

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

**Thursday, June 4, 2015**  
**7:00 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: Michelle Barry called the meeting to order at 7:03 p.m.
2. Pledge of Allegiance
3. Roll Call and Acknowledgement of Guests

	<i>Present</i>	<i>Absent</i>
President: Michelle Barry	X	
Vice President: Kay DeGennaro	X	
Treasurer: Bryan Piterman	X	
Secretary: Denise Filz	X	
Member: Theresa Haynes	X	
Member: Brenda Harari		X
Member: Heather David	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 June 4, 2015 – Motioned, seconded, and carried 6-0-1 (Haynes/David) with Theresa, Heather, Kay, Michelle, Denise, and Bryan in favor.

### 2) ORGANIZATIONAL

1. Acceptance of Resignation of Brenda Harari effective June 5, 2015

*Public Comments: None*

*Motion to: Approve*

*Made by: DeGennaro/David*

*Motion is: Carried 6-0-1 with Theresa, Heather, Kay, Michelle, Denise, and Bryan in favor.*

### 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.*

1. Kevin Sprout thanked Bryan for his service to ROA and the board.
2. Emmanuel Cervantes stated that he is interested in joining the board. He works as a financial analyst and is active in the community.

#### **4) REPORTS**

1. President's Report
  - a. Michelle thanked Emmanuel for his comments and interest in joining the board. She thanked everyone for their support and service throughout the year.
2. Director's Report
  - a. Claudia stated that tomorrow is the last day of school. The first board meeting of the next fiscal year is August 13<sup>th</sup> and the first day of school is August 31<sup>st</sup>. She also thanked Bryan and Brenda for their service and support. She thanked all of the board members for being part of ROA and is looking forward to another great year. We received the Career Pathways grant in the amount of \$590,000 which will be spread over the next two years. ACE Charter High School and River Oaks Academy are working together as part of the Gold Coast Consortium. There are six career paths. On May 19<sup>th</sup> we held our long range planning with stakeholders including parents, staff, and community members. We had our Graduation and Year End Party which was wonderful and she thanked the PAC for their help in organizing this. Mr. Stan Mantooh, Superintendent, attended as well. We also have our High School Handbook available to all. Our current enrollment is 183 students.
3. Individual Board Member Report
  - a. Denise thanked everyone for all of their hard work and dedication this year. She thanked Bryan for his service. She had previously reached out to Emmanuel Cervantes to attend our board meeting after noticing his participation at Pacifica High School, noting his financial background and involvement in the community.
  - b. Theresa also thanked the PAC for all of their hard work on the Year End Party and Graduation. She also thanked Bryan stating that he will be missed.
  - c. Heather stated that she is very proud to be part of the ROA community.
  - d. Kay thanked Bryan for his input and guidance and his contribution to the school. Everyone involved in the graduation did a great job. She will also be giving copies of board governance books to the Board.
  - e. Bryan stated that it has been an honor working with the board and being part of the school.
4. BSA Report
  - a. None.
5. VCOE Report
  - a. Richard thanked Bryan for his service. The VCOE will be holding board training in the near future. Long term strategic planning and the roles of the board and director will be key topics. He also attended graduation and congratulated the staff, parents, and students.

#### **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)
  - a. None.
2. Parent Advisory Council (PAC) – Informational (10 min)
  - a. Tonya reported that elections have not been held due to lack of interest. They will be looking at the bylaws and collaborate with Claudia on how to move forward. Graduation was terrific. She thanked Bryan for his service to ROA.
3. Teacher’s Report – Informational (10 min)
  - a. Leslie reported that the graduation ceremony was wonderful. We just finished our five weeks of testing and are holding final turn in meetings for the year. She also thanked Bryan for his service to ROA.

## 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 7, 2015 minutes (pgs. 6-10)
2. Consideration to approve the ROA Financial Statement (pgs. 11-15)
3. Consideration to approve the ROA Board Report of Commercial Checks (pgs. 16-17)
4. Consideration to approve the ROA Board Report of Purchase Orders (pgs. 18-19)
5. Consideration to approve the ROA PAC Transaction Detail Report (pg. 20)
6. Consideration to accept the Ventura County Report of Investments for Quarter Ending December 31, 2014 (pgs. 21-91)
7. Consideration to accept the Audit Engagement Letter from Vicenti, Lloyd, and Stutzman (pgs. 92-97)
8. Consideration to approve Board Resolutions (pgs. 98-100)
  - a. Resolution 14-05-01: Authorization to Allow Appropriation/Budget Transfers for Fiscal Year 2015-2016
  - b. Resolution 14-05-02: Authorization for the Ventura County Office of Education to Make Budget Transfers
  - c. Resolution 14-05-03: Appropriation of the Ending Balance to a Reserve

*Public Comments: None*

*Motion to: Approve*

*Made by: Bryan/Denise*

*Motion is: Carried 6-0-1 with Theresa, Heather, Kay, Michelle, Denise, and Bryan in favor.*

## 7) ACTION ITEMS

1. Review, Discussion, and Approval of Election of Board Members (10 min)
  - a. Community Board Member: Position 7 effective June 5, 2015

*Public Comments: None*

*Motion to: Elect Dr. Michael McCambridge to Board Position 7*

*Made by: Theresa/Heather*

*Motion is: Carried 6-0-1 with Theresa, Heather, Kay, Michelle, Denise, and Bryan in favor.*

2. Review, Discussion, and Approval of the 2015-2016 Local Control Accountability Plan (10 min) (pgs. 101-154)

*Public Comments: None*

*Motion to: Approve*

*Made by: Michelle/Theresa*

*Motion is: Carried 6-0-1 with Theresa, Heather, Kay, Michelle, Denise, and Bryan in favor.*

3. Review, Discussion, and Approval of the 2015-2016 Proposition 30 Spending Plan (10 min) (pgs. 155-156)

- a. Anticipated use of 2015-2016 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."

(a) Benny stated that this is restricted to instructional expenditures such as teacher salaries.

*Public Comments: None*

*Motion to: Approve*

*Made by: Denise/Kay*

*Motion is: Carried 6-0-1 with Theresa, Heather, Kay, Michelle, Denise, and Bryan in favor.*

4. Review, Discussion, and Approval of the 2015-2016 River Oaks Academy Adopted Budget (10 min) (pgs. 157-217)

- a. Benny started by thanking Bryan for his service to ROA and being a part of the community. Our CBEDS count was 171 and we ended with 173.13 ADA. The budget committee decided to budget more realistically at 175 and this will be adjusted once we reach CBEDS in October 2015. The budget includes a 7% increase in the salary schedule for both certificated and classified staff, a 10% increase in health benefits, an increase for more hours from the math tutor, up to \$90,000 for enrichment courses, and a reduction in the supply budget due to one-time expenditures related to Common Core this year which will not be incurred during the 2015-2016 fiscal year. Benny stated that the school is in incredible financial shape.

*Public Comments: None*

*Motion to: Approve*

*Made by: Bryan/Heather*

*Motion is: Carried 6-0-1 with Theresa, Heather, Kay, Michelle, Denise, and Bryan in favor.*

5. Review, Discussion, and Approval of 2014-2015 Staff Bonuses (10 min)

- a. Claudia stated that the staff has put in a lot of work for charter renewal which we received for the next five years, WASC renewal for which we received for the next six years, the award of the Career Pathways grant, and the procurement of additional facilities, not to mention day to day operations. She recommends that the board approve a bonus for the staff who deserve to be rewarded for their efforts. Theresa added that the relationships between students and teachers was evident during the graduation ceremony. Benny noted that this amounts to a seven percent bonus.

*Public Comments: None*

*Motion to: Approve*

*Made by: Kay/Denise*

*Motion is: Carried 6-0-1 with Theresa, Heather, Kay, Michelle, Denise, and Bryan in favor.*

6. Review, Discussion, and Ratification of 2015-2016 Salary Schedule (10 min) (pgs. 218-223)
  - a. Michelle stated that the budget committee recognized that the staff are not compensated as per their peers in the community. The new salary schedule reflects the desire to give the staff more equitable compensation.

*Public Comments: None*

*Motion to: Approve*

*Made by: Bryan/Denise*

*Motion is: Carried 6-0-1 with Theresa, Heather, Kay, Michelle, Denise, and Bryan in favor.*

## 8) CLOSED SESSION

During this meeting the Board may adjourn to Closed Session to review and consider the topics below. Motioned, seconded, and carried 6-0-1 (Theresa/Kay) with Theresa, Heather, Kay, Michelle, Denise, and Bryan in favor, the Board went into closed session at 8:02 p.m.

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: Administrative Assistant
  - l. Title: Office Assistant

The Board came out of closed session at 8:30 p.m. The President of the Board reported that no action was taken.

## 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: Administrative Assistant
  - l. Title: Office Assistant

*Public Comments: None*

*Motion to: Approve*

*Made by: Bryan/Denise*

*Motion is: Carried 6-0-1 with Theresa, Heather, Kay, Michelle, Denise, and Bryan in favor.*

## 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:** Michelle adjourned the meeting at 8:32 p.m. The next regularly scheduled board meeting will be August 13, 2015.