

River Oaks Academy
REGULAR MEETING OF THE GOVERNING BOARD

Thursday, May 3, 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: 6:30 pm
2. Pledge of Allegiance
3. Roll Call and Acknowledgement of Guests

	<i>Present</i>	<i>Absent</i>
Chairman: Jennifer Berryhill	<u> X </u>	<u> </u>
Vice-Chairman: Terri Childs	<u> X </u>	<u> X </u>
Secretary: Susan Willard	<u> X </u>	<u> </u>
Treasurer: Dr. Michael McCambridge	<u> X </u>	<u> </u>
Parliamentarian: Dr. Horton	<u> X </u>	<u> </u> Arrived at 6:45

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 May 3, 2018

Motion to: Approve

Made by: Susan/Dr. Mac

Motion is: Carried 3-0-2 with Jennifer, Susan, and Dr. Mac in favor

2. ORGANIZATIONAL

- a. None

3. PUBLIC HEARING: 2017-2018 LOCAL CONTROL ACCOUNTABILITY PLAN: Public Hearing opened at: 6: 31; Public Hearing closed at 6:33 pm

4. 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 agenda topics, are limited to three (3) minutes per presentation and the total time allotted to non-agenda items will not exceed fifteen (15) minutes.

5. 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
2. Parent Advisory Council (PAC) – Informational (10 min)
 - a. Pamela Keller shared the Grad Gift made by PAC includes a pen, a \$5.00 gift card along with a note from the student’s teacher. Rebecca has a field trip planned for May 11th to the Science Center King Tut exhibit and Sara has planned a “Year End Meet Up” at Camarillo Springs Park. PAC is hosting Staff Appreciation May 24th at Westlake to show gratitude towards everyone for all they do throughout the year.
3. Teacher’s Report – Informational (10 min)
 - a. Leslie shared this week ROA had its biggest testing group. She reported staff already discussed ways to improve the testing experience for this year, ie: different color tablecloths were put out to make the room more cheerful. Snacks provided by parents were available for students who were testing. ROA Café will be open next week for the high schoolers so when they need a break from testing they can enjoy snacks and drinks in that area. It’s the end of the year so staff are preparing for graduation and students are starting to return books.
4. Oxnard Resource Center Report—Informational (10 min)
 - a. Maria reported testing at the Oxnard site has gone very smoothly. The 3rd week of workshops has just finished and students are enjoying new vendors such as Lift, a cooking class, and Anxiety Busters, a workshop designed to support students with test anxiety. The 2018 Fall Workshop Schedule is being finalized with a few new vendors. Science focus rooms will be offered at both sites, along with STEAM at both locations and Academic Writing for Oxnard. Oxnard will be offering more workshops for the high schoolers including College and Career.
5. Student Report – Informational (10 min) - None
6. Career Pathways Report – Informational (10 min)
 - a. Kathy shared Jon Light was the special speaker on April 13th at CCS who encouraged students to get a Liberal Arts Degree. The High School Handbook is in the revision process, adding our 3rd year of math and additional requirements. Leanne resubmitted ROA’s IT Fundamental’s Course for a-g approval and was accepted which is now articulated with Moorpark College. CCS 10 year plans are being graded. Claudia submitted our grant budget revisions for this year which were approved, and Claudia and Kathy are working on the year-end report for the grant.

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

6. REPORTS

1. President's Report - None
2. Director's Report
 - a. Claudia shared ROA is heavily in the midst of state mandated testing, preparing for our year-end celebration and graduation, along with preparing for the new school year. We just finished and submitted the WASC progress report and are starting to tackle the grant year end report.
 - b. Teaching and Learning (Goal A) – Increase student achievement in the area of mathematics: Leslie and Maria shared earlier in the meeting on this.
 - c. Teaching and Learning (Goal B) – Expand the College and Career Pathway: Kathy reported on this earlier.
 - d. Teaching and Learning (Goal C) – Expand ROA's High School program. Kathy reported on this.
 - e. Staff Development and Training – (Goal A): Provide ongoing professional development to all staff: Claudia shared we have several staff members attending conferences or enrichment programs during the summer.
 - f. Technology: We received our new laptops and had the 9 others fixed. We received them just in time to be used during our testing time which was great since we had quite a few students testing at the same time.
 - g. Budget: Benny and Claudia continue to touch base twice a week to make sure that ROA is on top of the SB740 spending.
 - h. Total number of students: 273 students; 184 TK-8 and 89 High School. Oxnard: 78; 15 High School and 63 TK-8.
 - i. Oxnard Resource Center: Maria reported earlier about the Oxnard site.
 - j. Board Development and Training: Terri attended the CCSA Conference with several of ROA Staff. Claudia would like to look at the Board Retreat date for September to make sure it can work for everyone's schedules.
 - k. Important Dates: High School Info Night is May 24th, Year-End Celebration and Graduation is May 30th. Dr. Perry will be the keynote speaker, Mr. Mantooth will address the students as well and Sophia Berryhill will be our student speaker.
3. Individual Board Member Report - None
4. BSA Report
 - a. Rudy shared budgets are good for next year.
5. VCOE Report
 - a. Marlo is planning a Board Training September 11th around 5:00 p.m. which will go over Brown Act items. Marlo has a site visit coming up with Claudia this month. She is looking forward to the graduation.

7. 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 April 12, 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

8. ACTION ITEMS

1. Review, Discussion, and Approval of Dr. Michael McCambridge, Board Position #1, staying on the board for another term. The new term starts on June 6, 2018.

a) Dr. McCambridge's term would expire on June 5, 2018. Dr. McCambridge has graciously agreed to extend into a 2nd term. We had published the opening in the Director's Updates for several weeks, without any response. It is a great honor to have Dr. McCambridge stay on our board.

Public Comments: None

Motion to: Approve

Made by: Susan/Dr. Horton

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

2. Review, Discussion, and Approval of the Time4Learning quote. Not to exceed: \$4,080.00 for 20 licenses for the 2018-19 school year.

a) We are in the process of piloting a couple of new online platforms for our students. We found that not all students do well with the Edgenuity online platform and would like to offer a couple of additional choices to the teachers and students. Time4Learning are all-inclusive licenses for K-8 and cover 4 subjects for high school students. Some of their classes are also A-G.

Public Comments: None

Motion to: Approve

Made by: Susan/Dr. Horton

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

3. Review, Discussion, and Ratification of the Triumph Curriculum Order 00040680 not to exceed: \$12,652.60.

a) We are placing this order with Triumph to replenish our stock of this curriculum, which has been widely used and is entirely state-standard aligned.

Public Comments: None

Motion to: Approve

Made by: Susan/Dr. Mac

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

4. Review, Discussion, and Ratification of the APlus membership for the 18-19 school year not to exceed: \$3,562.00.

a) APlus is the Personalized Learning Organization to which we belong. We believe that this organization is a great support system of the kind of school that River Oaks is.

Public Comments: None

Motion to: Approve

Made by: Dr. Mac/Dr. Horton

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

5. Review, Discussion, and Approval of the quote to insert two windows in the parent lounge wall; not to exceed \$1,500.00.

a) We received a quote from the management company at the Water Court to insert two windows in the wall along the hallway of the parent lounge. This helps us see who is in the lounge and supervise better. Work for this would be done throughout the summer.

Public Comments: None

Motion to: Approve

Made by: Susan/Dr. Mac

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

6. Review, Discussion, and Approval of Sherri Coker's resignation effective June 4th, 2018.

Public Comments: None

Motion to: Approve

Made by: Dr. Horton/Susan

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

7. Review, Discussion, and Approval of Coverall's Cleaning Service to start doing our weekly cleaning services for both sites, Oxnard and Westlake. Start date: August 1, 2018 (18/19 budget). Oxnard site not to exceed: \$199/month; and Westlake not to exceed: \$204/month.

Public Comments: None

Motion to: Approve

Made by: Susan/Dr. Mac

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

8. Review, Discussion, and Approval of Coverall's Cleaning Service to strip and wax the floor in the multipurpose room in the Westlake facility in August (18/19 budget). Not to exceed: \$645.00.

Public Comments: None

Motion to: Approve

Made by: Susan/Dr. Mac

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

9. Review, Discussion, and Approval to renew the phone app for River Oaks Academy; not to exceed: \$1,999.00.

a) This is for our phone app which we use daily to connect with families, send out reminders, etc.

Public Comments: None

Motion to: Approve

Made by: Susan/Dr. Horton

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

9. CLOSED SESSION: 7:43 pm

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

1. 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.

10. OPEN SESSION ACTION ITEMS: 8:30 pm

1. 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: no action taken

Motion to:

Made by:

Motion is:

11. 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.

12. ADJOURNMENT: Time: 8:32 pm