

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

**Thursday, June 2, 2016**

**6:00 p.m.**

Regular Meeting Location

River Oaks Academy  
920 Hampshire Rd. Suite X  
Westlake Village, CA 91361  
www.roavc.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: Kay DeGennaro	_____	_____
Vice-Chairman: Denise Filz	_____	_____
Secretary: Michelle Barry	_____	_____
Parliamentarian: Theresa Haynes	_____	_____
Treasurer: Michael McCambridge	_____	_____

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. Approval of the Agenda for June 2, 2016

### 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)
3. Teacher’s Report – Informational (10 min)
4. Student Report – Informational (10 min)
5. Career Pathways 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 May 5, 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 ROA PAC Transaction Detail Report Consideration to approve Board Resolutions
  - a. Resolution 16-17-01: Authorization to Allow Appropriation/Budget Transfers for the Fiscal Year 2016-17
  - b. Resolution 16-17-02: Authorization for the Ventura County Office of Education to Make Budget Transfers
  - c. Resolution 16-17-03: Appropriation for the Ending Balance to a Reserve
6. Consideration to approve 2016-17 Agreement for Financial/Escape Payroll/Personnel System

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

## **7) ACTION ITEMS**

1. Review, Discussion, and Approval of 2016-2017 work days for Gina Van Ness, Grant Project Coordinator and ROA Oxnard Administrator for a total of 180 days for the 2016-17 school year. (10 min)

- a. Gina will be working as 80% Grant Project Coordinator, paid through the grant, and 20% as ROA Oxnard administration support for a total of 180 days during the 2016-17 school year, starting July 1, 2016.

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

- 2. Review, Discussion, and Approval of Stipend for Sherri Coker for the development of a math curriculum (10 min)
  - a. Stipend for Sherri Coker for the development of the math curriculum over the summer to provide more parent-friendly materials for Algebra 1, Geometry, and Algebra 2. Estimated time – 120 hours.
  - b. Fiscal: not to exceed \$3,000.00

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

- 3. Review, Discussion, and Approval ROA website revision and strategic marketing planas proposed by Illusion Quest (10 min)
  - a. ROA needs to revise and rework the website to service both English and Spanish speaking users and must serve a multitude of end users. The site needs to be searchable and indexable by Google in both languages. SEO (Search Engine Optimization) is necessary to make the site more discoverable. The site would also pull from social media content as well as align with the Google calendar. Promotion of the high school and career pathway programs are an integral part of this project to further build these programs at both resource centers.
  - b. \$10,000 will be allocated from the grant funds; \$7,815 from the ROA marketing budget for a total of \$17,815.

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

- 4. Review, Discussion, and Approval of 2016-2017 Agreement between River Oaks Academy and Dreambox Learning(10 min)
  - a. Quote for 30 licenses; Fiscal: not to exceed \$750.00

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

5. Review, Discussion, and Approval of 2016-2017 Agreement between River Oaks Academy and Dwellers, Inc. (YUP)(10 min)
  - a. Tutoring Service Agreement for 10 hours of online tutoring services per month at the rate of \$10.99/hour or \$109.90 per month, starting September, 2016 through June, 2017.

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

6. Review, Discussion, and Ratification of 2016-2017 Lease between River Oaks Academy and Seabridge Resource Center (10 min)
  - a. Lease agreement for 1601 S. Victoria, Oxnard; Base rent \$4,850/mo for July 2016-June 30, 2017

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

7. Review, Discussion, and Approval of 2016-2017 Agreement between River Oaks Academy and the SISC III Joint Exercise of Powers Agreement for the Operation of a Common Risk Management and Insurance Program (10 min)
  - a. In the past, ROA has been billed directly under the VCSBSA (Ventura County Schools Business Services Authority-BSA) for the H&W benefits. However, since BSA is making changes, ROA is now becoming its own group with SISC (Self Insured Schools of California Medical, Dental and Vision System). This change will not affect the plans offered or the rates quoted for ROA.
8. Review, Discussion, and Approval of the Agreement between River Oaks Academy and Doug Grove (10 min)
  - a. Mr. Grove will be submitting the fiscal accountability and the end-of-the- year reports for the 2015-16 school year for the use of the grant money to the state.
  - b. Fiscal: not to exceed \$5,500.00

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

9. Review, Discussion, and Approval of Lexia Reading Core 5 for the 2016-17 school year (10 min)
  - a. License for 30 students for 1 year, \$50.00 per student - \$1,500
  - b. Lexia Reading Training ½ day, \$850.00
  - c. Fiscal: not to exceed \$2,350

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

10. Review, Discussion, and Approval of 2016-2017 Agreement between River Oaks Academy and the Ventura County Schools Business Services Authority (10 min)

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

11. Review, Discussion, and Approval of 2016-2017 Local Control Accountability Plan (LCAP) (10 min)

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

12. Review, Discussion, and Approval of the 2016-17 Proposition 30 Spending Plan

- a. Anticipated use of the 2016-17 Prop 30 Education Protection Account Funds

(1) 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.” (10 min)

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

13. Review, Discussion, and Approval of 2016-17 Salary Schedule (10 min)

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

14. Review, Discussion, and Approval of 2016-2017 River Oaks Academy Adopted Budget (10 min)

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

15. Review, Discussion, and Approval of a minimum of 3% bonus for full-time (salaried) staff and 1.5% bonus for part-time (ADA) staff or as needed to meet SB 740 funding requirements (10 min)

*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: Teacher #1
  - b. Title: Teacher #2
  - c. Title: Teacher #3
  - d. Title: Teacher #4
  - e. Title: Teacher #5
  - f. Title: Educational Facilitator #1
  - g. Title: Educational Facilitator #2
  - h. Title: Educational Facilitator #3
  - i. Title: Educational Facilitator #4
  - j. Title: Educational Facilitator #5
  - k. Title: Educational Facilitator #6
  - l. Title: Administrative Assistant
  - m. Title: Office Assistant
  - n. Title: High School Counselor
  - o. Title: Grant Project Coordinator

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

## **9) OPEN SESSION ACTION ITEMS**

1. *Possible Board Approval of Employment for:*
  - a. Title: Teacher #1
  - b. Title: Teacher #2
  - c. Title: Teacher #3
  - d. Title: Teacher #4
  - e. Title: Teacher #5
  - f. Title: Educational Facilitator #1
  - g. Title: Educational Facilitator #2
  - h. Title: Educational Facilitator #3

- i. Title: Educational Facilitator #4
- j. Title: Educational Facilitator #5
- k. Title: Educational Facilitator #6
- l. Title: Administrative Assistant
- m. Title: Office Assistant
- n. Title: High School Counselor
- o. Title: Grant Project Coordinator

## **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**

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

**Thursday, May 5, 2016**

**6:00 p.m.**

Regular Meeting Location

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

## MINUTES

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### 1) OFFICIAL OPENING OF THE MEETING

1. Call to Order: Kay DeGennaro called the meeting to order at 6:00 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_	_____
Secretary: Michelle Barry	_X_	_____
Parliamentarian: Theresa Haynes	_X_	_____
Treasurer: Michael McCambridge	_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. Approval of the Agenda for May 5, 2016 – Motioned, seconded, and carried 5-0-0 (Michael, Denise) 5-0-0 with Kay, Denise, Michelle, Theresa, and Michael 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) PUBLIC HEARING: 2016-2017 LOCAL CONTROL ACCOUNTABILITY PLAN

Kay opened the meeting up for comments and Claudia went over it for general purposes explaining LCAP outlines how we are going to allocate money. This is mandated by the Department of Education. Richard explained we are given a lump sum of money and LCAP gives us leeway to what we want our



goals to be. Claudia shared that we have 4 goals. These goals are projected out 3 years. The Board will need to approve this at the next Board Meeting. No other public comments.

## 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. Lisa Ann shared they met yesterday with Bev to plan graduation and are very excited. 14 graduates will speak. We would like to encourage the community at large to attend. Emily reported on the parent lounge. Items were ordered from Amazon and a friend who is a contractor has items they can purchase at a much lower price. Parents have stepped up and furniture has been moved. They had to give up a few things to meet budget. The most recent field trip was so good PAC would like to work on more “real world” field trips, especially having teachers being involved. Their biggest concern is for PAC Board Members for next year. Right now it stands that Emily is open to being on the Board at a limited involvement, all positions need to be filled.
3. Teacher’s Report – Informational (10 min)
  - a. Leslie reported she attended the graduation planning meeting which was effective and efficient. She reported that ROA will have a High School night on May 25<sup>th</sup> which will allow students to receive lots of information. They will meet all together in a large group, then break into centers. We are now in the 2<sup>nd</sup> week of testing and it’s our first week of workshops. Leslie and Maria showed a spreadsheet on testing and the organization of it, with each week charted and color coded. With this schedule we are able to accommodate our student’s schedules and teachers have been able to meet students that are not their own. We only have 2 students that have opted out of testing.
4. Student Report – Informational (10 min)
  - a. Zack Linville, 11<sup>th</sup> grader and 3<sup>rd</sup> year at ROA loved the College/Career Class, especially learning what we want to do in life. He is interested in film making, and has already shadowed his uncle in a screen play. He would like to attend Moorpark then Cal State Channel Islands. Zac is working on the film that will be shown at graduation.
  - b. Ansel Craig, 12<sup>th</sup> grader and 4<sup>th</sup> year at ROA shared his favorite classes were College/Career and TAAC. He shared how these 2 classes go together really well with College/Career helping you learn how to do things and TAAC teaching how to put it in affect. He plans on attending a community college then transferring to a 4 year college.
5. Career Pathways Report – Informational (10 min)
  - a. Claudia reported for Gina. There was a final Entrée to Employment Dinner May 3<sup>rd</sup> on IT at Cal Lutheran. The Ventura County Hospitality Week was April 25<sup>th</sup>-29<sup>th</sup>, allowing students to learn a great deal about the customer service side of hospitality of a hotel and its operations. Later in May we will be having a speaker on Machining/Forming Pathway. 2 students will be attending a Public Works Day in May. CEC is offering 31 summer school exploratory workshops for various career pathways which we are encouraging students to take advantage of. Goals for the fall are: we would like a majority of our high school students to explore a pathway class through the CEC or local community college, offer 1 class for all new high school students and incoming 8<sup>th</sup> graders, add module 2 building on employability skills in a deeper way, and offer the Captivating Speakers Class called Life Launch.

## 6) REPORTS

1. President's Report
  - a. Kay thanked the leadership team for preparing the Resource Center report that was presented to the County Board for approval. She also thanked Richard for his support.
2. Director's Report
  - a. Claudia thanked Richard for his support at the County Board meeting. We had a 3-1 vote in favor for us to open the resource center in Oxnard. Since then we have had a little hiccup with the City of Oxnard's concern over parking, but the broker is handling it. We are assuming it will be cleared up by next week and we have the lease to review. PAC has asked we change the time of Graduation which we gladly complied. Please note graduation is from 11:30-2:30 this year on June 8<sup>th</sup>. We have started our 5 week workshop session. 209 students are currently enrolled at ROA right now. We received our PSAT results with 100% of the students who took the test scoring above the state scores. Bev will lead a DC Tour Information Night on May 17 and a High School Information Night is scheduled for May 25<sup>th</sup>. Claudia just came back from a 3 day budget course and now has a few projects to work on to finish that course. Claudia reported how great it was to be with like-minded people and it was great to do networking with all of the people. The course was a total of 7 days of training spread out over 3 different weeks.
3. Individual Board Member Report
  - a. None
4. BSA Report
  - a. None
5. VCOE Report
  - a. Richard reported on how other Charter Schools are doing. He is hoping we can have Career Pathway transcripts. If we could list all of the things students have done on an unofficial transcript, it could help as a career tool and help students build their resume. Richard shared there is a mentality of not knowing what charter schools are about. Richard is proud of ROA going into Oxnard with the new Resource Center. He said he is excited and thankful for it and proud of ROA for responding to challenges and growth.

## 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 14, 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 ROA PAC Transaction Detail Report

*Public Comments: None*

*Motion to: Approve*

*Made by Michelle/Theresa*

*Motion Is: Carried 5-0-0 with Kay, Denise, Michelle, Theresa and Michael in favor.*

## 8) ACTION ITEMS

### 1. Review, Discussion, and Approval of the Anti-Harassment Policy (10 min)

*As of April we must have new regulations on our Anti-Harassment Policy. This is not a choice, this is a mandated policy. It will be handed out to all of our teachers so they have it. Theresa wanted clarification that all of the different categories are required by law. Claudia answered yes, it is to show that we are following this and not discriminating against any students. Kay mentioned it spells out the complaint process. Theresa asked what the changes were and Claudia responded that we didn't have a policy before, or at least could not find one. Theresa was surprised how extensive it is, and she thanked Claudia for it. Theresa asked questions about the policy and said it was good to have the discussion.*

*Public Comments: None*

*Motion to: Approve*

*Made by: Denise/Michael*

*Motion is: Carried 5-0-0 with Kay, Denise, Michelle, Theresa, and Michael in favor.*

### 2. Review, Discussion, and Ratification of 2016-2017 Agreement between River Oaks Academy and Edjoin (10 min)

*a. April 20, 2016 – April 20, 2017; Fiscal: not to exceed \$750.00*

*Claudia mentioned we use it finding new teachers, it's where we found Bev, and where we hope to find other new staff.*

*Public Comments: None*

*Motion to: Approve*

*Made by: Michelle/Theresa*

*Motion is: Carried 5-0-0 with Kay, Denise, Michelle, Theresa, and Michael in favor.*

### 3. Review, Discussion, and Ratification of 2016-2017 Agreement between River Oaks Academy and Brain Pop (10 min)

*a. March 31, 2016-March 31, 2017; Fiscal: not to exceed \$1,825.00*

*Kay mentioned she heard it is a popular learning source. Theresa said she appreciated Brain Pop because her son learned so much by using it. Theresa said it's a nice resource for those who can't come to workshops. Kay thanked Claudia for working to get the price down.*

*Public Comments: None*

*Motion to: Approve*

*Made by: Michelle/Theresa*

*Motion is: Carried 5-0-0 with Kay, Denise, Michelle, Theresa, and Michael in favor.*

### 4. Review, Discussion, and Consideration to appoint two new members for the Board of Directors for positions 2 and 4, effective August 1, 2016. (10 min)

*a. Parents of enrolled students have nominated three parent members for two upcoming board openings (position 2 and 4). The board will make the final appointments to fill these positions.*

*Kay passed out ballots for the Board Members to vote. Benny did the tallying of parent votes which totaled 58. Jennifer and Dave will be board appointed as the 2 new members. The Board vote was Jennifer – 5, Dave – 4, Anna -1. Kay congratulated Jennifer who was in attendance at the meeting.*

*Public Comments: None*

*Motion to: Approve*

*Made by: Denise/Michael*

*Motion is: Carried 5-0-0 with Kay, Denise, Theresa, Michelle, and Michael in favor.*

Kay adjourned into Closed Session at 7:13 pm

## **9) 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

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

## **10) OPEN SESSION ACTION ITEMS**

Kay announced the return to Open Session at 9:20 p.m.

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

*Public Comments: None*

*Motion to: Approve*

*Made by: Denise/Theresa*

*Motion is: Carried 5-0-0 with Kay, Denise, Theresa, Michelle, and Michael in favor.*

## **11) 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

## **12) ADJOURNMENT: 9:25 p.m.**