



# Oxford Preparatory Academy

## Regular Meeting of the Board of Directors

### June 18, 2018

### MINUTES

#### I. PRELIMINARY

##### A. CALL TO ORDER

*The Regular Meeting of the Board of Directors was called to order at 2:08 pm. It 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

*Joseph Haney led the Pledge of Allegiance.*

##### 3. Approval of Agenda

*Moved (Teeple), second (Campos), motion carried 5-0 to approve the agenda for the Regular Meeting of the Board of Directors for June 18, 2018.*

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

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

- 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))- two matters*
- C. Public Employment: Position(s): Chancellor, Dean*

*There were no comments on Closed Session items.*

#### II. CLOSED SESSION

*Mr. Haney announced the Board would enter Closed Session at 2:10 pm*

#### III. OPEN SESSION

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

*The Board of Directors reconvened in Open Session at 4:07 pm with nothing to report out. The Board was in Closed Session from 2:10 pm to 4:07 pm. Chairman Haney stated the Board would be returning into close session later. Mr. Haney spoke in favor of removing item E.2 from the agenda and to table item F.4. Motion (Jackson), second (Campos). Motion passes 5-0.*

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

##### 1. Site Updates

- a. Mr. Bridges shared the Site Update for Saddleback Valley which included: 8th Grade vs. Staff Softball Game; Open House and Art Showcase; Bowling with Professors; 8th Grade Promotion; End of the Year Staff Meeting; Delivery of "Thank You" notes to the neighbors on the last day of school.
- b. Mr. Sessions shared the Site Update for South Orange County which included: 8th Grade vs. Staff Softball Game; 8th Grade Only Dance; Staff BBQ; Staff Town Hall; 8th Grade Promotion.

2. Update regarding CAL STRS audit

*Kathleen Daugherty shared the CAL STRS audit updates with the Board.*

**C. COMMUNICATIONS**

1. Comments from the Board of Directors

**Raymond Jackson** – No comments.

**Mary Campos** – No comments.

**Joshua Teeple** – No comments.

**Priscilla Trichet** – No comments.

**Joseph Haney** – No comments.

2. Comments from the Interim Executive Director

*Kathleen Daugherty, Interim Executive Director, congratulated everyone on a great 8<sup>th</sup> Grade on both sites.*

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

*Nic Sessions, OPA-SOC Dean, thanked OPA staff members, Board of Directors and Administration and announced his resignation.*

**E. ITEMS SCHEDULED FOR CONSENT**

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

1. Minutes from Regular Board Meeting 05/24/18 and Special Board Meeting 5/24/18
2. Personnel Report

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

1. Approve Theodora Oringher Legal Services Invoice

*Motion (Jackson), second (Campos) to tabled the item until after the closed session. Motion carried 5-0.*

2. Approve Momni Cafe Invoices

*Motion (Jackson), second (Campos) to tabled the item until after the closed session. Motion carried 5-0.*

3. Approve Classified/Confidential and Administrative Salary Schedule

*From the audience there were two speakers on the agenda item III.F.3:*

*Mrs. Boucher, OPA-SOC Dean, spoke on a behalf of OPA's classified staff members expressing their concern regarding:*

- *Lack of communication and lack of knowledge of any salary pay cuts that might take place;*
- *Overall impact of the moral and how it could potentially divide classified and certificated staff;*
- *Lack of transparency before new salary schedule was available to general public;*
- *Lack of committee or input from staff members;*

*As a possible solution, Mrs. Boucher proposed to freeze classified staff salary at were it is now and cut back on numbers of workdays. Mrs. Boucher encouraged the board to revisit or not to take action on this item.*

*Mr. Sessions, OPA-SOC Dean, also spoke on a behalf of OPA's staff members expressing concern regarding Salary Schedule and lack of communication between staff members during the process.*

*Mrs. Daugherty presented new Classified/Confidential and Administrative Salary Schedule.*

*During discussion time, office personnel workload was reviewed. As a result, board requested to see a chart analysis of proposed reductions and "before" and "after" summary comparison to understand the full impact of proposed Salary Schedule.*

*Motion (Jackson), second (Teeple). Mr Haney made a comment Motion did not pass 2-2-1.*

4. Approve Job Description and corresponding placement on the salary schedule for the following positions - *item tabled during closed session.*

5. Approve Resolution # 2017-08 EPA Expenditure Plan for 2018-2019

*Moved (Teeple), Second (Campos), Motion carried 5-0 to approve the Resolution # 2017-08 EPA Expenditure Plan for 2018-2019.*

*Chairman Haney closed regular board meeting at 4:53 pm to open public hearing at 4:53 pm*

6. Public Hearing to take input on the Local Control Accountability Plan (LCAP)

Dr. Hall and Mrs. Daugherty presented Initial Draft of LCAP for each school site. During discussion time, Board asked to update LCAP goals with more specific measures. It was proposed to include a section for students from military families.

*There was no comment from the public.*

*Chairman Haney closed Public Hearing to take input on Local Accountability Plan at 5:05 pm and opened following public hearing on next agenda item at 5:05 pm*

7. Public Hearing to take input on the proposed 2018-19 Budget for each school including multi-year projections.

Mr. Oswaldo Diaz presented each school sites proposed 2018-19 Budget for the board's discussion.

During the public hearing, Mr. Sessions suggested:

- to have one Dean for OPA-SOC instead of 1.5 and
- to create "blended Executive Director/Chancellor" position to decrease expenditures at the SOC site.

Mrs. Trichet asked Mr. Diaz to look into applying for various Federal School Grants.

*Chairman Haney closed Public Hearing to take input on proposed 2018-19 Budgets including multi-year projections at 5:37pm.*

Mr. Teeple left the meeting at 6:15 pm

#### **IV. CLOSED SESSION**

*Chairman Haney reconvened the Closed Session to further their discussions regarding items on the Agenda at 5:37pm*

#### **V. OPEN SESSION**

*Chairman Haney announced that the Board has returned from Closed Session at 8:23pm with nothing to report out. The Board was in Closed Session from 5:37 pm till 8:23 pm.*

The Board had 2 items that were tabled to come back to post close session:

- Item III.F.1. Approve Theodora Oringher Legal Services Invoice

Mr. Jackson made a motion to table the approval of Item III.F.1. until Regular Board Meeting on June 28, 2018 pending board consultation/discussion. Motion was second by Mrs. Campos. Motion passed 4-0.

- Item III.F.2. Approve Momni Cafe Invoices


Mr. Jackson made a motion to approve payments of both invoices subject to the CBO confirmation of the dates and compliances to the contract. Motion was second by Mrs. Campos. Motion passed 4-0.

The Board has directed all vendors to modify their invoicing procedures and have all future invoices to be submitted and reviewed by CBO on monthly bases and ahead of time, before they get presented for the Board's approval.

**VI. ADJOURNMENT**

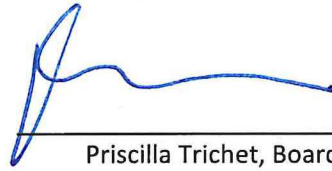
*Motion (Jackson), second (Campos), motion carried 4-0 to adjourn the Regular Meeting of the Board of Directors.*

*Joseph Haney, Chairman, closed the Regular Meeting of the Board of Directors for June 18, 2018 at 8:28 pm.*



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Joseph Haney, Board Chairman



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Priscilla Trichet, Board Secretary