

**OXFORD PREPARATORY ACADEMY
REGULAR MEETING OF THE BOARD OF DIRECTORS**

July 25, 2019

6:45 pm Open Session

6:55 pm Closed Session

8:00 pm Open Session

Meeting Location:

Oxford Preparatory Academy – Saddleback Valley Campus

22882 Loumont Dr., Lake Forest, CA 92630

Teleconference Location:

Oxford Preparatory Academy – South Orange County Campus

23000 Via Santa Maria, Mission Viejo, CA 92691

AGENDA

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 address.

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 9870 Research Drive, Irvine, CA 92618, (949) 600-9050.

I. CALL TO ORDER AND FLAG SALUTE

A. MEETING WAS CALLED TO ORDER BY THE BOARD CHAIR AT _____.

B. ROLL CALL	Present	Absent
Mary Campos	_____	_____
Joseph Haney	_____	_____
Raymond Jackson	_____	_____
Delite Travis	_____	_____

C. FLAG SALUTE

D. Approval of Agenda for OPA Regular Meeting of the Board of Directors for July 25, 2019.

It is recommended that the Board approve the agenda for the OPA Regular Board Meeting for July 25, 2019.

Motion: _____ Second: _____ Vote: _____ Action: _____
 Roll Call: Campos _____ Haney _____ Jackson _____ Travis _____

The meeting will now convene to Closed Session to discuss the matters described in Section II.

II. CLOSED SESSION - For Discussion and Possible Action

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)): (2 matters)

C. Conference with Legal Counsel - Existing Litigation

(Gov. Code section 54956.9(d)(1)): (1 matter)

Oxford Preparatory Academy v. Edlighten Learning Solutions

III. RECONVENED TO OPEN SESSION

THE MEETING WAS RECONVENED TO OPEN SESSION AT _____.

PUBLIC REPORT OF ACTION TAKEN IN CLOSED SESSION

IV. CONSENT AGENDA ITEMS

A. Approve Minutes from the OPA Regular Meeting of the Board of Directors on June 27, 2019

B. Approve OPA Personnel Actions

PROMOTIONS/CHANGES – Certificated Management			
Name	Position	Salary Placement	Effective Date
Merlette, Jaclynn	From Education Specialist to Dean	Step 1	07/01/2019

HIRING - Certificated			
Name	Position	Salary Placement	Effective Date
Butler, Kelly	Teacher	F/10	08/14/2019
Chang, Chiaohao	Teacher	F/10	08/14/2019
Didion, Deirdre	Teacher	F/10	08/14/2019
Moreno, Krystal	Teacher	B/1	08/14/2019
Penrose, Mackenzie	Teacher	B/1	08/14/2019
Peterson, Tracy	Teacher	E/5	08/14/2019
Toler, Christine	Teacher	F/10	08/14/2019
Whitehead, Jacqueline	Teacher	B/2	08/14/2019

UNPAID LEAVE OF ABSENCE - Certificated		
Name	Position	Effective Date
Rehm, Kristina	Teacher	06/28/2019

HIRING - Classified			
Name	Position	Salary Placement	Effective Date
Ortiz, Joel	Technology Support Specialist	B11/1	07/22/2019

REEMPLOYMENT LIST – Classified Effective 07/01/2019				
Name	Position	FTE	Column/Step	Effective Date
Torres, Sergio	Custodian	1.0	B12/5	07/01/2019
Vera, Tony	Custodian	1.0	B12/6	07/01/2019

PROMOTIONS/CHANGES - Classified			
Name	Position	Salary Placement	Effective Date
Sanchez, Robert	From Lead Custodian to Maintenance Technician	Step 6	07/1/2019

SEPARATIONS – RESIGNATIONS AND RELEASES – Classified		
Name	Position	Effective Date
Flores, Jesus	Custodian	Resigned 07/12/2019

It is recommended the Board approve Consent Agenda Items A and B.

Motion: ____ Second: ____ Vote: ____ Action: ____

Roll Call: Campos ____ Haney ____ Jackson ____ Travis ____

V. PUBLIC COMMENT

ORAL COMMUNICATIONS: Non-Agenda Items: 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 in to the Board Secretary prior to this agenda item.

VI. BOARD REPORTS/COMMENTS

VII. EXECUTIVE DIRECTOR'S REPORT

VIII. STAFF REPORTS

IX. ITEMS SCHEDULED FOR PRESENTATION

A. Adoption of Foreign Language Materials for Mandarin and Spanish (Dr. Kernan, CAO)

B. EdTec Systems and Tools (Ms. Parikh, EdTec)

C. 2020-2021 School Insurance (Mr. Barley, COO)

D. 2019-2020 SchoolsFirst Federal Credit Union 403(b) Third Party Administrator (Mr. Barley, COO)

X. ITEMS SCHEDULED FOR BOARD ACTION

A. Approve Adoption of Foreign Language Materials for Mandarin and Spanish

Beginning 2019-2020, OPA will adopt the instructional materials proposed for Mandarin and Spanish for its middle school program. The cost of materials totals \$14,804.06 for OPA-SOC and \$12,847.22 for OPA-SV.

It is recommended the Board approve item A.

Motion: _____ Second: _____ Vote: _____ Action: _____
Roll Call: Campos _____ Haney _____ Jackson _____ Travis _____

B. Certification of Instructional Minutes for OPA-Saddleback for 2019-2020

Per CA Education Code 46200-46208, schools must provide minimum minutes of instructional time based on grade levels. The proposed bell schedules and instructional minutes for each school site adhere to these minimum requirements.

It is recommended the Board approve Action Agenda Item B.

Motion: _____ Second: _____ Vote: _____ Action: _____
Roll Call: Campos _____ Haney _____ Jackson _____ Travis _____

C. Certification of Instructional Minutes for OPA-South Orange County for 2019-2020

Per CA Education Code 46200-46208, schools must provide minimum minutes of instructional time based on grade levels. The proposed bell schedules and instructional minutes for each school site adhere to these minimum requirements.

It is recommended the Board approve Action Agenda Item C.

Motion: _____ Second: _____ Vote: _____ Action: _____
Roll Call: Campos _____ Haney _____ Jackson _____ Travis _____

D. Approval of LCAP for OPA Federal Addendum for OPA Saddleback Valley

The LCAP Federal Addendum is meant to supplement the LCAP to ensure that eligible LEAs have the opportunity to meet the Local Educational Agency (LEA) Plan provisions of the ESSA. The LCAP Federal Addendum Template must be completed and submitted to the California Department of Education (CDE) to apply for ESSA funding.

It is recommended the Board approve Action Agenda Item D.

Motion: _____ Second: _____ Vote: _____ Action: _____
Roll Call: Campos _____ Haney _____ Jackson _____ Travis _____

E. Approval of LCAP for OPA Federal Addendum for OPA South Orange County

The LCAP Federal Addendum is meant to supplement the LCAP to ensure that eligible LEAs have the opportunity to meet the Local Educational Agency (LEA) Plan provisions of the ESSA. The LCAP Federal Addendum Template must be completed and submitted to the California Department of Education (CDE) to apply for ESSA funding.

It is recommended the Board approve Action Agenda Item E.

Motion: _____ Second: _____ Vote: _____ Action: _____
Roll Call: Campos _____ Haney _____ Jackson _____ Travis _____

F. Approval of Resolution #2019-02 For The Orange County Department of Education to Issue Funds to OPA-Saddleback Valley Charter School

The electronic funds transfer (EFT) resolution has been revised and each charter school must submit a new resolution by September 1, 2019.

It is recommended the Board approve Action Agenda Item F.

Motion: _____ Second: _____ Vote: _____ Action: _____
Roll Call: Campos _____ Haney _____ Jackson _____ Travis _____

G. Approval of Resolution #2019-02 For The Orange County Department of Education to Issue Funds to OPA-South Orange County Charter School

The electronic funds transfer (EFT) resolution has been revised and each charter school must submit a new resolution by September 1, 2019.

It is recommended the Board approve Action Agenda Item G.

Motion: _____ Second: _____ Vote: _____ Action: _____
Roll Call: Campos _____ Haney _____ Jackson _____ Travis _____

H. Approval of 2019-2021 OPA Classified Salary Schedule Revision

The 2019-2021 OPA Classified Salary Schedule is revised to include the position of Custodian on Schedule B - Non-Exempt Salary.

It is recommended the Board approve Action Agenda Item H.

Motion: _____ Second: _____ Vote: _____ Action: _____
Roll Call: Campos _____ Haney _____ Jackson _____ Travis _____

I. Approval of Connor, Fletcher and Hedenkamp, LLP Invoice # #14136 for legal services totaling \$25,047.17

It is recommended the Board approve Action Agenda Item I.

Motion: _____ Second: _____ Vote: _____ Action: _____
Roll Call: Campos _____ Haney _____ Jackson _____ Travis _____

J. Approval of Connor, Fletcher and Hedenkamp, LLP Invoice #14120 for legal services totaling \$17,806.83

It is recommended the Board approve Action Agenda Item J.

Motion: _____ Second: _____ Vote: _____ Action: _____
Roll Call: Campos _____ Haney _____ Jackson _____ Travis _____

K. Approval of 2019-2020 Extension Agreement and Contract Amendment between School Food Authority (SFA), Oxford Preparatory Academy and Revolution Foods, Inc.,
SFA has approved the 2019-2020 extension and contract amendment between OPA and Revolution Foods, Inc. The maximum dollar amount of this contract is equal to the fixed cost per meal multiplied by the number of meals: \$109,884.60.

It is recommended the Board approve Action Agenda Item K.

Motion: _____ Second: _____ Vote: _____ Action: _____
Roll Call: Campos _____ Haney _____ Jackson _____ Travis _____

L. Approval of 2019-2020 Master Agreement between Soliant and OPA
Soliant will provide comprehensive special education services. These services are necessary per several students' IEPs and we do not have staff OPA qualified to provide these services.

It is recommended the Board approve Action Agenda Item L.

Motion: _____ Second: _____ Vote: _____ Action: _____
Roll Call: Campos _____ Haney _____ Jackson _____ Travis _____

M. Approval of 2019-2020 AON Commercial Risk Solutions Insurance Proposal
AON Commercial Risk Solutions Insurance will provide brokerage insurance services effective August 1, 2019.

It is recommended the Board approve Action Agenda Item M.

Motion: _____ Second: _____ Vote: _____ Action: _____
Roll Call: Campos _____ Haney _____ Jackson _____ Travis _____

N. Approval of SchoolsFirst Federal Credit Union as TPA for 403(b) Plan.
SchoolsFirst Federal Credit Union will provide services and employee education as Third Party Administrator for 403(b) Plan effective September 1, 2019

It is recommended the Board approve Action Agenda Item N.

Motion: _____ Second: _____ Vote: _____ Action: _____
Roll Call: Campos _____ Haney _____ Jackson _____ Travis _____

XI. ADJOURNMENT

Meeting adjourned at _____.