

# Oxford Preparatory Academy

## Regular Meeting of the Board of Directors

December 9, 2014

### MINUTES

#### I. PRELIMINARY

##### A. CALL TO ORDER

*The meeting was called to order at 6:09 p.m.*

*The regular meeting of the Board of Directors was held at the Chino Valley campus located at 5862 C Street, Chino, California. The meeting was held by teleconference at the South Orange County (SOC) campus located at 23000 Via Santa Maria, Mission Viejo, California.*

##### 1. Roll Call

Members	Present	Absent
Bob Kuhnert, Chairman	X	
Albert Chang, Vice-Chairman		X
Vacancy, Secretary		
Robert G. Lehmeier, Treasurer	X	
Dr. Greg Maddex, Member	X	

*For the record, Executive Director, Sue Roche, attended the meeting by Skype.*

##### 2. Pledge of Allegiance

*The flag salute was led by Chairman Kuhnert.*

##### 3. Approval of Agenda

*Moved (Maddex), Second (Lehmeier), motion carried by a vote of 3-0 to approve the agenda for the regular meeting of the Board of Directors for December 9, 2014 as presented. The vote was taken by roll call.*

##### Roll Call Vote:

*AYES: Bob Lehmeier, Dr. Greg Maddex, Bob Kuhnert*

*NOES: 0*

*ABSTAIN: 0*

*ABSENT: Albert Chang*

#### II. OPEN SESSION

##### A. FILL VACANCY ON THE BOARD OF DIRECTORS

*Chairman Kuhnert opened nominations for Secretary. Bob Lehmeier nominated, seconded by Bob Kuhnert, Dr. Greg Maddex to serve as Secretary. Hearing no further nominations, the nominations were closed. The nomination was carried by a vote of 3-0 to elect Dr. Greg Maddex to serve as Secretary of the Board of Directors. The vote was taken by roll call.*

##### Roll Call Vote:

*AYES: Bob Lehmeier, Dr. Greg Maddex, Bob Kuhnert*

*NOES: 0*

*ABSTAIN: 0*

*ABSENT: Albert Chang*

**B. ANNUAL ORGANIZATIONAL MEETING**

*Bylaws of the Board of Directors require certain actions with regard to the internal organization of the Board.*

**Election of Chairman of the Board**

*Dr. Maddex nominated, seconded by Bob Lehmeyer, Bob Kuhnert to service as Chairman of the Board for the ensuing year. Hearing no further nominations, the nominations were closed. The nomination was carried by a vote of 3-0 to elect Bob Kuhnert to serve as Chairman of the Board. The vote was taken by roll call.*

**Roll Call Vote:**

**AYES**        *Bob Lehmeyer, Dr. Greg Maddex, Bob Kuhnert*  
**NOES:**        *0*  
**ABSTAIN:**    *0*  
**ABSENT:**    *Albert Chang*

**Election of Vice-Chairman of the Board**

*Dr. Maddex nominated, seconded by Bob Lehmeyer, Albert Chang to serve as Vice-Chairman of the Board of Directors. Hearing no further nominations, the nominations were closed. The nomination was carried by a vote of 3-0 to elect Albert Chang to serve as Vice-Chairman of the Board of Directors. The vote was taken by roll call.*

**Roll Call Vote:**

**AYES**        *Bob Lehmeyer, Dr. Greg Maddex, Bob Kuhnert*  
**NOES:**        *0*  
**ABSTAIN:**    *0*  
**ABSENT:**    *Albert Chang*

**Election of Secretary of the Board**

*Bob Lehmeyer nominated, seconded by Bob Kuhnert, Dr. Greg Maddex to serve as Secretary of the Board of Directors for the ensuing year. Hearing no further nominations, the nominations were closed. The nomination was carried by a vote of 3-0 to elect Dr. Greg Maddex to serve as Secretary of the Board of Directors. The vote was taken by roll call.*

**Roll Call Vote:**

**AYES**        *Bob Lehmeyer, Dr. Greg Maddex, Bob Kuhnert*  
**NOES:**        *0*  
**ABSTAIN:**    *0*  
**ABSENT:**    *Albert Chang*

**Election of Treasurer of the Board**

*Dr. Greg Maddex nominated, seconded by Bob Kuhnert, Bob Lehmeyer to serve as Treasurer of the Board of Directors. Hearing no further nominations, the nominations were closed. The nomination was carried by a vote of 3-0 to elect Bob Lehmeyer to serve as Treasurer of the Board of Directors. The vote was taken by roll call.*

**Roll Call Vote:**

**AYES**        *Bob Lehmeyer, Dr. Greg Maddex, Bob Kuhnert*  
**NOES:**        *0*  
**ABSTAIN:**    *0*  
**ABSENT:**    *Albert Chang*

**C. PRESENTATIONS**

1. Local Control Accountability Plan (LCAP)  
*An overview of the Local Control Accountability Plan (LCAP) for Oxford Preparatory Academy was presented to the Board.*
2. OPA Chino Valley School Update  
*Professor Garret Bridges presented a video highlighting student events that have taken place at OPA Chino Valley since the start of the school year.*  
  
*Professor Connor Berry (University of Oregon Ducks) presented a video prepared by his 6th Grade students to show their support for Marcus Mariota, quarterback for the Oregon Ducks, for the 2014 Heisman Trophy Award. Professor Berry reported that his 6<sup>th</sup> grade class submitted the video to the ESPN Network, it was selected to be placed on the network website, and that Professor Berry was interviewed by ESPN about the making of the video.*

**D. COMMUNICATIONS**

1. Comments from the Board  
*Board members, Chairman Kuhnert, Bob Lehmeyer, and Dr. Greg Maddex, all congratulated Professor Berry and the 6<sup>th</sup> Grade Oregon Ducks students on the excellent job they did on making the video showcasing their choice for Marcus Mariota for the 2014 Heisman Trophy Award, as well as Professor Berry being interviewed by ESPN Network, and having the video seen on the ESPN website.*
2. Comments from the Executive Director  
*Mrs. Roche began her comments by updating the Board on the following activities: reported that Grade Level Meetings have been scheduled and staff are reviewing standards, discussing test format, a slogan has been selected for the year, "standards, format, and technology," and the campaign for Chromebook sales has begun. Mrs. Roche explained that students will take the new standardized test using a Chromebook. She reported that she is busy working with the back office staff and Administrative Team to ensure that everyone understands the importance of the test. Mrs. Roche gave a shout out to Professor Berry and the Oregon Ducks 6<sup>th</sup> grade students on the video they prepared and submitting it to ESPN Network, and congratulated Professor Berry for being interviewed by ESPN. Mrs. Roche continue her comments by updating the Board on facilities by reporting that the OPA-South Orange County (SOC) campus will be expanding to include a band room, science lab, two bathroom portables, and PE locker-room as part of the Facilities Use Agreement (FUA) that was approved by Capistrano Unified School District and Oxford Preparatory Academy. At the OPA-Chino Valley campus plans are being developed for a school resource center, as well as other improvements. She commented that the facilities projects for both schools is very beneficial and helps to drive student achievement. Mrs. Roche concluded her comments by wishing everyone happy holidays.*

**E. COMMENTS FROM THE AUDIENCE ON ITEMS ON THE AGENDA**

*Monica Power, Coordinator of Human Resources, addressed the Board and explained that tonight the Chancellor, Dean, and staff were busy presenting the Second Trimester Awards, and on behalf of the entire staff, wished Board Members a happy holiday. Mrs. Power made a brief presentation to the Board on behalf of the Honor Societies from Chino Valley and South Orange County in appreciation for their service.*

**III. ITEMS SCHEDULED FOR CONSENT**

*Moved (Maddex), Second (Lehmeyer), motion carried by a vote of 3-0 to approve the items scheduled for consent. The vote was taken by roll call.*

Roll Call Vote:

AYES: Bob Lehmeyer, Dr. Greg Maddex, Bob Kuhnert  
 NOES: 0  
 ABSTAIN: 0  
 ABSENT: Albert Chang

- III.1 Minutes of Regular Meetings: June 25, 2014; August 28, 2014; September 8, 2014**  
*Approved minutes of regular meetings for June 25, 2014; August 28, 2014; and September 8, 2014*
- III.2 Minutes of Special Meetings: June 12, 2014; August 1, 2014**  
*Approved minutes of special meetings for June 12, 2014, and August 1, 2014*
- III.3 Warrant Reports**  
*Approved warrant reports*
- III.4 Revised Fiscal Policy**  
*Approved revised Fiscal Policy*

**IV. ITEMS SCHEDULED FOR DISCUSSION/ACTION**

**A. Ratify Facilities Use Agreement (FUA) with the Capistrano Unified School District and Oxford Preparatory Academy (OPA)-South Orange County (SOC)**

*Moved (Lehmeyer), Second (Maddex), motion carried by a vote of 3-0 to ratify the Facilities Use Agreement (FUA) with the Capistrano Unified School District and Oxford Preparatory Academy (OPA)-South Orange County (SOC) as presented. The vote was taken by roll call.*

Roll Call Vote:

AYES: Bob Lehmeyer, Dr. Greg Maddex, Bob Kuhnert  
NOES: 0  
ABSTAIN: 0  
ABSENT: Albert Chang

**B. Approve 2014-2015 First Interim Budget**

*Moved (Maddex), Second (Lehmeyer), motion carried by a vote of 3-0 to approve the 2014-2015 First Interim Budget as presented. The vote was taken by roll call.*

Roll Call Vote:

AYES: Bob Lehmeyer, Dr. Greg Maddex, Bob Kuhnert  
NOES: 0  
ABSTAIN: 0  
ABSENT: Albert Chang

**C. Approve 2013-2014 Financial Audit**

*Moved (Maddex), Second (Lehmeyer), motion carried by a vote of 3-0 to approve the 2013-2014 Financial Audit as presented. The vote was taken by roll call.*

Roll Call Vote:

AYES: Bob Lehmeyer, Dr. Greg Maddex, Bob Kuhnert  
NOES: 0  
ABSTAIN: 0  
ABSENT: Albert Chang

**D. Approve Revised Board Policy #2013-002 – Civility Policy**

*Moved (Maddex), Second (Lehmeyer), motion carried by a vote of 3-0 to approve revised Board Policy #2013-002 – Civility Policy as presented. The vote was taken by roll call.*

Roll Call Vote:

AYES: Bob Lehmeyer, Dr. Greg Maddex, Bob Kuhnert  
NOES: 0  
ABSTAIN: 0  
ABSENT: Albert Chang

**E. Approve Revised Board Policy #2013-001 – School Visitation Policy**

*Moved (Maddex), Second (Lehmeyer), motion carried by a vote of 3-0 to approve revised Board Policy #2013-001 – School Visitation Policy as presented. The vote was taken by roll call.*

**Roll Call Vote:**

**AYES** Bob Lehmeyer, Dr. Greg Maddex, Bob Kuhnert  
**NOES:** 0  
**ABSTAIN:** 0  
**ABSENT:** Albert Chang

**F. Approve Revised Board Policy #2013-003 – Use of Electronic Mail Addresses Policy**

*Moved (Maddex), Second (Lehmeyer), motion carried by a vote of 3-0 to approve the revised Board Policy #2013-003 – Use of Electronic Mail Addresses Policy as presented. The vote was taken by roll call.*

**Roll Call Vote:**

**AYES** Bob Lehmeyer, Dr. Greg Maddex, Bob Kuhnert  
**NOES:** 0  
**ABSTAIN:** 0  
**ABSENT:** Albert Chang

**G. Signature Authorization for Oxford Preparatory Academy**

*Moved (Lehmeyer), Second (Maddex), motion carried by a vote of 3-0 to approve the signature authorization for Oxford Preparatory Academy as presented. The vote was taken by roll call.*

**Roll Call Vote:**

**AYES** Bob Lehmeyer, Dr. Greg Maddex, Bob Kuhnert  
**NOES:** 0  
**ABSTAIN:** 0  
**ABSENT:** Albert Chang

**H. Public Comments on Closed Session Items**

*None*

**V. CLOSED SESSION**

*It was requested that Closed Session be tabled. Chairman Kuhnert asked for a motion to table Closed Session. Moved (Maddex), Second (Lehmeyer), motion was carried by a vote of 3-0 to table closed session. The vote was taken by roll call.*

**Roll Call Vote:**

**AYES** Bob Lehmeyer, Dr. Greg Maddex, Bob Kuhnert  
**NOES:** 0  
**ABSTAIN:** 0  
**ABSENT:** Albert Chang

**IV. ADJOURNMENT**

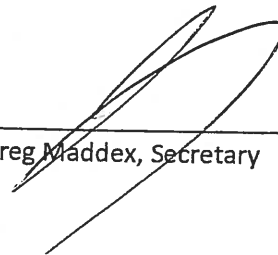
*Moved (Lehmeyer), Second (Maddex), motion carried by a vote of 3-0 to adjourned the regular meeting of the Board of Directors for December 9, 2014. The vote was taken by roll call.*

Roll Call Vote:

*AYES Bob Lehmeyer, Dr. Greg Maddex, Bob Kuhnert  
NOES: 0  
ABSTAIN: 0  
ABSENT: Albert Chang*

*Chairman Kuhnert adjourned the regular meeting of the Board of Directors for December 9, 2014 at 6:55 p.m.*

  
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Bob Kuhnert, Chairman

  
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Dr. Greg Maddex, Secretary

*Reported by: Catherine Kelley, Coordinator of Administrative Services*