

River Oaks Academy
REGULAR MEETING OF THE GOVERNING BOARD

Thursday, October 4, 2018
6:30 p.m.

Regular Meeting Location
River Oaks Academy
920 Hampshire Rd. Suite X
Westlake Village, CA 91361
www.riveroakscharter.com

MINUTES

1) OFFICIAL OPENING OF THE MEETING 6:30 p.m.

- 1. Call to Order
- 2. Pledge of Allegiance
- 3. Roll Call and Acknowledgement of Guests

	<i>Present</i>	<i>Absent</i>
Chairman: Terri Childs	<u> X </u>	<u> </u>
Vice-Chair: Jennifer Berryhill	<u> X </u>	<u> </u>
Treasurer: Dr. Michael McCambridge	<u> X </u>	<u> </u>
Secretary: Susan Willard	<u> X </u>	<u> </u>
Parliamentarian: Dr. John Horton	<u> X </u>	<u> </u>

- 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 October 4, 2018
Cancelling Closed Session Item #2 CONFERENCE WITH LEGAL COUNCIL
Motion to: Approve
Made by: Jennifer/Dr. Mac
Motion is: Carried 5-0-0 with Terri, Jennifer, Susan, Dr. Mac, and Dr. Horton in favor

2) ORGANIZATIONAL

N/A

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, Budget Meeting is October 29
2. Parent Advisory Council (PAC) – Informational (10 min)
 - a. Pamela shared Parent Boot Camp is going very well at Westlake. Great tips were shared about homeschooling. PAC has scheduled Trunk or Treat for Oct 24. Sara is looking for volunteers for a fall festival in Oxnard. Nov. 14 will be a fundraiser at Yolanda's. Justine is the Parliamentarian for PAC. PAC meetings will be on the 1st Friday of the month.
3. Teacher's Report – Informational (10 min)
 - a. Leslie clarified that the Parent Boot Camp is tailored towards parents. There were 15 adults in attendance, half were experienced and half were not. A parent led the Boot Camp, which was well received. Leslie shared we are in to our 2nd week of workshops. Teachers have had a big presence to help the transitions to be smooth. Focus rooms are going well, with a few parents staying in there and helping. The Wellness Fair is coming up on November 7th. Oct. 21st is the Rotary Fair in which ROA will have a presence with a booth. Math night will be in January.
 - b. Maria shared Oxnard hosted a Meet and Greet in September with many families attending. Students are taking advantage of the Focus Room/Lab. Most students have completed their ELA and Math Assessments. Maria shared we are now on our 2nd week of workshops and are continuing to adapt the workshops to accommodate the growth of our students. Claudia goes to Oxnard on Tuesdays, Tezo and Monica split days in Oxnard and Bev holds the fort down on Fridays. Richard joins the team in Oxnard on Wednesdays and is doing an amazing job.
4. Student Report – Informational (10 min) None
5. Career Pathways Report – Informational (10 min)
 - a. Kathy shared that she and Claudia are meeting each week and have submitted their report to the state. Kathy and Michal have started College/Career Class. Yesterday was a VC Innovate Meeting, which was geared to jobs for students. There are 29 students enrolled between Westlake and Oxnard for College and Career, our largest class yet. Sepideh is the CCS teacher for Oxnard. Students from both sites are working on their 10-year plan and have the opportunity to apply for college credit. Leanne is teaching the IT Essentials Course this year and we are excited that our students are able to get college credit for taking this class. Moorpark College has just added their first course in Hospitality. Cal Lutheran will be offering a bachelor's degree in hospitality and tourism management starting in the fall semester.
6. High School Guidance Counselor—Informational (10 min) None
7. Report of the results of measuring the progress of the local indicators to the governing board, to stakeholders and the public—Informational (10 min)

Claudia went over the handouts regarding the Priorities. Claudia feels that we give a broad course of study and she will finish these and get these on the website.

1) REPORTS

1. Board Chairperson's Report – Terri shared she met with Jennifer and had a great meeting trading positions. She shared she has met with Claudia and is looking forward to a great year.
2. Director's Report

- a. Planning workshops for the spring has already started. We had 4 new vendors for the fall. Team Wellness has been working hard planning the Wellness Expo for Nov. 7, with a blend of presenters and exhibitors: The Wisdom Project by our own Dr. Horton, Meditation, Chiropractor, Organic Gardening, Essential Oils, Sports Nutrition, Mood and Emotion Management, Parenting, Acupuncture, Yoga & Sound Bath, Compassionate Communication, Henna, Pilates, Jiu-Jitsu, and a Book Booth.
 - b. Claudia received a call from the landlord from Oxnard informing her that a downstairs suite is available which would allow us to expand. Claudia is working on a plan with Benny.
 - c. Claudia shared a Comparison Data chart that indicates the attrition rate ROA has. She felt this was a good illustration of how really hard we are working on math.
 - d. Claudia handed out news articles that talk about test scores that have recently come out. She shared a packet on Smarter Balance, a company that does a summative assessment analysis. It has taken our math scores and put them together in percentage of “met” and “exceeded”. Claudia shared this is an amazing statistic that shows we are going in the right direction. It breaks down the different grade levels and shows where the students are headed. They looked at ethnicity and gender. They broke it down in different strands, which show what we need to be focusing on. Subgroup Analysis shows economically disadvantaged and students with disability. The trend is upward with everything that we have done, hopefully this will be reflected on the dashboard as well.
 - e. Technology – Tezo has been working on upgrading our Wi-Fi. We will be changing to Spectrum.
 - f. We have a total of 186 students. Oxnard has 95 and we have stopped enrollment just because of space. We are 26 students above budget right now.
 - g. We had our Board Retreat, which was great. Claudia wants to share with staff what Jeff Rice shared at the Retreat
3. Individual Board Member Report - None
 4. BSA Report 1st Interim starting it. Ruby shared the report.
 5. VCOE Report
 - a. Marlo congratulated the staff with the over 3 per cent improvement in math. That’s a very good increase, more than the state expects. VCOE looks at sub groups when they are looking at information so the report Claudia shared will be very good. She is looking forward to joining everyone at the A Plus Conference.

2) 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 September 15, (Board Retreat) 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 Board Report of Commercial Checks

Public Comments: None

Motion to: Approve

Made by: Susan/Dr. Horton

Motion is: Carried 5-0-0 with Terri, Jennifer, Susan, Dr. Mac, and Dr. Horton in favor

3) ACTION ITEMS

1. Review, Discussion, and Approval of Addendum B to the ROA Bylaws. Board Members new positions for the 2018-19 school year.

- a) As per the board discussion at the September 15, 2017 board meeting, the board's new positions were established for the 2018-19 school year.

This just reflects what was decided at the Board Retreat about positions.

Public Comments: None

Motion to: Approve

Made by: Jennifer/Susan

Motion is: Carried 5-0-0 with Terri, Jennifer, Susan, Dr. Mac, and Dr. Horton in favor

2. Review, Discussion, and Ratification of the amount paid to Mary Perez "VitaArt" for ceramic classes to add an extra \$1000.00 for the fall semester.

- a) Ceramics is a class that requires a lot of material and the outside firing of the art pieces the students create. When creating the contract with VitaArt, we overlooked the difference in cost of this class as compared to their other art classes.

Public Comments: None

Motion to: Approve

Made by: Dr. Mac/Susan

Motion is: Carried 5-0-0 with Terri, Jennifer, Susan, Dr. Mac and Dr. Horton in favor

3. Review, Discussion, and Approval of the CPI invoice for the Meraki Series Access Point subscription licenses for 1 year. Not to exceed: \$975.87.

- a) The Meraki devices are supporting our network for internet speed and connectivity.

Public Comments: None

Motion to: Approve

Made by: Jennifer/Dr. Mac

Motion is: Carried 5-0-0 with Terri, Jennifer, Susan, Dr. Mac and Dr. Horton in favor

4. Review, Discussion, and Approval of the At Will Employment Agreements for Exempt and Non-exempt staff.

- a) During the review of our Employee Handbook, our lawyers, YMC, recommended that we have all staff sign the At Will Employment Agreements. They drafted the agreements that are for your review here.

Public Comments: None

Motion to: Approve

Made by: Dr. Horton/Jennifer

Motion is: Carried 5-0-0 with Terri, Jennifer, Susan, Dr. Mac and Dr. Horton in favor

5. Review, Discussion and Ratification of Rosemary Schlingensiepen's contract as a workshop vendor in Oxnard. Not to exceed: \$900.00.
- a) Rosemary is not only one of our tutors, but she also teaches a workshop. When we originally submitted the request, she was only listed as a tutor. It was our omission to add her to the workshop vendor list.

Public Comments: None

Motion to: Approve

Made by: Jennifer/Susan

Motion is: Carried 5-0-0 with Terri, Jennifer, Susan, Dr. Mac and Dr. Horton in favor

6. Review, Discussion and Ratification of Angeline Le's (Eng Ching) contract as a workshop vendor in Westlake. Not to exceed an additional \$1,000.00.
- a) Angeline is teaching an additional class, which we need to reflect in the total amount encumbered. Therefore, we are modifying her contract from \$6,250 to \$7,250.

Public Comments: None

Motion to: Approve

Made by: Susan/Dr. Mac

Motion is: Carried 5-0-0 with Terri, Jennifer, Susan, Dr. Mac and Dr. Horton in favor

7. Review, Discussion and Ratification of the vendor contract with Wonderland's film making class to increase from \$1,800.00 to \$2,700.00. Not to exceed an additional \$900.00.
- a) We erroneously took their quote for an hourly rate as the quote for each session. Each session is 1.5 hours long.

Public Comments: None

Motion to: Approve

Made by: Jennifer/Dr. Mac

Motion is: Carried 5-0-0 with Terri, Jennifer, Susan, Dr. Mac and Dr. Horton in favor

8. Review, Discussion and Approval of Marcela Pomodoro's vendor contract for her Spanish and Cooking class at our Westlake facility. Not to exceed an additional \$1,200.00.
- a) This class is going to teach students to cook in Spanish, using Spanish vocabulary and exposing them to cultural cooking. Due to her purchase of ingredients for the class, the vendor asked that her hourly rate be higher in Westlake.

Public Comments: None

Motion to: Approve

Made by: Dr. Horton/Susan

Motion is: Carried 5-0-0 with Terri, Jennifer, Susan, Dr. Mac and Dr. Horton in favor

9. Review, Discussion and Approval running ads and having print materials for the upcoming Wellness Expo for Healthy Lifelong Living. Not to exceed: \$2,000.00.

b) We are very excited to organize this event, scheduled for November 7. We have the Wellness Committee, which has met multiple times already. Teri is a part of that. Dr. Horton will present as well as other amazing health professionals. We would like to publicize this widely to attract a large number of people and utilize this to have our ROA name out in the community.

Public Comments: None

Motion to: Approve

Made by: Jennifer/Dr. Mac

Motion is: Carried 5-0-0 with Terri, Jennifer, Susan, Dr. Mac and Dr, Horton 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:

None

1. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (Gov. Code section 54957(b).)
2. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION (Gov. Code section 54956.9(d)(2).): ([1]).

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

9. OPEN SESSION ACTION ITEMS 8:20 pm

No action taken

Public Comments:

Motion to:

Made by:

Motion is:

7. 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.

8. ADJOURNMENT 8:21 pm