



Oxford Preparatory Academy
Regular Meeting of the Board of Directors
August 21, 2018

MINUTES

I. PRELIMINARY

A. CALL TO ORDER

The Regular Meeting of the Board of Directors was called to order at 5:19 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 Raymond Jackson.

3. Approval of Agenda

Moved (Campos), second (Jackson), motion carried 3-0 to approve Agenda for Regular Board Meeting for August 21, 2018 subject to removing item IV.E.1 from the agenda and adding certificated and classified employees to item IV.D.2.

II. OPEN SESSION

A. PUBLIC ANNOUNCEMENT OF REASON FOR CLOSED SESSION

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

1. **Conference with Legal Counsel - Anticipated Litigation (Gov. Code 54956.9(d)(4)) - 1 case**
2. **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**
3. **Conference with Legal Counsel – Anticipated Litigation (Gov. Code 54956.9(d)(2))- 2 cases**

There were no public comments on Closed Session items.

III. CLOSED SESSION

The Board entered into Closed Session at 5:25 p.m.

IV. OPEN SESSION

The Board returned to Open Session at 7:01 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

a) 2018-19 School Reports

(1) *Mrs. Lohoff started with a summary of First Day Back to School events; Indicated that OPA-SV campus is at its maximum capacity with the exception of 5 spots; Complemented IT department for their hard and diligent work; Commented on inquiries from parents and staff regarding what and when before and after school clubs will be offered. Mrs. Lohoff completed her report by indicating that “our culture of enthusiastic participation in our MIs is alive and well.”*

(2) *Mrs. Kernan expressed words of gratitude to OPA-SOC staff for working extra hard to make First Day of School a wonderful experience for many new and returning students; Continued with the summary of events and activities for SOC*

campus on the first day of school; Reviewed Honour Society meeting that took place on 8/17/18; Introduced plans and goals for staff PLC on Friday 8/24/18. Mrs. Kernan concluded her report with words of appreciation to parents, staff and leadership for their continuing support.

2. MOU Committee Report

Mr. Jackson and Mrs. Campos gave brief review of the latest MOU meeting and reminded to the audience that meetings are public as well as the MOU timelines and milestones.

3. Financial Report

a) School Financials and Budget Update Presentation

Mr. Diaz reported that ExEd representative was not present at the board meeting but will present July's document with August's Financials and Budget Update at a later date. Mr. Jackson expressed his hope for this not to be a practice in the future and that it should not happen again.

b) Unaudited Actuals for Year 2017-18

Mr. Diaz presented Unaudited Actuals for Year 2017-18 by reviewing revenues, expenditures, net increase and accelerated depreciation for both school sites respectively. Mr. Diaz announced that overall 2017-18 fiscal year was very healthy for the organization.

4. Comments from the Board of Directors

- **Mary Campos** – No Comments
- **Raymond Jackson** – No Comments
- **Joseph Haney** – welcomed back all the students, families, teachers and staff.

5. Comments from the Interim Executive Director

Ms. Marks thanked everybody for the warm greeting to the OPA Family; Indicated that she made her round of introductions with CUSD and OCDE representatives; Gave thanks to all volunteers and encouraged everyone to read new policies on the website. Ms. Marks ended her comments by expressing appreciation for communications from staff, faculty and families and promised to continue to communicate in return in a quick and timely manner.

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

1. Amy Hitzler (SOC's Honour Society Vice-President) and Brandy Matthews (SOC's Honour Society President) addressed the board to show gratitude and say "thank you" to the new leadership. Mrs. Matthews also announced that Honour Societies of both SOC and SV campuses will be

providing dinner during one of the next board meetings and extended an invitation to all families.

2. Pam Thompson (OPA-SOC classified staff member) addressed the board in regards of Advisory Council for both campuses. With various advisory board members leaving OPA, Mrs. Thompson asked for direction and clarification on a current status of Advisory Council.

Board Members directed site administration to address any concerns regarding Advisory Council. Ms. Marks proposed to meet with Chancellors to address Advisory Council structure.

D. ITEMS SCHEDULED FOR CONSENT

1. Minutes from Regular Board Meeting 8/8/18 and Personnel Report

Motion (Jackson), second (Campos) to approve minutes from Regular Board Meeting 8/8/18 and Personnel Report. Motion passed 3-0

E. ITEMS FOR DISCUSSION and/or ACTION

1. Approve Momni Café Invoice for July 2018 Services - Item pulled

2. Approve Job Description and Corresponding Placement on the Salary Schedule for Assistant Director, Business Operations.

Mr. Diaz presented the job description indicating that this is a hybrid of both operations HR and finance. This position is at range A6 and will start at step 1 which is \$90,000 per year and increases on an annual bases 1.05% per year on each step of experience. This position also provides additional stipends for master and a doctoral program consistent with our salary scale.

Motion (Jackson), second (Campos).

During the discussion it was established that this job description is reflective of the needs of both: operations and finance including Human Resources and designed to comply and resolve any issues that OPA faces as an organization; the qualifying candidate will start at a step 1 (\$90000/year) regardless of the years of experience and will stop at a step 7. Ms. Marks expressed her support in regards of proposed job description.

Motion passed 3-0.

3. Approve Conflict Code of Interest Policy (revised 08-14-18)

Ms. Marks indicated that revisions to the Conflict Code reflects updates of the organization and also requested as a part of the MOU agreement. Prepared by legal counsel.

Motion (Campos), second (Jackson),

Discussion: Mr. Haney clarified that Category 2 in II. Disclosure Categories does not require to disclose a personal residence if it is consistent with what is reported in a form 700.

Motion passed 3-0.

4. Approve Unaudited Actuals for OPA 2017-18

Motion (Campos), second (Jackson).

During discussion time Mr. Diaz clarified that hiring new person (*Assistant Director, Business Operations*) will provide ease and availability to conduct research on additional items

Motion passed 3-0.

It was brought to the Chairman Haney’s attention that there was a speaker that was not called in front of the board at the appropriate time. Pam Thompson wished to speak on Item D.2. - Personnel Report. Mrs. Thompson asked for the personnel report to reflect names of the employees instead of only employee’s numbers. Mrs. Thompson also expressed her concern in a lack of communication regarding any personnel changes in HR or any other departments within the organization.

Board responded with an agreement on a necessity for better ways to communicate about personnel changes; recommended staff to provide that communication as soon as the change takes place; and advised any employee that might have questions or concerns, to reach out to the site administration. To help fill in communication gaps, Ms. Marks announced that she will be sending monthly newsletters to staff and community members.

V. ADJOURNMENT

Adjourn the Regular Board Meeting for August 21, 2018.

Motion (Campos), second (Jackson), motion carried 3-0 to adjourn the Regular Meeting of the Board of Directors. Joseph Haney, Chairman, closed the Regular Meeting of the Board of Directors for August 21, 2018 at 8:24 p.m.

Joseph Haney, Board Chair

Priscilla Trichet, Board Secretary

*Eva Opanasik, OPA SV Office Manager
In Board Secretary’s absence*