

**River Oaks Academy**  
REGULAR MEETING OF THE GOVERNING BOARD

**Thursday, March 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 at 6:02 pm
2. Pledge of Allegiance
3. Roll Call and Acknowledgement of Guests

	<i>Present</i>	<i>Absent</i>
Vice-Chairman: Jennifer Berryhill	X	
Secretary: Denise Filz	X	
Treasurer: Dr. Michael McCambridge	X	
Parliamentarian: David Hunt		X
Board member: Dr. John Horton	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 March 2, 2017 - Dr. Mac/Denise

### 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) - None, budget meeting scheduled for 3/16 at 6:00 pm
2. Parent Advisory Council (PAC) – Informational (10 min) - None
3. Teacher’s Report – Informational (10 min)—Leslie reported on STEAM night with approximately 75 people in attendance with a special guest appearance of R2/D2 that was the hit of the evening. We also had Prep & Pizza. We are implementing the Interim Assessment Blocks but unfortunately they need to be hand-scored and that makes it a bit harder. We hope that more teachers will schedule the focus room and have their students take it. We had our Oxnard Grand Opening today and it was a beautiful day.
4. Student Report – Informational (10 min) - None
5. Career Pathways Report – Informational (10 min) - Gina provided a brief update about the pathways.
  - a. ROA Teacher Update: Leanne Staback will get the preliminary CTE credential for Computer Networking, which will give ROA 3 teachers with CTE credentials. These 3 teachers are also working on clearing those credentials which the grant is supporting for each teacher.
  - b. Pathway Classes: Gina, Leanne, Kathy and Michal each attended the VC Innovates Curriculum Meetings for Hospitality, Recreation & Tourism, and Computer Networking. We are evaluating all of the future class options through CEC and UCCI websites. The goal of the grant is to build pathways that are self-sustaining. Oxnard CC is very interested in articulating and likes our curriculum. The Dean already spoke to our CC class and supports the curriculum we are using.
  - c. We have a Hospitality Entrée to Employment dinner at the Courtyard in Oxnard on March 16<sup>th</sup> from 6:00 – 8:00 p.m. Gina will attend along with 2 ROA students.
  - d. We also met with John Light, attorney and business industry partner. He reviewed our legal classes and found them to be a strong background to the profession. He encouraged us to look at the paralegal path at Oxnard.

## 5) REPORTS

1. President’s Report - None
2. Director’s Report
  - a. Teaching and Learning – Increase student achievement in the area of mathematics
    - (1) We have started with our Prep and Pizza and will continue to offer those. We have also started to administer the Interim Assessments to a pilot group.
    - (2) The state has developed a new accountability system called “Dashboard”. Gina and I have just attended a workshop on that system. We are happy to let you know that our efforts in improving our math scores were reflected as well as our increase in our ELA scores.
  - b. Teaching and Learning – Expand the College and Career Pathway
    - (1) Gina will report on this
  - c. Teaching and Learning – Expand ROA’s High School program
    - (1) As Gina stated, one of our great news items is that we will be able to offer the Networking pathway at our site by credentialing one of our own teachers in that area.
  - d. Staff Development and Training – Provide ongoing professional development to all staff
    - (1) We have 7 staff members attending the CCSA Conference and others have attended the CATE Conference, a K Conference, and an upcoming CUE Conference.
  - e. Technology: We have received our new laptops already. At this point, we hope to be set for a while with the new technology. Though as you can see on the agenda, we have an action item to add more technology infrastructure, as we have outgrown the system within our facility and we

need to add more devices throughout the facility to provide enough internet strength to power all of these laptops. Most likely, we are going to have to do something similar at Oxnard.

- f. Budget: Benny and I had our preliminary meeting about the budget. We are working hard to be very much on top of it, as this year is a hugely important year for our funding purposes, which will be submitted based on this year's numbers. We have a budget meeting scheduled for later this month.

We have met our budget numbers for enrollment. Current enrollment: 264; 84 high school; 180 TK-8.

- g. Oxnard Resource Center: Replicate ROA's program at the Oxnard Resource Center. We had our grand opening today.
3. Individual Board Member Report—Dr. Mac shared that CLU is opening a center for learning where workshops will be offered and teachers can teach classes.
  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 February 2, 2017 Minutes
2. Consideration to approve the ROA Financial Statement
3. Consideration to approve the ROA Board Report of Commercial Checks
4. Consideration to approve the ROA Board Report of Purchase Orders

*Public Comments: None*

*Motion to: Denise/Dr. Mac*

*Made by: Approve*

*Motion is: 4-0-1*

## 7) ACTION ITEMS

1. Review, Discussion, and Approval of the Educator Effectiveness Plan, SB103 and AB104, as presented during February board meeting.

*Public Comments: None*

*Motion to: Approve*

*Made by: Denise/Dr. Mac*

*Motion is: 4-0-1*

2. Review, Discussion, and Approval of additional funding for our math tutors, so they can continue the tutoring of over 70 students and over 850 hours through the end of April, 2017.

- a) Angeline Lee: \$3,950.00

- b) Robert Grethel: \$4,930.00
- c) Craig Seaver: \$8,460.00
- d) David Chae: \$4,250.00
- e) Phuong Hong: \$9,280.00
- f) Shirley Zimmermann: \$1,800.00
- g) Rosemary Schlingensiepen: \$1,800.00
- h) Yoko Mimori: \$2,700.00

*Public Comments: None*

*Motion to: Approve*

*Made by: Dr. Mac/Denise*

*Motion is: 4-0-1*

3. Review, Discussion, and Approval of Addendum B reflecting the election of our new community board member, Dr. J. Horton.
  - a. Kay DeGennaro resigned as of February 28, 2017 and Dr. Horton is taking his seat with the March 2, 2017 board meeting. Addendum B reflects this change, leaving the Board Chair position open until the distribution and assignment of the positions in the fall per our Bylaws.

*Public Comments: None*

*Motion to: Approve*

*Made by: Denise/Dr. Mac*

*Motion is: 4-0-1*

4. Review, Discussion, and Ratification of Vivian Rhoades to teach the SAT ELA prep class starting March 1 for 10 weeks; not to exceed \$1000.00.
  - a. This is our ELA SAT prep class. We are also offering a math SAT prep class.

*Public Comments: None*

*Motion to: Ratify*

*Made by: Dr. Mac/Denise*

*Motion is: 4-0-1*

5. Review, Discussion, and Approval of additional funds for our SPED providers, Jeri Kearney and Sherri Franzino. We have had an increase in our SPED population this year. These funds come from our federal and state SPED monies.
  - a) Jeri Kearney \$10,000.00
  - b) Sherri Franzino \$12,995.00

*Public Comments: None*

*Motion to: Approve*  
*Made by: Denise/Dr. Mac*  
*Motion is: 4-0-1*

6. Review, Discussion, and Approval of the audit engagement letter from Vicenti, Lloyd & Stutzman, CPA's to provide auditing services to BSA and its member districts.

*Public Comments: None*  
*Motion to: Approve*  
*Made by: Dr. Mac/Denise*  
*Motion is: 4-0-1*

7. Review, Discussion, and Approval of the quote from Oaks Data System for additional Cisco Meraki access points and additional network configuration including a 3-year Cisco Meraki license; not to exceed \$6,067.00.

*Public Comments: None*  
*Motion to: Approve*  
*Made by: Denise/Dr. Horton*  
*Motion is: 4-0-1*

8. Review, Discussion, and Approval of the quote from Aztec Data Supply, Inc for the renewal of the Symantec ACAD endpoint protection (virus protection) for 65 laptops; not to exceed \$1495.00 for a 12-months renewal.

*Public Comments: None*  
*Motion to: Approve*  
*Made by: Dr. Mac/Denise*  
*Motion is: 4-0-1*

9. Review, Discussion, and Approval of extra duty pay for Leslie Maple and Kathy Jackson for 2 additional weeks in June after the last school day to organize curriculum; inventory materials; reorganize shelves and organize curriculum by grade level; review materials for reorders and label inventory properly; not to exceed \$2,000.00 each for a total of \$4,000.00

*Public Comments: None*  
*Motion to: Approve*  
*Made by: Denise/Dr. Mac*  
*Motion is: 4-0-1*

10. Review, Discussion, and Approval of the 2017-18 River Oaks Office Assistant Calendar.
- a. The office assistant works 186 days and has 14 paid Holidays. The Holidays that are paid Holidays are: Labor Day 9/4; Local Holiday 9/21; Veterans Day 11/10; Thanksgiving Recess 11/22-24; Winter Holiday 12/22-25; 12/29-1/1; MLK Jr. Day 1/15; Lincoln's Day 2/16; Washington's Day 2/19; Memorial Day 5/28. The Office Assistant also has 2 weeks paid vacation.

*Public Comments: None*

*Motion to: Approve*

*Made by: Dr. Mac/Dr. Horton*

*Motion is: 4-0-1*

**11. Review, Discussion, and Approval of the 2017-18 River Oaks Administrative Assistant Calendar.**

a. The Administrative Assistant works year-round. She has 245 workdays and 15 Holidays. The Holidays that are paid Holidays are: Labor Day 9/4; Local Holiday 9/21; Veterans Day 11/10; Thanksgiving Recess 11/22-24; Winter Holiday 12/22-25; 12/29-1/1; MLK Jr. Day 1/15; Lincoln's Day 2/16; Washington's Day 2/19; Memorial Day 5/28; Independence Day, July 4<sup>th</sup>; for the year starting July 1, 2017-June 30, 2018. The Administrative Assistant also has 2 weeks paid vacation.

*Public Comments: None*

*Motion to: Approve*

*Made by: Dr. Mac/Dr. Horton*

*Motion is: 4-0-1*

**12. Review, Discussion, and Approval of the River Oaks Academy Charter School's 2016-17 Second Interim Report.**

a. Local agency governing boards are required to certify twice a year regarding their ability to meet their financial obligations for the remainder of the current fiscal year and for the subsequent two fiscal years, in accordance with Education Code Section 42131. The Second Interim Report covers the financial and budgetary status for the period ending January 31, 2017.

*Public Comments: Benny is explaining the Second Interim Report and states that we increased our revenue by \$161,024. Our supply budget has increased by \$67,938. Budget has increased by \$184,306 in expenses.*

*Motion to: Approve*

*Made by: Denise/Dr. Mac*

*Motion is: 4-0-1*

**Adjourn into closed session 7:21PM**

**8) CLOSED SESSION 7:22 pm**

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

1. Public Employment
  - a. Title: Director – Evaluation

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

**9) OPEN SESSION ACTION ITEMS 7:37 PM**

1. Public Employment
  - a. Title: Director – Evaluation  
No action to report.

*Public Comments: None*

*Motion to:*

*Made by:*

*Motion is:*

## **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 7:38 PM**