

**Oxford Preparatory Academy
Board of Directors
Board MOU Committee**

Meeting Minutes

Tuesday, August 7, 2018 at 3:00 p.m.

***Oxford Preparatory Academy – South Orange County Campus
23000 Via Santa Maria, Mission Viejo, CA 92691***

1.0 CALL TO ORDER

The meeting was called to order at 3:00 p.m.

2.0 ROLL CALL

- A. Board Members present: Mary Campos, Raymond Jackson
- B. Staff present: Kathleen Daugherty, Oswaldo Diaz

3.0 PUBLIC COMMUNICATION ON NON-AGENDA ITEMS

There were no public communications.

4.0 Discussion/Action Items

4.1 MOU Timeline for Response

The Committee discussed the MOU timeline, tasks and set benchmarks to complete each item.

4.2 Staff Assignment of Tasks

The Committee assigned administrative staff specific MOU-related tasks with completion dates:

- Ms. Daugherty will contact the broker of the office building that currently houses the OPA offices to obtain a signed sublease agreement and provide CUSD with a checklist of MOU items by Tuesday, August 14, 2018.
- Administration will send resumes of new OPA administrators to CUSD and provide a Personnel Report at the next Regular Board Meeting.
- Board Committee members will work with legal counsel to develop appropriate content, format and delivery of MOU items.

4.3 Meeting Dates

The MOU Committee will schedule the next MOU Committee meeting date to discuss delivery of MOU items and determine which items need additional legal clarification.

5.0 ADJOURNMENT

The meeting was adjourned at 4:30 p.m.