

River Oaks Academy
REGULAR MEETING OF THE GOVERNING BOARD

Thursday, June 7, 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	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 - None
6. Motion to Approve the Agenda for June 7, 2018
Motion to: Approve
Made by: Terri/Dr. Mac
Motion is: Carried 4-0-1 with Jennifer, Terri, Susan, and Dr. Mac 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) - None
2. Parent Advisory Council (PAC) – Informational (10 min)
Pamela shared it was a great year for PAC and she's thankful to be a part of it. PAC enjoyed hosting Staff Appreciation Day where there were sweet gratitude cards from families and many parents donated and were pleased they could do something for the teachers. The Year-End Party/Graduation event was wonderful and a great group of parents volunteered to help the lunch line run smoothly. Pamela is looking forward to serving in PAC in the fall. She shared that a spark has returned to her boys' spirits being at ROA and they now see that they can explore the possibilities that life holds for them. Pamela is thankful for the teachers, staff and board members.
3. Teacher's Report – Informational (10 min)
Leslie shared testing is finished and all teachers have closed out with their families. The Teacher Appreciation event was wonderful. High School Orientation was May 24, and like graduation, it was fantastic. High School Orientation was run by part time teachers who did a great job.
4. Oxnard Resource Center Report—Informational (10 min)
Claudia read Maria's report. Oxnard students worked very hard on the CAASPP assessments, which results are now being reviewed. Workshops ended smooth with students really enjoying the 5-week intersession classes. The fall schedule is posted and vendors are looking forward to returning. Oxnard will be offering more support to our students through math, writing, and science labs. New workshops that will be offered will be Academic Writing, College and Career, and Introduction to Law. This year Oxnard had 2 graduating seniors. Teachers have had their year-end meetings and have met with new families. The site will be cleaned up, organized and painted during the summer making it ready for the fall.
5. Student Report – Informational (10 min) - None
6. Career Pathways Report – Informational (10 min)
Kathy shared they had a final speaker, Mandy Stangland, who spoke to the students about the importance of monitoring their online activity in terms of future education and employment. There were 6 students that received college credit for the CCS course. Hospitality students worked diligently throughout the month to complete graduation decorations, posters advertising the event, and then participating in the set up and clean up on graduation day. The highlight for Kathy this year at graduation was having Richard announce the graduates, which brought uniformity to the program and helped it to run smoothly. Claudia and Kathy finished their portion of the end of the year report for the Gold Coast Consortium Grant and will submit the report once ACE finalizes their portion. Kathy shared it's been a wonderful year of growth and is grateful for the opportunity and support to stretch and learn new things, which is always the way here at ROA.
7. High School Guidance Counselor Report—Informational (10 min) - None

5. REPORTS

1. President's Report - None
2. Director's Report

Claudia shared we have received the test results back from the CAASPP which are are being analyzed. Graduation was wonderful and we are so appreciative of VCOE and other VIP's who attended as well as Mr. Mantooth being our guest speaker and Dr. Perry the keynote speaker.

- a. Teaching and Learning (Goal A) – Increase student achievement in the area of mathematics: Leslie reported on this earlier in the meeting.
 - b. Teaching and Learning (Goal B) – Expand the College and Career Pathway: Kathy reported on this earlier.
 - c. Staff Development and Training – Goal A: Provide ongoing professional development to all staff: We have one staff member who will attend the homeschool conference in June.
 - d. Technology: Tezo has spent a lot of time checking each laptop and wiping them clean getting ready for the new school year. Nick has been collecting the i-Pads back and checking those out.
 - e. Total students: 274 students; 90 high school and 184 TK-8th grade. Oxnard: 78; 15 high school and 63 TK-8.
 - f. Budget: Benny and Claudia have been touching base regularly regarding SB740.
 - g. Oxnard Resource Center: Maria's report was read earlier.
 - h. Board Development and Training: A Board Retreat date was been scheduled. Claudia will be talking with Richard Urias to facilitate the meeting this year.
 - i. Important Dates: School is out and we will start up again on August 21 with staff starting the week before. Summer office hours will be 9:00-3:00.
3. Individual Board Member Report - None
 4. BSA Report – Benny will share later on the budget.
 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 May 3, 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

7. ACTION ITEMS

1. Review, Discussion, and Approval to add funds to pay Lora Blaney, psychologist, for special education services; not to exceed \$2,700.00.

a) Lora is working as our psychologist and has done multiple assessments for triennial SPED IEPs that are coming up.

Public Comments: None

Motion to: Approve

Made by: Susan/Dr. Mac

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

2. Review, Discussion, and Approval of additional funds for special education services rendered by MaryBeth Adams (resource); not to exceed \$5,000.00.

a) MaryBeth is one of our resource people. She services our Oxnard and some of our WL special education students. During testing, all the resource services are administered by our resource staff and therefore, the additional funds are needed to cover that cost.

Public Comments: None

Motion to: Approve

Made by: Dr. Mac/Susan

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

3. Review, Discussion, and Ratification to add another part-time teacher, Lori Romero, to our staff.

a) Since Sherri Coker resigned, we were in need of adding a new part-time teacher to help serve our students in the 18/19 school year.

Public Comments: None

Motion to: Approve

Made by: Susan/Dr. Mac

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

4. Review, Discussion, and Approval of River Oaks Academy Charter School's LCAP for 18-19 (Local Control Accountability Plan) revised with the updated May revision amounts. (Benny)

Public Comments: None

Motion to: Approve

Made by: Terri/Dr. Mac

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

5. Review, Discussion, and Approval of 2018-19 Proposition 30 Spending Plan.

a) Anticipated use of the 2018-19 Prop 30 Education Protection Account Funds.

Public Comments: None

Motion to: Approve

Made by: Susan/Dr. Mac

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

6. Review, Discussion, and Approval of River Oaks Academy Charter School’s 18-19 Adopted Budget (Benny).

Public Comments: None

Motion to: Approve

Made by: Dr. Mac/Terri

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

7. Review, Discussion, and Approval of 2018-19 River Oaks Academy Charter School’s Salary Schedule (10 min-Benny).

Public Comments: None

Motion to: Approve

Made by: Susan/Dr. Mac

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

8. Review, Discussion, and Approval of a minimum of a 2% (1%) bonus for staff up to no more than 7% (3.5%)-(Benny).

- a) We would like to propose a guaranteed 2% (1%) bonus for staff and if needed to meet SB740 requirements that bonus would be adjusted up to no more than 7% (3.5%).

Public Comments: None

Motion to: Approve

Made by: Terri/Susan

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

9. Review, Discussion, and Approval of the 2018-19 contract for Escape Financial and Payroll/Personnel System provided by the Ventura County Office of Education @ \$9.50 per ADA Factor not to exceed \$2,460.88.

Public Comments: None

Motion to: Approve

Made by: Susan/Dr. Mac

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

10. Review, Discussion, and Approval of extra duty/sub pay for Michal Rosenblum to attend the annual Homeschool Conference in June for 2 days. Subpay is \$125/day for a total of \$250/person.

Public Comments: None

Motion to: Approve

Made by: Susan/Terri

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

11. Review, Discussion, and Approval of the new job description for the Front Office/Tech position for Tezo.
 - a) As per the discussion during the Budget Committee, we would like to make Tezo's position a front office/technology position. He has been instrumental in making sure all our technology needs are taken care of and this has helped us in not having to hire an outside technology person for such daily maintenance things as trouble shooting computers, downloading software, wiping computers at the end of the year, upkeep of our website and much more.

Public Comments: None

Motion to: Approve

Made by: Dr. Mac/Terri

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

12. Review, Discussion, and Approval move our Clerical Help, Monica, on her salary schedule from \$15.45/hour to \$16.88/hour.
 - a) Monica has been a valuable addition to our team. She has been assigned many advanced tasks, including finding us a new library system and the entire set-up of such. I would like to move her up on the salary schedule so we can help assure to keep her with ROA.

Public Comments: None

Motion to: Approve

Made by: Susan/Dr. Mac

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

13. Review, Discussion, and Approval to use Document Tracking Services from Ventura County Schools Business Services Authority. Not to exceed \$320.00.

Public Comments: None

Motion to: Approve

Made by: Dr. Mac/Terri

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

14. Review, Discussion, and Approval of the renewal for TabPilot license for the 18-19 school year for tracking our i-Pads. Not to exceed \$710.00.

Public Comments: None

Motion to: Approve

Made by: Susan/Dr. Mac

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

15. Review, Discussion, and Approval of River Oaks Academy's 2016 Exempt Organization tax return as prepared by CliftonLarsonAllen LLP (our auditors).

Public Comments: None

Motion to: Approve

Made by: Terri/Susan

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

16. Review, Discussion, and Approval of the board retreat date to be on September 15th from 10:00-3:00 pm.

Public Comments: None

Motion to: Approve

Made by: Susan/Dr. Mac

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

17. Review, Discussion, and Approval of the Infinite Mind, LC quote for 50 user licenses for the 18/19 school year for the EyeQ Brain and Reading Enhancement Program; not to exceed \$3,499.50. (Leslie)

a) The EyeQ Brain and Reading Enhancement Program will help build and advance reading and comprehension skills. EyeQ is the only education software in the US that guarantees a 50% increase in reading speed while maintaining the same, or improved, comprehension.

Public Comments: None

Motion to: Approve

Made by: Susan/Terri

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

18. Review, Discussion, and Approval of the StrongMind quote for 20 licenses for one year of individual courses and a 2 hour virtual training for staff; not to exceed: \$3,000.00. (Leslie)

a) StrongMind Digital Curriculum for grades 6-12 is among the first to go beyond rigor and alignment to truly resonate with and engage today's digital native learners. ROA would like to pilot this curriculum with 20 licenses for the 18-19 schoolyear.

Public Comments: None

Motion to: Approve

Made by: Dr. Mac/Terri

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

19. Review, Discussion, and Approval of the Pearson quote for 25 licenses for Chemistry and 25 licenses for Biology for the 18/19 school year; not to exceed a total of \$1,273.50.

a) Our textbooks are quite outdated. At this time, we chose to purchase online licenses rather than new textbooks for our sciences, since it is likely that with the new NGSS standards in science the books will be outdated again. With the online licenses, we are more likely to have up-to-date information for our students.

Public Comments: None

Motion to: Approve

Made by: Susan/Dr. Mac

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

20. Review, Discussion, and Approval of the Certification of Signatures.

a) Annually school districts need to declare agent(s) authorized to sign orders, checks, contracts, documents, etc. A statement of authorized agent(s) along with a verified signature must be filed with the School Business and Advisory Services.

Public Comments: None

Motion to: Approve

Made by: Dr. Mac/Terri

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

21. Review, Discussion, and Approval of the Blanket Board Resolution—Appropriation Transfers.

a) Districts use Blanket Resolutions to expedite certain transactions. A blanket resolution approved by the board authorizes advance approval of certain documents, allowing transactions to be input to the financial system in a more timely fashion.

Public Comments: None

Motion to: Approve

Made by: Susan/Dr. Mac

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

22. Review, Discussion, and Approval of an ad in the Back-To-School issue of the Acorn on August 1.

An ad in this magazine edition reaches 160,000 readers and has a distribution of 40,000 throughout the Ventura County, Conejo Valley and Calabasas areas. ½ page ad; not to exceed \$1,152.00.

Public Comments: None

Motion to: Approve

Made by: Terri/Susan

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

8. CLOSED SESSION 7:38 pm

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 #4
 - i. Title: Educational Facilitator #6
 - j. Title: Educational Facilitator #7
 - k. Title: Educational Facilitator #8
 - l. Title: Administrative Assistant
 - m. Title: Office Assistant
 - n. Title: Clerical Help
 - o. Title: High School Counselor

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

9. OPEN SESSION ACTION ITEMS

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 #4
 - i. Title: Educational Facilitator #6
 - j. Title: Educational Facilitator #7
 - k. Title: Educational Facilitator #8
 - l. Title: Administrative Assistant
 - m. Title: Office Assistant
 - n. Title: Clerical Help
 - o. Title: High School Counselor

Public Comments: N/A

Motion to: Approve

Made by: Susan/Terri

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

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 7:48 pm