



# Oxford Preparatory Academy

## Regular Meeting of the Board of Directors

### May 8, 2018

### MINUTES

#### I. PRELIMINARY

##### A. CALL TO ORDER

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

##### 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 Raymond Jackson.*

##### 3. Approval of Agenda

*Kathleen Daugherty, Interim Executive Director, requested the Board Chairman pull the Civility Policy from the agenda. Moved (Jackson), second (Campos), motion carried 4-0 to approve an amended agenda for the Regular Meeting of the Board of Directors for May 8, 2018.*

#### II. OPEN SESSION

##### A. COMMUNICATIONS

##### 1. Comments from the Board of Directors

*Mary Campos – No comments.*

*Priscilla Trichet – No comments.*

*Raymond Jackson shared his affection for his fellow Board members.*

*Joseph Haney directed staff to develop a Communication Committee to work with Bertelli Public Affairs regarding crafting the messages OPA wants to share with the community. Mr. Haney recommended Ms. Campos as a Board liaison.*

##### 2. *Kathleen Daugherty, Interim Executive Director, shared that the Board Meeting videos created when OPA livestreams will now be posted on the website for viewing.*

##### B. CONSENT

*There were no items for this category.*

##### C. COMMENTS FROM THE AUDIENCE ON ITEMS NOT ON THE AGENDA

*There were no comments from the audience.*

##### D. ITEMS FOR DISCUSSION/INFORMATION/ACTION

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1. Approve contract between Oxford Preparatory Academy and Think Together to provide before and after school child care program  
*Dr. Hall shared that the indemnification portion of the contract had been reviewed and it was benign. She also updated the Board noting that staff children could utilize the Think Together program free of charge.*  
*Motion (Jackson), second (Trichet), motion carried 4-0 to approve the contract with Think Together as presented.*  
  
*Motion (Jackson), Second (Campos), motion carried 4-0 to rescind the approval of this contract due to it not having gone through a legal review prior to being brought to the Board for approval.*  
  
*Motion (Jackson), Second (Campos), motion carried 4-0 to approve the contract with Think Together for before and after school child care conditionally, as it would need to be approved by OPA legal representation prior to being signed.*
2. Approve New Admission and Enrollment Policy  
*Motion (Trichet), second (Campos), motion carried 4-0 to approve an amended New Admission Policy by striking the two references that indicate the Independent Study (IS) program is only at SOC.*
3. Approve Updated Civility Policy  
*Tabled by Kathleen Daugherty.*
4. Approve Reimbursement of unused Educator Effectiveness Grant Funds  
*Ms. Trichet asked if Mr. Diaz could train staff on financial protocols. Ms. Campos asked if an overview of grant money utilization could be part of a monthly report the Board receives. Ms. Campos and Mr. Jackson asked if a mechanism could be put into place to ensure grant monies were spent appropriately in the future, insuring that monies would never need to be refunded again.*  
*Motion (Trichet), second (Campos), motion carried 4-0 to approve the reimbursement of unused Educator Effectiveness Grant Funds in the amount of \$38,423.46 for the Chino Valley campus.*
5. Adoption of Fiscal Policies and Procedures Manual to be effective July 1, 2018.  
*The Board reviewed updates and asked clarifying questions but no action was taken at this time.*
6. Adoption of Fiscal Recovery Plan  
*The Board reviewed updates and asked clarifying questions but no action was taken at this time.*
7. Approve Resolution 2018-005 Executive Director Compensation Review  
*Motion (Jackson), Second (Campos), motion carried 4-0 to approve the Executive Director Compensation Review.*
8. Approve Resolution 2018-006 Chief Business Officer Compensation Review  
*Motion (Jackson), Second (Campos), motion carried 4-0 to approve the Chief Business Officer Compensation Review.*
9. Adoption of Policy on Creation and Transfers of Funds to Related Entities  
*Motion (Jackson, Second (Trichet), motion carried 4-0 to approve the Creation and Transfers of Funds to Related Entities Policy as presented.*
10. Upcoming Important Dates  
*Kathleen Daugherty shared Oxford Prep's response to the Notice of Violation from Capistrano USD was due to them by May 14<sup>th</sup>. She also reminded everyone that the next Regular Board Meeting would be taking place on May 24, 2018 at the South Orange County campus.*

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

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

- *Conference with Legal Counsel – Potential Litigation (Gov. Code section 54956.9(d)(4)) – 1 matter*

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

**III. CLOSED SESSION**

*Board Chairman Haney announced that the Board would go into Closed Session at 5:27 pm.*

**IV. OPEN SESSION**

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

*Chairman Haney reconvened Open Session at 6:10 pm. The Board was in Closed Session from 5:27 pm to 6:10 pm. Chairman Haney shared one item that the Board took action on in Closed Session.*

1. *The Board voted 4-0 to waive attorney-client privilege of one email for use in the response to the Notice of Violation.*

**V. ADJOURNMENT**

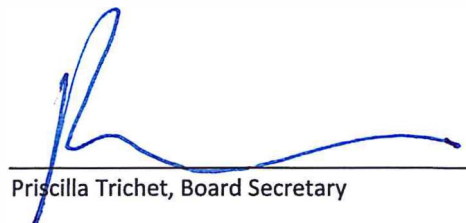
*Motion (Jackson), second (Campos), motion carried 4-0 to adjourn the Regular Meeting of the Board of Directors.*

*Joseph Haney, Chairman, closed the Regular Meeting of the Board of Directors for May 8, 2018 at 6:11 pm.*



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Joseph Haney, Board Chairman



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Priscilla Trichet, Board Secretary