



Oxford Preparatory Academy  
Regular Meeting of the Board of Directors  
February 6, 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 6:16 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 Present
- Mary Campos, Member Present (7:10 pm)

C. The Pledge of Allegiance was led by Joseph Haney.

II. CONSENT AGENDA ITEMS

A. The Board approved the Agenda for the OPA Regular Meeting of February 6, 2019, with the exception of Item G. Motioned (Trichet), seconded (Jackson), **approved 3-0-1.**

B. The Board approved the Minutes from the OPA Regular Meeting of the Board of Directors on January 17, 2019. Motioned (Trichet), seconded (Jackson), **approved 3-0-1.**

III. PUBLIC COMMENT

There were no comments from the public.

IV. REPORT OF BOARD MEMBERS

A. There were no Board Member reports

V. EXECUTIVE DIRECTOR'S REPORT

Jill Marks reported on the positive feedback from CUSD in support of OPA's response to the MOU, and gave a brief outline of the next steps. She thanked the OPA Board, staff, students, and families for their ongoing support and assistance during the process.

## VI. ITEMS SCHEDULED FOR DISCUSSION

## A. OPA Financial Update

Brian Badillo, Vice President of ExED reported that he had completed an OPA Administrative Office walk through, and that soon he would provide recommendations to improve policies and procedures. While reviewing the monthly budget dashboard he commented that the California state budget looked good for charter schools, but not great, and that ExED would closely monitor the budget and make recommendations as needed. He also answered questions regarding CalPERS/STRS budgeting. Brian and Amy Kernan gave an overview of OPA fiscal policies and controls. Brian recommended that OPA not revise it's 2018/2019 budget, as it was unnecessary.

## B. Chancellor's Reports

Tammy Lohoff gave an overview of OPA SV activities, including field trips, student leadership development, various clubs, School Choice Week and upcoming holidays. Students were preparing projects for Open House and that OPA SV would be expanding Open House to the community and interested potential parents.

Amy Kernan highlighted OPA SOC's activities, including visits from Kobe Bryant and Joe Odhiambo, upcoming parent teacher conferences, OPA Awards and a middle school dance. She described how OPA faculty were busy assessing a new state recommended science curriculum and developing a well-developed with English learner development tools. OPA SOC also will invite prospective parents to attend Open House to meet teachers and tour classrooms. She explained that the school would be looking for student enrichment opportunities that did not require much off-site travel.

## C. Middle School Update

Amy Kernan explained that the idea behind updating OPA SOC's middle school schedule came from parents, students, teachers and the CUSD MOU concern to address the drop in enrollment. The program, in place approximately two months, follows a more traditional middle school block format. Dr. Kernan described the changes that have been made and the benefits. OPA will monitor the data as it becomes available to ensure that the changes affect students positively. They will continue to make improvements to the program as necessary.

Public comments: Two teachers expressed their support of the new schedule and how it improved their ability to teach. Two students spoke about how much they enjoyed the new schedule and three parents gave their enthusiastic support for the changes. They all gave thanks that OPA listened to their concerns and ideas.

## VII. ITEMS SCHEDULED FOR BOARD ACTION

- A. The Board approved the 2019-2020 OPA Instructional Calendar as presented. Motioned (Jackson), seconded (Trichet) **approved 3-0-1.**
- B. The Board approved the OPA Wellness Policy Revision as presented. Motioned (Jackson), seconded (Trichet) **approved 3-0-1.**
- C. The Board agreed to table the OPA Saddleback Valley 2018-2019 Adopted Budget Revision. Motioned (Jackson), seconded (Trichet) **tabled 3-0-1.**
- D. The Board agreed to table the OPA South Orange County 2018-2019 Adopted Budget Revision. Motioned (Jackson), seconded (Trichet) **tabled 3-0-1.**
- E. The Board approved the Job Description for OPA Nutritional Services Specialist as presented. Motioned (Jackson), seconded (Trichet) **approved 3-0-1.**
- F. The Board tabled the OPA Student/Family Handbook 2019-2020 for the next meeting. Motioned (Jackson), seconded (Trichet) **approved 3-0-1.**
- G. The Board agreed to table approval of OPA Employment Handbook, 2019-2020 when approving the agenda.
- H. The Board approved the OPA Food Service Department Code of Conduct as presented. Motioned (Jackson), seconded (Trichet) **approved 3-0-1.**
- I. The Board approved the OPA Food Service Department Procurement Procedures as presented. Motioned (Jackson), seconded (Trichet) **approved 4-0-0.**
- J. The Board approved the OPA Meal Counting and Claiming Procedures as presented. Motioned (Jackson), seconded (Campos) **approved 4-0-0.**
- K. The Board approved the OPA School Nutrition Program Civil Rights Complaint Procedures as presented. Motioned (Campos), seconded (Jackson) **approved 4-0-0.**
- L. The Board approved the OPA School Lunch and Breakfast Fiscal Policy and Procedures as presented. Motioned (Jackson), seconded (Campos) **approved 4-0-0.**

## VIII. ADJOURNMENT

The Board agreed to adjourn at 8:44 pm. Motioned (Jackson), seconded (Trichet), Approved 4-0-0.



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Joseph Haney, Board Chair



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Raymond Jackson, Vice-Chair



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Leigh McFadden, Recording Secretary