

# Oxford Preparatory Academy

## Regular Meeting of the Board of Directors

### June 28, 2018

### MINUTES



#### I. PRELIMINARY

##### A. CALL TO ORDER

*The Regular Meeting of the Board of Directors was called to order at 6:10 p.m. 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, Member	X	
Mary Campos, Member	X	

##### 2. Pledge of Allegiance

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

##### 3. Approval of Agenda

*Moved (Trichet), second (Teeple), motion carried 5-0 to approve the agenda for the Regular Meeting of the Board of Directors for June 28, 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*

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

#### II. CLOSED SESSION

*The Board entered into Closed Session at 6:12 p.m.*

#### III. OPEN SESSION

*The Board returned to Open Session at 7:49 p.m.*

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

*Mr. Haney reported that no action was taken in Closed Session.*

#### B. COMMUNICATIONS

- 1. *Comments from the Board of Directors*

**Raymond Jackson** – No Comments

**Mary Campos** – No Comments

**Joshua Teeple** – Mr. Teeple thanked stakeholders for their emails of thanks; apologized for coming out of Closed Session so late; and thanked all in attendance for coming out and giving their time.

**Priscilla Trichet** – No Comments

**Joseph Haney** – No Comments

2. Comments from the Interim Executive Director

*Mrs. Daugherty gave an update to ensure items went on record in the minutes.*

- *Storage facility with Chino furniture will be empty as of tomorrow. The furniture has been donated to various educational organizations, including Chino Valley Unified School District.*
- *The Chino closure outstanding bills related to the closure of the Chino campus have been paid.*
- *We are still working on sub-letting the Corona office so we can relocate the central office to Orange County.*

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

*There were no comments from the audience on Items Not on the Agenda.*

**D. ITEMS SCHEDULED FOR CONSENT**

1. Minutes from Regular Board Meeting 06/18/18 and 6/26/18

*Mr. Jackson asked that the meeting minutes be pulled for discussion. Motion (Jackson), second (Campos). Mr. Jackson talked about the organization maintaining an ongoing list of agreed upon tasks. Mrs. Daugherty suggested the Board have a standing agenda item related to pending Grants that have been applied for and are in process. There was discussion about the expectations that grants will be pursued and ExEd's role in assisting with securing grants. Mr. Haney clarified that there be Project Tracking matrix/document. Dr. Hall shared past practice related to project completion. The Board wants to manage expectations and have a system of accountability for staff. Mr. Teeple pointed out that the June 18, 2018 minutes indicate he left at 5:40 but he left at 6:15 p.m.*

*Jackson withdrew his motion and moved to approve the minutes as amended, second (Campos), abstention (Teeple), motion passed 4-0 with 1 abstention.*

2. Warrant Report May 2018

*Mr. Jackson asked that the Warrant Report May 2018 be pulled discussion. Motion (Jackson), second (Campos). Mr. Jackson inquired about getting the Warrant Report faster. Mrs. Daugherty explained that typically the Warrant Report comes out at the end of the month for following month, so we are always one month behind as far as what checks were cut and the report for what checks were cut in the previous month. Mr. Jackson inquired about the second payment to Leadership Associates to verify it was the last payment. It was confirmed that the Leadership Associates contract did not have a "refill" clause if the selected Executive Director did not stay for a specified amount of time. A mistake on the warrant report was noted related to Homework Deficiency forms. Equipment rental was verified as Kyocera copy machines and printers financed through Wells Fargo Vendor Services. It was confirmed that the Procopio payment was the last Procopio payment. The Prop 39 funds not used at the Chino campus due to the closing of the school was verified by Mr. Jackson.*

*Motion (Teeple), second (Jackson), motion passed 5-0.*

3. Personnel Report

*Motion (Teeple) to approve the Personnel Report, second (Trichet) motion passed 5-0.*

**E. PRESENTATIONS**

1. *The Board agreed to forgo the May 2018 Financial update until the budget approval items under Items for Discussion and/or Action.*

## F. ITEMS FOR DISCUSSION and/or ACTION

1. Approve Theodora Oringer Legal Services Invoice.  
*Motion (Trichet), second (Teeple). Mr. Jackson verified that the invoice was for services rendered before OPA's agreement with CCSA. Motion passed 5-0.*
2. Approve Connor Fletcher & Hedenkamp LLP Legal Services Invoice.  
*Motion (Teeple), second (Campos). Mr. Teeple verified that the handwritten allocations were done by someone familiar with the litigation(s). Motion passed 5-0.*
3. Approve Connor Fletcher & Hedenkamp LLP Legal Services Invoice.  
*Motion (Jackson), second (Teeple), motion passed 5-0.*
4. Approve Young, Minney & Corr, LLP Legal Services Invoice.  
*Motion (Jackson), second (Campos). Mr. Jackson requested that Mr. Diaz seek the discount offered for payment before a certain date. Motion passed 5-0.*
5. Approve Classified/Confidential and Administrative Salary Schedule.  
*Mrs. Daugherty presented the salary schedules.  
Motion (Teeple), second (Campos) with the addition of two steps and a "grandfather clause" that ensures current employees' salaries do not go down until they are caught up. Motion passed 5-0.*
6. Approve Job Description and corresponding placement on the salary schedule for the following positions:
  - 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*Motion (Teeple), second (Trichet), motion approved 5-0 with updates discussed by the Board.*
7. Approve Local Control Accountability Plan (LCAP) for Oxford Preparatory Academy-Saddleback Valley.  
*Motion (Teeple), second (Jackson), motion passed 4-0 with Campos abstaining with the understanding that it will be submitted to the OCBE with more detail and clearly aligned to the budget with another presentation to the Board at the last August meeting.*
  - Mrs. Daugherty suggested rearranging the agenda to move SOC's LCAP to number 8 and the two budgets to moving to numbers 9 and 10.  
*Motion (Teeple), second (Jackson), motion passed 5-0. The agenda was reordered.*
8. Approve Local Control Accountability Plan (LCAP) for Oxford Preparatory Academy-South Orange County.  
*Motion (Trichet), second (Teeple), motion passed 4-0 with Campos abstaining with the understanding that it will be submitted to CUSD with more detail and clearly aligned to the budget with another presentation to the Board at the last August meeting.*
9. Approve the 2018-2019 July 1 ("Final") Budget for Oxford Preparatory Academy-Saddleback Valley.  
*Mr. Diaz presented the 2018-2019 July 1 ("Final") Budget for OPA-SV.*

*Motion (Jackson), second (Campos), motion passed 5-0.*

- *Mrs. Campos asked that a job description and salary schedule placement for a "more qualified" Accounting Staff position that will ensure Mr. Diaz has what he needs to be successful be brought back to the next calendared Board of Directors meeting.*

10. Approve the 2018-2019 July 1 ("Final") Budget for Oxford Preparatory Academy-South Orange County. Mr. Diaz presented the 2018-2019 July 1 ("Final") Budget for OPA-SOC.

*Motion (Jackson), second (Teepie), motion passed 5-0.*

- *Mr. Jackson thanked staff for including the batch header documents that show the allocations of expenditures very clearly.*

11. Approve 2018-2019 Board of Directors' Meeting Calendar

*Motion (Teepie), second (Trichet), motion passed 5-0 with corrections made to typographical errors in 2018 to 2019 and a change to regular start times to 5:00 p.m.*

12. Approve the extension of the contract between Oxford Preparatory Academy and Momni Cafe LLC for consulting services.

*Motion (Teepie), second (Campos), motion passed 5-0 with revisions from Yolo County to Orange County and revision of end date allowed at an earlier date.*

- *Mr. Jackson requested a copy of contracts for which we pay "large" amounts (\$5,000+) for back-up.*

13. Approved extension of the contract between Oxford Preparatory Academy and Charter Tech for IT services.

*Motion (Jackson), second (Teepie), motion passed 5-0 subject to review by legal counsel.*

14. Approve the extension of the contract between Oxford Preparatory Academy and Bertelli Public Affairs.

*Motion (Teepie), second (no second), motion passed 5-0 with amendments.*

15. 2018-2019 Staffing Recommendations

*Request to table by Mrs. Daugherty.*

*Motion (Teepie), second (Jackson), motion passed 5-0. 2018-2019 Staffing Recommendations were tabled.*

16. Board of Directors' Agreements

*Mrs. Daugherty suggested taking a look at the agreements and discuss them and be prepared to approve or change them at the next regularly calendared meeting. It was agreed that a review and approval of a Governance Team Handbook during a Board Workshop. Mrs. Daugherty suggested using the second meeting in July as the meeting for Board Workshop.*

17. Annual Board Organization and Election of Officers

*Election of Officers: Motion (Jackson), second (Teepie) - Joseph Haney as Board Chair. Motion (Haney), second (Teepie) - Raymond Jackson as Board Vice Chair. Motion (Haney), second (Teepie) - Priscilla Trichet as Board Secretary.*

*The Board of Directors elected Joseph Haney to serve as Board Chair.*

*The Board of Directors elected Raymond Jackson to serve as Board Vice Chair.*

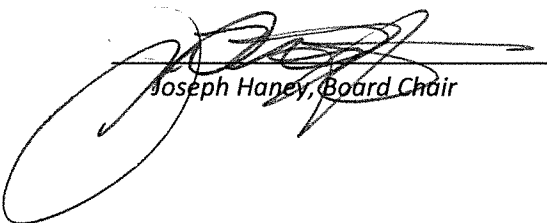
*The Board of Directors elected Priscilla Trichet as Board Secretary.*

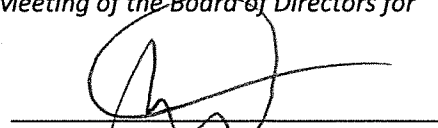
*Motion (Jackson), second (Teepie), motion passed 5-0.*

#### IV. ADJOURNMENT

Adjourn the Regular Board Meeting for June 28, 2018.

*Motion (Jackson), second (Teepie), motion carried 5-0 to adjourn the Regular Meeting of the Board of Directors. Joseph Haney, Chairman, closed the Regular Meeting of the Board of Directors for June 28, 2018 at 10:20 p.m.*

  
Joseph Haney, Board Chair

  
Priscilla Trichet, Board Secretary  
Raymond Jackson, Board Vice Chair  
in Board Secretary's absence