

**CAPISTRANO UNIFIED SCHOOL DISTRICT
BOARD REPORT**

To: Board of Trustees

From: Susan Holliday, Associate Superintendent, Education Services

Prepared by: Heidi Crowley, Coordinator Charter Schools and Strategic Initiatives

Date: January 15, 2020

Board Item: Resolution No. 1920-35, Resolution of the Board of Trustees to Approve Material Revision to Charter of Oxford Preparatory Academy – South Orange County

HISTORY

During the term of its charter, a charter school may wish to amend its current approved charter. The District must approve any proposed change to the provisions of a charter before the change may be implemented. Any desired revision considered “material” must be approved by the governing board of the charter school and the District’s Board of Trustees (Board) in accordance with Education Code § 47607, subdivision (a)(1). Material revisions are governed by the same standards and criteria that apply to new charter petitions. (Education Code, § 47607, subd. (a)(2).) Therefore, the District must determine whether the charter, as amended, would be reasonably comprehensive, educationally sound and likely to be successfully implemented. (Education Code, § 47605, subd. (b)(1)-(2), (5).) The District considers the following to be among, but not limited to, those changes constituting material revisions: Changes to admissions requirements or procedures.

Oxford Preparatory Academy – South Orange County’s (OPA SOC) material revision is requesting a change to the order of their admissions preferences.

Pursuant to changes made by Assembly Bill 1360, effective October 13, 2017, a charter school’s petition must include admission policies and procedures. Additionally, any priority order for preferences in admission must be in a charter school’s petition and have been approved by the authorizer at a public hearing. Education Code § 47605 (d) (2) (B) (i).

BACKGROUND INFORMATION

OPA SOC was initially approved by the District on March 8, 2011 for 3 years with a subsequent 5-year renewal on April 23, 2014. OPA SOC submitted a second charter renewal petition to the District on February 27, 2019 and it was approved on May 22, 2019.

OPA SOC requested a material revision to its Charter to reflect a change in the order of the lottery admission preference list that was submitted with their recent charter renewal petition and Memorandum of Understanding. With the current preferences, siblings of current OPA students and children of staff residing outside of the district would not be admitted until all students

residing within the district are awarded placement. With OPA's current waitlist, most of the siblings and children of OPA staff would not be admitted. OPA current and proposed admission preferences in Element 8 of the charter are as follows:

OPA's Current Admissions Preferences are listed in this order:	OPA's Proposed Admissions Preferences are listed in this order:
1) Children of OPA staff* residing within the District (combined with 4, this will not exceed 10 percent of total enrollment)	1) Children of OPA staff residing within the District (combined with 3, this will not exceed 10 percent of total enrollment)
2) Siblings of students admitted to or attending the Charter School residing within the District	2) Siblings of students admitted to or attending the Charter School residing within the District
3) Children residing within the former Barcelona Hills Elementary School Attendance Boundary	3) Children of OPA staff residing outside of the District (combined with 1, this will not exceed 10 percent of total enrollment)
4) Children residing within the District	4) Siblings of students admitted to or attending the Charter School residing outside of the District
5) Children of OPA staff* residing outside of the District (combined with 1, this will not exceed 10 percent of total enrollment)	5) Children residing within the former Barcelona Hills Elementary School Attendance Boundary
6) Siblings of students admitted to or attending the Charter School residing outside of the District	6) Children residing within the District
7) All other applicants	7) All other applicants

OPA SOC stated in documents submitted with their material revision that the change in admissions preferences should have a small impact on the total in-District enrollment at the school. In the 2019-2020 admissions lottery, only 15 out of District students were admitted based on sibling priority and only 2 out of District students were admitted because they were children of OPA staff. Additionally, the inclusion of the preference for students living within the former Barcelona Hills Elementary School boundaries should help to increase the total number of in-District students admitted to the school. Legal counsel and staff have reviewed OPA's request and determined it to be reasonable.

CURRENT CONSIDERATIONS

OPA SOC has requested a material revision to its Charter to reflect a change in the order of its admissions preferences. The admissions preferences would be changed to: 1) Children of OPA

staff residing within the District (combined with 3, this will not exceed 10 percent of total enrollment), 2) Siblings of students admitted to or attending the Charter School residing within the District, 3) Children of OPA staff residing outside of the District (combined with 1, this will not exceed 10 percent of total enrollment), 4) Siblings of students admitted to or attending the Charter School residing outside of the District, 5) Children residing within the former Barcelona Hills Elementary School Attendance Boundary, 6) Children residing within the District and 7) All other applicants.

FINANCIAL IMPLICATIONS

There is no financial impact.

STAFF RECOMMENDATION

It is recommended the Board of Trustees adopt Resolution No. 1920-35 and the Material Revision to the Charter of Oxford Preparatory Academy – South Orange County.

PREPARED BY: Heidi Crowley, Coordinator Charter Schools and Strategic Initiatives

APPROVED BY: Susan Holliday, Associate Superintendent, Education Services

**CAPISTRANO UNIFIED
SCHOOL DISTRICT
RESOLUTION NO. 1920-35**

**Resolution of the Board of Trustees to Approve
Material Revision to Charter Renewal Petition of
Oxford Preparatory Academy**

WHEREAS, on March 8, 2011, the Capistrano Unified School District (“District”) approved a Charter Petition submitted by Oxford Preparatory Academy-South Orange County (“OPA”);

WHEREAS, on April 23, 2014, the District renewed OPA’s charter for a five-year term;

WHEREAS, on May 22, 2019, the District renewed Charter School’s charter for an additional five-year term commencing July 1, 2019 and expiring June 30, 2024;

WHEREAS, Charter School seeks to change the order of their admissions preferences in Element 8 of the charter petition to state:

- 1) Children of OPA staff residing within the District (combined with 3, this will not exceed 10 percent of total enrollment)
- 2) Siblings of students admitted to or attending the Charter School residing within the District
- 3) Children of OPA staff residing outside of the District (combined with 1, this will not exceed 10 percent of total enrollment)
- 4) Siblings of students admitted to or attending the Charter School residing outside of the District
- 5) Children residing within the former Barcelona Hills Elementary School Attendance Boundary
- 6) Children residing within the District
- 7) All other applicants

WHEREAS, the District and Charter School have agreed to materially revise Charter School’s Charter Petition to reflect the change noted below.

- 1) All references to previous admissions preferences shall be deleted and replaced with the preferences above.

PASSED AND ADOPTED this 15th day of January 2020 by the Board of Trustees of the Capistrano Unified School District by the following vote:

AYES	()
NOES	()
ABSTAIN	()
ABSENT	()

I, Gila Jones, of the Capistrano Unified School District Board of Trustees, hereby certify that the above and foregoing Resolution was duly and regularly adopted by the said Board at the meeting on this 15th day of January 2020, by a roll call vote.

Gila Jones
Clerk of the Board of Trustees

Kirsten M. Vital
Superintendent
Secretary of the Board of Trustees

MATERIAL REVISION TO RENEWAL CHARTER
PETITION OF OXFORD PREPARATOR ACADEMY

This Material Revision to the Charter Renewal Petition of Oxford Preparatory Academy (“Material Revision”) is made between Capistrano Unified School District (“District”), a California public school district and Oxford Preparatory Academy (“Charter School”). It is to be read in conjunction with, and shall expressly amend, the Charter Petition of Charter School approved by the District’s Board of Trustees (“Board”) on May 22, 2019. The effective date of this Material Revision is the date of its approval by the District’s Board.

RECITALS

WHEREAS, on May 22, 2019, the District renewed Charter School’s charter for an additional five-year term commencing July 1, 2019 and expiring June 30, 2024;

WHEREAS, Charter School seeks to change the order of their admissions preferences;

WHEREAS, Education Code section 47607, subdivision (a)(2) mandates that material revisions of charters shall include, but not be limited to, a reasonably comprehensive description of any new requirement of charter schools enacted into law after the charter was last renewed;

WHEREAS, all descriptions of new requirements of charter schools enacted into law after the charter was last renewed are addressed in connection with Charter School’s latest Charter Renewal Petition submitted to the District on February 27, 2019, and to approved by the Board on May 22, 2019; and

WHEREAS, District and Charter School agree to materially revise Charter School’s Charter Petition to reflect the changes noted below.

NOW, THEREFORE, the parties hereby acknowledge the adequacy of the consideration given for this Material Revision and, notwithstanding any provision to the contrary set forth in the Charter Petition, the parties hereto expressly agree as follows:

All references to previous admissions preferences shall be deleted and replaced with:

- 1) Children of OPA staff residing within the District (combined with 3, this will not exceed 10 percent of total enrollment)
- 2) Siblings of students admitted to or attending the Charter School residing within the District
- 3) Children of OPA staff residing outside of the District (combined with 1, this will not exceed 10 percent of total enrollment)
- 4) Siblings of students admitted to or attending the Charter School residing

outside of the District

- 5) Children residing within the former Barcelona Hills Elementary School Attendance Boundary
- 6) Children residing within the District
- 7) All other applicants

IN WITNESS WHEREOF, the parties hereto have caused this Material Revision to be duly executed and delivered in their respective names by their authorized representatives as of the date set forth below.

CAPISTRANO UNIFIED SCHOOL DISTRICT

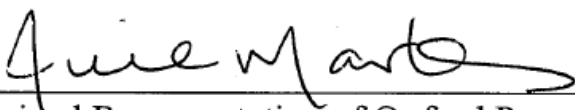
By: _____
Authorized Representative of Capistrano Unified
School District

Name: Kirsten M. Vital

Title: Superintendent

Date: _____

OXFORD PREPARATORY ACADEMY

By: 
Authorized Representative of Oxford Preparatory Academy

Name: Jill Marks

Title: Executive Director

Date: 12/12/2019



Oxford Preparatory Academy
Amy Kernan, Ed.D., Chief Academic Officer
9870 Research Drive, Irvine CA 92618
amy.kernan@oxfordchampions.com
Phone (949) 600-9053 Fax (949)788-1853

November 25, 2019

Capistrano Unified School District
33122 Valle Road
San Juan Capistrano, CA 92675

Dear Capistrano Unified School District,

Oxford Preparatory Academy – South Orange County is requesting a material revision to our charter. We would like to make a minor change to the lottery admission preference list that was submitted in our recent charter renewal and MOU. After conferring with our school staff, it was determined that the current admission preference list would severely impact our current families and staff who live out of district, as it would prohibit most siblings and staff children from being admitted. In the current language the admission preferences outlined in Element 8 of the charter are as follows:

- 1) Children of OPA staff* residing within the District (combined with 4, this will not exceed 10 percent of total enrollment)
- 2) Siblings of students admitted to or attending the Charter School residing within the District
- 3) Children residing within the former Barcelona Hills Elementary School Attendance Boundary
- 4) Children residing within the District
- 5) Children of OPA staff* residing outside of the District (combined with 1, this will not exceed 10 percent of total enrollment)
- 6) Siblings of students admitted to or attending the Charter School residing outside of the District
- 7) All other applicants

Using these preferences would mean that siblings of current OPA students and children of staff residing outside of the district would not be admitted until all students residing within the district have been awarded placement. With our current waitlist, this would mean that most of the siblings and children of OPA staff would not be admitted, especially in the lower grade levels. This would put a large burden on current OPA families and staff, as their students would likely have to attend other schools.

We would like to amend the admission preferences in Element 8 of the charter to state:

- 1) Children of OPA staff* residing within the District (combined with 3, this will not exceed 10 percent of total enrollment)
- 2) Siblings of students admitted to or attending the Charter School residing within the District
- 3) Children of OPA staff* residing outside of the District (combined with 1, this will not exceed 10 percent of total enrollment)
- 4) Siblings of students admitted to or attending the Charter School residing outside of the District
- 5) Children residing within the former Barcelona Hills Elementary School Attendance Boundary
- 6) Children residing within the District
- 7) All other applicants

Board of Directors

Joseph Haney - Chairman, Raymond Jackson - Vice Chairman, Mary Campos - Treasurer, Delite Travis - Secretary



Oxford Preparatory Academy

Amy Kernan, Ed.D., Chief Academic Officer

9870 Research Drive, Irvine CA 92618

amy.kernan@oxfordchampions.com

Phone (949) 600-9053 Fax (949)788-1853

Because this is a small number of students, the change should have only a small impact on the total in-district enrollment at the school. In the 2019-20 lottery, only 15 out of district students were admitted based on sibling priority and only 2 out of district students were admitted because they were children of OPA staff. Additionally, the inclusion of the preference for students living within the former Barcelona Hills Elementary School boundaries should help to increase the total number of in-district students admitted to the school. This revision should have no impact on the total number of students enrolled or the school budget.

We hope that the District and the Board of Trustees will support this material revision in order to eliminate this possible burden to our current families and staff. Thank you for your ongoing support and partnership with Oxford Preparatory Academy. Please feel free to contact me with any questions or if any further clarification is needed.

Sincerely,

Amy Kernan

Chief Academic Officer

Board of Directors

Joseph Haney - Chairman, Raymond Jackson - Vice Chairman, Mary Campos - Treasurer, Delite Travis - Secretary

ELEMENT 8 - ADMISSION POLICIES AND PROCEDURES

"Admission policies and procedures, consistent with [Education Code Section 47605] subdivision (d)." Education Code § 47605(b)(5)(H)

A. Non-Discrimination Statutes and Affirmations

OPA will actively recruit a diverse student population, including academically low achieving and low-income students from surrounding areas, and will abide by all state and federal laws regarding admissions. OPA will be nonsectarian in its programs, admission policies, and all other operations, and will not charge tuition. OPA will not discriminate on the basis of race, ethnicity, national origin, religion, gender, gender identity, gender expression, home language, disability, or any other protected classification under local, state, and federal laws, including any other characteristics outlined in the definition for hate crimes under Section 422.55 of the Penal Code, including immigration status. OPA will comply with all laws establishing minimum and maximum age for public school attendance in charter schools. Admission, except in the case of a public random drawing, will not be determined by the place of residence of the pupil or his or her parent or legal guardian within the state.

OPA will be a school of choice. OPA will admit all pupils who wish to attend the Charter School. No test or assessment will be administered to students prior to acceptance and enrollment into the Charter School.

Commitment to the goals, objectives, and mission of the Charter School as set forth in the charter will be deemed essential for the academic success of all students. In accordance with Education Code Sections 49011 and 47605(d)(2)(B)(iv), admission preferences shall not require mandatory parental volunteer hours as a criterion for admission or continued enrollment.

B. Open Enrollment and Application Process

OPA will establish a period of open enrollment for at least thirty (30) days in the spring of each year. After the open enrollment period closes, should OPA receive a number of applications from potential students that exceed the number of spaces available at any given grade level within the Charter School, the Charter School will conduct a random public lottery, as described below.

The application process is comprised of the following:

1. Voluntary parent/guardian attendance at an OPA Information Meeting:

- Parents are encouraged to attend a parent information meeting prior to applying for OPA. However, attendance at parent information meetings is not required in order to apply or be accepted for enrollment at OPA. In alignment with Education Code 11500: Parental involvement and support in the education of children is an integral part of improving academic achievement. Educational research has established that properly constructed parent involvement programs can play an important and effective role in the participation of parents in their children's schools and in raising pupil achievement levels.
- However, pursuant to Education Code Section 47605(n), OPA recognizes that while it may encourage parental involvement, it will notify the parents and guardians of applicant pupils and currently enrolled pupils that parental involvement is not a requirement for acceptance to, or continued enrollment at, the Charter School.

2. Completion of a student Enrollment Application (See Appendix Q: Required Admissions Documents), including:

- Proof of residence; and
- Proof of birthdate.

C. Public Random Drawing/Lottery

Admissions will be determined through a public random lottery conducted in accordance with state and federal law and regulations, with exemptions provided for eligible groups, and preferences given to students who reside within the District in which the Charter School is located.

OPA will conduct an open enrollment period of at least thirty (30) days each year in the spring. To be part of the enrollment process, parents must submit a completed enrollment application prior to the end of the open enrollment period. Following the open enrollment period each year, applications will be counted to determine whether any grade level has received more applications than availability. In the event that this happens, the Charter School will hold a random public lottery to determine enrollment for the impacted grade levels; with the exception of existing students, who are guaranteed enrollment in the following school year. The date of the lottery will be published and posted on OPA's website for all interested parties prior to holding the lottery.

Admission preferences in the case of a public random lottery will be given to the following students in the order below:

- 1) Children of OPA staff* residing within the District (combined with 4, this will not exceed 10 percent of total enrollment)
- 2) Siblings of students admitted to or attending the Charter School residing within the District
- 3) Children residing within the former Barcelona Hills Elementary School Attendance Boundary
- 4) Children residing within the District
- 5) Children of OPA staff* residing outside of the District (combined with 1, this will not exceed 10 percent of total enrollment)
- 6) Siblings of students admitted to or attending the Charter School residing outside of the District
- 7) All other applicants

- 1) Children of OPA staff* residing within the District (combined with 4, this will not exceed 10 percent of total enrollment)
- 2) Siblings of students admitted to or attending the Charter School residing within the District
- 3) Children of OPA staff* residing outside of the District (combined with 1, this will not exceed 10 percent of total enrollment)
- 4) Siblings of students admitted to or attending the Charter School residing outside of the District
- 5) Children residing within the former Barcelona Hills Elementary School Attendance Boundary
- 6) Children residing within the District
- 7) All other applicants

**OPA staff is defined as current employees of OPA at the time of the lottery, who work 0.75 Full Time Equivalent (30 hours per week) or greater.*

OPA and the District mutually agree that the preferences in the OPA public random drawing as listed above are consistent with Education Code Section 47605(d)(2)(B)(i)-(iv), applicable federal law, and non-regulatory guidance.

The following rules and procedures will be communicated to all interested parties prior to holding the lottery. They are as follows:

- The lottery will take place within sixty (60) calendar days of the closing of the open enrollment period as defined above;
- The lottery will take place on the Charter School's campus or in a facility large enough to allow all interested parties who wish to attend to do so;
- All interested parties will know, prior to the holding of the lottery, how many openings will be available in the Charter School and in the different grades served by the Charter School;

- The lottery will take place on a given published date;
- OPA will comply with all applicable state and federal laws and with any agreement between the Charter School and the District;
- The lottery will draw names from a compiled general pool;
- A representative of OPA will oversee the drawing of names;
- In lieu of manually drawing names, an electronic lottery program may be used;
- Siblings of students drawn from the random public lottery will be placed, depending upon space available, at the given grade level during the lottery process. If there is no opening for the sibling, the sibling will be placed on the Sibling Priority List for their grade level; and
- The drawing will continue until all names are drawn.

Those individuals whose names are drawn after all spaces have been filled will be placed on the waiting list in the order drawn, except if the preferences described above require otherwise. The waiting list will expire at the end of each school year. Sibling Priority List will not expire. Students remaining on the waiting list at the end of each school year must go through the open enrollment process for the upcoming school year, if they remain interested in attending the school.

All lottery protocols may be refined as deemed necessary by the Board of Directors.

Families promoted from the waiting list will be contacted when there is an opening. Contact may include email, personal phone call, and/or U.S. Postal Service. Parents/Guardians will have three (3) business days from the date of first notification to respond. In addition, the Charter School will attempt on at least one (1) additional occasion to contact the parent(s)/guardian(s) of students promoted from the waiting list during the three (3) day period. Those families not responding within the three (3) day period will forfeit their right to enroll their student in the Charter School, and the next student on the waiting list will be contacted to fill the open position. Parents who forfeited their right to accept enrollment when offered, but are still interested in enrolling at OPA at another time, must reapply.

The lottery will be held for all students who were enrolled during the open enrollment period in a grade level that is impacted. For example, if 48 spots are available for new students in second grade, and 52 students seek to enroll during the course of the open enrollment period, then all 52 students would be placed in the lottery for the 48 spots, taking into account their respective preference eligibility. 48 names would be selected through a lottery and offered admission. The remaining four (4) students would be placed on a waiting list. Therefore, each student would have equal opportunity taking into account their respective preference eligibility to be accepted into the Charter School in the case that a lottery was necessary.

OPA will utilize a comprehensive recruiting strategy, thereby ensuring outreach to families with a wide variety of racial, ethnic, and socioeconomic backgrounds. In addition, certain subgroups will be targeted for additional recruitment efforts in order to achieve a pool of potential students that will reflect a diverse student population. OPA will use a multitude of free and volunteer strategies to communicate with local families, organizations, and community leaders in an attempt to achieve a racial and ethnic balance reflective of the general population residing within the District's boundaries.

D. Subsequent Years – Re-Enrollment

The following conditions will apply in subsequent years:

- In the spring, parent(s)/guardian(s) of students attending OPA will be required to complete a Re-Enrollment Form to continue into the next school year;
- The school will notify parents via telephone, in-person, and/or email to complete the Re-Enrollment Form; and

- On at least two (2) separate occasions the school will contact parent(s)/guardian(s) that have not completed the Re-Enrollment Form.



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

November 21, 2019

**5:30 pm Open Session
5:40 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 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 November 21, 2019

It is recommended that the Board approve the agenda for the OPA Regular Board Meeting for November 21, 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 – Existing Litigation

(Gov. Code section 54956.9(d)(2)): (1 matter)

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 Special Meeting of the Board of Directors on October 18, 2019, Regular Meeting of the Board of Directors on October 30, 2019 and Special Meeting of the Board of Directors on November 4, 2019.

B. Approve OPA Personnel Actions

C. SEPARATIONS – RESIGNATIONS AND RELEASES - Certificated			
Name	Position	FT/PT	Effective Date
Haley Valdez-Hollenbeck	Long Term Substitute	PT	11/08/19

HIRING - Classified				
Name	Position	FT/PT	Salary Placement	Effective Date
Haley Ring	Instructional Aide	PT	C3/4	11/12/2019

HIRING - Certificated				
Name	Position	FT/PT	Salary Placement	Effective Date
Angela Williams	Substitute Teacher	PT	Daily Rate	11/05/2019
Deanna McKinlay	Substitute Teacher	PT	Daily Rate	11/04/2019

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 into the Board Secretary prior to this agenda item.

VI. STAFF REPORTS – Staff Reports are limited to 10 minutes.

- A. OPA - Saddleback Valley (Mr. Bridges, Chancellor and ASB Students)
- B. OPA - South Orange County (Ms. Alvarado, Chancellor)
- C. Library/Media Update (Ms. Williams, Library/Media Specialist)

VII. ITEMS SCHEDULED FOR PRESENTATION – Presentations are limited to 10 minutes.

- A. Financial Update (Ms. Parikh, EdTec and Dr. Kernan, CAO)
- B. Proposed Material Revision to 2019 – 2024 OPA – SOC Charter Petition (Dr. Kernan)

VIII. BOARD REPORTS/COMMENTS

IX. EXECUTIVE DIRECTOR'S REPORT

X. ITEMS SCHEDULED FOR BOARD ACTION

A. Approval of Young, Minney & Corr, LLP. Invoice #62587 Totaling \$56,649.13 for Legal Services

It is recommended the Board approve Action Agenda Item A.

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

Roll Call: Campos ____ Haney ____ Jackson ____ Travis ____

B. Approval of Proposed Material Revision to OPA – SOC Charter Petition, 2019 – 2024

The current admission preference list would severely impact OPA current families and staff who live out of district, as it would prohibit most siblings and staff children from being admitted. The material revision to the SOC charter school petition is a minor change to the lottery admission and should have only a small impact on total In-District enrollment.

It is recommended the Board approve Action Agenda Item B.

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

Roll Call: Campos _____ Haney _____ Jackson _____ Travis _____

C. Approval of Amendment to Sick Leave Provision in 2019-2020 OPA Employee

Handbook

The Employee Handbook has been amended to remove a sentence that was inadvertently included regarding sick leave for full-time employees.

It is recommended the Board approve Action Agenda Item C.

Motion: _____ Second: _____ Vote: _____ Action: _____

Roll Call: Campos _____ Haney _____ Jackson _____ Travis _____

D. Approval of 2020-2021 OPA School Calendar

It is recommended the Board approve Action Agenda Item D.

Motion: _____ Second: _____ Vote: _____ Action: _____

Roll Call: Campos: _____ Haney: _____ Jackson: _____ Travis: _____

E. Approval of Job Description for OPA Accounting Technician

It is recommended the Board approve Action Agenda Item E.

Motion: _____ Second: _____ Vote: _____ Action: _____

Roll Call: Campos: _____ Haney: _____ Jackson: _____ Travis: _____

F. Approval of Candidate for OPA Director of Human Resources

It is recommended the Board approve Action Agenda Item F.

Motion: _____ Second: _____ Vote: _____ Action: _____

Roll Call: Campos: _____ Haney _____ Jackson _____ Travis _____

XI. ADJOURNMENT

Meeting adjourned at _____ .

Motion: _____ Second: _____ Vote: _____ Action: _____

Roll Call: Campos: _____ Haney: _____ Jackson: _____ Travis: _____



Oxford Preparatory Academy Charter Schools

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Subject: Approve the Minutes from the OPA Regular Meeting of the Board of Directors on November 21, 2019

Date of Action: December 12, 2019

=====

I certify that I am the duly elected and acting Secretary of the Oxford Preparatory Academy (a California non-profit public benefit corporation) Board of Directors, and hereby approve that the action described below was approved by the Board of Directors on December 12, 2019.

The Board of Directors voted in open session to approve the Minutes from the OPA Regular Meeting of the Board of Directors on December 12, 2019.

Ayes: 43
Nays: 0
Abstain: 0
Absent: 1

I, Delite Travis, Secretary of the Board of Directors of Oxford Preparatory Academy, hereby certify that the foregoing is a true and correct copy of action duly made, approved, and entered into the Board minutes of the Board of Directors of Oxford Preparatory Academy on this 12th day of December 2019.

Delite Travis

Delite Travis, Secretary

Oxford Preparatory Academy



Oxford Preparatory Academy
Regular Meeting of the Board of Directors
November 21, 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 5:38 pm. It was held at Oxford Preparatory Academy – Saddleback Valley located at 22882 Loumont Drive, Lake Forest, California, 92630. The teleconference took place at Oxford Preparatory Academy – South Orange County located at 23000 Via Santa Maria, Mission Viejo, CA 92691.

B. Roll Call

- | | |
|-----------------------------|---------|
| • Joseph Haney, Chair | Present |
| • Raymond Jackson, Co-Chair | Present |
| • Delite Travis, Secretary | Present |
| • Mary Campos, Treasurer | Absent |

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

D. The Board amended and approved the Agenda for the OPA Regular Meeting of the Board of Directors for November 21, 2019. Action Item F. was tabled. Motioned (Ms. Travis) seconded (Mr. Jackson) and approved 3-0.

PUBLIC ANNOUNCEMENT OF REASON FOR CLOSED SESSION

Board Chairman Haney announced the reason for Closed Session as: Conference with Legal Counsel

II. CLOSED SESSION - For Discussion and Possible Action

The Board entered closed session at 5:40 pm.

A. Conference with Legal Counsel – Existing litigation
(Gov. Code section 54956.9(d)(2)): (1 matter)

III. OPEN SESSION

The Board reconvened to Open Session at 7:20 pm.

PUBLIC REPORT OF ACTION TAKEN IN CLOSED SESSION:

No action was taken.

IV. CONSENT AGENDA ITEMS

- A. Approval of Minutes from the OPA Special Meeting of the Board of Directors on October 18, 2019, Regular Meeting of the Board of Directors on October 30, 2019 and Special Meeting of the Board of Directors on November 4, 2019.

B. Personnel Actions

HIRING - Classified				
Name	Position	FT/PT	Salary Placement	Effective Date
Haley Ring	Instructional Aide	PT	C3/4	11/12/2019

HIRING - Certificated				
Name	Position	FT/PT	Salary Placement	Effective Date
Angela Williams	Substitute Teacher	PT	Daily Rate	11/05/2019
Deanna McKinlay	Substitute Teacher	PT	Daily Rate	11/04/2019

SEPARATIONS – RESIGNATIONS AND RELEASES - Certificated			
Name	Position	FT/PT	Effective Date
Haley Valdez-Hollenbeck	Long Term Substitute	PT	11/08/19

SEPARATIONS – RESIGNATIONS AND RELEASES – Classified			
Name	Position	FT/PT	Effective Date
Pam Thompson	Instructional Aide	PT	11/22/19

The Board approved Consent Agenda Items A and B. Motioned (Mr. Jackson), seconded (Ms. Travis), Approved 3-0.

V. PUBLIC COMMENT

There were no public comments

VI. STAFF REPORTS

- A. OPA – Saddleback Valley
Chancellor Bridges shared OPA-SV activities and events which included Literature Day, NED Assembly, the Rainbow Run and PBIS implementation.
- B. OPA – South Orange County (Ms. Alvarado, Chancellor)
Chancellor Alvarado shared OPA-SOC activities and events which included Astro Camp, NED Assembly, and Hour of Code.
- C. Library/Media Update
Library/Media Specialist Ms. Williams provided an update about 2019-20 library initiatives, goals, resources and events at each school and across both campuses.

VII. PRESENTATIONS

- A. Financial Update
October 2019 financials were presented by Ms. Parikh.
Mr. Jackson directed OPA staff to determine the reasons for increased SOC electricity

use and charges and research energy use package options that best fit schools' needs and budgets.

Increased SPED expenses are due to increased SPED enrollments, services and staff.

- B. **Proposed Material Revision to 2019 – 2024 OPA SOC Charter Petition**
Dr. Kernan explained the need to amend OPA Admissions policies to address the need of out-of-District OPA families with siblings.

VIII. **BOARD REPORTS/COMMENTS** – There were no comments.

IX. **EXECUTIVE DIRECTOR'S REPORT**

X. **ITEMS SCHEDULED FOR BOARD ACTION**

- A. **Approve the Young, Minney & Corr, LLP. Invoice #62587 totaling \$56,649.13 and Invoice #62094 totaling \$24,962.00 for Legal Services**
Ms. Travis motioned to approve Action Agenda Item A, Mr. Jackson seconded, Approved 3-0.
- B. **Approve of Proposed Material Revision to OPA – SOC Charter Petition, 2019 - 2024**
Mr. Jackson motioned to approve Action Agenda Item B, Ms. Travis seconded, Approved 3-0.
- C. **Approve of Amendment to Sick Leave Provision in 2019 – 2020 OPA Employee Handbook**
Ms. Travis motioned to approve Action Agenda Item C, Mr. Jackson seconded, Approved 3-0.
Discussion: The amended language further clarifies that OPA employee sick leave is accrued after each month of actual employment.
- D. **Approve of 2020 – 2021 OPA School Calendar**
Mr. Jackson motioned to approve Action Agenda Item D, Ms. Travis seconded, Approved 3-0.
Discussion: The 2020-2021 OPA Calendar was developed with faculty and staff input and aligns with local school district calendars.
- E. **Approve Job Description for OPA Accounting Technician**
Ms. Travis motioned to approve Action Agenda Item E, Mr. Jackson seconded, Approved 3-0.

XI. **ADJOURNMENT**

The Board agreed to adjourn at 8:33 pm.


Joseph Minney, Board Chair


Delite Travis, Secretary


Erika Gonzales, Recording Secretary