



OXFORD PREPARATORY ACADEMY

REGULAR MEETING OF THE BOARD OF DIRECTORS

August 8, 2018

Minutes

Meeting Location:

I. PRELIMINARY

A. CALL TO ORDER

The Regular Meeting of the Board of Directors was called to order at 5:21 p.m. It was held at Oxford Preparatory Academy – South Orange County located at 23000 Via Santa Maria, Mission Viejo, CA 92691. The teleconference took place at Oxford Preparatory Academy - Saddleback Valley located at 22882 Loumont Drive, Lake Forest, CA 92630.

1. Roll Call

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

2. Pledge of Allegiance

The Pledge of Allegiance was led by Priscilla Trichet.

3. Approval of Agenda

Moved (Jackson), second (Campos) to approve the agenda with items D.2. (Personnel Report) and E.9 (Invoice for Momni Café) removed, motion carried 4-0 to approve the regular agenda with two items removed for August 8, 2018.

II. OPEN SESSION

PUBLIC ANNOUNCEMENT OF REASON FOR CLOSED SESSION

Board Chairman, Joseph Haney, announced the reason for Closed Session as:
Conference with Legal Counsel

- A. 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
- B. 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

There were no public comments on Closed Session items.

III. CLOSED SESSION

The Board entered into Closed Session at 5:27 p.m.

IV. OPEN SESSION

The Board returned to Open Session at 7:29 p.m.

A. PUBLIC REPORT OF ACTION TAKEN IN CLOSED SESSION

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

B. PRESENTATIONS, REPORTS, and CORRESPONDENCE

1. Site Reports: Mrs. Lohoff and Ms. Scheutz shared the joint staff opening professional development agendas and reviewed activities planned for the first few days which include culture, mission and vision; MI training; and teambuilding with a goal of collaboration between the two campuses. They shared the theme for the year, "Excellence, the Only Option" and provided the shirt that each staff member would receive along with sharing a sample of items the staff would be receiving on their first day back. They also spoke about the open positions yet to be filled and Ms. Schuetz spoke about Honor Society activities and a Coffee Chat with the new Chancellor scheduled for the first day of school.
2. IT/Security: Andrew Lane provided updates about school and student computers and IT security
3. MOU Committee Report: Mr. Jackson reported out on first Committee meeting. He shared that it was formed to address the MOU process and that the MOU was crafted prior to information received by authorizers. The expectation is MOU documents will be submitted early in time for feedback. Meetings are public as well as the MOU timelines and milestones. Mrs. Campos shared that it was a very collaborative process as we moved forward and work with the CUSD to meet the MOU objectives.
4. Comments from the Board of Directors:

Mr. Jackson – Mr. Jackson commented on the behind-the-scenes work contributed by Andrew Lane and his team from Charter Tech. He thanked Mrs. Lohoff for her professional development work with faculty and asked that all employees read the charter so they are familiar with the OPA story. He thanked school parents and employees for their persistence and faith.

Ms. Campos – Mrs. Campos echoed Mr. Jackson's comments and shared that she looked forward to a drama free year and putting the past behind.

Ms. Trichet – Mrs. Trichet also seconded the comments of Mr. Jackson and Mrs. Campos. She also shared her reasons for joining the Board, knowing that it was not an easy position, that required special skills, and that the great vision and mission of the schools needed to be preserved. She reminded everyone that

this is a shared leadership and that everyone is in this together working for the best interest of OPA. There are very serious decisions to make that are not easy, but are made in the best interest of the organization. The Board is committed to the role that they play. She thanked administration and shared that she was very proud to be an OPA Board member and looked forward to putting the past behind and to a new beginning and OPA continuing to strive and be better and greater.

Mr. Haney – Mr. Haney shared that it is a privilege and a pleasure to serve on the Board. He shared that, although there were disagreements, they ultimately got to the best decision. The volunteer job would not be sustainable without the other Board members. He thanked the Board and the members of the audience.

5. Comments from the Interim Executive Director:

Mrs. Daugherty shared that she was excited about the agenda and the appointments further down on the agenda. She noted that this was her last agenda and last meeting as Interim Executive Director. She stated that it is with confidence that she returns to Northern California, knowing that the organization will be in good hands with the new Executive Director. She shared that it was an honor and a pleasure to get to know and be a part of the OPA community and the outstanding work that it does, even with the highs and lows. She thanked everyone for opening up their hearts and welcoming her, and it is with a bit of remorse that she says farewell, and hopes that she gets an invitation to come back down again. It is with a sense of pride that, as she leaves, she knows that everything will be great, and that she was excited to be able to say that, even with a sense of sadness in saying goodbye, but she plans on coming back to the CUSD board meetings early next year to celebrate with them.

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

Item 2 was pulled from the consent.

Item 1, Only 7/26 and 7/31 were considered. Motion (Trichet) Second (Campos)
No discussion. Motion passed 3-0 with one abstention.

E. ITEMS FOR DISCUSSION and/or ACTION

1. Approve Textbook and Materials Invoices for Eureka Math, Open Court-Wonders, and Writing by Design:

Mrs. Daugherty spoke about the three invoices that included both campuses, the alignment of the adoptions across both the campuses, and the need to bring this forward for approval due to the amount.

Motion to approve all three invoices (Jackson) Second (Campos) Motion passed 4-0.

2. Approve YMC 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 4-0.

3. Approve Conner, Fletcher & Hedenkamp, LLP Legal Services Invoice

Motion (Jackson) Second (Campos). Discussion: Mr. Jackson asked if the hourly rates on invoice matched the original contract. Mrs. Daugherty verified that it matched. Motion passed 4-0.

4. Approve Appointment and Employment Contract for Executive Director

Prior to any discussion or action, Mr. Haney read the following statement:

“The contract is for 2 years and 10 months from August 13, 2018 through June 30, 2021. It provides the following: 1) A base salary of \$175,000, with possible annual increases at the discretion of the Board; 2) Health and retirement benefits as granted to school certificated employees; 3) a 225-day work year; 4) 12 days of sick leave per year to be accrued at 1 day per month; 5) a \$1,200 Master’s stipend and \$1,500 ACSA dues.

The annual salary is totally in keeping with the compensation comparability study the Board previously received.

Mrs. Daugherty introduced Jill Marks and invited her to come to the podium. She gave a brief introduction and bio of her background, experience and accomplishments. Ms. Marks shared her excitement about being a part of the future of OPA. Mrs. Daugherty reminded all that she would be available and on call for transition until the end of the month.

Motion to approve with amendment for payment to reflect the new bi-monthly structure (Jackson) Second (Campos) Motion passed 4-0.

5. Approve Appointment and Employment Contract for Chancellor

Prior to any discussion or action, Mr. Haney read the following statement:

“The contract is for 11 months from August 13, 2018 through June 30, 2021. It provides the following: 1) A base salary of \$153,963.24, with possible annual increases at the discretion of the Board; 2) health and retirement benefits as granted to school certificated employees; 3) a 215-day work year; 4) 12 days of sick leave per year to be accrued at 1 day per month; 5) a \$1,200 Master’s stipend subject to be increase to an \$1,800 Doctorate Stipend if awarded her degree on or before October 1, 2018. The annual salary is totally in keeping with the compensation comparability study the Board previously received.

Mrs. Daugherty introduced Amy Kernan and invited her to come to the podium. She gave a brief introduction and bio of her background, experience and accomplishments. Mrs. Kernan shared her excitement about being a part of the future of SOC and OPA. Mrs. Daugherty reminded all that Michele will stay on for a week to work with Amy for transition time.

Motion with modification to a bi-monthly pay schedule (Campos) Second (Jackson). Motion passes 3-0 with one abstention

6. Approve Appointment and Employment Contract for SOC Deans

Mrs. Daugherty spoke about the needs of the campus and the additional duties that could be assigned to two part- time deans. She indicated that the Board could make a motion

as recommended or make a motion for a single dean.

Motion to approve a single dean for the SOC campus (Jackson) Second (Campos).

Discussion followed regarding the need for a single person as the dean.

Mr. Jackson Amended his motion to Appoint Ms. Kerry Velez as the Dean. Amended motion second (Campos). Motion passed 4-0.

7. Approve New Student Wellness Policy

Mrs. Daugherty gave an overview of the policy and reminded Board that it is a required policy for participation in the NSLP which came before the Board as a first read during the last meeting. It has been reviewed by legal counsel.

Motion (Trichet) second (Campos). Mr. Jackson asked if legal had seen it. Mrs. Daugherty responded that legal wrote it. Motion passed 4-0.

8. Approve 2018-19 Meal Charge Policy

Mrs. Daugherty gave an overview of the policy and reminded Board that it is a required policy for participation in the NSLP which came before the Board as a first read during the last meeting. It has been drafted by legal counsel.

Motion (Campos) second (Trichet).

Discussion regarding choices for charging practices. Chose option 2 and put OPA in the bracket on last page. Mrs. Trichet reminded staff to address this with parents and staff. Motion amended to include the two changes.

Motion passed 4-0.

9. Momni Café Invoice for July Services

Item Pulled (lack of Invoice)

10. Approve Updated School Visitor Policy

Mrs. Daugherty gave an overview of the policy and reminded the Board that it came before the Board in April and May with input from both advisory councils. Revision were made by legal counsel.

Motion (Jackson) Second (Trichet) Motion passed 4-0

11. Approve New Volunteer Policy

Mrs. Daugherty provided an overview of the policy and reminded the Board that it also came before the Board in March, April and May with input from both Advisory Councils. It includes mandatory fingerprinting and TB Risk assessments for volunteers. Revisions were made by legal counsel.

Motion (Campos) Second (Jackson)

Discussion followed regarding fingerprinting practices, grace periods, components regarding student confidentiality, parent notifications, and parent training. Staff were directed to create a plan for identification of cleared volunteers, school visitors, and a process for revoking volunteers who violate confidentiality.

Motion passed 4-0

12. Approve New Social Media Policy

Mrs. Daugherty gave an overview of the new policy written by legal counsel and originally

Regular Meeting of the Board of Directors

August 8, 2018

bought to the Board in May for initial review. This is policy that does not limit and an individual's rights to communicate on social media, but addresses access to OPA sites.

Motion (Campos) Second (Jackson)

Discussion: Mr. Jackson confirmed that this policy only governs OPA the Organization. Mr. Haney verified that this does not infringe on any rights of free speech subject to the usual libel and slander. This only governs only OPA sites. Mrs. Trichet asked that these policies be provided to all parents with a signature that they have received it.

Motion passed 4-0

13. Review of IT Proposals for Fiscal Year 2018-2019

Mrs. Daugherty reported that the Board had received three acceptable proposals for managed IT services which were included in the Board packet. Charter Tech and South Coast IT both presented their proposals. Swift Tech was not available to present. The Board asked questions from each presenter regarding cost and services.

Motion (Jackson) Second (Campos)

Discussion: Mr. Jackson reminded the Board of the difference in cost between the two proposals but reminded the board of the needs of the organization.

Motion pass 4-0

V. ADJOURNMENT

Adjourn the Regular Board Meeting for August 8, 2018.

Motion (Campos), second (Jackson).

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 August 8, 2018 at 9:00 p.m.

Joseph Haney, Board Chair

Priscilla Trichet, Board Secretary