



Oxford Preparatory Academy
Regular Meeting of the Board of Directors
January 17, 2019

MEETING MINUTES

I. PRELIMINARY

A. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The Regular Meeting of the Board of Directors was called to order at 5:16 pm. It was held at Oxford Preparatory Academy – South Orange County located at 23000 Via Santa Maria, Mission Viejo, California, 92691. The teleconference took place at Oxford Preparatory Academy – Saddleback Valley located at 22882 Loumont Drive, Lake Forest, California, 92630.

B. Roll Call

- Joseph Haney, Chair Present
- Raymond Jackson, Vice Chair Present
- Priscilla Trichet, Secretary Absent
- Mary Campos, Member Present

C. The Pledge of Allegiance was led by Jayce Fukuda.

D. The Board approved the Agenda for the OPA Regular Meeting of January 17, 2019. Motioned (Campos), seconded (Jackson), approved the agenda 3-0-1.

II. CLOSED SESSION - For Discussion and Possible Action
PUBLIC ANNOUNCEMENT OF REASON FOR CLOSED SESSION

The Board entered closed session at 5:18 pm.

- A. Conference with Legal Counsel - Potential Litigation
(Gov. Code section 54956.9(d)(2)): (2 matters)
- B. Conference with Legal Counsel - Anticipated Litigation
(Gov. Code section 54956.9(d)(4)): (1 matter)
- C. Conference with Legal Counsel - Existing Litigation
(Gov. Code section 54956.9(d)(1)): (1 matter)
Oxford Preparatory Academy v. Edlighten Learning Solutions

III. OPEN SESSION

The Board returned to Open Session at 7:39 pm. Board Chairman Haney announced the reason for Closed Session as: Conference with Legal Counsel.

- A. Public Report of Action taken during Closed Session

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1. Chairman Haney reported that there was no action taken in closed session.

IV. COMMUNICATIONS

- A. There were no public comments.
- B. FOR INFORMATION: Directors Report
 1. OPA SOC MOU and Charter Renewal: Jill Marks shared a letter from Capistrano Unified School District that indicated OPA had completed all the MOU criteria ahead of the December 31, 2018 deadline, and that the item *Oxford Preparatory Academy Charter School Final Decision on Revocation and Authorization to Submit Renewal Petition* will be placed on the February 13, 2019 CUSD Special Board meeting agenda. Ms. Marks stressed how the working relationship has strengthened during the process. Members of the OPA Board expressed thanks to CUSD for the trust and cooperation built during the MOU process, and to one another, staff, students, and parents.
 2. OPA Operations Update: David Barley reported that the Corona office move was complete and that the administrative team was continuing to improve processes and procedures.
 3. OPA Technology Update: Andrew Lane reported that OPA IT was continuing to monitor and improve information security protocols. His team is compiling a comprehensive asset list, including the influx of hardware previously housed at the Corona office. The Board requested that the Executive Director initiate an IT protocols analysis.

COMMENTS FROM THE BOARD: Board members communicated their thanks to the MOU Committee, and to OPA staff, for meeting the MOU requirements. They also expressed enthusiasm for the initiatives put in place by Administration.

V. CONSENT AGENDA ITEMS

- A. The Board approved the Minutes from the Regular Meeting of the Board of Directors on December 13, 2018. Motioned (Jackson), seconded (Campos), **approved 3-0-1.**
- B. The Board approved the resignation of Classified Employee #504 effective January 15, 2019. Motioned (Jackson), seconded (Campos), **approved 3-0-1.**

VI. ITEMS SCHEDULED FOR ACTION

- A. The Board approved payment of Emcor Services Mesa Energy Systems Invoice #6740 for HVAC upgrades at OPA-SOC totaling \$20,356.98 for July 2018. Motioned (Campos), seconded (Jackson), **approved 3-0-1.**

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- B. The Board approved payment of \$20,639.88 for Wells Fargo Business Elite Card Account ending in xxxx-1667. The account will be closed. Motioned (Jackson), seconded (Campos), **approved 3-0-1.**

Vice Chair Jackson suggested that staff members with purchase cards sign an agreement outlining proper credit card usage. The Board discussed the need for monitoring purchases, and quick feedback from administration and penalties if guidelines are not followed. It was suggested that ExED add credit card debt to the dashboard.

- C. The Board approved payment of Connor, Fletcher and Hedenkamp, LLP invoice #13924 for legal services totaling \$33,760.77 for the period June 2018 - November 2018. Motioned (Jackson), seconded (Campos), **approved 3-0-1.**
- D. The Board approved payment of Young, Minney and Corr, LLP Invoice # 58009 for legal services totaling \$18,643.07 dated January 9, 2019. Motioned (Jackson), seconded (Campos), **approved 3-0-1.**
- E. The Board elected Mary Campos to the Office of Treasurer, Board of Directors, OPA. Nominated (Jackson), seconded (Campos), **elected 2-0-1.**

VII. There were no items for discussion.

VIII. **ADJOURNMENT**


The Board agreed to adjourn at 8:37 pm. Motioned (Campos), seconded (Jackson), Approved 3-0-1.



Joseph Haney, Board Chair



Raymond Jackson, Vice Chair



Leigh McFadden, Recording Secretary