

River Oaks Academy
REGULAR MEETING OF THE GOVERNING BOARD

Thursday, December 7, 2017

6:30 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 6:30 PM

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

	<i>Present</i>	<i>Absent</i>
Chairman: Jennifer Berryhill	__X__	_____
Vice-Chairman: Terri Childs	__X__	_____
Secretary: Susan Willard	__X__	_____
Treasurer: Dr. Michael McCambridge	_____	__X__
Parliamentarian: Dr. 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 - None
6. Approval of the Agenda for December 7, 2017. Motioned, seconded and carried 4-0-1 (Dr. Horton, Terri) with Jennifer, Terri, Dr. Horton, and Susan in favor.

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)
 - a. Claudia reported they had a meeting Monday night and everything is in good shape financially. We have an extra \$80,000.00 as of right now. ROA has asked if we could put \$20,000 towards Workshops and Math tutoring.
2. Parent Advisory Council (PAC) – Informational (10 min)
 - a. Pam shared PAC had an Art & Park Event which had low attendance but was still fun. PAC is gearing up for the Holiday Showcase. Emily has sat in on meetings and has had great ideas.
3. Teacher’s Report – Informational (10 min)
 - a. Maria shared for Leslie. This is the last week of workshops and we are gearing up for the Holiday Showcase. The Programatic Report went well with all most every teacher in attendance.
4. Student Report – Informational (10 min) - None
5. Career Pathways Report – Informational (10 min)
 - a. Kathy shared this has been an exciting month. In College and Career we have had some exciting speakers that have provided our students with valuable insight into the challenges and joy of each particular career path. Wendy has had some speakers. Students are working through a detailed budget; researching car insurance, housing and utilities and health care to name a few of the budget items. Their collaboration with each other has been thought provoking and challenging. We believe this class is a great foundation for all students and are glad it is now a requirement for graduation.
 - b. Michal and Kathy attend a monthly VC Innovates leadership meeting.
 - c. Several students have taken part with Entres Employment Dinners – these allow students to sit with professionals in their fields to interact and ask questions.
 - d. The most exciting news of all is that we are working towards successful articulation of our Networking CompTIA class. Our legal courses have been articulated so now students will earn college credit for the coursework they have completed. We are working with Moorpark College to consider artifulating our Hospitality courses as well.
6. High School Guidance Counselor Report—Informational (10 min) - None

5) REPORTS

1. President’s Report - None
2. Director’s Report
 - a. Teacher and Learning (Goal A) Increase student achievement in the area of mathematics: Maria shared we have been testing our high school students and are planning to meet with all of the tutors in January to go over these results. Our tutor hours will be going up that will enable students who need one on one tutoring to be able to receive that extra help. We are getting ready with the Spring Workshop schedule and “Coles Cool Kids Club” for elementary thru middle schoolers will be an amazing workshop. It will start with lunch followed by 3 stations; an enrichment task, learning a new task, and completing an assessment. We want them to have fun and learn. How to “Adult Like A Boss” will be a new workshop for our high schoolers where we want students to learn and feel comfortable with their math. 3 teachers will be visiting and observing a school north of Sacramento in January that have turned their math scores around. We hope to gain insight from their innovative approach.
 - b. Teaching and Learning (Goal B) – Expand ROA’s High School program. Kathy reported earlier on this.

- c. Teaching and Learning (Goal C) – Expand ROA’s High School program. We are continuing to work on our NCAA accreditation. Kathy reported on the great achievements in CEC.
 - d. Staff Development and Training – Goal A: Provide ongoing professional development to all staff: I attended the CSDC (Charter School Development Center) Conference in San Diego. This was a great conference, although there are quite a few things happening in the charter world that are a bit scary, including some potential new bills that are pending.
 - e. Technology: We are thankful for our App where we can shoot out blasts to staff and parents. This week it came in very handy as we cancelled classes and workshops on Wednesday and were able to let our families know by sending out the information via the app.
 - f. Budget – Claudia reported on the budget meeting earlier. Attendance; total students – 261, 178 TK-8 and 88 HS. Oxnard total is 72; 14 HS and 58 TK-8 and Westlake’s total is 190; 74 HS and 116 TK-8th.
3. Individual Board Member Report – Terri shared that the presentation was done very well for the Programatic Report at the County. She loved seeing all of the staff there supporting ROA.
 4. BSA Report – Benny will share later
 5. VCOE Report -Marlo would like to congratulate all of the staff for a 1st rate Progromatic Report that was exceptional. This was her 4th one and shared that everyone who spoke for ROA was so prepared. She also appreciated everyone that showed up. She feels that all of the questions that come up are asked for every school. There are a couple of questions that came up after the Board Meeting so she is working with Claudia on a manual report Claudia is putting together. Also, regarding the articulation for Career Pathways – this is a big deal because it is difficult to get that done. She is very excited for ROA. Over the course of the year if you are going to show off artwork, consider showing it at the County Office in July when Marlo has signed up for artwork from Charter Schools to be displayed.

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 November 2, 2017 Minutes
2. Consideration to approve the ROA Financial Statement
3. Consideration to approve the ROA Board Report of Purchase Orders
4. Consideration to approve the Receipt of Ventura County Report of Investments for the quarter ending September 30, 2017
5. Consideration to approve the ROA PAC Transaction Detail Report

Public Comments: None

Motion to: Approve

Made by: Terri, Dr. Horton

Motion is: Carried 4-0-1 with Jennifer, Susan, Dr. Horton and Terri in favor.

7) ACTION ITEMS

1. Review, Discussion, and Approval of the River Oaks Academy Charter School Board Policy for Access to Public Records.
 - a) This policy has been vetted and reviewed by MYC. This is in response to the Public Records Act and will help ensure individuals rights to privacy.
Public Comments: None
Motion to: Approve
Made by: Susan/Terri
Motion is: Carried 4-0-1 with Jennifer, Susan, Dr. Horton and Terri in favor.

2. Review, Discussion, and Ratification to pay Stephen Hoffman for the extra 1-day CPR class offered at both sites (WL and OXN) for our students to meet their 9th grade health CPR requirement. Not to exceed: \$479 for Westlake and \$310 for Oxnard.
 - a. 9th grade students are now required to meet a CPR requirement as a part of the Health class. Some students preferred not to attend the semester long CPR class. Stephen offered a one-day class, which satisfied this requirement for those students. He offered the class at both sites, Oxnard and Westlake.
Public Comments: None
Motion to: Approve
Made by: Susan/Dr. Horton
Motion is: Carried 4-0-1 with Jennifer, Susan, Dr. Horton and Terri in favor.

3. Review, Discussion, and Approval of using the School Pathways online registration module for new families to register. Not to exceed \$500.00
 - a. School Pathways offers an online component for new families to register conveniently online.
Public Comments: None
Motion to: Approve
Made by: Dr. Horton/Terri
Motion is: Carried 4-0-1 with Jennifer, Susan, Dr. Horton and Terri in favor.

4. Review, Discussion, and Ratification to pay Michelle Endres for taking over Kelli's IEP students in Oxnard until winter break. Due to the distance, Michelle is asking to get paid \$80/hour.
 - a. Kelli is leaving for a full-time position at her daughter's school. Michelle is helping out through winter break and working with Kelli's students. We encumbered funds for Michelle at the beginning of the year, which should suffice to cover these added hours.
Public Comments: None
Motion to: Approve
Made by: Susan/Dr. Horton
Motion is: Carried 4-0-1 with Jennifer, Susan, Dr. Horton and Terri in favor.

5. Review, Discussion, and Approval Mary Beth Adams, Resource Specialist. Not to exceed: \$9,800.00.
 - a. Kelli Flores took a full time position. Mary Beth will be taking over the resource students at the Oxnard facility. We will close out Kelli's account and transfer the balance to Mary Beth. These are special education funds.

- (1) Mary Beth came to us thru Edjoin. She took time to meet with Kelli and meet the students. Claudia would like her to take over for Kelli.

Public Comments: None

Motion to: Approve

Made by: Terri/Susan

Motion is: Carried 4-0-1 with Jennifer, Susan, Dr. Horton and Terri in favor.

6. Review, Discussion, and Approval of the 2017-18 Funding Determination Application (Benny).

a. California Code of Regulations, Title 5 Section 11963.6, specifies that a continuing NCB (non classroom based) charter school must file a funding determination request by February 1, 2018. A funding determination request for a continuing NCB charter school must be approved in advance (prospective basis) with funding determination periods ranging from a minimum of two years to a maximum of five years in length.

Benny shared this is a positive report that he and Claudia will report on in Sacramento. The importance of this report shows that we spent 80 per cent on SB740. Given these facts we hope to ask to be audited every 5 years.

Public Comments: None

Motion to: Approve

Made by: Dr. Horton/Terri

Motion is: Carried 4-0-1 with Jennifer, Susan, Dr. Horton and Terri in favor.

7. Review, Discussion, and Approval of the 2017-18 1st Interim Budget (Benny).

a. In accordance with Education code 47604.33(a): Each charter school shall annually prepare and submit the following reports to its chartering agency and the county superintendent of schools, or only to the county superintendent of schools if the county board of education is the chartering agency: (1) On or before December 15, an interim financial report. This report shall reflect changes through October 31.

Benny shared an extensive report. See Budget Detail in Agenda.

Public Comments: None

Motion to: Approve

Made by: Susan/Dr. Horton

Motion is: Carried 4-0-1 with Jennifer, Susan, Dr. Horton and Terri in favor.

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

N/A

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 7:39 pm