

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

**Thursday, April 12, 2018**

**6:30 p.m.**

**REGULAR MEETING LOCATION**

River Oaks Academy  
920 Hampshire Road, Suite X  
Westlake Village, CA 91361  
[www.riveroakscharter.com](http://www.riveroakscharter.com)

**AGENDA**

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**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: Jennifer Berryhill	_____	_____
Vice-Chairman: Terri Childs	_____	_____
Secretary: Susan Willard	_____	_____
Treasurer: Dr. Michael McCambridge	_____	_____
Parliamentarian: Dr. Horton	_____	_____

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. Motion to Approve the Agenda for April 12, 2018
  - Motion to:*
  - Made by:*
  - Motion is:*

**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)
3. Teacher’s Report – Informational (10 min)
4. Student Report – Informational (10 min)
5. Career Pathways Report – Informational (10 min)
6. High School Guidance Counselor Report—Informational (10 min)

#### 5. REPORTS

1. President’s Report
2. Director’s Report
3. Individual Board Member Report
4. BSA Report
5. VCOE Report

#### 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 March 1, 2018 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 ROA PAC Transaction Detail Report

#### 7. ACTION ITEMS

1. Review, Discussion, and Approval of the short intersession 5 week workshop session (from April 16-May 18, 2018) for **Westlake**:
  - a) Michael Voogd, Martial Arts; not to exceed \$1000.00
  - b) Andrea Diamond, STEM, not to exceed \$1,500.00
  - c) Lift Cooking Class, not to exceed \$1,500.00
  - d) Jade Flores-Henderson, Math, not to exceed \$750.00
  - e) Marcela Pomodoro, Spanish, not to exceed \$800.00
  - f) Alex Porter, Dance, not to exceed \$600.00
  - g) Xuan Nguyen, Yoga, not to exceed \$425.00
  - h) Phuong Hong, Math Lab, not to exceed \$700.00
  - i) Diane Darakjian, Art Classes, not to exceed \$1,000.00
  - j) Sepi Yeoh, GIFT and Test Anxiety (4 weeks), not to exceed \$670.00

*Public Comments:**Motion to:**Made by:**Motion is:*

2. Review, Discussion, and Approval of the short intersession 5 week workshop session (from April 16-May 18, 2018) for **Oxnard**:
  - a) Daniela Frias, Science, not to exceed \$300.00
  - b) Marcela Pomodoro, Spanish, not to exceed \$1,000.00
  - c) Michael Voogd, Martial Arts, not to exceed \$1,000.00
  - d) Beth Tappin, Art and STEM, not to exceed \$1,050.00
  - e) Alex Porter, Dance, not to exceed \$600.00
  - f) Xuan Nguyen, Yoga, not to exceed \$425.00
  - g) Lift Cooking Class (15 students), \$1,500.00
  - h) Dallas James, Improvisation, \$1,000.00
  - i) Shirley Zimmermann, Writing and Reading, not to exceed \$250.00
  - j) Rosemary Schlingensiepen, Math Games, not to exceed \$250.00
  - k) Jon Bernstein, Writing, not to exceed \$1,250.00

*Public Comments:**Motion to:**Made by:**Motion is:*

3. Review, Discussion, and Approval of the SAT Prep Classes for ELA and Math in April/May, 2018:
  - a) Phuong Hong; SAT Math Prep (8 weeks); not to exceed \$800.00.
  - b) Vivan Rhodes, SAT ELA Prep (8 weeks); not to exceed \$800.00

*Public Comments:**Motion to:**Made by:**Motion is:*

4. Review, Discussion, and Approval of the quote from *Aztec Data Supply Inc.* for 13 HP G6 15.6" LCD Notebook - Intel Core i3 (6th Gen) i3-6006U Dual-core (2 Core) 2 GHz - 4 GB DDR4 SDRAM - 500 GB HDD - Windows 10 Pro (English) - Dark Ash Silver - DVD-Writer - Bluetooth - English Keyboard - Gigabit Ethernet - Network (RJ-45) - HDMI - 2 x USB 3.1 Ports 4GB 500GB DVDRW 15.6IN BT W10 Professional laptops; not to exceed \$9,341.25.
  - a) We have used Aztec for all of our recent technology purchases. Their price is very competitive and they offer great service once we have the order delivered. They are also a local small business, which we feel we should support in our community.

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

5. Review, Discussion, and Approval of quote from Aztec Data Supply, Inc., to repair 9 laptops; re-install Windows 10, Windows 7, replace a battery and replace an AC adapter. Those laptops are newer laptops and Aztec feels that the repair is well worth it. Not to exceed \$1,575.63.

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

6. Review, Discussion, and Approval of the Audit Engagement Letter from Clifton/Larson/Allen for the June 30, 2018 audit and to provide auditing services to BSA and ROA (Benny).

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

7. Review, Discussion, and Approval of the Price Quote for Curriculum Associates for our i-Ready Diagnostic and Instruction for 145 licenses for diagnostic in reading and math and 20 licenses in instruction in reading and math. Not to exceed \$2,940.00.

- a) We have been using i-Ready for our “in house” adaptive assessment for the last several years. This is our fall and spring assessment in addition to CAASP assessments. It helps us ensure that we can monitor academic growth for our students. We use i-Ready for our 3<sup>rd</sup>-8<sup>th</sup> grade students (and interim assessments for our high school students).

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

8. Review, Discussion, and Approval of a stipend for Kathy Jackson and Leslie Maple to organize, review and coordinate replacement of curriculum; inventory shelves; file portfolios at the offsite storage unit; organize STEM materials; check and print answer keys for a variety of textbooks and assessments; work on NGSS (science) syllabi; etc. after the school year ends. Anticipated time needed: 2 weeks. Not to exceed \$2,500.00 each.

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

- 9. Review, Discussion, and Approval of the position of a full-time science/auxiliary teacher.
  - a) The budget committee discussed this in great length and agrees that hiring a science/auxiliary teacher to build the science program at ROA as well as teach all the high school science labs, tutor students and help with overflow supervising of students, is in the best interest of the school at large. The science/auxiliary teacher will be placed on a separate salary schedule—see in Action Item #10.

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

- 10. Review, Discussion, and Approval of the salary schedule for a full-time science/auxiliary teacher.
  - b) This salary schedule reflects a separate salary schedule for the science/auxiliary teacher. At this time, the board only approves the science/auxiliary teacher’s schedule. The other salary schedules are to be approved at a later time.

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

- 11. Review, Discussion, and Approval of the Agreement for Business Services between the *The Ventura County Schools Business Services Authority* and ROA; July 1, 2018-June 30, 2019.
  - a) This is our agreement for the services that the BSA (Benny) renders.

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

- 12. Review, Discussion, and Ratification of Michelle Endres’ contract in the amount of and not to exceed \$1,055.00 for SPED/resource services.
  - a) Michelle is one of our resource specialists. She filled in when Kelli left until Mary Beth was trained. We estimated her cost, but were short by \$1,055.00. This is for SPED services.

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

13. Review, Discussion, and Ratification of Sherry Mason-Franzino’s contract in the amount of and not to exceed \$6,200.00 for SPED/resource services.

a) Sherry is one of our resource specialists. Due to an increase in SPED students needing SAI services, we did not estimate her amount properly.

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

14. Review, Discussion, and Ratification of Mary Beth Adam’s contract in the amount of and not to exceed \$7,000.00 for SPED/resource services.

a) Mary Beth is our resource specialist in Oxnard. Due to an increase in SAI services, we need to increase her funds. This is for SPED services.

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

15. Review, Discussion, and Ratification of Sabine Schaefer-Mitchell’s contract balance. Not to exceed \$120.00.

a) Sabine instructed German workshops at our Oxnard facility. Due to a calculation error we were short by \$120.00 in her contract total.

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

## **8. CLOSED SESSION**

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

1. Public Employment

a. Title: Director – Evaluation

2.

a. Conference with Real Property Negotiator(s) [Government Code Section 54956.8]

Property: 920 Hampshire Road, Suite X; 910 Hampshire Road, Suite B; Westlake Village, CA 91361;

Agency Negotiator: Claudia Weintraub, Director

Negotiating Parties: Tony Principe; WestCord

Under negotiation: Westlake Resource Center Space

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

## 9. OPEN SESSION ACTION ITEMS

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

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

2.
  - a. Conference with Real Property Negotiator(s) [Government Code Section 54956.8]  
Property: 920 Hampshire Road, Suite X; 910 Hampshire Road, Suite B; Westlake Village, CA 91361;  
Agency Negotiator: Claudia Weintraub, Director  
Negotiating Parties: Tony Principe; WestCord  
Under negotiation: Westlake resource center space

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

## 10. FUTURE AGENDA ITEM

*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: Time: