



# Oxford Preparatory Academy

## Regular Meeting of the Board of Directors

### May 24, 2018

### MINUTES

#### I. PRELIMINARY

##### A. CALL TO ORDER

*The Regular Meeting of the Board of Directors was called to order at 4:17 pm. It 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
Joseph Haney, Chairman	x	
Raymond Jackson, Vice-Chair	x	
Priscilla Trichet, Secretary	x	
Joshua Teeple, Treasurer	x	
Mary Campos, Member	x	

##### 2. Pledge of Allegiance

*The Pledge of Allegiance was led by Joseph Haney.*

##### 3. Student Performance

*Dean Boucher shared a video from the recent Kinder Circus.*

##### 4. Approval of Agenda

*Moved (Teeple), second (Trichet), motion carried 5-0 to approve the agenda for the Regular Meeting of the Board of Directors for May 24, 2018.*

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

*Board Chairman, Joseph Haney, announced the reason for Closed Session as:*

- Conference with Legal Counsel - Anticipated Litigation (Gov. Code 54956.9(d)(4))
- 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
- Conference with Legal Counsel – Anticipated Litigation (Gov. Code 54956.9(d)(2))  
2 matters
- Discipline, Dismissal, Release (Gov. Code 54957)
- Public Employment (Gov. Code 54957)  
Position: Chancellor

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

#### II. CLOSED SESSION

*Mr. Haney announced the Board would enter Closed Session at 4:20 pm.*

### III. OPEN SESSION

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

*Chairman Haney reconvened Open Session at 7:23 pm. The Board was in Closed Session from 4:20 pm to 7:23 pm. Chairman Haney shared the action taken by the Board in Closed Session.*

1. *The Board voted 5-0 to authorize current legal counsel to pursue legal remedies against former legal representatives.*
2. *The Board voted to approve removal of the following positions: Interim Managing Director, Coordinator of Attendance (taking the position to a .2 FTE) Coordinator of Administrative Services, (1) computer tech position.*
3. *Mr. Haney announced that the Board was taking no action on the Chancellor position at this time.*

*The Board voted 5-0 to change the order of the action agenda items to 1,2,3,6,4,5.*

#### B. PRESENTATIONS, REPORTS, AND CORRESPONDENCE

1. Site Updates
  - a. *Mr. Bridges shared the Site Update for Saddleback Valley which included a Mad Science Night, Fieldtrips, Annual Late Over, Tae Kwon Do board breaking ceremony, and Shakespeare unplugged.*
  - b. *Mrs. Boucher shared the Site Update for South Orange County which included Muffins with Mom, Parent Appreciation Night, Annual Late Over, and the 8<sup>th</sup> graders leaving for Washington DC next week. The ASB Students spoke to the Board sharing about their positions and their leadership roles on the campus.*
2. Advisory Council Updates
  - a. *Saddleback Valley shared that they had been reviewing the policies to be brought before the Board as well as other school related items.*
  - b. *South Orange County shared that elections were taking place for openings on the Advisory Council and that the results would be announced before the next Board Meeting.*
3. Honour Society Updates
  - a. *Nicole Anaya shared Honour Society updates for Saddleback Valley that included the Great Late Over, Splash Bath and dunk tank.*
  - b. *Caren Leeds shared Honour Society updates for South Orange County that included their successful golf tournament and VAPA night.*
4. CDE Special Education Division Letter of Approval  
*Dr. Lisa Hall shared the Special Education Division Letter of Approval and reviewed the improvement plan that OPA had provided them.*
5. CALSTRS Audit Update  
*Kathleen Daugherty shared the audit updates with the Board, including timelines for the project to be finalized.*

#### C. COMMUNICATIONS

1. Comments from the Board of Directors  
*Mary Campos – No comments.*  
*Priscilla Trichet – No comments.*  
*Raymond Jackson stated the ASB kids were amazing and everyone is awesome. He also shared that the Board of Directors meets year round.*

*Joshua Teeple – No comments.*

*Joseph Haney - No comments.*

2. Comments from the Interim Executive Director  
*Kathleen Daugherty, Interim Executive Director, shared the recent LCAP survey results, including a request from stakeholders to see a STEM component added to curriculum as well as Drama. She also reminded everyone about the Meet and Greet with the new Executive Director, Joshua Arnold, on May 30<sup>th</sup>, 2018.*

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

*Jackie Ernst, Staff and Former OPA Parent shared an audio recording stating how proud she was of OPA and the hard work that is being don't to make OPA great again.*

*Naz Noudjoui, parent, read a statement from staff member Megan Mahlsteat, regarding her concerns about the newly approved salary schedule.*

*Naz Noudjoui, parent, spoke regarding the value of the Oxford Prep teachers.*

**E. ITEMS FOR INFORMATION**

1. Gilbert Associates January and February Review  
*Dr. Lisa Hall shared there were no significant findings.*
2. Salary Study Update  
*Kathleen Daugherty shared comps from other districts for classified staff and stated she would be starting a committee to create a salary schedule soon.*
3. April 2018 Financial Update  
*Chris Williams from Charter Impact reviewed the financial update for April with the Board. He stated the cash levels are good and the schools are financially healthy.*
4. Compensation Study for Chancellor  
*Kathleen Daugherty shared the compensation study done for the Chancellor position.*

**F. ITEMS FOR CONSENT**

*Moved (Teeple), Second (Jackson), Motion carried 5-0 to approve the Items for Consent.*

1. Minutes from Regular Board Meeting 5/1/18 and 5/8/18
2. Warrant Reports April 2018
3. Personnel Report
4. Addition of Oswaldo Diaz as Checking Account Signer
5. Addition of Kathleen Daugherty as Employment Contract Signer

**G. ITEMS FOR DISCUSSION/INFORMATION/ACTION**

1. Adoption of Revised Fiscal Recovery Plan  
*Motion (Teeple), second (Campos), motion carried 5-0 to approve the adoption of the revised Fiscal Recovery Plan.*
2. Approve Updated Fiscal Policy and Procedures Manual and FCMAT Charter School Best Practices Fiscal Procedures  
*Motion (Jackson), second (Campos), motion carried 5-0 to approve the Updated Fiscal Policy and Procedures Manual and FCMAT Charter School Best Practices Fiscal Procedures.*
3. Approve YM&C Legal Services Invoice  
*Motion (Teeple), second (Campos), motion carried 5-0 to approve the YM&C Legal Services Invoice.*

*Mary Campos left the meeting at 10:18 pm.*

4. Review of Back Office Provider Proposals for Fiscal Year 2018-2019  
*The Board listened to presentations from three Back Office providers and asked questions of the presenters.  
Motion (Jackson), Second (Teepie), Motion carried 4-0 to approve Ex Ed as Oxford's back office provider for the 2018-2019 fiscal year.*
5. Approve Updated School Visitor Policy  
*Tabled by Chairman Haney.*
6. Approve New Volunteer Policy  
*Tabled by Chairman Haney.*
7. Approve Resolution 2018-007 Approving Chancellor Compensation Review  
*Motion (Jackson), Second (Teepie), motion carried 4-0 to approve the Chancellor Compensation Review.*
8. Approve Appointment and Employment Contract for Chancellor of SOC  
*Tabled by Chairman Haney.*
9. Introduction of Social Media Policy  
*Kathleen Daugherty reviewed a potential policy regarding social media and asked the Board to review it and provide feedback.*
10. Enrollment and Participation on Charter Nation  
*Motion (Jackson), Second (Trichet), Motion carried with 3 yes votes, 0 no votes, and 1 abstention to approve the enrollment and participation in Charter Nation and approve including the Federal Educational Rights and Privacy Act (FERPA) in the Annual Parent Notifications.*
11. Governance Handbook/Agreements  
*Kathleen Daugherty asked the Board to review the Governance documents provided and provide feedback.*

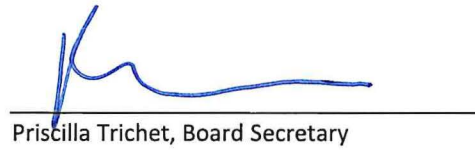
#### **IV. ADJOURNMENT**

*Motion (Teepie), second (Trichet), motion carried 4-0 to adjourn the Regular Meeting of the Board of Directors.*

*Joseph Haney, Chairman, closed the Regular Meeting of the Board of Directors for May 24, 2018 at 10:32 pm.*



Joseph Haney, Board Chairman



Priscilla Trichet, Board Secretary

