



# OXFORD PREPARATORY ACADEMY

## REGULAR MEETING OF THE BOARD OF DIRECTORS

**August 8, 2018**  
**5:00 pm Open Session**  
**5:10 pm Closed Session**  
**6:10 Open Session**

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

<b>AGENDA</b>
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The public, including public attending a teleconference location, are invited to address the Board regarding items listed on the agenda. Comments on an agenda item will be accepted during consideration of that item, or prior to consideration of the item in the case of a closed session item. Please turn in comment cards to the Board Secretary prior to the item you wish to speak on.

**REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY**

Pursuant to the *Rehabilitation Act of 1973* and the *Americans with Disabilities Act of 1990*, any individual with a disability who requires reasonable accommodation to attend or participate in a meeting or function of the Corporate Board of Directors, may request assistance by contacting Oxford Preparatory Academy 4740 Green River Rd, #210, Corona, Ca, 92880; telephone (909) 536-6807.

**I. PRELIMINARY**

**A. CALL TO ORDER**

1. Roll Call

Members	Present	Absent
Joseph Haney, Chairman	_____	_____
Raymond Jackson, Vice Chair	_____	_____
Priscilla Trichet, Secretary	_____	_____
Mary Campos, Member	_____	_____

2. Pledge of Allegiance
3. Approval of Agenda for Regular Board Meeting for August 8, 2018

Item I.A.3 - Recommend the Board of Directors:	Motion:
Approve Agenda for Regular Board Meeting for August 8, 2018.	Second:
	Vote:

**II. OPEN SESSION**

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

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**1. Public Comments on Closed Session Items**

*Remarks for closed session items shall be limited to no more than three (3) minutes. Please turn your comment card in to the Board Secretary prior to this agenda item.*

**III. CLOSED SESSION – FOR DISCUSSION AND POSSIBLE ACTION**

- A. Conference with Legal Counsel - Anticipated Litigation (Gov. Code 54956.9(d)(4)) 1 case**
- B. 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**
- C. Conference with Legal Counsel – Anticipated Litigation (Gov. Code 54956.9(d)(2)) 2 cases**
- D. Public Employee Appointment/Discussion (Gov. Code Section 54957)  
Positions: Executive Director, Chancellor, Teachers,**
- E. Employee Discipline, Dismissal, Release**

**IV. OPEN SESSION**

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

**B. PRESENTATIONS, REPORTS, and CORRESPONDENCE**

- 1. Site Reports
  - i. 2018-19 School Opening Reports: Tammy Lohoff and Michele Schuetz
  - ii. IT/Security: Andrew Lane
- 2. MOU Committee Report
- 3. Comments from the Board of Directors
- 4.. Comments from the Interim Executive Director

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

*The public, including public attending a teleconference location, are invited to address the Board regarding items not listed on the agenda. No individual presentation shall be for more than three (3) minutes, and the total time for this purpose shall not exceed fifteen (15) minutes. Ordinarily, Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation. Please turn your comment card into the Board Secretary prior to this agenda item.*

**D. ITEMS SCHEDULED FOR CONSENT**

- 1. Minutes from Regular Board Meeting 7/26, Special Board Meetings 7/29,7/31,7,31
- 2. Personnel Report

Item IV.D.1-2: Recommend the Board of Directors:  Approve Items Scheduled for Consent.	Motion: Second:  Roll Call:
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**E. ITEMS FOR DISCUSSION and/or ACTION**

- 1. . **Approve Textbook and Materials Invoices**

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*The Board is required to approve any expenditures that exceed \$15,000. The following invoices for SOC and SV individually exceed the \$15,000 and are brought to the board for approval.*

- a. *Eureka Math*
- b. *Open Court, Wonders Reading*
- c. *Writing by Design*

Item IV.E.1: Recommend the Board of Directors: Approve Invoices: a. Eureka Math b. Open Court, Wonders c. Writing by Design	Motion: Second:  Roll Call:
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**2. Approve YMC Legal Services Invoice**

*The Board is required to approve any expenditures that exceed \$15,000. The invoice from YMC for legal services performed through June 30, 2018 in the amount of \$15,778.13, is brought to the Board for consideration.*

Item IV.E.2: Recommend the Board of Directors:  Approve YMC Legal Services Invoice.	Motion: Second:  Roll Call:
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**3. Approve Conner, Fletcher & Hedenkamp, LLC Legal Services Invoice**

*The Board is required to approve any expenditures that exceed \$15,000. The invoice from Conner, Fletcher & Hedenkamp, LLC for legal services performed through June 30, 2018 in the amount of \$16,416.89, is brought to the Board for consideration.*

Item IV.E.3: Recommend the Board of Directors:  Approve Conner, Fletcher & Hedenkamp, L LC Legal Services Invoice.	Motion: Second:  Roll Call:
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**4. Approve Appointment and Employment Contract for Executive Director**

*After an extensive search, the Board of Directors will be asked to appoint and approve a contract for Executive Director.*

Item IV.E.4: Recommend the Board of Directors:  Approve Appointment for Executive Director and Approve Employment Contract.	Motion: Second:  Roll Call:
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**5. Approve Appointment and Employment Contract for Chancellor**

*After an extensive search, the Board of Directors will appoint and approve a contract for SOC Chancellor.*

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Item IV.E.5: Recommend the Board of Directors:  Approve Appointment for Chancellor and Approve Employment Contract.	Motion: Second:  Roll Call:
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**6. Approve Appointment and Employment Contract for SOC Deans**

*The Board of Directors will appoint and approve appointment(s) of Dean for the SOC campus.*

*a. Dean (SOC)/Special Ed Program manager(shared) 100%*

*b. Dean/ IS Coordinator 100%*

Item IV.E.6: Recommend the Board of Directors:  Approve Appointment(s) and contracts for <i>a. Dean (SOC)/Special Ed Program manager (shared)/NCLP manager (shared) 100%</i> <i>b. Dean/ IS Coordinator 100%</i>	Motion: Second:  Roll Call:
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**7. Approve New Wellness**

*To ensure Oxford Preparatory Academy is compliant with all Board Policies and Protocols required by its authorizers, the state and the National School Lunch Program, the Board will consider approval of the policy regarding school wellness as reviewed and edited by legal counsel.*

Item IV.E.7: Recommend the Board of Directors:  Approve new Student Wellness Policy.	Motion: Second:  Roll Call:
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**8. Approve 2018-19 Meal Charge Policy**

*To ensure Oxford Preparatory Academy is compliant with all Board Policies and Protocols required by its authorizers, the state and the National School Lunch Program, the Board will consider approval of the 2018-19 Meal Charge Policy meal applications, processes/procedures and prices as reviewed and edited by legal counsel.*

Item IV.E.8: Recommend the Board of Directors:  Approve Meal charge Policy.	Motion: Second:  Roll Call:
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**9. .Momni Café Invoice for July Services**

*The Board is required to approve any expenditures that exceed \$15,000. The July invoice from Momni Cafe for Interim Executive Director and Personnel/human resources services performed in July which exceeds \$15,000, is brought to the Board for consideration.*

Item IV.E.9: Recommend the Board of Directors:  Approve Momni Café Invoice for July Services.	Motion: Second:  Roll Call:
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**10. Approve Updated School Visitor Policy**

*The Board of Directors is committed to safeguarding the schools by ensuring that policies and procedures are updated regularly and shared with Oxford's stakeholders and authorizers in a timely manner, ensuring transparency. The Updated School Visitor Policy has been reviewed by both Advisory Councils, Administration and legal counsel. To ensure Oxford Preparatory Academy is compliant with all Board Policies and Protocols required by its authorizers, the Board will consider approval of the Updated School Visitor Policy Presented by: Kathleen Daugherty*

Item IV.E.10: Recommend the Board of Directors:  Approve Updated School Visitor Policy.	Motion: Second:  Roll Call:
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**11. Approve New Volunteer Policy**

*The Board of Directors is committed to safeguarding the schools by ensuring that policies and procedures are updated regularly and shared with Oxford's stakeholders and authorizers in a timely manner, ensuring transparency. The Updated Volunteer Policy has been reviewed by both Advisory Councils, Administration and legal counsel. To ensure Oxford Preparatory Academy is compliant with all Board Policies and Protocols required by its authorizers, the Board will consider approval of the Updated School Visitor Policy Presented by: Kathleen Daugherty*

Item IV.E.11: Recommend the Board of Directors:  Approve new Volunteer Policy.	Motion: Second:  Roll Call:
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**12. Approve New Social Media Policy**

*The Board of Directors is committed to safeguarding the schools by ensuring that policies and procedures are updated regularly and shared with Oxford's stakeholders and authorizers in a timely manner, ensuring transparency. The new Social Media Policy, as recommended/written by legal counsel was brought to the Board for review on May 24, 2018 to address potential 21<sup>st</sup> Century digital and social media issues Oxford Prep faces. The Board will consider approval of the Social Media Policy. Presented by Kathleen Daugherty*

Item IV.E.12: Recommend the Board of Directors:  Approve Social Media Policy.	Motion: Second:  Roll Call:
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**13. Review of IT Proposals for Fiscal Year 2018-2019**

*To ensure the organization is compliant with its IT controls and procedures, the OPA Board of Directors intends to hire a high-quality IT organization to provide services multi-school charter schools. There three (3) acceptable proposals for IT Service provided. It is recommended that the Board will hear from the prospective providers, review and make a decision to move forward with one company with an effective date of 8/1/18. Presented by: Kathleen Daugherty*

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Item IV.E.13: Recommend the Board of Directors:  Approve Contract with Charter Tech Provider beginning in Fiscal Year 2018-2019.	Motion: Second:  Roll Call:
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**V. ADJOURNMENT**

Recommend the Board of Directors:  Adjourn the Regular Board Meeting for August 8, 2018.	Motion: Second:  Vote:
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The meeting adjourned at \_\_\_\_\_.

**Future Business Before the Board**

1. Governance hand book/Governance Agreements
2. Board Policy Updates (ongoing)
3. Update Job Descriptions
4. Budget Revisions
5. SOC Renewal
6. MOU Components
7. 2017-18 Unaudited Actuals
8. 2017-18 Audit
9. Board Member appointment