

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

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: 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
- 6. Motion to Approve the Agenda for April 12, 2018

Motion to: Approve

Made by: Dr. Horton/Dr. Mac

Motion is: Carried 5-0-0 with Jennifer, Terri, Susan, Dr. Mac and Dr. Horton 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. Dr. Mac shared that the budget is looking very healthy. We have money we need to use by law and there was discussion about what to spend that on. Benny has budgeted for 3 years down the road. He looks at it very conservatively which Dr. Mac feels is very wise. In case of an emergency we are well prepared to handle it. Dr. Mac said kudos to Benny and kudos to Claudia.
2. Parent Advisory Council (PAC) – Informational (10 min)
 - a. Pamela shared in regards to fundraisers, PAC made \$91.77 from Snapper Jacks and \$147.70 from Box Tops. \$78.00 was made from Movie & Spirit Day, and most important was the kids had a great time. PAC plans to spruce up the parent lounge this summer. A field trip was organized to the Reagan Library on April 4th for the Genghis Khan Exhibit. Sara also organized earth themed field trips to The Bird Museum, Lake Casitas Floating Classroom, Farm Sanctuary Tour, and Ojai Valley Sanitary District and Wastewater Treatment Plant. Rebecca has been brought in as treasurer and Chandra will help as secretary.
3. Teacher’s Report – Informational (10 min)
 - a. Before Leslie shared Claudia showed a video from last night’s STEAM night here at Westlake.
 - b. Leslie shared we are already planning for next year’s STEAM night, getting R2D2 back again. March 22 both sites finished Prep and Pizza. Last week we launched our first testing. Our 5-week workshop sessions begin next week. Several staff attended the Charter Conference where we met new people and new vendors.
 - c. Maria shared Oxnard is entering the 5-week workshop session also. She said the workshop team has almost finalized next fall’s schedule for both sites. In the fall at Oxnard, Monday will be elementary students, Tuesday will be the older students, Wednesday morning will be for the younger students and the afternoon for the older students. Maria’s agenda attending the Charter Conference was to find new curriculum. A few things caught her interest in which she will look into further. Maria shared Oxnard hosted a Prep and Pizza and testing will begin on Monday.
 - d. Nick shared about the CUE Conference that he, Tezo, and Amylynn attended. The CUE Conference is geared toward technology. Nick sought out a few workshops on coding and also attended a Google Sheets and Docs session. He brought back ideas that might be helpful for River Oaks. Nick will be attending a coding seminar in the summer.
4. Student Report – Informational (10 min)
 - a. Kathy read a report from Kristen Linville, 9th grader, shared she attended the Moorpark College/Career Day where she had choices of classes to attend. It was good because she learned where classes were and what they were about. She had a great experience and came away with the challenge that students need to be the few out of a crowd to speak up.
5. Career Pathways Report – Informational (10 min)
 - a. Kathy shared students prepared heavily for Mock interviews, writing and rewriting resumes and cover letters as well as working on a one-minute introduction of themselves. There were 4 community/business members that graciously volunteered

their time and invested in the lives of our students as they interviewed and gave feedback. A special thank you to board member Terri Childs for participating bringing a wealth of experience and great input. Others who volunteered their time were Jill Lederer - President of the Chamber of Commerce, Sepideh Yeoh – one of our vendors, and Rodrigo Cardenas from VCOE. Kathy and Claudia attended the Internship Fair and spoke with several community businesses who are willing to take interns throughout the year. There were a few students that attended as well. Kathy and Michal attended the monthly leadership meeting at CEC Moorpark. As a result of a connection made through Sepideh's GIFT workshop at the Chamber, they met with financial educator and consultant, Beth Felsen, to discuss having her come to speak with our CCS students. An Entre to Employment is being hosted at CSUCI for Arts, Media and Entertainment.

6. High School Guidance Counselor Report—Informational (10 min) None

5. REPORTS

1. President's Report
 - a. Jennifer shared on a personal note that Sophia was selected as a finalist for the Ronald Reagan Scholarship. Sophia helped with Captivating Speakers as an intern learning so much. It provided her with tremendous growth in areas that she wanted to be involved in and gave her a lot of clarity in what she may want to pursue in college. Jennifer encouraged ROA pursuing internships for our students.
2. Director's Report
 - a. Claudia introduced Dana who has been teaching most of our science classes this year. She shared ROA Staff had an Active Shooter Training presented by the Ventura Sheriff's Department which was somber but well worth it. She shared the fall schedule is being heavily worked on and is excited about bringing on 2 new great vendors at Oxnard along with possibly adding a few ELA tutors. Dr. Perry will be our speaker at graduation and we are honored that Mr. Mantooth will be attending and speaking for a few minutes. Dr. Rice will also be attending.
 - b. Teaching and Learning (Goal A) – Increase student achievement in the area of mathematics: Leslie and Maria reported earlier on this. (Goal B) – Expand the College and Career Pathway, and (Goal C) – Expand ROA's High School program were reported on by Kathy.
 - c. Staff Development and Training (Goal A) – Provide ongoing professional development to all staff: 7 staff attended the CCSA Conference held in San Diego. Claudia shared it was a great conference for team building and networking. The Homeschool Conference held in Ontario will be attended by a few of our staff. Nick shared about the CUE Conference that he, Tezo, and Amylynn were able to attend in Palm Springs.
 - d. Technology: We are asking for approval of 13 new laptops, which are part of our 17-18 LCAP. We are also asking for approval to repair 9 laptops which have been damaged at a variety of levels from normal use. Aztec has evaluated them and feels they are worth fixing.
 - e. Budget: Benny and Claudia met to discuss and look at the SB740 funds that need to be spent along with looking ahead to the 18-19 school year. They also worked on LCAP which will be presented at the May Board Meeting for Public Hearing.
 - f. Total students: 273; 184 TK-8th and 89 High School. Oxnard: 78: 15 High School and 63 TK-8th with one more starting in April.

- g. Oxnard Resource Center: Replicate ROA's program at the Oxnard Resource Center: Maria reported on this earlier.
 - h. Board Development and Training: Terri attended the CCSA Conference with ROA staff. Claudia would like to look at September for the Board Retreat.
 - i. Important Dates: High School Information Night May 24. Graduation and Year-End Celebration May 30th, 11:00-1:00. Dr. Perry will be the keynote speaker, Mr. Mantooth will address the students, and Sophia Berryhill will be our student speaker.
3. Individual Board Member Report
 - a. Terri shared she was delighted to be involved as one of the interviewers for the Mock interviews. She said students did very well and took positive criticism well. CCSA was very eventful and visiting exhibits was wonderful as well as spending time with staff. She shared it was good to have a gathering of a "Charter World".
 4. BSA Report
 - a. Rudy was in attendance and shared they are expecting a report from the governor. He said River Oaks is in a good position budget wise. Rudy attended the Charter Conference as well and attended HR/Payroll workshop related sessions.
 5. VCOE Report
 - a. Marlo was absent but sent Claudia a memo that she would like feedback on what Board Members would be interested in attending a Brown Act Training the week of September 10. All Board members were in agreement that a 5-7 pm session is preferred.

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

Public Comments: None

Motion to: Approve

Made by: Terri/Susan

Motion is: Carried 5-0-0 with Jennifer, Terri, Susan, Dr. Mac, and Dr. Horton in favor.

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: None

Motion to: Approve

Made by: Susan/Dr. Horton

Motion is: Carried 5-0-0 with Jennifer, Terri, Susan, Dr. Mac, and Dr. Horton in favor.

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: None

Motion to: Approve

Made by: Dr. Mac/Terri

Motion is: Carried 5-0-0 with Jennifer, Terri, Susan, Dr. Mac and Dr. Horton in favor.

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) Vivian Rhodes, SAT ELA Prep (8 weeks); not to exceed \$800.00

Public Comments: None

Motion to: Approve

Made by: Susan/Dr. Mac

Motion is: Carried 5-0-0 with Jennifer, Terri, Susan, Dr. Mac and Dr. Horton in favor.

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: None

Motion to: Approve

Made by: Dr. Horton/Susan

Motion is: Carried 5-0-0 with Jennifer, Terri, Susan, Dr. Mac and Dr. Horton in favor.

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: None

Motion to: Approve

Made by: Terri/Dr. Mac

Motion is: Carried 5-0-0 with Jennifer, Terri, Susan, Dr. Mac and Dr. Horton in favor.

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: None

Motion to: Approve

Made by: Susan/Dr. Horton

Motion is: Carried 5-0-0 with Jennifer, Terri, Susan, Dr. Mac and Dr. Horton in favor.

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 3rd-8th grade students (and interim assessments for our high school students).

Public Comments: None

Motion to: Approve

Made by: Susan/Dr. Horton

Motion is: Carried 5-0-0 with Jennifer, Terri, Susan, Dr. Mac and Dr. Horton in favor.

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: None

Motion to: Approve

Made by: Terri/Susan

Motion is: Carried 5-0-0 with Jennifer, Terri, Susan, Dr. Mac and Dr. Horton in favor.

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: None

Motion to: Approve

Made by: Dr. Mac/Terri

Motion is: Carried 5-0-0 with Jennifer, Terri, Susan, Dr. Mac and Dr. Horton in favor.

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: None

Motion to: Approve

Made by: Susan/Dr. Mac

Motion is: Carried 5-0-0 with Jennifer, Terri, Susan, Dr. Mac and Dr. Horton in favor.

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: None

Motion to: Approve

Made by: Terri/Susan

Motion is: Carried 5-0-0 with Jennifer, Terri, Susan, Dr. Mac and Dr. Horton in favor.

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: None

Motion to: Approve

Made by: Susan/Dr. Mac

Motion is: Carried 5-0-0 with Jennifer, Terri, Susan, Dr. Mac and Dr. Horton in favor.

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: None

Motion to: Approve

Made by: Susan/Dr. Mac

Motion is: Carried 5-0-0 with Jennifer, Terri, Susan, Dr. Mac and Dr. Horton in favor.

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: None

Motion to: Approve

Made by: Terri/Susan

Motion is: Carried 5-0-0 with Jennifer, Terri, Susan, Dr. Mac and Dr. Horton in favor.

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: None

Motion to: Approve

Made by: Dr. Horton/Dr. Mac

Motion is: Carried 5-0-0 with Jennifer, Terri, Susan, Dr. Mac and Dr. Horton in favor.

8. CLOSED SESSION 7:43 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

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 Time: 8:35 pm

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

The board agreed to pay for the Director’s Health Insurance in full starting July 1, 2018.

Public Comments: None

Motion to: Approve

Made by: Jennifer/Dr. Horton

Motion is: Carried 5-0-0 with Jennifer, Terri, Susan, Dr. Mac and Dr. Horton in favor.

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

No action is taken.

Public Comments: N/A

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: 8:40 pm