



OXFORD PREPARATORY ACADEMY

REGULAR MEETING OF THE BOARD OF DIRECTORS

June 28, 2018

6:00 pm Open Session

6:10 pm Closed Session

7:10 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 28, 2018

Item I.A.3 - Recommend the Board of Directors: Approve Agenda for Regular Board Meeting for June 28, 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. COMMUNICATIONS**

1. Comments from the Board of Directors

2. Comments from the Interim Executive Director

Including but not limited to: Chino Furniture Storage, Chino Closure Outstanding Bills, Update on Corona Office Move, Update on Yorba Linda Storage Move

C. 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.

D. ITEMS SCHEDULED FOR CONSENT

1. Minutes from Regular Board Meeting 06/18/18 and 06/26/18

2. Warrant Report May 2018

3. Personnel Report

Item III.D.1-3: Recommend the Board of Directors: Approve Items Scheduled for Consent.	Motion: Second: Roll Call:
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E. PRESENTATIONS

1. Financial Update for May 2018

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 Connor, Fletcher & Hedenkamp LLP Legal Services Invoice

The Board is required to approve any expenditures that exceed \$15,000. The invoice from Connor, Fletcher & Hedenkamp LLP for legal services performed in May 2018 in the amount of \$30,940.14, is brought to the Board for consideration.

Item III.F.2: Recommend the Board of Directors: Approve Connor Fletcher & Hedenkamp LLP Legal Services Invoice.	Motion: Second: Roll Call:
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3. Approve Connor, Fletcher & Hedenkamp LLP Legal Services Invoice

The Board is required to approve any expenditures that exceed \$15,000. The invoice from Connor, Fletcher & Hedenkamp LLP for legal services performed in May 2018 in the amount of \$23,097.46, is brought to the Board for consideration.

Item III.F.3: Recommend the Board of Directors: Approve Connor Fletcher & Hedenkamp LLP Legal Services Invoice.	Motion: Second: Roll Call:
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4. Approve Young, Minney & Corr, LLP Legal Services Invoice

The Board is required to approve any expenditures that exceed \$15,000. The invoice from Young, Minney & Corr, LLP for legal services performed in March 2018 in the amount of \$18,870.06, is brought to the Board for consideration.

Item III.F.4: Recommend the Board of Directors: Approve Young, Minney & Corr, LLP Legal Services Invoice.	Motion: Second: Roll Call:
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5. 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.5: Recommend the Board of Directors: Approve new Classified and Administrative Salary Schedule.	Motion: Second: Roll Call:
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6. 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.6: 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 6.a: Director of Technology Item F 6.b: Director of Instruction and Student Support Services Item F 6.c: Executive Administrative Assistant Item F 6.d: Coordinator of Public Relations and Communications Item F 6.e: Student Information Services and Database Technician Item F 6.f: Technology Technician Item F 6.g: Human Resources Manager Item F 6.h: Administrative Assistant Item F 6.i: Administrative Clerks Item F 6.j: Facilities Manager	

7. Approve Local Control Accountability Plan (LCAP) for Oxford Preparatory Academy-Saddleback Valley

As part of the Local Control Funding Formula (LCFF), school districts, county offices of education, and charter schools are required to develop, adopt, and annually update a three-year Local Control and Accountability Plan (LCAP), beginning on July 1, 2014. The LCAP is required to identify goals and measure progress for unduplicated student subgroups across multiple performance indicators.

Item III.F.7: Recommend the Board of Directors:	Motion: Second:
Approve the Local Control Accountability Plan (LCAP) for Oxford Preparatory Academy-Saddleback Valley	Roll Call:

8. Approve 2018-2019 July 1 (“Final”) Budget for Oxford Preparatory Academy – Saddleback Valley

Oxford Preparatory Academy is required to adopt the final budget for the upcoming fiscal year by July 1 of each year, including a projection of the upcoming year and subsequent two fiscal years, demonstrating fiscal solvency throughout. *Presented by: Oswaldo Diaz*

Item III.F.8: Recommend the Board of Directors:	Motion: Second:
Recommend the Board of Directors: Approve the 2018-2019 July 1 (“Final”) Budget for Oxford Preparatory Academy-Saddleback Valley.	Roll Call:

9. Approve Local Control Accountability Plan (LCAP) for Oxford Preparatory Academy-South Orange County

As part of the Local Control Funding Formula (LCFF), school districts, county offices of education, and charter schools are required to develop, adopt, and annually update a three-year Local Control and Accountability Plan (LCAP), beginning on July 1, 2014. The LCAP is required to identify goals and measure progress for unduplicated student subgroups across multiple performance indicators.

Item III.F.9: Recommend the Board of Directors:	Motion: Second:
Approve the Local Control Accountability Plan (LCAP) for Oxford Preparatory Academy-South Orange County	Roll Call:

10. Approve 2018-2019 July 1 (“Final”) Budget for Oxford Preparatory Academy – South Orange County

Oxford Preparatory Academy is required to adopt the final budget for the upcoming fiscal year by July 1 of each year, including a projection of the upcoming year and subsequent two fiscal years, demonstrating fiscal solvency throughout. *Presented by: Oswaldo Diaz*

Item III.F.10: Recommend the Board of Directors: Recommend the Board of Directors: Approve the 2018-2019 July 1 ("Final") Budget for Oxford Preparatory Academy-South Orange County.	Motion: Second: Roll Call:
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11. Approve 2018-2019 Board of Directors Meeting Calendar

The Board is required to approve an annual calendar with designated meeting and workshop dates. The Board is asked to approve the annual Board calendar with regular meeting dates, known workshop dates and other known special events.

Item III.F.11: Recommend the Board of Directors: Approve the 2018-2019 Board of Directors Meeting Calendar.	Motion: Second: Roll Call:
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12. Approve Extension of Momni Café LLC Contract for Consulting Services

The Board is being asked to approve an extension to the contract with Momni Café. LLC beginning July 1, 2018 through August 31, 2018. *Presented by: Kathleen Daugherty*

Item III.F.12: Recommend the Board of Directors: Approve the extension of the contract between Oxford Preparatory Academy and Momni Café LLC for consulting services.	Motion: Second: Roll Call:
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13. Approve Extension of Charter Tech Contract for Services

The Board is being asked to approve an extension to the contract with Charter Tech for data recovery including communications and infrastructure refinement/security, ensuring safe and compliant information technology services beginning July 1, 2018 through August 31, 2018. *Presented by: Kathleen Daugherty*

Item III.F.13: Recommend the Board of Directors: Approve the extension of the Contract between Oxford Preparatory Academy and Charter Tech for IT services.	Motion: Second: Roll Call:
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14. Approve Extension of Chris Bertelli Public Affairs Contract for Services

The Board is being asked to approve an extension to the contract with Bertelli Public Affairs, an education public affairs consultancy for communications /publicist services beginning July 1, 2018 through December 31, 2018. *Presented by: Kathleen Daugherty*

Item III.F.14: Recommend the Board of Directors: Approve the extension of the Contract between Oxford Preparatory Academy and Bertelli Public Affairs.	Motion: Second: Roll Call:
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15. 2018-2019 Staffing Recommendations

The Board is being asked to review and discuss 2018-2019 Staffing Recommendations.
Presented by: Kathleen Daugherty

16. Board of Directors' Agreements

The Board is being asked to discuss Board Governance Agreements.
Presented by: Kathleen Daugherty

17. Annual Board Organization and Selection of Officers

Per section 15 of the 8th Amended Bylaws the Board of Directors, "shall meet annually for the purpose of organization, appointment of officers, and the transaction of such other business as may properly be brought before the meeting. This meeting shall be held at a time, date, and place as noticed by the Board of Directors in accordance with the Brown Act."

A. Election of Officers

- 1) Election of the Board Chair

Be it resolved that the Board of Directors elects _____
 to serve as Board Chair.

- 2) Election of the Board Vice-Chair

Be it resolved that the Board of Directors elects _____
 to serve as Board Vice-Chair Chair.

- 3) Election of the Board Secretary

Be it resolved that the Board of Directors elects _____
 to serve as Board Secretary.

IV. ADJOURNMENT

Recommend the Board of Directors: Adjourn the Regular Board Meeting for June 28, 2018.	Motion: Second: Vote:
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The meeting adjourned at _____.

Future Business before the Board

- 1. Appoint Executive Director and SOC Chancellor
- 2. SOC Renewal
- 2. Board Policy Updates (ongoing)
- 3. Governance Handbook
- 4. Potential Revocation