SOC Renewal.

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 SCHEDULED FOR CONSENT

- 1. Minutes from Regular Board Meeting 05/24/18 and Special Meeting 05/24/18.
- 2. Warrant Reports May 2018
- 3. Personnel Report

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

1. Approve Theodora Oringher Legal Services Invoice

The Board is required to approve any expenditures that exceed \$15,000. The invoice from Theodora Oringher for legal services performed in March 2018 in the amount of \$29,618.46, is brought to the Board for consideration.

Item III.F.1: Recommend the Board of Directors: Approve Theodora Oringher Legal Services Invoice.	Motion: Second: Roll Call:
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2. Approve Momni Cafe Invoices

The Board is required to approve any expenditures that exceed \$15,000. These invoices from Momni Cafe for services performed in April and May of 2018 in the amount of \$50,955.06 are brought to the Board for consideration.

Item III.F.2a: April Interim Executive Director/Board training and personnel services in the amount of \$23,900.45	Motion: Second:
Item III.F.2b: May Executive Director, personnel and document retrieval in the amount of \$27,054.61	Roll Call:

3. Approve Classified/Confidential and Administrative Salary Schedule

Oxford Staff has done comparisons with surrounding districts to create a salary schedule for classified, confidential and administrative staff which aligns closely with Irvine Unified School District for similar positions, as was used for the Certificated salary, and puts all salaries within the top 25% of other districts and includes annual step increases. The Board will consider for approval with an effective date of July 1, 2018.

Presented by: Kathleen Daugherty

Item III.F.3: Recommend the Board of Directors: Approve new Classified and Administrative Salary Schedule.	Motion: Second: Roll Call:
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4. Approve Job Description and corresponding placement on the salary schedule for the following positions:

Momni Café has done a personnel analysis as requested by the Board, and has updated or created job descriptions to correspond to the adopted organizational chart which include job responsibilities, duties, requirements, work year, and placement on the appropriate salary schedule. The Board will consider the approval of each of the job descriptions listed below and the corresponding placement on the appropriate salary schedule.

Presented by: Kathleen Daugherty

Item III.F.4: Recommend the Board of Directors: Approve Job Description and corresponding placement on the salary schedule for the positions listed below.	Motion: Second: Roll Call:
Item F 4.a: Director of Technology Item F 4.b: Director of Instruction and Student Support Services Item F 4.c: Executive Administrative Assistant Item F 4.d: Coordinator of Public Relations and Communications Item F 4.e: Student Information Services and Database Technician Item F 4.f: Technology Technician Item F 4.g: Human Resources Manager Item F 4.h: Administrative Assistant Item F 4.i: Administrative Clerks Item F 4.j: Facilities Manager	Motion: Second: Roll Call:

5. Approve Resolution # 2017-08 and #2017-09 EPA Expenditure Plans for 2018-2019

The Board is required annually to approve the use of Education Protection Act (EPA) funds in the form of a resolution. Resolution # 2017-08 and #2017-09 EPA Expenditure Plans for 2018-19 identifies the use of these funds. The Board will be asked to approve Resolution # 2017-08 and #2017-09 identifying the use for EPA funds for the 2018-19 year.

Presented by: Oswaldo Diaz

Item III.F.5: Recommend the Board of Directors: Approve EPA Expenditure Plans for 2018-2019	Motion: Second:
	Roll Call:

6. PUBLIC HEARING TO TAKE INPUT ON THE LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP)

The Board will conduct a Public Hearing for the purpose of receiving input, recommendations and suggestions regarding the drafts of Local Control Accountability Plan (LCAP) for each school for 2018-19, that are being developed in conjunction with the Local Control Funding Formula (LCFF) and the new LCFF Rubric. Stakeholder groups of both schools have worked throughout the school year to develop priorities, which have been incorporated into the LCAP for consideration.

Item III.F.6: Recommend the Board of Directors:	Motion: Second:
No Action/ Public Hearing and Discussion only - LCAP Draft for 2018-2019.	Roll Call:

7. PUBLIC HEARING TO TAKE INPUT ON THE PROPOSED 2018-19 BUDGET FOR EACH SCHOOL INCLUDING MULTI-YEAR PROJECTIONS. The Board will conduct a Public Hearing for the purpose of receiving input, recommendations and suggestions regarding the drafts of proposed budgets for each school.

Item III.F.8: Recommend the Board of Directors:	Motion: Second:
No Action/ Public Hearing and Discussion Only for 2018-2019.	Roll Call:

IV. ADJOURNMENT

Recommend the Board of Directors:	Motion: Second:
Adjourn the Regular Board Meeting for June 18, 2018.	Vote:

The meeting adjourned at _____.

Future Business Before the Board

1. 2018-2019 Budget Adoption
2. Local Control Accountability Plan (LCAP) approval
3. SOC Renewal
4. Board Policy Updates (ongoing)
5. Update Job Descriptions
6. Governance Handbook
7. Potential Revocation