

River Oaks Academy
REGULAR MEETING OF THE GOVERNING BOARD

Thursday, August 16, 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 6:34 pm

1. Call to Order
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 August 16, 2018
 - Motion to: Approve*
 - Made by: Susan, Dr. Horton*
 - Motion is: Carried 4-0-1 by Jennifer, Susan, Dr. Mac, and Dr. Horton*

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)
 - a. Pamela shared the PAC group is looking forward to another year. Pamela and her son Brian painted and decorated the Parent Lounge this summer.
3. Teacher’s Report – Informational (10 min)
 - a. Leslie thanked Pamela for painting and fixing up the Parent Lounge and shared about some of the upgrades in the look of the site. Staff had a great CIA meeting today, and everyone is glad to be back and looking forward to a new exciting year.
4. Oxnard Resource Center Report—Informational (10 min)
 - a. Maria shared staff are meeting with their families and decorating the site for this year. There are 2 new teachers getting families at Oxnard because of the growth there. Maria shared staff are getting ready adding new curriculum for the year.
5. Student Report – Informational (10 min) None
6. Career Pathways Report – Informational (10 min)
 - a. Kathy shared she and Claudia have met and are getting a budget report ready. Kathy is looking forward to another great year here at ROA.
7. High School Guidance Counselor Report—Informational (10 min) - None

5. REPORTS

1. President’s Report
 - a. None
2. Director’s Report
 - a. Claudia shared we are returning from a busy summer with painting, cleaning/waxing floors, and meeting with new families. Many staff floated thru the walls during the summer. Parents/students have been meeting with their teacher and it has been fun to see them leave with books in their arms excited to start the year. There is a Board Retreat coming up soon.
 - b. We have 260 enrolled. Oxnard is at 89 – 18 High School students, 72 younger. 10 new more enrollments are sitting waiting to be enrolled, 5 Oxnard and 5 Westlake.
 - c. Mr. Rice will be talking at the Board Retreat and sharing what is going on in Charter Schools. Saturday, September 15th. Staff are invited to sit in on the Board Retreat
3. Individual Board Member Report – Susan shared that she came to the Westlake site on Wednesday and was surprised at the beautiful parent lounge and the welcome from everyone that was so friendly. The atmosphere felt amazing. She shared that being a classroom teacher it’s so nice to be around people who care.
4. BSA Report – Rudy will share later
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 7, 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

Public Comments: None

Motion to: Approve

Made by: Susan, Dr. Horton

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

7. ACTION ITEMS

1. Review, Discussion, and Ratification of the 18-19 Consolidated Application.
 - a) The Consolidated Application (ConApp) is used by the California Department of Education (CDE) to distribute categorical funds from various state and federal programs to county offices, school districts, and direct-funded charter schools throughout California. We submit this application annually.

Public Comments: None

Motion to: Approve

Made by: Dr. Horton, Dr. Mac

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

2. Review, Discussion, and Approval of the Lease Amendment #1 for Suite 910B and Lease Amendment #3 for 920-V2 & X for the Westlake facility.
 - a) Our leases for the above listed facilities will expire in February 2019. At this time, we agree that we will renew our leases through February 2021. That allows us to revisit our space requirements after charter renewal in 2020.

Public Comments: None

Motion to: Approve

Made by: Susan, Dr. Horton

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

3. Review, Discussion, and Ratification of the quote for the usage of the CANVAS online platform with e-Dynamic Learning to provide online courses for our hospitality and legal pathway classes. Not to exceed: \$2,000.00 (grant)

Public Comments: None

Motion to: Approve

Made by: Dr. Mac, Susan

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

4. Review, Discussion, and Approval of the 2018-19 Agreements between River Oaks Academy and Special Education Vendors (10 min)
 - a. Mary Beth Adams, Resource Specialist (Oxnard and Westlake), not to exceed: \$30,000.00
 - b. Richard Jenkins, Special Education Consultant, not to exceed: \$8,000.00
 - c. Lora Blaney, Psychologist, not to exceed: \$8,000.00
 - d. Sofia Kotian, Speech Therapist (Oxnard only), not to exceed: \$4,000.00
 - e. Patti Murray, Speech Therapist (Westlake), not to exceed: \$25,000.00
 - f. Jeri Kearney, Resource Specialist, not to exceed: \$10,000.00
 - g. Ventura County SELPA, Occupational Therapy (Oxnard and Westlake), not to exceed: \$7,480.00.
 - h. Sherry Franzino, Resource Specialist (Westlake), not to exceed: \$30,000.00
 - i. Empire Therapeutic & Creative Services, Counseling services (Oxnard and Westlake), not to exceed: \$6,000.00.
 - j. Nayri Shmavonian, psychologist (Oxnard and Westlake), not to exceed: \$2,500.00
 - k. Michelle Endres, Resource Specialist (Oxnard and Westlake), not to exceed: \$3,000.00

Public Comments: None

Motion to: Approve

Made by: Dr. Horton, Dr. Mac

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

5. Review, Discussion, and Approval of 2018-19 Fall Agreements between River Oaks Academy Enrichment Workshop Vendors (Westlake Resource Center) (10 min)
 - a. Alex Porter, Hip Hop and Yoga classes, not to exceed: \$2,280.00
 - b. Andrea Diamond, STEM classes, not to exceed: \$3,420.00
 - c. Dallas James, Improvisation; not to exceed: \$1,800.00
 - d. Diane Darakjian, Art workshops, not to exceed: \$6,000.00
 - e. Egghead, Egghead Detectives and Lego classes, not to exceed: \$2,700.00
 - f. Ian Robertson, Film and Cinematography workshops, not to exceed: \$1,500.00
 - g. Ken Mazur, Music Workshops, not to exceed: \$3,500.00
 - h. Larry Scott, Chess workshops, not to exceed: \$1,900.00
 - i. Laura Sether, Academic Writing, not to exceed: \$2,000.00
 - j. Lee Corkett, Photography workshops, not to exceed: \$2,000.00
 - k. LIFT Cooking classes, not to exceed: \$3,000.00
 - l. Marcela Pomodoro, Spanish classes, not to exceed: \$3,600.00
 - m. Michael Voogd, Animation and Martial Arts workshops, not to exceed: \$5,000.00
 - n. Michal Hasson, Glass Fusion classes, not to exceed: \$7,728.00

- o. Neal Friedman, Robotics, not to exceed: \$2,440.00
- p. Richard Senate, History classes, not to exceed: \$600.00
- q. Sandbox, Python coding class, not to exceed: \$2,000.00
- r. Soroya Thenoz, French and Latin workshops, not to exceed: \$2,100.00
- s. Stephen Hoffman, Conejo CPR, CPR/First Aid workshop, not to exceed: \$1,000.00
- t. Vivian Rhodes, 2 academic writing classes, not to exceed: \$1,000.00
- u. Wendy Carlton, legal pathway classes—Intro to Law and Intro to Criminal Justice, not to exceed: \$4,000.00 (grant funded)
- v. Wonderland Film, film making, not to exceed \$1,800.00
- w. Yoko Mimori, Japanese class, not to exceed: \$800

Public Comments: None

Motion to: Approve

Made by: Susan, Dr. Horton

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

- 6. Review, Discussion, and Approval of 2018-19 Fall Agreements between River Oaks Academy Enrichment Workshop Vendors (Oxnard Resource Center) (10 min)
 - a. Alex Porter, Hip Hop, Yoga classes, not to exceed: \$2,400.00
 - b. Beth Tappin, Algebra and STEAM workshops, not to exceed: \$2,100.00
 - c. Chris Jung, Create a Modern Board Games, not to exceed: \$2,250.00
 - d. Dallas James, Improvisation classes, not to exceed: \$3,000.00
 - e. Daniela Frias, science classes, not to exceed: \$1,080.00
 - f. Diane Darakjian, art classes, not to exceed: \$4,000.00
 - g. Larry Scott, Chess Workshop, not to exceed: \$1,000.00
 - h. Laura Sether, Academic Writing, not to exceed: \$1,000.00
 - i. LIFT, cooking classes, not to exceed: \$3,000.00
 - j. Marcela Pomodora, Spanish classes, not to exceed: \$3,040.00
 - k. Michael Voogd, Martial Arts and Cartooning classes, not to exceed: \$5,400.00
 - l. Sepi Yeoh, College & Career Seminar, not to exceed: \$1,660.00 (grant budget)
 - m. Shirley Zimmermann, Story Time and Book Club, not to exceed: \$1,080.00
 - n. Vita Art, Art History, Ceramics and Art, not to exceed: \$5,700.00
 - o. Wendy Carlton, Legal Pathway—Intro to Law, not to exceed: \$2,000.00

Public Comments: None

Motion to: Approve

Made by: Dr. Mac, Susan

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

- 7. Review, Discussion, and Approval of the agreements with our Math and ELA tutors for the 2018-19 school year (both resource centers):

- a. Phuong Hong, math tutor and math study hall instructor, not to exceed: \$10,500.00
- b. Alia Sparling, math tutor, not to exceed: \$3,500.00
- c. Robert Grethel, math tutor, not to exceed: \$9,000.00
- d. Craig Seaver, math tutor, not to exceed: \$6,875.00
- e. Jade Flores-Henderson, math tutor, not to exceed (Westlake & Oxnard): \$6,250.00
- f. Angeline (Eng-Ching) Lee, math tutor, not to exceed: \$6,250.00
- g. Yoko Mimori, math tutor, not to exceed: \$6,250.00
- h. Shirley Zimmermann, math tutor (Oxnard only), not to exceed \$6,250.00
- i. Rosemary Schlingensiepen, math tutor (Oxnard only), not to exceed \$6,250.00
- j. Vivian Rhoades, ELA tutoring, not to exceed: \$3,000.00
- k. Laura Sether, ELA tutoring, not to exceed: \$3,000.00

Public Comments: None

Motion to: Approve minus Alia Sparling who is unable to tutor this year

Made by: Dr. Horton, Dr. Mac

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

- 8. Review, Discussion, and Approval of the agreements of the 2018-19 Agreement between River Oaks Academy and Shuri Skuvold, Photography. Fiscal Impact: Not to exceed \$800 (5 min)
 - a. Contract for taking ID card and Yearbook photos of ROA students.

Public Comments: None

Motion to: Approve

Made by: Susan, Dr. Horton

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

- 9. Review, Discussion, and Approval of the 2018-19 Agreement with Polli Vlasic for Vision and Hearing Screenings, August 21, 2018 through May 31, 2019; Fiscal Impact: Not to exceed: \$800.00 (5 min)

Public Comments: None

Motion to: Approve

Made by: Susan, Dr. Mac

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

- 10. Review, Discussion, and Ratification of the following curriculum purchases for the 2018/19 school year:
 - a) Mc Graw Hill math Algebra1, Algebra 2 and Geometry. Not to exceed: \$1,346.13.
 - b) Rainbow Resource Center science and other book materials: Not to exceed: \$1,992.95
 - c) The Critical Thinking Company: Vocabulary books: not to exceed \$76.40
 - d) Teachers Pay Teachers curriculum for science classes: not to exceed: \$959.69
 - e) Evan-Moor Science books: not to exceed \$791.74
 - f) Zoo-phonics, phonics materials: not to exceed: 211.09
 - g) Teaching Textbooks math materials. Not to exceed: \$1,299.00

- h) JacKris Publishing, workbooks. Not to exceed: \$1,097.79
- g) Elemental Science, Science materials. Not to exceed: \$2,180.49

Public Comments: None

Motion to: Approve

Made by: Dr. Horton, Susan

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

11. 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 2018-19 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: \$7,500.00 for the year. (10 min)

Public Comments: None

Motion to: Approve

Made by: Dr. Mac, Susan

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

12. Review, Discussion, and Approval of the 2017-18 ROA Unaudited Actuals Financial Budget and Report (Benny/Rudy 10 min.)
 - a) Per Education Code 42100, Charter schools are required to submit the 2016-17 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.

Rudy shared a detailed report.

Public Comments: None

Motion to: Approve

Made by: Susan, Dr. Horton

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

13. Review, Discussion, and Ratification of the renewal for our Worker's Compensation and Liability Insurance for the 2018-19 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 \$33,715.00 (total premium)

Public Comments: None

Motion to: Approve

Made by: Dr. Mac, Susan

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

14. Review, Discussion, and Approval of a monthly stipend for Maria Montagne for being the acting/designated administrator at the Oxnard resource center. \$1,000.00/month for 10 months (August 2018-May 2019) (10 min)

Public Comments: None

Motion to: Approve

Made by: Dr. Horton, Dr. Mac

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

15. Review, Discussion and Approval of and Ratification of a Ventura County Office Courier Service Contract for the 2018-19 school year. Not to exceed: \$1,430.00 (5 min)

Public Comments: None

Motion to: Approve

Made by: Susan, Dr. Horton

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

16. Review, Discussion and Approval of the 2018-19 Agreement between River Oaks Academy and Richard Urias. Not to exceed \$1,500.00 (10 min)
- a. Richard Urias will be facilitating the board retreat this year. The board retreat has been scheduled for September 15, 2018.

Public Comments: None

Motion to: Approve

Made by: Susan, Dr. Mac

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

17. Review, Discussion and Approval to pay Kathy Jackson a stipend to take over the Grant Coordinator duties for this school year. Stipend to be \$1,000/month for August 1, 2018 – May 30, 2019 (10 min)
- a. Kathy has done a great job during the last school year taking over the coordination duties of the grant. She has worked closely with me throughout the school year and has been representing ROA at a variety of meetings. Kathy will be our liaison again with VCI as well as to our advisory board. Among other things, she will also organize field trips; speakers; attend meetings at the VCI, help with the final report; connect and contact the CDE when needed, etc.

Public Comments: None

Motion to: Approve

Made by: Dr. Horton, Dr. Mac

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

18. Review, Discussion and Ratification to pay the invoice for our storage facility in Westlake. Not to exceed: \$4,158.00.
 a. We use the storage facility for old records and other items that we do not have room to store at the Hampshire site.

Public Comments: None

Motion to: Approve

Made by: Dr. Mac, Susan

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

19. Review, Discussion and Ratification of the invoice from SchoolPlanner for 100 student planners for 18/19; not to exceed: \$594.59.

Public Comments: None

Motion to: Approve

Made by: Susan, Dr. Horton

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

20. Review, Discussion and Approval of the changes suggested by Young, Minney and Corr (law offices) to our Employee Handbook for the 2018-19 school year to make sure that the latest changes in federal and state law are properly reflected.

Public Comments: None

Motion to: Approve

Made by: Dr. Horton, Susan

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

21. Review, Discussion and Approval of the Final Prop 30 Report (Benny).

Public Comments: None

Motion to: Approve

Made by: Susan, Dr. Mac

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

22. Review, Discussion and Approval of the Edgenuity quote for online licenses (50) as well as Pathblazer math/ELA licenses (10) and one training. Not to exceed: \$5,750.00
 a) These licenses are for one of our online platforms that we offer to our students who wish to have online options.

Public Comments: None

Motion to: Approve

Made by: Dr. Horton, Dr. Mac

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

23. Review, Discussion and Ratification of the invoices for services rendered by Stephen Ware for handiwork this summer, including painting both offices, repairing a variety of items, earthquake strapping bookshelves and other furniture, etc., not to exceed: \$5,750.00.
a) Stephen has been handling the annual upkeep and maintenance for us at both facilities. These services are a part of our LCAP Goal #1 to maintain our facilities in good shape to make them inviting to our students to come on campus for tutoring and workshops.

Public Comments: None

Motion to: Approve

Made by: Susan, Dr. Horton

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

24. Review, Discussion and Ratification of the WASC annual accreditation membership invoice for 2018-19. Not to exceed \$1,440.00.

Public Comments: None

Motion to: Approve

Made by: Dr. Mac, Susan

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

8. CLOSED SESSION

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

None

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

9. OPEN SESSION ACTION ITEMS

None

Public Comments:

Motion to:

Made by:

Motion is:

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: 7:29 pm