



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

March 14, 2019

5:00 pm Open Session

5:10 pm Closed Session

7:00 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 speak on.

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) 281-0100.

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	_____	_____

C. FLAG SALUTE

D. Approval of Agenda for OPA Regular Meeting of the Board of Directors for March 14, 2019

It is recommended that the Board approve the agenda for the OPA Regular Board Meeting for March 14, 2019.

Motion: _____ Action: _____

Second: _____ Vote: _____

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)): (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. 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. Approval of Minutes from the OPA Special Meeting of the Board of Directors on February 21, 2019.

B. Personnel Actions

New Hires

SITE	Employee	Position	Salary	Date Effective
OPA - SV	Eric Young	Teacher - Kindergarten	Col A Step 1 \$49,486	3/18/19

Resignations

SITE	Employee	POSITION	Date Effective
OPA - SV	Desiree Lopez	Substitute Teacher	3/2/19

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

Motion: _____ Action: _____

Second: _____ Vote: _____

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 into the Board Secretary prior to this agenda item.

VI. BOARD REPORTS/COMMENTS**VII. EXECUTIVE DIRECTOR'S REPORT****VIII. STAFF REPORTS**

A. Financial Update – Brian Badillo, ExEd

B. Instruction – Dr. Amy Kernan, Chief Academic Officer; Tammy Lohoff, Chancellor-SV

VIII. ITEMS SCHEDULED FOR DISCUSSION

A. Master Plan for OPA English Learners, Amy Kerman, Chief Academic Officer

B. Block Schedule Change for Middle School Program at the Saddleback Valley Campus, 2019-2020

C. Salary Schedules for OPA Classified and Certificated Employees for Academic Year 2019-2020, Jill Marks, Executive Director and David Barley, Operations Consultant

IX. ITEMS SCHEDULED FOR BOARD ACTION**A. Approval of Second Interim Report for OPA - South Orange County Campus**

Local educational agencies (LEAs) are required to file two reports during a fiscal year (interim reports) on the status of the LEA's financial health. The first interim report is due December 15 for the period ending October 31. The second interim report is due March 17 for the period ending January 31. County superintendents are to report to the Superintendent of Public Instruction and the State Controller the certification for all districts in their county within 75 days after the close of the reporting period.

It is recommended that the Board approve Action Agenda Item A.

Motion: _____ Action: _____

Second: _____ Vote: _____

B. Approval of Second Interim Report for OPA - Saddleback Valley Campus

Local educational agencies (LEAs) are required to file two reports during a fiscal year (interim reports) on the status of the LEA's financial health. The first interim report is due December 15 for the period ending October 31. The second interim report is due March 17 for the period ending January 31. County superintendents are to report to the Superintendent of Public Instruction and the State Controller the certification for all districts in their county within 75 days after the close of the reporting period.

It is recommended that the Board approve Action Agenda Item B.

Motion: _____ Action: _____

Second: _____ Vote: _____

C. Election of Secretary for the OPA Board of Directors

The OPA Board of Directors may appoint and authorize the Chairman of the Board, the President, or another officer the corporation may require. Any number of offices may be held by the same person, except that neither the Secretary nor the Treasurer/CBO may serve concurrently as either the President or the Chairman of the Board. (Eighth Amended Bylaws of Oxford Preparatory Academy, Article VIII, sections 1-3)

It is recommended that the Board approve the Nomination for Secretary of the OPA Board of Directors Action Agenda Item C.

Motion: _____ Action: _____

Second: _____ Vote: _____

D. Approval of Resolution to Add OPA Board Members Mary Campos and Raymond Jackson as Authorized Signers and Users on OPA Farmers & Merchants Bank Business Accounts.

This Resolution authorizes Farmers & Merchants Bank to update information to reflect current OPA Officers as signers and users who should have access to view or approve banking transactions.

It is recommended that the Board approve Action Agenda Item D.

Motion: _____ Action: _____

Second: _____ Vote: _____

E. Approval OPA of Job Description for Chief Operations Officer

The job description for this position is attached.

It is recommended that the Board approve Action Agenda Item E.

Motion: _____ Action: _____

Second: _____ Vote: _____

F. Approval of OPA Job Description for Human Resources Technician

The job description for this position is attached.

It is recommended that the Board approve Action Agenda Item F.

Motion: _____ Action: _____

Second: _____ Vote: _____

G. Approval of Salary Schedules for OPA Classified and Certificated Employees for Academic Year 2019-2020.

Salary Schedules are attached.

It is recommended that the Board approve Action Agenda Item G.

Motion: _____ Action: _____

Second: _____ Vote: _____

H. Approval of the OPA the English Learner Master Plan

The primary purpose of the English Learner Master Plan is to provide a clear statement of policies related to the development, implementation, and evaluation of English Learner programs and services. The plan outlines specific procedural guidelines for the identification, assessment, and placement of students; reclassification of students; notification and involvement of parents; the formation and functioning of the District English Learner Advisory Committee; the annual evaluation of English Learner programs; and the use of state and federal funds for EL programs and services. The plan also aligns policies and procedures with current state and federal mandates.

It is recommended that the Board approve Action Agenda H.

Motion: _____ Action: _____

Second: _____ Vote: _____

I. Approval of Adoption of iLit Curriculum for English Learners, 2019 – 2023

California Education Code 52161 requires that public schools must provide a classroom setting where English learners who have not yet acquired reasonable fluency in English, as defined by the school district, receive instruction through an English language acquisition process, in which nearly all classroom instruction is in English but with a curriculum and presentation designed for children who are learning the language. The cost of materials for the iLit three- year adoption totals \$15,253.50.

It is recommended that the Board Approve Action Item I.

Motion: _____ Action: _____

Second: _____ Vote: _____

J. Approval of Block Schedule Change for Middle School Program at the Saddleback Valley Campus, 2019-2020

OPA Administration proposes that the middle school program at the Saddleback Valley campus be changed to allow for a block schedule. This change will align the Saddleback Valley campus with the program successfully implemented on the South Orange County Campus in 2018-19.

Middle school students will attend a block of ELA/Social Studies and a separate block of Math/Science each day. Students will also participate in daily PE, electives, and foreign language courses.

It is recommended that the Board Approve Action Item J.

Motion: ____ Action: _____

Second: ____ Vote: _____

X. ADJOURNMENT

Meeting adjourned at _____.