

River Oaks Academy
REGULAR MEETING OF THE GOVERNING BOARD

Thursday, August 11, 2016
SPECIAL TIME THIS MEETING ONLY: 7:00 p.m.

Regular Meeting Location

River Oaks Academy
920 Hampshire Rd. Suite X
Westlake Village, CA 91361
www.roavc.com

MINUTES

1) OFFICIAL OPENING OF THE MEETING

1. Call to Order 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call and Acknowledgement of Guests

	<i>Present</i>	<i>Absent</i>
Chairman: Kay DeGennaro	_X_	_____
Vice-Chairman: Denise Filz	_X_	_____
Treasurer: Michael McCambridge	_X_	_____
Member: David Hunt	_____	_X_
Member: Jennifer Berryhill	_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 August 11th, 2016
 - a. Motioned, seconded, and carried (Berryhill/Filz) with Kay, Denise, Michael, and Jennifer in favor.

2) ORGANIZATIONAL

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)
 - a. Claudia shared that every position is open which means we will be able to recruit new parents who would like to be involved.
3. Teacher’s Report – Informational (10 min)
 - a. Leslie shared some teachers have been working voluntarily during the summer. Teachers are looking forward to the new school year, are excited about our online options, analyzing student data and opening the Oxnard site.
4. Student Report – Informational (10 min) - None
5. Career Pathways Report – Informational (10 min)
 - a. Gina shared that last year was the foundational year focusing on student strengths. We now have A-G approval. 36 students took College and Career, and 100% finished the course. Employability is what we are going to focus on this year and we are offering 2 courses this fall for employability. 6 students took courses. Gina personally wrote personal thank you notes and will reach out to our grant supporters. She would like to see ROA do a mock trial. 3 A-G courses have been approved. She reported that we River Oaks partners with ACE and our students will be able to use their resources.

5) REPORTS

1. President’s Report
 - a. Kay thanked everyone for being at the meeting. She welcomed Jennifer to the Board. Kay expressed her excitement to be on the front end of a new school year.
2. Director’s Report
 - a. Claudia reported that CAASPP results are in and she is meeting with every teacher to see what students need support. Once again Math Tutors are being hired as we saw an overall improvement in math grades since implementing their services last February.
 - b. High School A-G courses have been added. ROA has 33 courses approved and we are continuing to write for several more before the window closes in a few weeks. The High School Handbook has been updated. We just received word that we can collaborate with the CEC by sharing a couple of their pathway teachers. At this point, they hired a Hospitality teacher who will be teaching a couple of classes for us as well. Some of the A-G classes are “project” based classes, which are an amazing fit for our school.
 - c. Claudia and Richard Intlekofer have been working on getting the NCAA accreditation.
 - d. Claudia reported that ROA has been approved for the Work Experience Program which Richard Intlekofer will be supervising and holding a weekly class for students participating.
 - e. An all day staff meeting is scheduled for August 25th. A few things that will be discussed will be what professional development teachers want to attend this year. The first training for our new online curriculum called Compass Learning will be that day, August 25th.
 - f. Nick is finalizing the set-up of the iPads which will be handed out at the beginning of the school year to students.
 - g. Last year’s decision to have our office open during the month of July has again been justified. We were able to talk with new families and make appointments with many new families, enter data in Pathways to get the system ready for the new school year. Currently enrollment is at 219, having enrolled 56 new students and 13 more waiting to be input who have not yet been assigned.

- h. The Oxnard facility construction is about 4 weeks delayed due to a permit error (not on our part). We should be able to open in September. The Landlord has been working with us and has been very accommodating.
 - i. Long Range Plans – we are removing project based learning as a goal. We want to continue to develop and grow with the Career Pathway Program. Our issues are that not enough students are taking advantage of this program. Another long range plan is the Oxnard Site.
3. Individual Board Member Report
 - a. Denise shared how excited she is to be on the board again and to be able to work with everyone. Michael echoed that.
 4. BSA Report – Benny will report later in the meeting
 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 June 2, 2016 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
5. Consideration to approve the Ventura County Schools Receipt of Ventura County Report of Investment for the Quarter Ending March 31, 2016

Public Comments: None

Motion to: Approve

Made by: Jennifer/Denise

Motion is: Carried 4-0-1

7) ACTION ITEMS

1. Review, Discussion, and Approval of Revision of 2016-17 Employee Handbook (10 min.)
 - a. Our lawyers, MYC, vetted and updated our handbook to reflect new laws pertaining to employees and the work place. The changes are highlighted.

Claudia had our lawyer update the handbook. Michael expressed he felt it was brought up to this century. Jennifer also felt the wording was good.

Public Comments: None

Motion to: Approve

Made by: Jennifer/Michael

Motion is: Carried 4-0-1

2. Review, Discussion, and Approval of a Board retreat date and topics to be discussed.

Claudia has contacted Dr. Nancy Carroll, a retired superintendent, to help. She charges \$125 per hour and has suggested a task force and to pick 3 or 4 things on the strategic plan that the Board could focus on. Kay was looking on Board on Track for subjects. The date for the board retreat will be will be September 24th.

Public Comments: None

Motion to: Approve

Made by: Michael/Jennifer

Motion is: Carried 4-0-1

3. Review, Discussion, and Approval of the 2016-17 Agreements between River Oaks Academy and Special Education Vendors. (10 min)

Claudia explained that Jeri will be covering Kelly while she is out on maternity leave. These funds will come out of Special Ed Funds.

- a. Cynthia Vokoun, Psychologist, not to exceed: \$20,000
- b. Kelli Flores, Resource Specialist, not to exceed: \$8,000
- c. Richard Jenkins, Special Education Consultant, not to exceed: \$10,000
- d. Sheryl Fleishman, Speech Therapist, not to exceed: \$4,000
- e. Patti Murray, Speech Therapist, not to exceed: \$12,000
- f. Jeri Kearney, Resource Specialist, not to exceed: \$10,000
- g. Ventura County SELPA, Occupational Therapy, not to exceed: \$6,160

Public Comments: None

Motion to: Approve

Made by: Michael/Jennifer

Motion is: Carried 4-0-1

4. Review, Discussion, and Approval of 2016-2017 Agreement between River Oaks Academy and Enrichment Workshop Vendors (Westlake Resource Center) (10 min):

- a. Steve Yoshinaga, Science Workshops, not to exceed: \$4500
- b. Ken Mazur, Music Workshops, not to exceed: \$4350
- c. Esther Alinejad, 2 Ceramics Workshops, not to exceed: \$5680
- d. Dallas James, Improvisation Workshops, not to exceed: \$1800
- e. Lee Corkett, Photography Workshops, not to exceed: \$2700
- f. Aaron Council, Art Workshops, not to exceed: \$1000
- g. Michael Voogd, Animation and Martial Arts workshops, not to exceed: \$3800
- h. Larry Scott, Chess Workshops, not to exceed: \$1800
- i. Neal Friedman, Robotics Workshops, not to exceed: \$4636

- j. Ali Alinejad, Wood workshop, not to exceed: \$3400
- k. Alex Porter, Dance Workshop, not to exceed: \$1000
- l. Craig Seaver, Chemistry Workshop, not to exceed: \$1800
- m. Stephen Hoffman, Conejo CPR, CPR/First Aid Workshop, not to exceed: \$750
- n. Debbie McPherson, Scrapbooking Workshop, not to exceed: \$2200
- o. Diane Darakjan, Art Workshops, not to exceed: \$2800
- p. Ian Robertson, Film and Cinematography Workshops, not to exceed: \$1800
- q. Ingrid Cassady, Biology Workshops, not to exceed: \$1200
- r. Melissa Parnia, Animal Behavior, CA History, World History Workshops, not to exceed: \$1800
- s. Soroya Thenoz, French and Latin Workshops, not to exceed: \$2520
- t. Acela Barron-Camacho, Spanish Workshops, not to exceed: \$3790
- u. Sheryll Kidder, CriCutt Workshop, not to exceed: \$1800
- v. Xuan Nguyen, Yoga Workshop, not to exceed: \$850
- w. Jim Byrnes, Theatre workshop, not to exceed: \$900
- x. Captivating Speakers, 2 classes (grant funding), Chanti Niven, not to exceed: \$7,560

Denise asked if any of these classes are A-G. Claudia responded that there are a few and that we must follow the requirements exactly. Students may take lab classes at a junior college.

Public Comments: None

Motion to: Approve

Made by: Jennifer/Denise

Motion is: 4-0-1

5. Review, Discussion, and Approval of 2016-2017 Agreement between River Oaks Academy and Enrichment Workshop Vendors (Oxnard Seabridge Resource Center) (10 min):

- a. Neal Friedman, Robotics, not to exceed: \$2376
- b. Larry Scott, Chess and Cartooning Workshop, not to exceed: \$900
- c. Diane Darakjan, Art Workshops, not to exceed: \$3800
- d. Craig Seaver, Chemistry Workshop, not to exceed: \$1,440
- e. Xuan Nguyen, Yoga Workshop, not to exceed: \$765
- f. Rosemary Schlingensiepen, ELA workshop, not to exceed: \$450
- g. Shirley Zimmermann, Math Workshop, not to exceed: \$900
- h. Sherill Kidder, CriCutt Workshop, not to exceed: \$1800
- i. Michael Voogd, Martial Arts Workshop, not to exceed \$1800
- j. Esther Alinejad, Clay Workshop, not to exceed: 2840
- k. Ingrid Cassady, Biology Workshop, not to exceed: \$1260
- l. Jacqueline Anglin, Theatre Workshop, not to exceed: \$1800

Public Comments: None

Motion to: Approve

Made by: Jennifer/Denise

Motion is: Carried 4-0-1

6. Review, Discussion, and Approval of Math tutors for the 2016-17 school year:
- a. David Chae; math tutor, not to exceed: \$7300
 - b. Robert Grethel, math tutor, not to exceed: \$5000
 - c. Phuong Hong, math tutor and math study hall instructor, not to exceed: \$8000
 - d. Rosemary Schlingensiepen, math tutor, not to exceed: \$2000
 - e. Shirley Zimmermann, math tutor, not to exceed: \$2000
 - f. Stephanie Fahs, math tutor, not to exceed: \$5000
 - g. Alia Sparling, math tutor and math study hall instructor, not to exceed: \$3000
 - h. Nelson Pyle, math tutor and math study hall instructor, not to exceed: \$5000

Claudia feels this is definitely money worthwhile spending for students and CASSP scores. Kay asked if a student has tutoring twice a week and Claudia responded that she is very open to that because it is very beneficial.

Public Comments: None

Motion to: Approve

Made by: Denise/Jennifer

Motion is: 4-0-1

7. Review, Discussion, and Approval of the 2016-17 Agreements between River Oaks Academy and Shuri Skuvold, Photography (10 min)
- a. Contract for taking ID card and Yearbook photos of ROA students. Contract not to exceed \$800.

Claudia shared the cost includes free ID cards for High School students.

Public Comments: None

Motion to: Approve

Made by: Jennifer/Denise

Motion is: Carried 4-0-1

8. Review, Discussion, and Approval of the 2016-17 Agreements between River Oaks Academy and Polly Vlasic for Vision and Hearing Screenings, August 29, 2016-June 8, 2017; not to exceed: \$800 (10 min)

Claudia included money that would cover Polly coming out a few times to screen the general Ed and special Ed students.

Public Comments: None

Motion to: Approve

Made by: Jennifer/Michael

Motion is: Carried 4-0-1

9. Review, Discussion, and Ratification of Sale of Portable Science Sink, PSE 2040. (5 min.)

The lab sink has never been used and since we have running water in this facility we will not use it. We therefore sold the sink for \$500.

Claudia explained the sink was never used, was moved from one spot to another because it was in the way, and so decided to sell it.

Public Comments: None

Motion to: Approve

Made by: Michael/Jennifer

Motion is: Carried 4-0-1

10. Review, Discussion, and Approval of the renewal of the Agreement between River Oaks Academy School Pathways for CALPADS Support (10 min.)

- a. School Pathways will provide us with Service Package 5 (CALPADS Support 2) for the 2016-17 school-year. All CALPADS reporting for the School in the state system, including SSID enrollment, Fall 1, Fall 2 and EOY, as well as all data reconciliation. Fiscal Impact: \$7000 for the year

Claudia shared last year she felt it would be easier to give the responsibility to School Pathways, which has been the best move. We have good relations with Pathways and they know CALPADS well.

Public Comments: None

Motion to: Approve

Made by: Jennifer/Michael

Motion is: Carried 4-0-1

11. Review, Discussion, and Ratification for Extra Duty Pay for Teri Gabler, AmyLynn Robinson, Leslie Maple and Kathy Jackson attending the Great Homeschool Conference on June 16 and 17.

- a. These teachers attended the conference after the school-year ended. The daily rate was \$125. Each teacher attended 2 days (\$250/teacher). Fiscal impact was \$1250.00

Claudia shared this conference was after school was out, so this was sub pay for the days the teachers attended the conference. Kathy and Leslie shared their highlights of the conference which was a wonderful resource.

Public Comments: None

Motion to: Approval

Made by: Denise/Jennifer

Motion is: Carried 4-0-1

12. Review, Discussion, and Approval of 2016-2017 Agreement between River Oaks Academy and the Allstate Maintenance, Cleaning Services. (10 min) for both, the 920X and 910B office spaces at the WaterCourt.

- a. Not to exceed: \$510/month

Claudia shared this is a renewal.

Public Comments: None

Motion to: Approve

Made by: Jennifer/Denise

Motion is: Carried 4-0-1

13. Review, Discussion, and Approval of 2016-2017 Agreement to lease a 2nd copier/fax/scanner in the amount of \$169.12/month for 36 months.

- a. We are proposing to move the existing copier/fax/scanner to the Oxnard location and upgrading with a newer model that can handle the additional volume at the Westlake location.

Claudia shared she is reviewing quotes from several different companies and will be reading what consumer reports say on the machines.

Public Comments: None

Motion to: Approve

Made by: Jennifer/Michael

Motion is: Carried 4-0-1

14. Review, Discussion, and Approval of the purchase of signage for the Oxnard location.

- a. In order to have proper visibility and utilize the front and parking lot facing windows, we would like to install a lighted "Can Box" using the ROA Logo. Cost not to exceed: \$1,380.07

Claudia has received several bids.

Public Comments: None

Motion to: Approve

Made by: Denise/Jennifer

Motion is: Carried 4-0-1

15. Review, Discussion, and Ratification Office Assistant working an extra 5 days prior to August 18 at his regular hourly rate (10 min)

The Board had approved 10 extra days at the end of the school year but because of the death of Tezo's father, and the birth of his son it was too hard for him to come in. We need him to come in to help with the opening of school.

Public Comments: None

Motion to: Approve

Made by: Michael/Jennifer

Motion is: Carried 4-0-1

16. Review, Discussion, and Ratification of the renewal for our Worker's Compensation and Liability Insurance for the 2016-17 school year for the 920 Hampshire Road, Suite X; 910 Hampshire Road, Suite

B; the storage facility at 2505 Townsgate Road and the Seabridge Oxnard resource center at 1601 S. Victoria Avenue locations through CharterSafe Insurance, Risk Management and Employee Benefits (10 min)

- a. Fiscal impact \$23,341 (total premium)

Claudia explained this is our regular Insurance Company, we have had them for years and their prices are reasonable.

Public Comments: None

Motion to: Approve

Made by: Jennifer/Michael

Motion is: Carried 4-0-1

17. Review, Discussion, and Approval Final Proposition 30 Spending Plan for Fiscal Year 2015-16 (10 min.)

- a. The language of Proposition 30 requires that each LEA " . . . shall have sole authority to determine how the moneys received from the Education Protection Account are spent in the school or schools within its jurisdiction, provided, however, that the appropriate governing board or body shall make these spending determinations in open session of a public meeting of the governing board or body and shall not use any of the funds from the Education Protection Account for salaries or benefits of administrators or any other administrative costs."

Public Comments: None

Motion to: Approve

Made by: Jennifer/Michael

Motion is: Carried 4-0-1

18. Review, Discussion, and Approval of the 2015-16 ROA Unaudited Actuals Financial Budget and Report (10 min.)

- a. Per Education Code 42100, Charter schools are required to submit the 2015-16 year-end financial data (unaudited actuals financial reports) to the CDE via authorizing agency, either in the SACS format or in the approved Alternative Form. The unaudited actuals financial reports submitted as required by Education Code Section 42100 have been deemed to also satisfy the reporting requirement of Education Code Section 47604.33.

Benny first shared what a great school River Oaks Academy is. He then explained and gave an extensive report on the Unaudited Actuals Financial Budget and Report.

Public Comments: None

Motion to: Approve

Made by: Denise/Michael

Motion is: Carried 4-0-1

8) CLOSED SESSION

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

1. None

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

9) OPEN SESSION ACTION ITEMS

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.

1. None

11) ADJOURNMENT Kay adjourned the meeting at 8:47 p.m.