

River Oaks Academy
REGULAR MEETING OF THE GOVERNING BOARD

Thursday, February 2, 2017
6:00 p.m.

Regular Meeting Location
River Oaks Academy
920 Hampshire Rd. Suite X
Westlake Village, CA 91361
www.riveroakscharter.com

MINUTES

1) OFFICIAL OPENING OF THE MEETING

1. Call to Order
2. Pledge of Allegiance
3. Roll Call and Acknowledgement of Guests

	<i>Present</i>	<i>Absent</i>
Chairman: Kay DeGennaro	_ X _	_____
Vice-Chairman: Jennifer Berryhill	_ X _	_____
Secretary: Denise Filz	_ X _	_____
Treasurer: Michael McCambridge	_ X _	_____
Parliamentarian: David Hunt	_____	_ X _

4. Mission Statement - *River Oaks Academy (ROA) is founded on the belief that all children are born with the capacity for brilliance. Our mission is to help children find, nurture, and sustain the passion that will lead to their individual forms of brilliance. To this end, we offer a non-traditional K-12 independent study program of individually designed curriculum and direction.*
5. Emergency Additions to the Agenda
6. Approval of the Agenda for February 2, 2017 Motion to approve made by: Jennifer/Dr. Mac, Motion is carried 4-0-1

2) ORGANIZATIONAL

- a. None

3) PUBLIC COMMENTS

Citizens who would like to address the Board on any item on the Agenda may do so now or when the President requests comments from the Public as the Board is considering the item. This portion of the Annual Board meeting is set aside for members of the audience to make comments or raise issues that are not specifically on the agenda. These presentations, both during open and agendized topics, are limited to three (3) minutes per presentation and the total time allotted to non-agenda items will not exceed fifteen (15) minutes.

4) INFORMATION AND DISCUSSION ITEMS

These items are presented to the Board for information only and are not subject to action at this meeting. These items may be added to a future meeting for action by the Board.

1. Budget Committee – Informational (10 min)
2. Parent Advisory Council (PAC) – Informational (10 min)
PAC reported they scheduled family fun days after Prep & Pizza, another at CREATE, and are planning hike days for outdoor activities and educational field trips. March 9th they are going to Discovery Cubes. Inventory of t-shirts is to be reduced and they have cleaned out the parent lounge.
3. Teacher’s Report – Informational (10 min)
Leslie reported staff presented results at the County Board Meeting and the presentation was well received. Mr. Kunicki stopped us during the presentation and acknowledged the increase in scores asking what the 2 most important factors were in the jump. Staff are busy working on transcripts and getting ready for spring and next Wednesday’s STEAM Maker’s Fair night. Our Focus Room has been implemented where we are prepared to make sure the students can work and can get things done during that time.
4. Student Report – Informational (10 min) - None
5. Career Pathways Report – Informational (10 min) - None
6. Discussion of proposed Educator Effectiveness Plan, SB103 and AB104. Claudia presented the plan and explained that there is great PD going on.

5) REPORTS

1. President’s Report – Kay thanked everyone for being here, for being so welcoming as part of the team, working on WASC and how incredible it was as to what the staff put in.
2. Director’s Report:

Claudia thanked Kay for all the work she has done for ROA. Kay’s involvement and support for ROA has been truly appreciated and we will miss her.

 - a. Teaching and Learning (Goal A) Increase student achievement in the area of mathematics: we will continue with tutoring, evaluating students who need tutoring and continue holding our prep & pizza events.
 - b. Teaching and Learning (Goal B) Expand the College and Career Pathway: we are evaluating bringing the Networking pathway to our school, rather than share with ACE. We are checking into the credentials of one of our teachers to see if we could have her get the Networking CTC Credential. If that is doable, that would be a great addition to our program as it will be the only Networking pathway in the county. We have an amazing business partner who would be very interested in supporting this.
 - c. Teaching and Learning (Goal C) Expand ROA’s High School program – Two of our new pathways, legal and hospitality, have started and we are getting great feedback. NCAA accreditation is still in process as it is quite tedious since we are a special setting. We just received word that our cohort graduation rate is at 100% which is great news for our accountability report. This means that all students who came in as 9th grade students graduated with their cohort in 12th grade.
 - d. Staff Development and Training – Staff continues to attend a variety of PD. Staff have signed up or attended the CCSA Conference, CATE Conference, CUE Conference, K Conference and a Mindfulness Workshop that is ongoing.
 - e. Technology – We have added to today’s agenda a request to add another 30 computers.
 - f. Budget – We are continuously working with Benny to make sure that we are on track. In January our Curriculum Committee will come back together to make a list of curriculum they would like to be considered. Our teachers will have a “wish list” as well. This way we can start to order materials that we need for our students. We are also going to have to talk to Benny and our budget committee to allocate more funding into our workshop account as well as tutoring. Both

of those are direct support and services for our students and are in line with the mission and vision of our program.

- g. We have met our budget numbers for enrollment with current enrollment at 256 students. 4 new enrollments are still to be entered and will start within the next week or so. 4 new enrollment applications came in today of which 2 are for Oxnard. We have a total of 48 in Oxnard at this time. We are getting calls daily, some asking to come in this semester, and others inquiring for next school year.
 - h. Oxnard Resource Center – We have obtained, finally, the golden key to the Seabridge facility. We will hold a Grand Opening on March 2 from 11:30-1:00 and invite everybody to come. We will also hold at least a few board meetings at the Seabridge site.
3. Individual Board Member Report – Denise thanked Kay and stated that we accomplished so many great things and thanked Kay for helping to make this happen.
 4. BSA Report - None
 5. VCOE Report - None

6) CONSENT AGENDA ITEMS

Actions proposed for the Consent Agenda are items consistent with adopted policies and approved practices of River Oaks Academy and are deemed routine in nature. The Board will be asked to approve all of the Consent Agenda items by a single vote unless any member of the Board or the Public asks that an item be removed from the Consent Agenda and considered and discussed separately.

1. Consideration to approve the January 19, 2017 Minutes (meeting moved to 1/19 from 1/12—no quorum on the 12th)
2. Consideration to approve the ROA Financial Statement
3. Consideration to approve the ROA Board Report of Purchase Orders

Public Comments: None

Motion to: Approve

Made by: Denise/Jennifer

Motion is: 4-0-1

7) ACTION ITEMS

1. Review, Discussion, and Approval of Kay DeGennaro’s resignation from the Board of Directors, effective February 28th, 2017.
 - a) Kay submitted her letter of resignation, effective February 28th, 2017. We are thankful for all she has done for ROA and will miss her.

Public Comments: None

Motion to: Approve

Made by: Jennifer/Dr. Mac

Motion is: 4-0-1

2. Review, Discussion, and Approval of Dr. Horton as our new community board member filling Kay's opening. If approved by the Board, Dr. Horton's term will start March 1st and will join our board meeting on March 2nd as a new community board member.
 - a) Dr. Horton introduced himself to our board at the last board meeting. He will fill board position #5 as per our bylaws. This position is a board nominated and board elected position.

Public Comments: None, Board voted, Kay tallied the votes with 4 votes for Dr. Horton. Dr. Horton was voted into office.

Motion to: Approve

Made by: Jennifer/Denise

Motion is: 4-0-1

3. Review, Discussion, and Approval of Aztec Data Supply's quote for 30 laptops. Not to exceed \$21,300.00.
 - a) With the continuous growth of our student population and the aging of our laptops, we would like to purchase another 30 laptops. We are also looking ahead to our CAASPP testing, which is now all done electronically and will need updated laptops. We will be testing students at both sites, Oxnard and Westlake Village.

Public Comments: None

Motion to: Approve

Made by: Dr. Mac/Jennifer

Motion is: 4-0-1

4. Review, Discussion, and Approval of Oliver Worldclass Lab's quote for a SMART Board for our Oxnard facility. Not to exceed \$8,549.06 for the SMART board and \$478 for the 3-year warranty for a total of \$9,027.06.
 - a) In order to offer the same quality instruction and the same opportunities to our students at our Seabridge facility, we would like to have one SMART board at that site for academic instruction.

Public Comments: None

Motion to: Approve

Made by: Jennifer/Denise

Motion is: 4-0-1

5. Review, Discussion, and Ratification of Edmentum's Reading Eggs; not to exceed \$464.00 for 31-50 students for a one year license, expiring 2/17/2018.
 - a. This is a well-liked and used online support for our younger students who need some additional instruction and practice with reading.

Public Comments: None

Motion to: Approve

Made by: Denise/Jennifer

Motion is: 4-0-1

6. Review, Discussion, and Approval of the quote to renew our subscription to BrainPop. Not to exceed \$1,975.00. This will renew our subscription through April 2018.
- a) This is the renewal for one of our online subscription. This site is very popular and used by many of our families. It is a trusted resource supporting core and supplemental subjects.

Public Comments: None

Motion to: Approve

Made by: Jennifer/Dr. Mac

Motion is: 4-0-1

7. Review, Discussion, and Approval of the quote from Aztec Data Supply for 2 laptop cabbies, not to exceed \$3,056.85. One will be for the Oxnard Resource Center and the other for Westlake Village. Each cabby costs \$1,528.43.
- a) To safely store our additional laptops and continuously charge them, we will need to add 2 more cabbies.

Public Comments: None

Motion to: Approve

Made by: Jennifer/Dr. Mac

Motion is: 4-0-1

8. Review, Discussion, and Approval of the quote to purchase curriculum from Triumph Learning for our student's common core aligned materials for ELA/Math/Science, including remedial materials, not to exceed \$34,114.65.
- a) These materials were introduced to us at an APlus meeting at our location. We found that this curriculum would greatly enhance our choices for our families and are very family/student friendly. The materials are standards-based and will allow to fully prepare our students for the SBAC.

Public Comments: Leslie introduced the materials and talked about it, explaining how the materials can be used.

Motion to: Approve

Made by: Jennifer/Dr. Mac

Motion is: 4-0-1

9. Review, Discussion, and Approval the following additional vendors (classes starting in March) in Westlake:
- a) Lynn Bemis, SAT math prep class instructor; not to exceed \$1,000.00.
- b) Captivating Speakers, not to exceed \$3780.00.

Public Comments: None

Motion to: Approve

Made by: Jennifer/Dr. Mac

Motion is: 4-0-1

10. Review, Discussion, and Approval of two stipends for our Hospitality teachers, Kathy Jackson and Michal Rosenblum for the development of the Hospitality Career Class. Each stipend not to exceed \$2,500.00 for a total of \$5000.00.

- a) Kathy and Michal have spent countless additional hours in developing this A-G class for our students. We feel that they should receive a stipend for their work and effort, which was way above and beyond their normal workload. This amount will be coming from the grant funds.

Public Comments: None

Motion to: Approve

Made by: Denise/Jennifer

Motion is: 4-0-1

8) CLOSED SESSION

During this meeting the Board may adjourn to Closed Session to review and consider the topics below:

None

The Chair of the Board will report on actions taken during closed session.

9) OPEN SESSION ACTION ITEMS

None

10) FUTURE AGENDA ITEMS

These items are presented by the Board and are not subject to action at this meeting. These items may be added to a future meeting for action by the Board.

11) ADJOURNMENT 6:48 pm